



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO QUOTE ES-25-14

Snow Clearing and Sanding Services Mackenzie Regional Transfer Station, Mackenzie, BC

Date Issued: October 15, 2025

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Mandatory Site Meeting: October 20, 2025, at 1:00 pm
Mackenzie Regional Transfer Station

Closing Date: October 29, 2025
2:00 pm (Pacific Standard Time)
No Public Opening

Inquiries: Email Darren Wahl at darren.wahl@rdffg.bc.ca
Inquiries deadline: October 24, 2025, at 4:00 pm

Note: Late submissions will not be considered



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INVITATION TO QUOTE

The Regional District of Fraser-Fort George invites written quotations from qualified contractors to provide Snow Clearing and Sanding Services for Dump Road and the Mackenzie Regional Transfer Station, Mackenzie, BC. The Contractor will provide personnel, supervision, labour, and heavy equipment to complete the Snow Clearing services specified in the Scope of Work contained herein.

Invitation to Quote documents may be obtained on or after October 15, 2025.

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.ca;
- b) On the BCBid® website at www.bcbid.gov.bc.ca; or

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the Bidder to ascertain that they have received a full set of ITQ Documents. Upon submission of their quote, the Bidder will be deemed conclusively to have been in possession of a full set of ITQ Documents.

DELIVERY OF QUOTES AND CLOSING DATE:

Quotations will be received at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC (the "**Closing Location**") not later than 2:00 pm local time on **October 29, 2025** (the "**Closing Date**"). Qualified contractors must complete and submit:

- a. Appendix C through H:
- b. Any additional information that the bidder may choose to provide.
- c. All amendments and/or addenda, if any, issued for this ITQ. Each amendment and/or addenda must be signed by the bidder and included with the quote submission and will form part of the quote and contract documents.

Submissions received after the stated Closing Date will be disqualified and not considered by the Regional District.

Quote Evaluation

The purpose of this ITQ is to select a Tenderer with the capability and experience to efficiently and cost effectively complete the work described in this ITQ.

Evaluation Criteria

- a) Tenderer's Qualifications, Experience, and References
- b) Past Work Experience with the Regional District
- c) Tender Price

The Regional District will accept quotes submitted either by direct delivery or electronically to the Regional District main office.

For Quotes to be Submitted by Hard Copy direct delivery:

Two complete copies of your Quote must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the quote, as well as on the outside of the courier envelope/box (if sending by courier):



1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
2. Invitation to Quote, ES-25-14
Snow Clearing and Sanding Services – Mackenzie Regional Transfer Station
3. Responding Contractor's name and address

The lowest or any Quote will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Quotes.

Facsimile Quotes will NOT be accepted.

For Quotes to be Submitted Electronically:

"Prince George Time" will be conclusively deemed to be the time indicated in the electronic timestamp the Quote receives upon delivery to the email address specified herein.

Contractor's must submit all portions of their Quotes by email in accordance with the following:

Subject of the file to be: ES-25-14 – Snow Clearing and Sanding Services – Mackenzie RTS– (Insert Responding Contractor's Name)

All emailed documents must be in PDF format and should be in one combined file. Bidders should ensure that the files should not collectively exceed 30MB.

Quotes must be submitted to purchasing@rdffg.bc.ca. DO NOT deliver a physical copy of the quotation package to the Regional District of Fraser Fort George after emailing.

The Regional District does not assume any risk or responsibility or liability, including in contract or tort (including negligence), whatsoever to any Bidder:

1. to ensure that any electronic email system being operated by or for the Regional District is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Bidder's electronic transmission, including the transmission of an electronic copy of its Quote, cannot be received;
2. for errors, problems or technical difficulties with respect to a Bidder's electronic transmission, including the transmission of an electronic copy of its Quote;
3. that a Bidder's electronic transmission, including the transmission of an electronic copy of its Quote, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this ITQ;
4. The Regional District will not be responsible for any costs incurred by bidders as a result of the preparation or submission of a quote pertaining to this ITQ. The accuracy and completeness of the quote is the bidder's responsibility. Should errors in a quote be discovered, the bidder shall be solely responsible for any additional costs incurred by that bidder in the performance of the work and shall be solely responsible for correcting any deficiencies or errors in that quote at their expense.

The lowest or any Quote will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Quotes. Email Quotes will be accepted. All Quote Documents must be received by the Closing Date in order for the Quote to be received for consideration.



Quoted prices must remain in effect for 60 days after the Closing Date.

