



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO QUOTE

ES-26-21

Snow Clearing and Off-Site Snow Removal Services - Regional District Administration Building Parking Lots

Date Issued

October 6, 2026

Closing Location

Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Inquiries

Gina Layte Liston at environment@rdffg.bc.ca
Inquiries deadline: **October 13, 2026 at 4:00pm**

Closing Date

October 20, 2026 at 2:00 pm, local Prince George time
No Public Opening

Late submissions will not be considered.



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Invitation to Quote
ES-26-21 Snow Clearing and Off-Site Snow Removal Services
Regional District Administration Building Parking Lots

PART A – INTRODUCTION

The Regional District of Fraser-Fort George ("Regional District") invites written quotations from qualified contractors to provide snow-clearing and off-site snow-removal services for the Regional District Administration Building parking lots located at 155 George Street and 1155 1st Avenue, Prince George, British Columbia.

The Work includes all paved and gravel-surfaced vehicle parking areas, drive aisles and vehicle circulation areas within the fenced Site, as identified on the Site Layout Map, together with the hand shovelling of the pedestrian walkways and sidewalks identified on the Site Layout Map.

The Contractor will provide all personnel, supervision, labour, vehicles, equipment, attachments, tools, fuel, transportation and other resources required to complete the Work.

The Contract term will be from November 1, 2026 to October 31, 2029. The Regional District may, at its sole discretion, extend the Contract for up to two additional one-year periods.

QUOTATION DOCUMENTS

The Invitation to Quote (ITQ) documents may be obtained on or after **October 6, 2026**.

- a. in Portable Document Format ("PDF") from the Regional District's website at www.rdffg.ca; or
- b. on the BCBid® website at www.bcbid.gov.bc.ca.

All subsequent information relating to this ITQ, including amendments, addenda and responses to questions, will be posted at the same locations. Bidders are responsible for ensuring that they have received and considered all addenda before submitting a Quotation.

QUOTATION SUBMISSION AND CLOSING LOCATION AND TIME

The Regional District will accept Quotations submitted either by direct delivery (hand delivery, courier or by post/mail) or electronically to the Closing Location and Time as outlined below.

Quotations will be received until 2:00 p.m. local time on **October 20, 2026** (the "Closing Date") by email to purchasing@rdffg.bc.ca or at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC (the "Closing Location").

Quotations received after the Closing Date will not be considered.

Quotations must be in English. Facsimile Quotations will not be accepted.

Bidders must complete and submit:

- Appendix A – Schedule of Prices;
- Appendix B – Goods and Services Tax Information;
- Appendix C – Conflict of Interest Disclosure Statement;
- Appendix D – List of Contractor's Personnel;
- Appendix E – Contractor's Experience in Similar Work; and

- Appendix F – List of Equipment.

Quoted prices must remain open for acceptance for 60 days after the Closing Date.

GST and any other applicable taxes must be shown separately.

For Quotes to be submitted by hard copy direct delivery:

One complete copy of your Quotation must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the quotation, 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-26-21 Snow Clearing and Off-Site Snow Removal Services - Regional District Administration Building Parking Lots
3. Responding Bidder's name and address

For Quotations to be submitted Electronically:

For an electronically submitted Quotation, "local Prince George time" will be the time recorded by the Regional District's email system when the email is received at purchasing@rdffg.bc.ca.

The subject line of the email must read: **ES-26-21 – Snow Clearing and Off-Site Snow Removal Services – [Bidder's Name]**

All documents must be submitted in PDF format, preferably as one combined file, and must not collectively exceed 30 MB. Submissions made through Dropbox, FTP, file-sharing links or similar services will not be accepted.

A Bidder submitting its Quotation by email is not also required to submit a hard copy.

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

1. for ensuring 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 Quotation, 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 Quotation;
3. that a Bidder's electronic transmission, including the transmission of an electronic copy of its Quotation, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this Quotation;
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.

Evaluation of Quotations

Quotations will be evaluated based on:

- a. the quoted prices;
- b. the Bidder's experience performing similar work;
- c. the qualifications and availability of the Bidder's personnel;
- d. the suitability and availability of the proposed equipment, including backup equipment; and
- e. the Bidder's demonstrated ability to meet the operational requirements of this ITQ.

The Regional District may conduct reference checks and may consider its previous experience with a Bidder.

The lowest-priced or any Quotation will not necessarily be accepted.

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 favourable 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.

Conflict of Interest and Litigation

The Regional District may reject a Quotation where the Bidder, or a director, officer, principal, partner, senior management employee, shareholder or owner of the Bidder:

- a. has an actual, potential or perceived conflict of interest concerning this ITQ;
- b. is an officer, employee or director of the Regional District, or an immediate family member of such a person; or
- c. is engaged in litigation against the Regional District concerning work similar to the Work.

A Bidder must disclose any actual, potential or perceived conflict of interest in Appendix C.

Inquiries

All inquiries concerning this ITQ must be directed, in writing, to:

Gina Layte Liston, Senior Manager
Phone: 250-960-4400
Email: environment@rdffg.bc.ca

Inquiries must be received before 4:00 p.m. local Prince George time on **October 13, 2026**. Information obtained from any other source is not official and must not be relied upon. A response that changes or clarifies the requirements of this ITQ will be issued by addendum.

