REGIONAL DISTRICT
of Fraser-Fort George

INVITATION TO QUOTE

ES-26-22
Snow Clearing and Sanding Services – Mackenzie Regional Transfer Station, Mackenzie, BC

Date Issued
November 3, 2026

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

Mandatory Site Meeting
November 9, 2026, at 11:30am
Mackenzie Regional Transfer Station

Inquiries
Laura Zapotichny at environment@rdffg.bc.ca
Inquiries deadline: November 13, 2026 at 4:00pm

Closing Date
November 18, 2026 at 2:00 pm, local Prince George time
No Public Opening

Late submissions will not be considered.





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PART A – INTRODUCTION

The Regional District of Fraser-Fort George ("Regional District") 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 all personnel, supervision, labour, vehicles, heavy equipment, attachments, tools, fuel, transportation and other resources required to complete the Work.

The Contract term will be from December 1, 2026 to November 30, 2027. 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 **November 3, 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 **November 18, 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.
- Any additional information that the bidder may choose to provide.
- 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.

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-26-22 Snow Clearing and Sanding Services - Mackenzie Regional Transfer Station, Mackenzie, BC
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-26-22 – Snow Clearing and Sanding Services - Mackenzie Regional Transfer Station – [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.

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, to view the site, to determine specifications, and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their Quotation.

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 or providing individuals access to the sites.

The mandatory site visit will be held at Mackenzie Regional Transfer Station on November 9, 2026, at 11:30 a.m.

Quotation submissions received from any Bidder who did not attend the mandatory site meeting will be rejected.

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:

Laura Zapotichny, General Manager
Phone: 250-960-4400
Email: environment@rdffg.bc.ca

Inquiries must be received before 4:00 p.m. local Prince George time on **November 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 Mackenzie Regional Transfer Station.

"Work" means all snow clearing 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 normal winter conditions in Mackenzie, BC; and
d. 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; and
c. 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, 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-26-22 – Snow Clearing and Sanding Services - Mackenzie;
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 December 1, 2026 and end at midnight on November 30, 2027.

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

- December 1, 2027 to November 30, 2028; and
- December 1, 2028 to November 30, 2029.

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 three 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 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 Thursday	9:00 am – 5:00 pm
Sunday	9:00 am – 3:00 pm
Closed Friday and Saturday	

The Regional District reserves the right to modify operating days and hours during the term of the Contract. The Contractor will be notified of any changes.

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.

2. General Requirements

1. The Contractor will perform the Work without unnecessarily interfering with Regional District operations and will use Equipment and operating methods suitable for the Work specified herein.

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

3. 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.

4. The Contractor will be responsible for damage occurring to structures or any Regional District property as a result of snow clearing activities of the Contractor.

5. The Contractor will ensure that his work does not impede existing surface water drainage unless otherwise directed by the Regional District.

6. 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.

7. The Contractor will not undertake storage, maintenance, or servicing of their equipment at the facility without the prior approval of the Regional District.

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, 2026 to midnight November 30, 2027.

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.

12. 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.

13. 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

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. The Contractor will automatically provide snow-clearing and off-site snow-removal services, when accumulated snow at the Site reaches 5 centimetres before 6:00 a.m. on a weekday. All cleared snow will be moved to designated areas or hauled away at Contractor's expense.

4. 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.

5. 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.

6. Snow must not be cleared onto pedestrian walkways, against buildings, equipment, fences, gates, or blocking access to these areas.

7. 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.

8. Only rubber-tired equipment will be considered for the purpose of this project. Tire chains are acceptable.

9. If the Work is not substantially completed before 9:00 a.m., the Contractor must immediately notify the Project Manager and provide the reason, areas affected and anticipated completion time.

4. Sanding Services

1. There are two separate areas requiring sanding at the Mackenzie Regional Transfer Station, see Appendix H 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 H); and

   B) Transfer Station area and access roads (gravel) leading into and around the Transfer Station (designated as orange on Appendix H)

      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 H).

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.

5. Additional Call-Out Services

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

6. Security and Access

1. The Regional District will provide the Contractor with 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.

7. 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.

APPENDIX A – SCHEDULE OF PRICES

All prices must include all labour, supervision, Equipment, attachments, 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.

Snow Clearing and/or Hauling Services			**Dec 2026–Nov 2027 Per Service Price**	**Extension Dec 2027–Nov 2028 Per Service Price**	**Extension Dec 2028–Nov 2029 Per Service Price**
1)	**Snow Clearing or Hauling on Dump Road and the Mackenzie Regional Transfer Station Site** Lump sum price per service to provide all work, services and assurances required under ITQ ES-26-22	**Price/ service**			
		GST/ service			
		TOTAL/ service			
2)	**Snow Clearing or Hauling of Mackenzie Regional Select Landfill Site** Lump sum price per service to provide all work, services and assurances required under ITQ ES-26-22	**Price/ service**			
		GST/ service			
		TOTAL/ service			

Sanding Services			**Dec 2026–Nov 2027 Per Service Price**	**Extension Dec 2027–Nov 2028 Per Service Price**	**Extension Dec 2028–Nov 2029 Per Service Price**
1)	**Sanding Services on Dump Road and Mackenzie Regional Transfer Station Site** Lump sum price per service to provide all work, services and assurances required under IQ ES-26-22	**Price/ service**			
		GST/ service			
		TOTAL/ service			

2)	**Sanding Services of Mackenzie Regional Select Landfill Site** Lump sum price per service to provide all work, services and assurances required under ITQ ES-26-22	**Price/ service**			
		GST/ service			
		TOTAL/ service			

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-26-22
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.