All applicable taxes will be shown separately. The successful contractor will be required to itemize taxes on all invoices submitted to the Regional District and quote the contract number.

Mandatory Site Meeting

All prospective Bidders must attend the site meeting. The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to this ITQ. The purpose of the site meeting is for Bidders to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work and specifications, to view the site and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their quote.

Oral questions will be allowed at the site meeting. However, questions of a complex nature, or questions where the Bidder requires anonymity, should be forwarded in writing, prior to the meeting, to the Project Manager.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding any additional site meetings.

The mandatory site visit will be held at 1:00 pm on October 20, 2025, at the Mackenzie Regional Transfer Station.

Regional District's Right to Reject Quote

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favorable in the interests of the Regional District.

No Bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a Bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the Bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the Bidder.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the quote.

The Regional District reserves the discretion to reject any quote submitted by a Bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Bidder (or in the case of a quote submitted by a Bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting this quote the Bidder further confirms that neither the Bidder (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Bidder is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.



The Regional District reserves the right to reject any quote submitted by a Bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

All inquiries relating to this Invitation to Quote must be directed to:
Darren Wahl, Manager of Solid Waste Operations
Regional District of Fraser-Fort George
Phone: 250-960-4400 Email: darren.wahl@rdffg.bc.ca

Inquiries deadline: October 24, 2025, at 4:00 pm.



GENERAL CONDITIONS

1.0 DEFINITION OF TERMS

"Contract Documents" or "Contract" means and includes the complete and completed set of all documents, specifications, drawings and addenda incorporated therein, as listed in the Table of Contents.

"Contract Documents" or "Contract" means and includes the complete and completed set of all documents, specifications, drawings and addenda incorporated therein, as listed in the Table of Contents.

"Contractor" means the successful person or company who enters into the Contract Agreement.

"Equipment" means anything and everything except persons used by the Contractor in performance of the work.

"Facility or Facilities" means the Mackenzie Regional Transfer Station.

"Manager" means the General Manager of Environmental Services of the Regional District of Fraser-Fort George or their authorized representative.

"Regional District" means the Regional District of Fraser-Fort George.

"Sub-Contractor" means any person, firm, or corporation approved by the Regional District having a contract for the execution of a part or parts of the Work included in the Contract and worked to a special design according to the drawings or specifications but does not include one who furnished material.

"Transfer Station" means a Regional District Solid Waste receiving facility which is used for the temporary storage of solid waste and source separated recyclable materials.

"Work" or "Works" means, unless the context otherwise requires, the whole of the work and Materials, labour matters and things required to be done, furnished and performed by the Contractor under this Contract.

2.0 INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide all supervision, labour, materials, and equipment and all else necessary for, or incidental to, the proper execution of the Work described in the Contract Documents or as directed by the Regional District and all incidental Work to complete the project.

The Contract is not a contract of employment. The Contractor is an independent Contractor, and nothing herein shall be construed to create a partnership, joint venture or agency and neither party shall be responsible for the debts or obligations of the other.

3.0 LOCAL CONDITIONS

The Contractor will, by personal inspection, examination, calculations or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of their methods of procedure. No verbal agreements or conversation with any officer, agent or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

4.0 MANAGER STATUS

The Manager, or alternate, will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the



Contractor maintains the Facility in a satisfactory condition, and to ensure that the Work has been satisfactorily carried out. The Manager, or alternate, will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

5.0 CHARACTER OF WORKERS

All workers must have sufficient knowledge, skill and experience to perform properly, the work assigned to them and to be tactful and courteous in dealing with the public and the Regional District's staff. Any supervisor or worker employed by the Contractor or Sub-Contractor who, in the opinion of the Manager, or alternate, does not perform their work in a competent manner, appears to act in a disorderly or intemperate manner, appears to be under the influence of drugs or alcohol or is willfully negligent, will at the written request of the Manager, or alternate, be removed from the Facility of the Work immediately and will not be employed again in any portion of the Work without the approval of the Manager, or alternate. The Workers must also behave in a respectful manner that is appropriate with regard to language and dress for a public access building.

6.0 ASSIGNMENT OF CONTRACT

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

7.0 REGIONAL DISTRICT'S TERMINATION OF CONTRACT

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, or stoppage under Article 4, the Manager, or alternate, reserves the right to terminate the Contract without notice. The Regional District may also deduct from the payments due to the Contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.