PART B – GENERAL CONDITIONS

1. DEFINITION OF TERMS

“Bidder” means a person or legal entity that submits a Quotation in response to this ITQ.

“Closing Date” means the date and time specified in Part A for receipt of Quotations, as amended by any addendum.

“Contract” or “Contract Documents” means the ITQ, the successful Contractor’s Quotation, the Contract Agreement, all appendices and addenda, and amendments agreed to in writing by the Regional District and the Contractor.

“Contractor” means the successful Bidder that enters into the Contract with the Regional District.

“Equipment” means all vehicles, machinery, attachments, tools and other equipment used by the Contractor in performing the Work.

“Project Manager” means the Regional District representative designated to administer the Contract.

“Quotation” means the complete quotation submitted by a Bidder in response to this ITQ.

“Regional District” means the Regional District of Fraser-Fort George.

“Site” means the fenced Regional District Administration Building property located at 155 George Street and 1155 1st Avenue, Prince George, British Columbia, including all paved and gravel-surfaced vehicle parking areas, drive aisles and vehicle circulation areas identified on the Site Layout Map, and, for purposes of hand shovelling, the pedestrian walkways and sidewalks identified on the Site Layout Map.

“Work” means all snow clearing, hand shovelling of pedestrian walkways and sidewalks, loading, hauling, lawful off-site snow disposal and related work required under the Contract Documents.

2. INTENT OF CONTRACT DOCUMENTS

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

This 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.

The Contractor is solely responsible for the means, methods, techniques, sequences, procedures and safety precautions used to perform the Work.

3. LOCAL CONDITIONS

By submitting a Quotation, the Bidder confirms that it has:

- a. examined the Contract Documents;
- b. familiarized itself with the Site and the areas where the Work will be performed;
- c. considered the paved and gravel surfaced conditions, pedestrian walkways and sidewalks, fenced access, gates, parked vehicles, drainage infrastructure, buildings, utilities and other Site conditions;
- d. examined the pedestrian walkways and sidewalks to be hand shovelled and considered their dimensions, surface conditions, slopes, curbs, obstructions and accessibility;
- e. considered normal winter conditions in Prince George; and
- f. satisfied itself as to the requirements, risks and practicability of the Work.

No verbal statement or agreement made before or after execution of the Contract will modify the Contract unless confirmed through a written amendment or change order signed by the parties.

4. PROJECT MANAGER'S STATUS

The Project Manager is the Regional District's representative for administration of the Contract.

The Project Manager may:

- a. observe and inspect the Work;
- b. provide directions concerning the requirements of the Contract;
- c. require the Contractor to correct a deficiency;
- d. require the Contractor to stop Work that is unsafe or inconsistent with the Contract; and
- e. authorize additional Work in writing.

Observation or inspection by the Project Manager does not relieve the Contractor of responsibility for properly and safely completing the Work.

5. REPORTS

Following each automatic or call-out service, the Contractor will maintain a service record identifying:

- a. the service date;
- b. the approximate snow accumulation;
- c. the number of loads removed from the Site;
- d. the receiving location used for removed snow; and
- e. any damage, delay, hazard, complaint or unusual condition encountered.

Service records must be submitted with the applicable monthly invoice.

The Contractor will provide sufficient information with each monthly invoice to allow the Regional District to verify the services invoiced.

Fuel Consumption Data: The Contractor will provide the Regional District with a reasonable annual estimate of the fuel consumed in performing the Work, including the fuel type and the basis used to calculate or allocate the estimate. The information must be provided within 30 days following December 31 of each year and within 30 days following expiration or termination of the Contract by completing Appendix J.

6. PRICES AND SURCHARGES

Prices quoted in Appendix A will be firm for the applicable Contract year and must include all labour, supervision, Equipment, fuel, transportation, delivery, rental, maintenance and removal, disposal fees, permits, administration and incidental costs required to perform the Work.

The Contractor may not add a fuel surcharge, environmental or energy surcharge, administration fee, call-out fee, delivery fee, container fee or other charge that is not expressly identified in Appendix A and accepted by the Regional District.

Bidders must provide separate prices for the initial Contract term and each optional extension year. Prices quoted will remain firm throughout that term.

GST must be shown separately where applicable.

7. SUPERVISOR AND LABOUR

The Contractor will identify a representative who has authority to act on behalf of the Contractor in matters relating to the Contract. The Contractor will provide the representative's name, telephone number and email address before commencing the Work.

A competent supervisor must be available whenever the Work is being performed. The Contractor will provide sufficient qualified and experienced personnel to complete each service safely and within the required completion time.

The Contractor will comply with all applicable federal and provincial employment and labour legislation and will be responsible for all wages, benefits, assessments, remittances and other obligations relating to its personnel.

8. CHARACTER OF WORKERS

The Contractor's personnel must be competent, properly trained and professional while performing the Work. They must interact courteously with Regional District employees, members of the public and other persons at the Site.