_____ _____
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-26-22 - Snow Clearing and Sanding Services - Mackenzie Regional Transfer Station, Mackenzie, BC

The initial Contract term begins on December 1, 2026 and ends on November 30, 2027, 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.

SAMPLE CONTRACT

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.

SAMPLE CONTRACT

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)
)
)
)
_____) _____
GM of Financial Services) Date
)
)
_____)
GM of Environmental Services) Date

SIGNED ON BEHALF OF)
CONTRACTOR)
)
)
DO NOT SIGN SAMPLE ONLY)
)
_____) _____
Authorized Signatory) Date
)
_____)
(Name and Title) (Please print))

SAMPLE CONTRACT

APPENDIX H – SITE LAYOUT MAP

X:\PRJ\PRJ18\PRJ18043 - MACKENZIE REGIONAL LANDFILL TRANSFER STATION\06_AUTOCAD DRAWINGS\REFITS GRADING - FINAL CONTOURS.DWG

N 6,128,900
E 493,800
N 6,128,600
E 493,700
N 6,128,800
N 6,128,700

730 725 720 715 735

AUTHORIZED VEHICLES ONLY
EXCEPT AUTHORIZED VEHICLES
DO NOT ENTER WRONG WAY
ONE WAY
WRONG WAY

SNOW PARTITIONED AREA
SNOW PARTITIONED AREA
SWAP SHED
MULTI-MATERIAL RECYCLING BIN
OFFICE PARKING
SITE OFFICE
TRANSFER STATION BUILDING (27m x 22.3m)
BY PASS LANE
WHITE GOODS
YARD AND GARDEN WASTE
USED OIL
PROPANE TANK
ANTI FREEZE
TH-5

LEGEND:

- EXISTING CONTOUR 5.0m INTERVAL
- EXISTING CONTOUR 1.0m INTERVAL
- DESIGN CONTOUR 5.0m INTERVAL
- DESIGN CONTOUR 1.0m INTERVAL
- DES. DITCH
- EX. ROAD
- DESIGNED ROAD
- HEADWALL
- STORM SUMP
- PUBLIC ACCESS
- AUTHORIZED VEHICLES ONLY ACCESS

SPERLING HANSEN ASSOCIATES
Landfill Services Group
Landfill Siting
Design & Operations Plans
Landfill Closure
Environmental Monitoring
#8 - 1225 East Keith Road
North Vancouver, B.C. V7J 1J3
Phone: (604) 986-7723
Fax: (604) 986-7734

SEAL

No.	DATE yr/m/day	REVISIONS	BY	CHK'D	APP'D
B	2019/01/23	ISSUED FOR TENDER	BR	CC	MC
A	2018/12/14	ISSUED FOR REVIEW	BR	MC	TS

REUSE OF DOCUMENTS

This drawing is of a confidential nature and shall not be reproduced in any manner nor used for any purpose whatsoever except by written permission of Sperling Hansen Associates.

This drawing is not approved for construction unless it bears a signed and dated engineers stamp, affixed on or after the date of the last revision.

CLIENT:

REGIONAL DISTRICT of Fraser-Fort George

DESIGN BY:	MC	SHA PROJECT #	18043
DRAWN BY:	BR	DATE ISSUED:	2018/10/25
CHECKED BY:	MC	HORIZONTAL SCALE:	1:1000
APPROVED BY:	TS	VERTICAL SCALE:	

ADJUST SCALE 50% FOR 34"x22" SHEET

MACKENZIE REGIONAL LANDFILL TRANSFER STATION

TRAFFIC MANAGEMENT PLAN AND SIGN INSTALLATION

DRAWING NO:	REV	SHEET
18043-1009	B	09

APPENDIX I – INCIDENT REPORT FORM

REGIONAL DISTRICT of Fraser-Fort George

INCIDENT REPORT

This report must be completed immediately and filed within 24 hours of the incident. Please print in ink. Originals will be forwarded to Main Office.

LOCATION: MACKENZIE REGIONAL TRANSFER STATION DATE: _____ TIME: _____ AM/PM

A. Person Reporting Incident:

NAME: _____ POSITION: _____

B. Details of Incident:
(Include descriptions of person or persons involved, description of all vehicles involved, license plate numbers, what was observed and any additional relevant information - use back of page if more space required)

_____

_____

_____

SIGNATURE: _____ DATE: _____

C. Witnesses:

1. NAME: _____
   ADDRESS: _____
   _____
   PHONE #: _____
   SIGNATURE: _____

2. NAME: _____
   ADDRESS: _____
   _____
   PHONE #: _____
   SIGNATURE: _____

D. Action Taken:

_____

_____

RCMP CONTACTED: YES____ NO _____ OFFICER'S NAME: _____ FILE #: ____

INVESTIGATED: YES____ NO _____

E. Reported to Regional District:

DATE: _____ TIME: _____ AM/PM

EMPLOYEE: _____ SUPERVISOR: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

F. Follow up and Corrective Action Taken:

Additional Information:

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.

Service Period	Litres of Fuel	Diesel / Gasoline
December 1, 2026, to December 31, 2026		
January 1, 2027 to November 30, 2027, if the Contract expires, or to December 31, 2027, if the Contract is renewed		
January 1, 2028 to November 30, 2028, if the Contract expires, or to December 31, 2028, if the Contract is renewed		
January 1, 2029 to November 30, 2029, 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.