8.0 CONTRACTOR'S TERMINATION OF CONTRACT

The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within 30 days from the specified date of payment, and fails to remedy such default within ten days of the Contractor's written notice to do so.

9.0 SUB-CONTRACTORS

The Sub-Contractors named on the List of Sub-Contractors form (Appendix G) will not be changed, nor will additional Sub-Contractors be employed, except with the written approval of the Manager, or alternate. The Contractor is responsible to the Regional District for the acts and omissions of their Sub-Contractors and of their workers to the same extent that they are responsible for the acts or omissions of the Contractor's workers. Nothing in the Contract Documents will create any contractual relations between any Sub-Contractor and the Regional District. The Contractor will bind every Sub-Contractor to the terms of the Contract Documents.

10.0 REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after two days written notice to the Contractor, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.



Damage to Existing Property in the event of damage to the Regional District's property arising from actions of the Contractor the procedure will be as follows: 1. The Contractor will immediately advise the Regional District of any damage to the Regional District's property. 2. Upon investigation, the Regional District will notify the Contractor of damages to be repaired. 3. If the Contractor does not reply within 24 hours, the Regional District will repair, to the appropriate specifications or regulations, and deduct the cost of the repair from payment to the Contractor.

11.0 DISPUTE RESOLUTION

If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of services under this agreement, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.

12.0 NOTICE OF DEFAULT

If the Consultant is in default of the performance of any of its material obligations set out in this Agreement, then the Regional District may, by written notice to the Consultant, require such default to be corrected. If within 15 days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate this Agreement.

- 12.1 The Regional District shall compensate the Consultant for all Services performed hereunder through the date of any termination and all-reasonable costs and expenses incurred by the Consultant in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a draft form, produced by the Consultant prior to the termination of the Agreement, will be provided to the Regional District within ten business days of the termination date.

13.0 INDEMNITY AND RELEASE BY CONTRACTOR

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs, hereafter referred to as "claims"), including any such claims brought by a third party against the Regional District for personal or bodily injury, including death, or for property damage, that arise out of or are connected with or caused by the negligence, breach of contract, or other error or omission in the performance of the work, on the part of the Contractor and its directors, officers, employees, agents and sub-contractors. If the Regional District pays, or is required to pay, any claims, or if the property of the Regional District is charged or encumbered by any liens, judgments or other charges as a result of any claims, then the Regional District shall be entitled to recover from the Contractor all damages, costs, fees or other charges incurred by the Regional District in satisfying such claims together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

14.0 FORCE MAJEURE

If either the Consultant or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Contractor is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Contract shall be suspended for so long as the conditions constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated



duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Section 11 of the Contract. Where, as a result of Force Majeure, there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under Section 17 "Payment" of this Contract, as may be agreed by the Contractor or as determined under Section 11 "Dispute Resolution" of this Contract. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Agreement. If the Regional District terminates this Agreement following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Section 12.1 "Notice of Default" of this Contract.

15.0 OCCUPATIONAL HEALTH AND SAFETY

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property at the Facility and will comply with the *Workers' Compensation Act* of the Province of British Columbia.

16.0 CHANGES IN THE WORK

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor will proceed with the Work as changed and the Work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in the Contract unless a Change Order form or Purchase Order is completed and signed by the Regional District and the Contractor.

17.0 PAYMENT

The Contractor may provide an invoice to the Regional District at the end of each four-week period during the term of the contract. The final invoice must be submitted within one week of the Contract completion date. The Contractor will identify taxes separately on each invoice.

The Regional District will, by the thirtieth day of the month following that for which payment is required on receipt of an invoice and on advice from the General Manager that the Work has been satisfactorily carried out, pay the Contractor for Work completed in accordance with the Contract in the previous month. No payment will be made for Materials supplied by the Regional District.

18.0 GOODS AND SERVICES SALES TAX (GST)

Federal law states that five percent tax be paid on all goods and services. If the Contractor does not qualify as a small supplier, then the Contractor is required to identify the GST tax on all invoices and the Regional District is liable to pay this amount to the Contractor.

19.0 PAYMENT WITHHELD OR DEDUCTED

The Regional District may withhold, suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect themselves from loss on account of one or more of the following:

- (a) Where the Contractor is not performing the Work satisfactorily.
- (b) Where any defective or faulty Work has not been remedied.



20.0 INSURANCE

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with 30 days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above.