The Regional District may require the Contractor to remove from the Work any person who acts unsafely, unlawfully, negligently or in a disorderly or inappropriate manner.

9. ASSIGNMENT OF CONTRACT

The Contractor will not assign, transfer, sell or otherwise dispose of the Contract, any portion of the Contract, or any right or obligation under the Contract without the prior written consent of the Regional District.

This section does not prevent an assignment to a financial institution of payments properly due to the Contractor.

10. REGIONAL DISTRICT'S TERMINATION OF CONTRACT

The Regional District may terminate the Contract by written notice if the Contractor:

1. materially breaches the Contract;
2. repeatedly fails to provide the required snow-clearing or off-site snow-removal services;
3. abandons the Work;
4. fails to maintain required insurance or WorkSafeBC coverage;
5. uses subcontractors;
6. engages in unlawful conduct relating to the Work; or
7. fails to correct a default within the time specified by the Regional District.

The Regional District may immediately suspend the Work or terminate the Contract where the Contractor's actions create an imminent risk to people, property or the environment.

Upon termination, the Contractor will be paid only for Work satisfactorily completed up to the effective termination date.

11. 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.

12. SUBCONTRACTORS

The Contractor will perform the Work using its own personnel and Equipment.

The Contractor will not subcontract, delegate or otherwise arrange for another person or entity to perform any portion of the Work.

13. REGIONAL DISTRICT PROPERTY

All keys, gate controllers, vehicle keys, records, documents, Equipment and other property provided by the Regional District will remain the exclusive property of the Regional District.

The Contractor will:

- a) use Regional District property only to perform the Work;
- b) keep the property safe and secure;
- c) immediately report any loss, damage or unauthorized use; and
- d) return the property immediately upon request or upon expiry or termination of the Contract.

14. REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

If the Contractor fails to perform the Work in accordance with the Contract Documents, the Regional District may give notice requiring the deficiency to be corrected within the time specified in the notice.

The Regional District may correct or arrange for the correction of a deficiency without prior notice where immediate action is reasonably required to:

- a. protect persons or property;
- b. maintain safe vehicle or emergency access;
- c. avoid disruption to Regional District operations; or
- d. address a failure to provide a required snow-clearing service.

All reasonable costs incurred by the Regional District in correcting a deficiency may be deducted from amounts payable to the Contractor or recovered from the Contractor.

15. INDEMNITY

The Contractor will indemnify and hold harmless the Regional District and its elected officials, officers, employees, volunteers, servants and agents from and against all claims, liabilities, damages, losses, costs and expenses, including reasonable legal costs, arising from:

- a. a negligent or wrongful act or omission of the Contractor or anyone for whom the Contractor is responsible; or
- b. a breach of the Contract by the Contractor,

except to the extent caused by the negligence or wrongful act of the Regional District or a person for whom the Regional District is responsible.

This section will survive the expiry or termination of the Contract.

16. PERMIT AND REGULATIONS

The Contractor will, at its own expense, obtain and maintain all permits, licences, approvals and authorizations required to perform the Work.

The Contractor will comply with all applicable federal, provincial and local laws, regulations, bylaws, orders, codes and permit conditions affecting the Work.

The Contractor will provide the Regional District with copies of any permit, licence, approval or authorization upon request.

The Regional District will be responsible only for those permits, licences, approvals or authorizations that the Contract Documents expressly state are to be obtained by the Regional District.

17. FORCE MAJEURE

Neither party will be liable for a failure or delay in performing its obligations where the failure or delay is caused by an event beyond that party's reasonable control that could not reasonably have been prevented or overcome.

Force majeure does not include:

- a. ordinary or reasonably foreseeable winter weather in Prince George;
- b. ordinary or reasonably foreseeable snowfall, freezing rain, ice accumulation, compact snow or freeze and thaw conditions;

- c. Equipment breakdown;
- d. insufficient personnel or Equipment;
- e. increased fuel, labour, disposal or operating costs; or
- f. the failure of a supplier, unless that failure is directly caused by a force majeure event and a reasonable alternative is unavailable.

A party affected by a force majeure event will promptly notify the other party, describe the event and its expected duration, and take reasonable steps to reduce the resulting delay or disruption.

If a force majeure event continues for more than 7 days, the Regional District may terminate the Contract by written notice without liability other than payment for Work satisfactorily completed before the termination date.

18. INJURY OR DAMAGE TO PERSONS OR PROPERTY

The Contractor will take reasonable precautions to protect persons and property at the Site. The Contractor will be responsible for injury to persons or damage to property to the extent caused by a negligent or wrongful act or omission of the Contractor or anyone for whom the Contractor is responsible.

The Contractor will immediately report any on-site injury or damage to the Regional District's property to the Regional District.

19. OCCUPATIONAL HEALTH AND SAFETY

The Contractor will comply with the Workers Compensation Act, the Occupational Health and Safety Regulation, and applicable Regional District health and safety requirements.

The Contractor is responsible for the health and safety of its workers and for the safe operation of its Equipment.

Where the Work constitutes a project and more than one employer is or may be present, the parties will confirm in writing the prime contractor arrangements required under the Workers Compensation Act before the Work begins.

