

# DISTRICT OF COLDSTREAM

## REQUEST FOR QUOTATION

**RE: 2009/2010 ON CALL SNOW REMOVAL – LAVINGTON FIRE HALL**

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### **1.0 Introduction**

The District of Coldstream (the District) is requesting written quotations for 2009/2010 On Call Snow Removal – Lavington Fire Hall.

### **2.0 Information and Instructions**

- i) All quotations must be in writing and received by the District no later than **2:00 pm (local time), Wednesday, November 25<sup>th</sup>, 2009.**

**Attention: Request for Quotation**

**2009/2010 On Call Snow Removal – Lavington Fire Hall**

District of Coldstream

9901 Kalamalka Road

Coldstream, BC, V1B 1L6

Ph. 250-550-1505

Fax 250-545-4733

Quotations may be submitted by fax, mail or hand delivered. Unless otherwise noted in the Quotation, it shall be deemed that Quotations are open for acceptance at any time within thirty (30) days following the date of closing of the Request for Quotation. Quotations will not be opened in public. All Contractors who submitted a Quotation will receive a written response upon selection of a Contractor.

- ii) The Quotation price shall include all levies and taxes (excluding GST). No additional costs shall be levied to the District by the successful proponent.
- iii) The Quotation price shall include the cost per hour for the proposed equipment and operator.
- iv) Travel time is not to be included in the Quotation. Invoices will be calculated only for hours of production. Invoices shall be submitted to the District every two (2) weeks.
- v) The Contractor shall ensure that all staff are equipped with the required Personal Protective Equipment.

- vi) The District reserves the full right, in its sole discretion and according to its own judgments in its best interest, to accept or reject any or all Quotations.

Contractor selection will not be based solely on cost. Consideration will be given to experience, type of equipment, availability, and any additional relevant factors that the Proponent may wish to include.

### **3.0 Scope of Work**

- i) General

The work shall consist of snow removal supplemental to District staff, in an effort to maintain safe access and egress for first responders and equipment when responding to a call.

The Contractor will be required to respond on an as needed basis and exercise excellent judgment when determining the frequency and time required to perform the task.

It will be the Contractor's responsibility to monitor snow conditions, and respond when appropriate.

It is anticipated that in general, supplemental snow removal will be required weekdays between the hours of 4:00 p.m. and 7:30 a.m., and weekends from Friday at 4:00 p.m. until the following Monday at 7:30 a.m.

Accumulations of 10 cm (4") or more of snow shall be considered as the threshold for snow removal. However, it is recognized that additional adverse weather factors may dictate more frequent attention.

Snow will be stockpiled in an area determined by the District, and will be removed as required by the District.

- ii) Areas

- Aprons in front of the bay doors, front and back.
- Parking area.
- Sidewalks.

### **4.0 Work Locations and Conditions**

All Bidders, either personally or through representation are responsible to examine the Place of Work before submitting a quote. A Bidder has full responsibility to be familiar with and make allowances in the quote for all conditions at the Place of Work that might affect the quote. By submitting a quote, a Bidder represents that the Bidder has examined the Place of Work, or specifically elected not to. No additional payments or time extensions shall be claimed or due because of difficulties relating to conditions at the Place of Work which were reasonably foreseeable by a contractor qualified to undertake the work.

Bidders may make arrangements with the District Contact to review the Place of Work.

## **5.0 Personnel**

The Contractor shall provide the District with the names of the personnel to be utilized for the Work, in addition to number of years of experience related to the Work for each of these personnel.

## **6.0 Equipment**

The Contractor shall provide the District with the year, make and model of the equipment to be used.

## **7.0 Workers Compensation Coverage**

Upon acceptance of the Quotation by the District, the selected Contractor shall provide the District with a current copy of their WCB coverage, with whom the Contractor must be in good standing.

## **8.0 Insurance**

### **i) General Insurance**

The Contractor shall provide to the District, a copy of their current insurance coverage held by the Contractor for the purpose of providing said Works, and shall be in the joint names of the Contractor and the District, with limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for injury, death and damage to property, with a property damage deductible of five hundred dollars (\$500.00).

### **ii) Automobile and/or Equipment Liability Insurance**

Automobile and/or Equipment Liability Insurance in respect to licensed vehicles shall have limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property, endorsed to provide the District with no less than fifteen (15) days written notice in advance of any cancellation, change or amendment restricting coverage.

The Contractor shall provide the District with proof of insurance prior to commencement of the Work. If the Contractor fails to provide or maintain insurance as required, then the District shall have the right to provide and maintain such insurance and give evidence thereof to the Contractor. These costs thereof shall be payable by the Contractor to the District on demand, or, the District may deduct the cost from the monies which are due or may become due to the Contractor.

## **9.0 Safety and Traffic Control**

- i) The Contractor shall be solely responsible for safety and traffic control at the Place of Work required by all safety legislation and regulations.
- ii) The Contractor shall, at the Contractor's own cost, provide all necessary safety devices, signage and traffic control personnel as required to maintain traffic flow at the Place of Work, and to ensure the safety and well being of the general public and personnel at the Place of Work.

## **10.0 Business License**

The Contractor must have a current District of Coldstream Business License or a current Mobile Business License.

## **11.0 Inspection**

- i) The District's Operations Superintendent, or his representative, shall visit the Place of Work at intervals appropriate to the progress of the Works to remain familiar with the progress and quality of the Work, and to determine if the Work is proceeding in general conformance with the Contract.
- ii) The District has the authority to reject any Work that in the opinion of the District, does not conform to the Contract requirements. Any area found to be unsatisfactory shall be redone, at the Contractors expense, within twelve (12) hours of receiving verbal notification from the District.
- iii) The District reserves the right to hold back a maximum of 25% of the total invoice until all Work has been completed to the District's satisfaction.

**DISTRICT OF COLDSTREAM**

**2009/2010 ON CALL SNOW REMOVAL – LAVINGTON FIRE HALL**

**Contractor Information  
(Please return this form)**

**Personnel**

Operator \_\_\_\_\_  
(Name – Please Print)

Years of Related  
Work Experience \_\_\_\_\_

Operator (if more than one) \_\_\_\_\_  
(Name – Please Print)

Years of Related  
Work Experience \_\_\_\_\_

**Equipment**

Year \_\_\_\_\_  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Type \_\_\_\_\_  
Other \_\_\_\_\_

Hourly Rate \_\_\_\_\_

Rate to include all applicable levies and taxes (excluding GST). No additional costs shall be levied to the District by the successful proponent.

**DISTRICT OF COLDSTREAM**

**2009/2010 ON CALL SNOW REMOVAL – LAVINGTON FIRE HALL**

In accordance with the “Request for Quotation, 2009/2010 On Call Snow Removal – Lavington Fire Hall” as supplied and which I/we have carefully reviewed, the undersigned hereby submits a Quotation for the On Call Snow Removal at Lavington Fire Hall.

All Quotations must be in writing and received by the District no later than **2:00 pm (local time), Wednesday, November 25<sup>th</sup>, 2009.**

\_\_\_\_\_  
Hourly Rate

\_\_\_\_\_  
Company Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Province

\_\_\_\_\_  
Name and Title of Person Authorized to Sign Quotation (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contact Info:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_