21.0 DURATION OF CONTRACT

The duration of the Contract will be from 12:01 a.m., December 1, 2025, to midnight, November 30, 2026. The Contract may be renewed on a period-by-period basis at the Regional District's discretion for up to two years. Each period of renewal will be for a one-year period as per the Schedule of Prices at the tendered rates. The total contract duration will not exceed three years.

22.0 WORKSAFEBC

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with their WorkSafeBC Clearance Letter. The Contractor will pay all assessments required to be paid in relation to the Contract to WorkSafeBC.

23.0 CONFIDENTIALITY

The Regional District is a public body subject to the *Freedom of Information and Protection of Privacy Act* (FOI). In accordance with the FOI, all information regarding the items and conditions, financial and/or technical aspects of the Contractor's quote which are, in the Contractor's opinion, of a proprietary or confidential nature should be clearly marked "CONFIDENTIAL" at each relevant item or page.

Subject to the FOI, all information marked "CONFIDENTIAL" by the Contractor will be held in strict confidence and shall not be revealed to another party without the consent of the Contractor.

24.0 RIGHTS OF WAIVER

A waiver of any breach or provision of the Contract will not constitute or operate as a waiver or any other breach of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.



25.0 SEVERABILITY

All articles of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more articles herein are void, the validity of the remaining paragraphs hereof will not be affected.



APPENDIX A **SCOPE OF WORK AND SPECIFICATIONS**

The Contractor will provide and operate heavy equipment. The Contractor will also provide the personnel, supervision, and labour to complete the Snow Clearing and Sanding Services and any other general service as specified in the Scope of Work contained herein. The work includes removing snow from road surfaces and other identified areas and the clearing of snow to dedicated snow partitioned areas.

Below are the current hours of operation of Mackenzie Regional Transfer Station:

Monday to Friday	9:00 am – 5:00 pm
Saturday, Sunday	9:00 am – 3:00 pm

Statutory Holiday Operating Hours: 10:00 am – 4:00 pm (Easter Monday, Victoria Day, Labour Day, Thanksgiving Day). Statutory Holidays subject to change or cancellation.

This facility is CLOSED on all other Holidays: New Years' Day, National Day of Truth and Reconciliation, Family Day, Good Friday, Remembrance Day, Canada Day, Christmas Day, BC Day, and Boxing Day.

SCOPE OF WORK

The scope of work includes, but is not limited to:

1. The Contractor will, at his expense, pay for and supply all equipment and tools, labor, and materials to complete the works as specified herein.
2. The Contractor will not interfere with the day-to-day operations of the facility while completing the work required.
3. The Contractor will be responsible for damage occurring to the above structures or any Regional District property as a result of snow clearing activities of the Contractor.
4. The Contractor will ensure that his work does not impede existing surface water drainage unless otherwise directed by the Regional District.
5. Only wheel loaders, graders, and sand trucks allowed. Tracked vehicles, pickups or skid steers will not be considered for the purpose of this Invitation to Quote.
6. The Contractor will not undertake storage, maintenance, or servicing of their equipment at the facility without the prior approval of the Regional District.
7. The Regional District accepts no responsibility for damage, vandalism, or theft of any of the contractor's equipment used or stored at the facility.
8. The Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure that their employees do the same.
9. The Contractor will ensure that workers have sufficient knowledge, skill, and experience to properly and safely perform the work.
10. The period of work is from December 1, 2025 to midnight November 30, 2026.
11. The contractor will make good on any damages made from their equipment during the operation of the equipment on the Mackenzie Regional Transfer Station site and along Dump Road at Mackenzie, BC.



Snow Clearing

1. Snow clearing will include the entrance to Dump Road from the highway, Dump Road, and the Mackenzie Regional Transfer Station site facility prior to the hours of operation of the facility noted above. Snow clearing on Statutory Holidays will only occur if a request from Regional District staff is received by the Contractor.
2. Snow clearing at the Mackenzie Regional Select Landfill active face site will only occur if a request from Regional District staff is received by the Contractor.
3. A minimum of 5 cm of accumulated snow before 6:00 a.m. is required prior to commencing snow clearing. All cleared snow will be moved to designated areas or hauled away at Contractor's expense.
4. Snow is to be removed from the roads to designated snow partitioned areas at the Contractor's expense. Storage will not be allowed along Dump Road at any time. The Mackenzie Regional Transfer Station site facility has dedicated snow partitioned areas.
5. Snow must not be cleared onto pedestrian walkways, against buildings, equipment, fences, gates, or blocking access to these areas.
6. The Contractor will be responsible for damage occurring to the above structures or any Regional District property as a result of snow clearing activities of the Contractor.
7. Only rubber-tired equipment will be considered for the purpose of this project. Tire chains are acceptable.