The Regional District may require the Contractor to stop Work where the Work is unsafe or does not comply with applicable health and safety requirements.

20. CHANGES IN THE WORK

Before performing additional or changed Work, the Contractor will provide any requested information concerning the proposed effect on price and time.

No claim for additional compensation will be valid unless the additional or changed Work was authorized in writing. An approved change must be documented in a change order signed by the Regional District and the Contractor.

21. DISPUTE RESOLUTION

If a claim, dispute or controversy arises out of or relates to the interpretation, application, enforcement or performance of the Contract, the Contractor and the Regional District will first attempt in good faith to resolve the dispute through negotiations between their respective senior management representatives.

If the negotiations are unsuccessful, the parties may agree to attempt to resolve the dispute through

good-faith mediation. If the dispute is not resolved through mediation, the parties may agree to submit the dispute to arbitration. Unless the parties agree to mediation or arbitration, or if the dispute is not resolved through an agreed process, either party may commence litigation in a court of competent jurisdiction in British Columbia.

22. NOTICE OF DEFAULT

If the Contractor is in default of a material obligation under the Contract, the Regional District may give written notice requiring the Contractor to correct the default within the time specified in the notice.

If the Contractor does not correct the default within the specified time or does not take corrective steps satisfactory to the Regional District, the Regional District may, without limiting any other remedy:

- a. correct the default and recover the resulting costs from the Contractor;
- b. suspend all or part of the Work; or
- c. terminate the Contract by written notice.

No advance notice is required where immediate action is reasonably necessary to protect persons or property, maintain safe access, address an emergency or respond to repeated failures to provide required snow-clearing services.

23. PAYMENT

The Contractor will submit an itemized monthly invoice identifying:

- a. ES-26-21 – Snow Clearing and Off-Site Snow Removal Services;
- b. each service date;
- c. the Work completed;
- d. the applicable unit price;
- e. any additional Work previously authorized in writing; and
- f. GST and any other applicable taxes, shown separately.

Each invoice must be accompanied by the service records required under section 5 of Part B.

The Regional District will pay an approved invoice within 30 days after receipt, provided the Project Manager is satisfied that the invoiced Work has been completed in accordance with the Contract.

24. GOODS AND SERVICES TAX (GST)

The Contractor will identify GST and any other applicable taxes separately on each invoice. The Regional District will pay applicable taxes in addition to approved Contract prices.

The Contractor will provide its GST registration number or confirm its status as a small supplier in Appendix B.

25. PAYMENT WITHHELD OR DEDUCTED

The Regional District may withhold or deduct an amount reasonably necessary to protect it from loss resulting from:

1. Work that has not been satisfactorily performed;
2. a deficiency that has not been corrected;

3. damage caused by the Contractor;
4. an incomplete or inaccurate invoice;
5. an unauthorized charge; or
6. costs incurred by the Regional District to correct a deficiency.

The Regional District will provide the Contractor with an explanation of an amount withheld or deducted.

26. INSURANCE

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed 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 thirty 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 insurance, written on an occurrence basis, 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 must be added as an additional insured. The coverage must include contingent employers' liability, cross liability, products and completed operations, personal injury and blanket contractual liability.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$3,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less than \$3,000,000 per occurrence.
- iv. Equipment insurance on all Equipment owned or rented by the Contractor to its full insurable value.

27. DURATION OF CONTRACT

The initial Contract term will begin at 12:01 a.m. on November 1, 2026 and end at midnight on October 31, 2029.

At the Regional District's sole discretion, the Contract may be renewed for up to two additional one-year periods:

- November 1, 2029 to October 31, 2030; and
- November 1, 2030 to October 31, 2031.

Renewal will be based on the prices quoted for the applicable renewal year in Appendix A. A renewal will be effective only when confirmed in writing by the Regional District before the beginning of the renewal period. The total Contract duration, including renewal periods, will not exceed four years.

28. WORKSAFEBC

The Contractor will remain registered and in good standing with WorkSafeBC throughout the Contract term and will comply with all WorkSafeBC requirements applicable to the Work.

Before commencing the Work, the Contractor will provide a WorkSafeBC clearance letter satisfactory to the Regional District. The Regional District may obtain or require an updated clearance letter before making a payment.

If the Contractor is not eligible for WorkSafeBC coverage, it must provide written confirmation of that status from WorkSafeBC.

29. CONFIDENTIALITY AND PRIVACY

The Contract is subject to the Freedom of Information and Protection of Privacy Act.

The Contractor will keep confidential all information obtained through performance of the Contract and will not publish, release or disclose that information except:

- a. with the Regional District's prior written consent;
- b. as reasonably necessary to perform the Contract; or
- c. as required by law.

The Contractor will comply with all applicable privacy requirements and will immediately notify the Regional District of any actual or suspected unauthorized access, collection, use or disclosure of personal information.

30. WAIVER

A waiver of any breach of or provision of the Contract will not constitute a waiver of any other breach or provision. A failure or delay by either party in enforcing a Contract provision will not operate as a waiver of that provision or of the party's right to enforce it subsequently.

