



Request for Quotation

RFQ#:

Quotation requirement:

Snow Removal and Ice Control Services

Location:

Issued on:

Site Visit:

Submission Deadline:

_____current Manitoba Central Time on _____

It is solely the Bidders' responsibility to ensure that its Quote is received in accordance with the instructions set out in this document.

Available in alternate formats upon request

- 1 Quotation submitted must:
 - 1.1 include the following completed and signed forms:
 - 1.1.1 Part A – Price Form
 - 1.1.2 Certificate of Independent Tender Determination
 - 1.2 be mailed, couriered, or delivered to the front desk of the address provided below
 - 1.3 be in a sealed envelope and have the following on the face of the envelope:
 - 1.3.1 Bidder's return address
 - 1.3.2 Address:
Manitoba Housing
Snow Removal

Attention:
 - 1.3.3 Submission Deadline
- 2 You are invited to submit on Part A Price Form contained within this document, pricing for the requirements as set out in Part B - Scope of Work. This is an invitational Request for Quotation. Manitoba Housing may, but is not required to, issue a Service Agreement for the services specified in this Request for Quotation.
- 3 If Manitoba Housing enters into a Service Agreement it will be with the compliant Bidder submitting the lowest total fixed fee for the two year term of the contract. In the event Manitoba Housing issues a Service Agreement for the services in this Request for Quotation, the successful Bidder will be required to submit a list of current employees and subcontractors.
- 4 Manitoba Housing may reject a bid as being non-compliant if the bid submission is incomplete, conditional, or contains additions, deletions, or other irregularities. Manitoba Housing may also reject all or any part of a bid, or waive technical requirements if the interests of Manitoba Housing so require.

Part A – Price Form

Bidders must submit this form fully completed and signed by the Bidder or an authorized individual.

Two year fixed fee contract		
Manitoba Housing #	Address	Fixed Fee per Month of Service
Total fixed fee per month		
Total number of months requiring service (see Part B Scope of Work for service dates)		
Total fixed fee for two year term		

*MH is relieved of paying GST

Item Pricing

1. Item Pricing:
 - a. The price per hour for a specific portion of work.
 - b. Not included in the base quote submitted.
 - c. Used to value additional stipulated work as may be required.
2. Acceptance of Item Prices for the duration of any subsequent Contract is at the sole discretion of Manitoba Housing.
3. Submit complete and accurate rates for each Item Price including overhead and profit as well as labour, materials and applicable taxes.
4. All work completed for Item Pricing must be requested in writing by Manitoba Housing and invoiced and submitted to the district office

Item Pricing		Amount per
Manned Truck		
Manned Loader		
Manned Truck and Loader		
Sanding		
Scattered Unit – provide Scope of Work requirements for the Scattered Unit(s) below		
Other charges:		
Scattered Units		
Manitoba Housing #	Address	City/Town

Enter the number of addendum received in the space provide below or “0” if no addendum received.

I acknowledge receipt of a total of _____ addendum.

A compliant bid must include, but is not limited to, the following submitted in a sealed envelope to the address on the cover of this Request for Quotation prior to the submission deadline:

- this completed Part A Price Form signed by the Bidder;
- acknowledgement of receipt of all addenda received in the space provided above; and
- a completed Certificate of Independent Tender Determination form.

The final agreement, if any, will consist of this Request for Quotation and the documents detailed therein, the successful Bid and the subsequent Service Agreement. The Bidder may view Manitoba Housing’s Snow Removal Service Agreement, Purchase Order Terms and Conditions and the Protection of Personal Information document online at the following link:
<http://www.gov.mb.ca/housing/business/procurement-resources.html>

Business Name: _____

Printed Name: _____

Signature: _____

Date: _____

Part B – Scope of Work

- 1 For the purpose of this Request for Quotation, the following definitions apply to this scope of work:

Clearing means clearing of snow and/or ice from designated areas including removal from the site.

Contract is the undertaking by the parties to perform their respective duties, responsibilities and obligations as prescribed in the Contract Documents and represents the entire agreement between the parties.

Contract Documents consist of those documents listed in Part A – Price Form and amendments agreed upon between the parties.

Contractor is the person or entity identified as such in the agreement. The term Contractor means the Contractor or the Contractor's authorized representative as designated to the Owner in writing.

Emergency means an unforeseen situation that poses a threat to life, property, and/or public security.

Equipment means anything and everything, except persons and material, used by the Contractor in the performance of the Work.