Sanding Services

1. There are two separate areas requiring sanding at the Mackenzie Regional Transfer Station, see Appendix I for clarification These areas are described as:
 - A) "Dump Road," from the highway to the main gate leading into the Mackenzie Transfer Station. (Designated as green on Appendix I); and
 - B) Transfer Station area and access roads (gravel) leading into and around the Transfer Station (designated as orange on Appendix I)

The Transfer Station Area includes:

- a) The main entrance road from the gate, down towards the scale, both sides for the scale, the scale approaches, all public use areas, down to the Tip Floor building, in front of the metal piles, the entire turn-a-round, entire area in front of Tip Floor building including roadway back up to main gate.
 - b) Roadway that leads down behind scale and the Transfer Station building, up and around onto the upper road. (Designated as orange on Appendix I).
2. Priority sanding will be "Dump Road," the entire Transfer Station Area, and all-Weather (gravel) roads, unless otherwise directed by Regional District staff.
 3. At the request of Regional District staff, any one or combination of the three described areas may be sanded.
 4. The Contractor will provide a phone number, which Regional District staff can contact or leave a message for request of sanding services during landfill operating hours.
 5. The Contractor will respond to Regional District sanding request within 1 hour of call out. If responding to a message left by Regional District staff, the Contractor will contact the landfill to confirm receipt of the message and provide an estimated time of arrival at the site.



6. The Contractor will use sand mixture to industry standards – 5/16 winter sand, washed. If this is not readily available, the contractor will substitute for a similar MOTI approved road sand mixture. Consult the Recognized Products list (RPL) for specific sand products.
7. The Contractor will not use any sand or gravel from anywhere on site.
8. The Contractor will not store or stockpile any sand or gravel on site.

Security

1. The Contractor will be issued a gate key to allow for afterhours access to the Mackenzie Regional Transfer Station facility. The key will be used by the Contractor only for the purposes of providing Snow Clearing/Sanding Services.
2. The Contractor will ensure that the rear gate is closed and locked when finished providing Snow Clearing and Sanding Services during times outside the Mackenzie Regional Transfer Station's regular operating hours mentioned above.

Other

1. The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its subcontractor, employees, or agents during the performance of the Contract.
2. The Contractor will not undertake storage, maintenance, or servicing of his equipment at the facility without prior approval of the Regional District.
3. The Regional District accepts no responsibility for damage, vandalism, or theft of any of the Contractor's equipment.
4. The Contractor will exercise good public relations while fulfilling his responsibilities under the Contract and will ensure that his employees do the same.
5. The Contractor will ensure that workers have sufficient knowledge, skill, and experience to properly and safely perform the work.

Damages

The Contractor will make good on any damages as set out in Part 1: General, Section 19 – Payment Withheld or Deducted



APPENDIX B
BIDDERS CHECKLIST

Before submitting your quote, check the following points:

- ☐ Is the Schedule of Prices completed? _____
- ☐ Are the following pages included? _____
 - Goods and Services Tax Information _____
 - Conflict of Interest Disclosure Statement _____
 - List of Contractor's Personnel _____
 - List of Sub-Contractors _____
 - List of Equipment _____
 - Contractor's Experience in Similar Work _____
 - Addendum(s) _____
- ☐ Are the documents complete? _____

Note: Your Tender may be disqualified if ANY of the applicable foregoing points have not been complied with.

If submitting by hard copy:

Bidders should ensure that the Quote is returned in a sealed envelope clearly marked on the outside with:

- ☐ Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
- ☐ INVITATION TO QUOTE - ES-25-14
Snow Clearing and Sanding Services – Mackenzie Regional Transfer Station
- ☐ Responding Organization's name and address.

If submitting by email:

Bidders should ensure that the files should not collectively exceed 30MB. Tenders must be submitted to purchasing@rdffg.bc.ca. DO NOT deliver a physical copy of the package to the Regional District of Fraser Fort George.