31. SEVERABILITY

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

32. NOTICE OF PROTEST

Where the Contractor considers that a direction requires Work beyond the scope of the Contract, the Contractor must provide the Project Manager with written notice before undertaking the disputed Work, except where immediate action is required to protect life or property.

The notice must identify:

- a. the direction in dispute;
- b. the date the direction was given;
- c. the Work considered to be outside the Contract;
- d. the estimated additional cost and time; and
- e. the supporting records and calculations.

Submission of a notice of protest does not relieve the Contractor from its obligation to continue performing the Work unless otherwise directed by the Regional District.

PART C - OPERATIONAL SPECIFICATIONS

1. Scope of Work

The Contractor will provide all personnel, supervision, labour, vehicles, Equipment, attachments, tools, fuel, transportation and other resources required to clear snow from all paved and gravel-surfaced vehicle parking areas, drive aisles and vehicle circulation areas within the fenced Site and to hand shovel the pedestrian walkways and sidewalks identified on the Site Layout Map.

The Contractor will load, haul and remove all cleared snow from the Site and dispose of it at a lawful and suitable receiving location.

The Contractor will remove snow from the identified pedestrian walkways and sidewalks by hand shovelling. The Contractor will provide all hand tools and sufficient personnel required to complete this work within the applicable service completion time.

The Work does not include:

- a. building entrances, stairs, ramps or accessible pedestrian routes;
- b. landscaped or pedestrian-only areas other than the included walkways and sidewalks;;
- c. the supply or application of winter traction material, sand or de-icing material; or
- d. spring sweeping or cleanup.

Winter traction material and spring cleanup are provided under a separate agreement.

2. General Requirements

The Contractor will perform the Work without unnecessarily interfering with Regional District operations and will use Equipment and operating methods suitable for each paved or gravel surface.

Equipment must be maintained in safe operating condition and fitted with appropriate lighting, warning devices and attachments.

The Contractor will have sufficient backup Equipment and personnel available to complete the Work within the required time if its primary Equipment or personnel become unavailable.

Tracked Equipment is prohibited on paved surfaces. The Contractor will not store, maintain or service Equipment at the Site without the Project Manager's prior written approval.

Snow on the pedestrian walkways and sidewalks identified on the Site Layout Map must be removed by hand shovel. Heavy Equipment must not be operated on a walkway or sidewalk.

Hand shovelling must be completed in a manner that provides a continuous, reasonably level and unobstructed pedestrian travel surface across the full usable width of the walkway or sidewalk.

The Regional District is not responsible for loss of or damage to Contractor Equipment at the Site, except to the extent caused by the negligence or wrongful act of the Regional District or a person for whom the Regional District is responsible.

The Contractor will maintain a telephone number at which an authorized representative can be reached at all times during the winter service period.

3. Automatic Snow-Clearing Service

The Contractor will automatically provide snow-clearing and off-site snow-removal services, including hand shovelling of the identified pedestrian walkways and sidewalks, when accumulated snow at the Site reaches 5 centimetres before 6:00 a.m. on a weekday.

The Contractor is responsible for monitoring snowfall and Site conditions and does not require a call from the Regional District before providing an automatic service.

Weekday Work, including hand shovelling of the identified walkways and sidewalks, must be substantially completed before 7:00 a.m.

If snowfall continues, the Contractor will first maintain safe vehicle and emergency access and clear priority parking and vehicle circulation areas. The Contractor will return as reasonably required to complete the Work after the snowfall ends.

If the Work is not substantially completed before 7:00 a.m., the Contractor must immediately notify the Project Manager and provide the reason, areas affected and anticipated completion time.

4. Additional Call-Out Services

Snow-clearing services on Saturdays, Sundays and statutory holidays will be provided only when requested by an authorized Regional District representative.

Additional weekday services, including services where accumulation is below the automatic 5-centimetre trigger or where snowfall occurs after the automatic service period, will be provided only when requested by an authorized Regional District representative.

The Contractor must not shovel or otherwise place snow onto a cleared walkway or sidewalk, against a building entrance, over a curb ramp, or in a location where melting or refreezing may create a pedestrian hazard.

The Contractor will respond to a call-out within two (2) hours after receiving the request, unless another response time is approved by the Project Manager.

5. Snow Clearing and Off-Site Removal

Permanent snow storage at the Site is prohibited.

Temporary windrowing is permitted only while snow is being loaded and must not obstruct vehicle or emergency access, required parking areas, gates, drainage infrastructure, or utility and fire-protection equipment.

Snow must not be placed on or against:

- a. pedestrian walkways or sidewalks;
- b. buildings;
- c. fences or gates;
- d. fire hydrants or fire department connections;
- e. signs or utility equipment;
- f. landscaped areas;
- g. neighbouring properties;

- h. catch basins or drainage routes; or
- i. parked vehicles.

All loading, hauling, disposal, tipping fees and other related costs are included in the applicable unit price.

6. Snow Disposal Facilities

The Contractor will transport all snow removed from the Site to a lawful and suitable snow-disposal facility or receiving location authorized to accept the material.