Owner means Manitoba Housing Renewal Corporation (MHRC) or Manitoba Housing (MH).

Work means all materials, labour, equipment, transportation or other ancillary items required by the Contractor to complete the Work, in accordance with the Contract Documents.

Project means the total service contemplated of which the Work may be the whole or a part.

- 2 Manitoba Housing is requesting quotes from qualified Contractors to provide snow removal, sanding and snow haulage services at the sites listed on Part A – Price Form. The snow removal services are required for a two-year term during the following dates:

_____ to _____ ; and

_____ to _____

- 3 Snow clearing is required seven (7) days a week, 24 hours a day as identified in Section 3 and dependant on weather conditions.

- 4 The following details the requirements and services to be provided by the successful Bidder.

- 5 Execution - General Requirements

- 5.1 Temporary piling of snow on any project not permitted without written consent from a representative of the Owner.

- 5.2 Part A lists the properties and areas to be cleared for bidding purpose of this Contract.

- 5.3 Contractor must assign equipment to match the size of the area to be cleared for proper and effective clearing.
- 5.4 Contractor is responsible to ensure that snow removal operation does not cause any interruptions of gas, electrical, water, telephone and/or other services. If such interruptions do occur, Contractor must immediately inform the Housing Communication Centre at _____. Contractor is responsible for all aspects of repairs and damages to the respective utility or service at no additional cost to the Owner.
- 5.5 Snow shall not be pushed against trees, shrubs, fences, buildings or walls, etc. The Contractor will be held fully responsible for any damages to property caused by the activities under this Contract. Costs to repair such damage shall be the responsibility of the Contractor.
- 5.6 Conduct clearing in such a manner as to avoid snow along edges of cleared areas.
- 5.7 Clear snow as close as possible to obstructions.
- 5.8 An accumulation of lighter snowfalls, which do not warrant the maximum requirement for automatic clearing shall be removed to the pavement during the next required clearing.
- 5.9 Clear snow and ice to the pavement and do not allow ruts or snow build up to occur. Should excessive snow and ice build up create ruts or unsafe conditions, the Contractor will be responsible to remove snow and ice to the pavement as part of the Contract, at no cost to the Owner. This clause shall survive the term of the Contract until spring thaw is complete. Should the Contractor fail to clear the problem areas within the time frames agreed to, the Owner may arrange to have the snow removed. The removal costs plus a ten percent (10%) administration fee will be charged back to the Contractor.
- 6 Qualifications
- 6.1 Contractor must own or have at their disposal a variety of equipment in order to accommodate proper clearing of all areas.
- 6.2 Contractor and the Contractors employees shall be qualified and licensed as required by the authority having jurisdiction for clearing, removal and disposal of snow and ice.
- 6.3 Drivers must be appropriately licensed for the size and type of vehicles being used. Equipment operators must be familiar and experienced with the equipment they are operating.
- 6.4 Provide emergency call-out service 24-hours a day seven days a week and provide the Owner with a contact number for 24-hour availability in cases of emergencies. Maintain twenty-four hour availability for the duration of the Contract.
- 7 Response Times
- 7.1 Response to clear snow shall be gauged by Environment Canada. A ruler of measurement of snow _____ centimetres in depth will designate the depth of snowfall for Contractors to respond to clear snow. For clarification of terms as is announced by Environment Canada from time to

time, accumulations of 5 centimetres (dry depth) and 5 millimetres (moisture content) shall be taken to mean the same amount of accumulations and warrants a response from the Contractor to clear snow and ice.

- 7.2 Map showing locations that require snow removal services may be provided.
- 7.3 Designated areas to be cleared are to be made passable as soon as possible and as defined in the following priorities:
- 7.3.1 Priority #1 – Fire and ambulance access to buildings must be kept passable 24-hours a day, 7 days a week regardless of the amount of snowfall. Contractors shall respond immediately to clear these areas when requested, by the designated representative of the Owner, regardless of the time of day and be on site within two hours of notification. This work shall be considered as incidental to the Contract at no cost to the Owner. In addition, projects designated Priority #1 must be given first consideration for general snow clearing.
- 7.3.2 Priority #2 – Parking lot entrances, approaches and driveways to the building must be open for use within 4 hours of snowfall diminishing to a point that no more than 5 centimetres is anticipated to fall or stops, and with accumulations as indicated in item 7.1.
- 7.3.3 Parking stalls are to be cleared within 24 hours of completion of snowfall. Proper notification shall be given as outlined in Section 8.
- 7.3.4 Should the Contractor fail to clear the snow as designated within the time frames set out in this Contract, the Owner may arrange to have the snow removal completed by others and the removal cost plus a ten percent (10%) administration fee will be charged back to the Contractor or held back from future invoices.
- 7.3.5 From time to time, drifting of snow caused by wind is a problem. Upon being informed by the designated representative of the Owner, the drifted snow must be cleared within two hours of notification. This work shall be considered as incidental to the Contract at no cost to the Owner.
- 7.3.6 Acknowledge, by direct contact, requests for snow clearing within thirty minutes of Owner's initial contact. The Contractor shall, as a minimum have communication capabilities at all times, for the duration of the contract, as follows: Constantly attended phone, cellular or otherwise an alpha/numeric pager.