Subject of the file to be:

ES-25-14 Snow Clearing and Sanding Services – Mackenzie Regional Transfer Station (Insert Responding Tenderer's Name)



APPENDIX C
SCHEDULE OF PRICES

Snow Clearing and/or Hauling Services		Price
1) <u>Snow Clearing or Hauling</u> on Dump Road and the Mackenzie Regional Transfer Station Site	Price/service	_____
Lump sum price per service to provide all work, services and assurances required under Invitation to Quote ES-25-14 specific to snow clearing or hauling at Dump Road and Mackenzie Regional Transfer Station site.	GST/service	_____
	TOTAL/service	=====
2) <u>Snow Clearing or Hauling</u> of Mackenzie Regional Select Landfill Site	Price/service	_____
Lump sum price per service to provide all work, services and assurances required under Invitation to Quote ES-25-14 specific to snow clearing or hauling at the Mackenzie Regional Select Landfill site.	GST/service	_____
	TOTAL/service	=====
Sanding Services		Price
1) <u>Sanding Services</u> of Dump Road and Mackenzie Regional Transfer Station Site	Price/service	_____
Lump sum price per service to provide all work, services and assurances required under Invitation to Quote ES-25-14 specific to sanding services at Dump Road and Mackenzie Regional Transfer Station site.	GST/service	_____
	TOTAL/service	=====
2) <u>Sanding Services</u> of Mackenzie Regional Select Landfill Site	Price/service	_____
Lump sum price per service to provide all work, services and assurances required under Invitation to Quote ES-25-14 specific to sanding services at Mackenzie Regional Select Landfill site.	GST/service	_____
	TOTAL/service	=====

Signature of Authorized Person

Print Name

Title

Date



APPENDIX D
LIST OF EQUIPMENT

The Contractor will list, model, make, year and size of equipment they propose to use to complete the Work herein.

Equipment Model / Make	Year	Size / Operating Weight



APPENDIX E
GOODS AND SERVICES TAX INFORMATION

Supplier: _____
Name _____

Address _____

Regional District _____ Province _____
Postal Code _____ Phone Number _____
Email address _____

Are you a GST Registrant? ☐ Yes ☐ No

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under Section 148 of the legislation

☐ Other: Specify _____

WorkSafeBC Registration Number: _____

Signature of Authorized Person _____ Print Name _____

Title _____ Date _____



APPENDIX F
CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ES-25-14
Snow Clearing and Sanding Services
Mackenzie Regional Transfer Station
Mackenzie, BC

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed



APPENDIX G
LIST OF CONTRACTOR'S PERSONNEL & SUB-CONTRACTORS

LIST OF CONTRACTOR'S PERSONNEL

The Contractor agrees that the personnel employed by them will be as listed below and further agrees that any changes or additions made to this list will be made in writing to the Regional District.

Name of Employee	Employee Experience / Qualifications

LIST OF SUB-CONTRACTORS

The Contractor agrees that the Sub-Contractors employed by them will be as listed below and further agrees that no changes or additions will be made to this list without the written approval of the Regional District.

Name of Sub-Contractor	Address of Sub-Contractor	Work to Be Performed by Sub-Contractor



APPENDIX H
CONTRACTOR'S EXPERIENCE IN SIMILAR WORK

Year	Work Performed	Reference Contact (name and phone number)	Value



APPENDIX I
SITE LAYOUT



APPENDIX J
CONTRACT AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE

a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8

(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

CONTRACTOR

a company duly incorporated under the laws of British Columbia
and having a place of business at:
Street Address
Regional District, Province, Postal Code

(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH: that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - (a) Provide all necessary materials, labour, supervision and equipment and perform all Work, and fulfil everything as set forth in and in strict accordance with the Contract Documents for the project entitled "ES-25-14 – Snow Clearing and Sanding Services – Mackenzie Regional Transfer Station" from December 1, 2025 to November 30, 2026 and
 - (b) Commence to actively proceed with the Work of the Contract on December 1, 2025.
2. The Regional District will pay to the Contractor, as full compensation, for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Schedule of Prices, List of Contractor's Personnel, List of Sub-Contractors, Contractor's Experience in Similar Work, General Conditions of Contract, Contract Agreement, and other Securities, General Conditions, Operational Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in the Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.



5. Subject to Clause 4, the Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to the Contract prior to the execution and delivery hereof.
6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Manager of Solid Waste Operations of Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at _____
(Address and email address)

The Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

SIGNED ON BEHALF OF THE
**REGIONAL DISTRICT OF
FRASER-FORT GEORGE**

General Manager of Financial Services

Date

(Please print)

General Manager of Environmental Services

Date

(Please print)

SIGNED ON BEHALF OF
CONTRACTOR

DO NOT SIGN SAMPLE ONLY

Authorized Signature Signatory

Date

(Name and Title) (Please print)