Before using a snow-disposal facility or receiving location, the Contractor will confirm that:

- a. the owner or operator has authorized the disposal of snow at that location;
- b. the location may lawfully receive the snow; and
- c. the transportation and disposal of the snow comply with all applicable laws, regulations, bylaws, permits and approvals.

The Contractor will be responsible for all costs associated with loading, hauling and disposing of snow, including tipping fees, disposal fees and any other related charges. These costs are included in the applicable Contract price unless the Regional District has authorized otherwise in writing. Snow must not be deposited:

- a. on public or private property without the prior authorization of the property owner and all approvals required by law;
- b. in a watercourse, wetland, riparian area, drainage system or environmentally sensitive area;
- c. at a location where it may obstruct drainage, traffic, pedestrian access or emergency access; or
- d. at any other unauthorized or unsuitable location.

Following each service, the Contractor will record the snow-disposal facility or receiving location used and, upon request, provide the Regional District with disposal receipts or other evidence confirming lawful disposal.

The Contractor will be responsible for any unauthorized or unlawful disposal of snow by the Contractor or anyone for whom the Contractor is responsible, including any resulting cleanup, removal, remediation, fines, penalties or other costs.

7. Coordination with Winter Traction Services

The Contractor will perform the Work in a manner that avoids unnecessary displacement, burial or removal of winter traction material previously applied to the Site.

The Contractor is not responsible for supplying or reapplying traction material unless that work is separately authorized in writing by the Project Manager.

8. Security and Access

The Regional District may provide the Contractor with a gate key, gate controller and keys for Regional District vehicles. These items may be used only as reasonably necessary to perform the Work.

The Contractor will ensure that gates are closed and locked when it finishes Work outside the Regional District's regular operating hours of 8:00 a.m. to 5:00 p.m.

Only Contractor personnel identified in Appendix D and authorized by the Regional District may move Regional District vehicles. Each authorized person must hold a valid driver's license appropriate for the vehicle being moved.

A Regional District vehicle may be moved only as reasonably necessary to complete the Work and must be returned to a safe and appropriate location.

The Contractor will immediately report any lost key, controller or vehicle key and will return all Regional District property upon request or upon expiry or termination of the Contract.

9. Damage Reporting

The Contractor will immediately report damage, injury, incident or unsafe condition arising from or encountered during the Work to the Project Manager using the Incident Form in Appendix I.

The Contractor will repair, or pay the reasonable cost of repairing, damage caused by the Contractor or anyone for whom the Contractor is responsible.

10. Complete Service

A "complete service" means completion of all required snow clearing, hand shovelling of the pedestrian walkways and sidewalks identified on the Site Layout Map, loading, hauling and lawful off-site snow removal for all applicable paved and gravel-surfaced vehicle parking areas, drive aisles, vehicle circulation areas, walkways and sidewalks within the Site.

Unless the Regional District specifically limits a call-out to identified areas, the quoted price per complete service applies to the entire Site.

APPENDIX A – SCHEDULE OF PRICES

All prices must include all labour, supervision, Equipment, attachments, hand shovelling ,tools, fuel, travel, transportation, loading, hauling, lawful snow disposal, tipping fees, overhead, profit and other costs required to complete the Work.

No separate fuel surcharge, travel charge, environmental charge, disposal surcharge or similar additional charge will be accepted.

Item	Service	Nov 2026–Oct 2029 Per Service Price	Extension Nov 2029–Oct 2030 Per Service Price	Extension Nov 2030–Oct 2031 Per Service Price
1	Complete automatic snow-clearing, hand-shovelling, and off-site snow-removal service	\$_____	\$_____	\$_____
2	Rubber-tired loader and operator for additional Work authorized in writing	\$_____/hr	\$_____/hr	\$_____/hr
3	Dump truck and operator for additional Work authorized in writing	\$_____/hr	\$_____/hr	\$_____/hr

For evaluation purposes only, the Regional District will apply the amounts stated in this Schedule to the unit prices quoted for each Contract year. The amounts are provided solely for evaluation and do not guarantee any amount of Work. The Regional District will pay only for Work actually required or requested and satisfactorily completed.

GST payable: ☐ Yes ☐ No

Signature of authorized person _____

Company Name _____

Print name and title _____ Date _____

APPENDIX B – GOODS AND SERVICES TAX INFORMATION

Supplier: _____
Name

Address

City

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 Excise Tax Act (Canada).

☐ Other: Specify _____

WorkSafeBC Registration Number: _____

Signature of Authorized Person

Print Name

Title

Date

APPENDIX C – CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ES-26-21

Snow Clearing and Off-Site Snow Removal Services
Regional District Administration Building Parking Lots

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.

Signature of Person Making Disclosure

Date Signed

Print Name of Person Signing Disclosure

Authorized Representative of:

APPENDIX D – LIST OF CONTRACTOR PERSONNEL

The Bidder must identify the personnel proposed to perform the Work. All persons performing the Work must be employees, officers or principals of the Contractor.

The Contractor must notify the Regional District in writing of changes to the listed personnel before the new personnel perform Work at the Site.