8 Notification

- 8.1 The Contractor must notify the designated representative of the Owner 24 hours prior to returning to the project for clearing snow from parking stalls. The notification is necessary for staff to arrange for tenants to move their vehicles to facilitate clearing of stalls and shall include the anticipated time of the day the Contractor will be on site. Contractors will be called back at their own expense if proper notice is not given and return trips are required to complete the work.

- 8.2 The Contractor is responsible to contact the Property Manager listed on Part A – Price Form, for each project he is awarded, for the most current building superintendent contact listing and telephone numbers.
- 8.3 Snow clearing from parking stalls, if so designated, must be between the hours of ____ a.m. and ____ p.m., Monday to Friday to coincide with on site staff working hours.
- 8.4 In the event that the Contractor is delayed for any unforeseen reasons notify, at the earliest possible time, the contact person who is scheduled that day and arrange for another mutually satisfactory time for completion of the work.
- 9 Invoices and Payments
- 9.1 The Contract fee shall be firm, expressed in Canadian currency and shall be inclusive for the Work.
- 9.2 Purchase orders will be issued to Contractors prior to the commencement of the Contract. Payments will be paid monthly upon receipt of an acceptable invoice. Invoices are sent to Manitoba Housing each month, after completion of the work.
- 9.3 Invoices shall be submitted to the Manitoba Housing office issuing the purchase order unless otherwise directed.
- 9.4 Clearly indicate Purchase Order number assigned specifically to the project number for the month being invoiced.
- 9.5 Invoices not properly completed shall be rejected and returned to Contractor for re-submission.
- 9.6 On receipt of the invoice, the Owner will certify the account for payment or advise the Contractor in writing why the account is disapproved.
- 10 Snow Removal, Sanding, Salting
- 10.1 Provide all necessary material, permits licensing and insurance, for clearing and disposal of snow.
- 10.2 Supply necessary equipment and operators to remove and stockpile snow in the designated snow storage areas at each of the snow clearing locations.
- 10.3 Hauling of snow to the snow dump should be in reference to 10.1 and 10.4.
- 10.4 Provide the appropriate personal protective equipment (PPE) as identified under the Occupational Health and Safety Act and Regulations, i.e. hearing protection, protective footwear, etc.
- 10.5 Maintain a record for the snow removal/sanding/de-icing on Manitoba Housing log sheets provided, indicating the date and time the work was done. Log sheets must be available for inspection upon request by Manitoba Housing.

- 10.6 Notify the Property Manager and make good any damages incurred to the property during the operations of snow removal, sanding or snow haulage by the Contractor.
- 10.7 Ensure that all original equipment manufacturer (OEM) guards are in place, in good repair and used, (i.e. power take off (PTO) covers, deflector shields, etc.).
- 11 Snow Disposal
 - 11.1 Snow must be hauled away off the sites simultaneously with the clearing. No stock piling allowed unless authorized in writing by the Owner.
 - 11.2 Snow must be removed off site and disposed of in a legal manner.
 - 11.3 Disposing of snow, temporary or otherwise, on non-designated areas, riverbanks or private property without written prior consent will result in immediate termination. Letter of consent must be forwarded to the Owner at time of approval.
 - 11.4 On projects where written permission has been received by a representative of the Owner to temporarily stockpile snow, on Manitoba Housing's property, stockpile must be removed off site within 48 hours after completion of clearing.
 - 11.5 Where Contractors fail to remove stockpiled snow on sites, as specified, the Owner may arrange to have the snow removed, and the removal cost plus a ten percent (10%) administration fee will be charged back to the Contractor.