Name	Role	Experience and Qualifications	Valid Driver Licence Class

Authorized 24-hour contact name _____

Cell phone number _____

Email address _____

APPENDIX E - CONTRACTOR EXPERIENCE IN SIMILAR WORK

Provide at least three examples of snow-clearing and snow-hauling or similar work completed within the last five years that is comparable in size, complexity and operational requirements. The Bidder authorizes the Regional District to contact the references provided and obtain information concerning the Bidder's performance.

Year	Client and Work Performed	Reference Contact Name	Telephone and Email	Contract Value

APPENDIX F – LIST OF MOBILE EQUIPMENT

Identify all primary and backup Equipment proposed for the Work. Equipment must be suitable for the Site and available throughout the applicable winter service period.

Primary or Backup	Equipment Type	Make Model and Year	Size or Operating Weight	Attachment Type and Width

APPENDIX G – SAMPLE 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
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
City, 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 Performance of the Work

The Contractor will provide all necessary personnel, supervision, labour, vehicles, Equipment, attachments, tools, fuel, transportation and other resources and will perform the Work in strict accordance with the Contract Documents for ES-26-21 - Snow Clearing and Off-Site Snow Removal Services – Regional District Administration Building Parking Lots.

The initial Contract term begins on November 1, 2026 and ends on October 31, 2029, subject to any renewal made in accordance with the Contract Documents.

2 Payment

The Regional District will pay the Contractor the prices set out in the accepted Schedule of Prices for Work satisfactorily completed in accordance with the Contract Documents, together with applicable taxes, subject to the payment, withholding and deduction provisions of the Contract.

3 Contract Documents and Order of Precedence

The following documents form the Contract:

- a. this executed Contract Agreement;
- b. written change orders issued after execution of the Contract;
- c. all addenda issued by the Regional District;
- d. the Invitation to Quote, including the General Conditions, Operational Specifications and appendices; and
- e. the Contractor’s accepted Quotation and completed appendices.

If there is a conflict or inconsistency between Contract Documents, the documents will govern in the order listed above, unless a later written change order expressly provides otherwise.

4 Entire Agreement

The Contract constitutes the entire agreement between the parties concerning the Work and supersedes all previous communications, negotiations, representations and agreements, whether written or oral.

No amendment to the Contract will be effective unless it is in writing and signed by authorized representatives of both parties.

5 No Implied Obligations

No obligation will be implied against either party except as expressly set out in the Contract Documents or required by law.

6 Confidentiality and Regional District Property

The Contract is subject to the Freedom of Information and Protection of Privacy Act.

The Contractor will keep confidential all information obtained through performance of the Contract and will not publish, release or disclose that information except with the Regional District's prior written consent, as reasonably necessary to perform the Contract, or as required by law.

All keys, controllers, vehicle keys, records and other property provided by the Regional District remain the property of the Regional District and must be returned immediately upon request or upon expiry or termination of the Contract.

7 Inspection and Correction of Deficiencies

The Regional District's rights concerning inspection, correction of deficiencies, damage and recovery of costs are set out in the General Conditions and are incorporated into this Agreement.

8 Dispute Resolution

A dispute arising from the Contract will be addressed in accordance with Section 21 of the General Conditions.

9 Termination

Either party may terminate the Contract in accordance with Sections 10, 11 and 22 of the General Conditions.

10 Severability

If a court or other competent authority determines that a provision of the Contract is invalid, illegal or unenforceable, the remaining provisions will continue in full force and effect.

11 Independent Contractor

The Contractor is an independent contractor. Nothing in the Contract creates an employment, partnership, joint venture or agency relationship between the parties.

12 Assignment and Subcontracting

The Contractor will not assign the Contract except as permitted under section 9 of the General Conditions and will not subcontract, delegate or otherwise arrange for another person or entity to perform any portion of the Work.

13 Governing Law

The Contract will be governed by and interpreted in accordance with the laws of British Columbia and the applicable laws of Canada.

Subject to the dispute-resolution provisions of the Contract, the parties submit to the jurisdiction of the courts of British Columbia.

14 Notices

A notice under the Contract must be in writing and delivered by hand, courier or email to the applicable address below.

A notice delivered by hand or email before 4:00 p.m. on a business day will be deemed received on the date of delivery. Otherwise, it will be deemed received on the next business day.

The Contractor at _____
(Physical Address or email)

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)

Chief Administrative Officer)

Date)

GM of Legislative and Corporate Services)

Date)

SIGNED ON BEHALF OF
CONTRACTOR)

DO NOT SIGN SAMPLE ONLY)

Authorized Signatory)

Date)

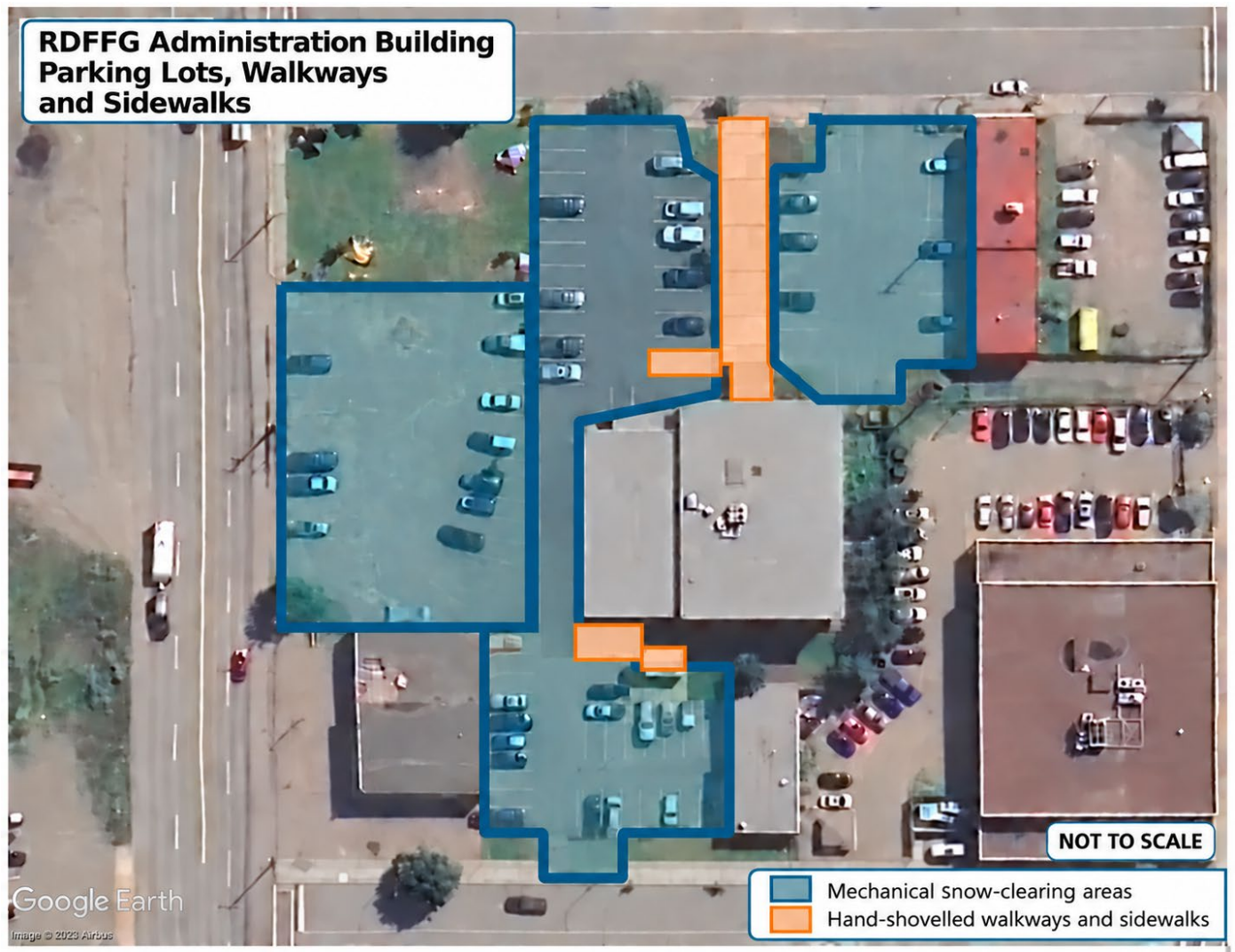
(Name and Title) (Please print))

APPENDIX H – SITE LAYOUT MAP 2026

155 George Street and 1155 1st Avenue, Prince George, BC

The areas shaded blue comprise the vehicle areas included in the Work and include parking stalls, drive aisles and vehicle circulation areas within the marked service areas. The pedestrian walkways and sidewalks marked on the Site Layout Map are also included in the Work and must be cleared by hand shovelling, whether or not they are within the blue-shaded areas. Building entrances, stairs, ramps, landscaped areas and other pedestrian-only areas are excluded unless specifically marked as included hand-shovelling area.

Map is not to scale.



APPENDIX I – INCIDENT REPORT FORM

Insert incident report

Insert incident report

APPENDIX J – CONTRACTOR’S FUEL CONSUMPTION

The Contractor will provide the Regional District with a reasonable annual estimate of the fuel consumed in performing the Work, including the fuel type and the basis used to calculate or allocate the estimate.

The information must be provided within 30 days following December 31 of each year and within 30 days following expiration or termination of the Contract.

<u>Service Period</u>	<u>Litres of Fuel</u>	<u>Diesel / Gasoline</u>
November 1, 2026, to December 31, 2026		
January 1, 2027, to December 31, 2027		
January 1, 2028, to December 31, 2028		
January 1, 2029 to October 31, 2029, if the Contract expires, or to December 31, 2029, if the Contract is renewed		
January 1, 2030 to October 31, 2030, if the Contract expires, or to December 31, 2030, if the Contract is renewed		
January 1, 2031 to October 31, 2031, if the Contract is renewed		

At the end of each reporting period identified above, the Contractor must attach the fuel-consumption estimate to its monthly invoice or email it to financialservices@rdffg.bc.ca and include the Contract number.