



REQUEST FOR PROPOSAL

Snow Clearing & Sanding & Salting of Sidewalks

Along 2ND & 4TH Avenue

EDSON, AB

RFP No.: 2025-72-001

Transportation & Parks Operations

RFP ISSUE DATE:

February 18, 2025

RFP CLOSING DATE:

March 6, 2025

RFP CLOSING TIME:

2:00:00PM (Alberta Time)

DATE: February 18, 2025

Town of Edson
3240 1st Ave
Edson, AB
T7E 1H9

This Request for Proposal (the “RFP”) is issued by The Town of Edson (the “Town”). This RFP consists of the following sections:

1. Section 1 - Introduction
2. Section 2 – RFP Process
3. Section 3 – Respondent Acknowledgement

1. INTRODUCTION

This Request for Proposals (the “RFP”) is an invitation by the Town of Edson (the “Town”) to submit non-binding proposals for the provision of snow clearing, sanding, and salting (pet-friendly) of sidewalks along 2nd and 4th Avenue in Edson, AB (the Deliverables) as set out in this RFP. The selected Proponent will be requested to enter into negotiations for an agreement with the Town for the provision of the Deliverables as further described in Section 1.2 – Deliverables (the “Deliverables”).

Depending upon the results and outcome of the deliverables of the project expressed in this RFP document, additional related work unforeseen at this time may come into existence. The Town reserves the right to either utilize the services of the successful Proponent for additional related work, subject to the successful Proponent’s performance and successful negotiation, or return to the market with a new Request for Proposal document when in the Town’s best interest

1.1 Background

The Town of Edson Council has approved contracting services for snow clearing, sand and salting (pet friendly) for sidewalks along 2nd and 4th Avenue.

1.2 Description of Deliverables

The Town of Edson requires the service of qualified contractors or companies capable of sourcing and supplying snow clearing and sanding/salting services for the sidewalks along 2nd and 4th Avenue in Edson, AB per snow event, as outlined further.

- a) Snow removal will commence when directed by a representative of The Town of Edson based on the Town of Edson Policy C-S-9 -Sidewalk, Facility, and Trail, Snow and Ice Control.

- b) As per the Policy snow removal will commence when snow accumulation reaches 3cm and must be completed within 72 hours following the end of a Snow Event, as further outlined in adopted Town Policy C-S-9 – Sidewalk, Facility and Trail Snow and Ice Control.
- c) Notwithstanding section 4.1 of the Sidewalk, Facility, and Trail Snow and Ice Control Policy. Snow Control may be undertaken before the occurrence or conclusion of a Snow Event, at the discretion of the Transportation and Parks Manager.
- d) Snow removal will involve moving snow from approximately 32 ¼ blocks totaling 5,429 meters on 2nd and 4th Avenues.
- e) Snow must be properly placed when clearing sidewalks so as not to impede pedestrians, and not to block driveways or roadways.
- f) Snow must be removed from the full width of sidewalks.
- g) Snow must be removed from the full width of Crosswalks.
- h) Salt (pet-approved) and sand with the approval of the Town, will be applied to the areas in sufficient quantities.
- i) If any services, deliverables, functions, responsibilities or tasks are not specifically described in this Agreement are: a) required for the proper performance of any of the Deliverables, or b) are usually performed as part of services that are substantially similar to the Deliverables, such services, deliverables functions, responsibilities and tasks shall be deemed to be included within the scope of the Deliverables to the same extent and in the same manner as if specifically required by this Agreement.

1.3 . Term of Engagement

The successful Proponent should be prepared to commence work April 1st, 2025 and will expire on March 31, 2028. Upon expiration, the Contractor and Town may mutually agree to a two (2) year extension of the agreement, at the rate(s) agreed to between the Town and Contractor. Any such extension shall be in writing and duly executed by both parties.

1.4 . Trade Agreements

Respondents should note that procurements falling within the scope of Chapter 19 of the Comprehensive Economic and Trade Agreement, Chapter 5 of the Canadian Free Trade Agreement, and the New West Partnership Trade Agreement are subject to those trade treaties, but that the rights and obligations of the parties shall be governed by the specific terms of each quotation call.

1.5 . Applicable Laws

The selected respondent must comply with all applicable statutes, regulations, bylaws, rules, orders and other requirements enacted or imposed by Federal, Provincial, Municipal or other governmental bodies, agencies, tribunals, or other authorities (as may be amended or substituted from time to time), including, without limitation, the *Worker's Compensation Act* (Alberta),

Occupational Health and Safety Act (Alberta) and the *Labour Relations Code* (Alberta). The selected respondent is responsible for obtaining any permits, licenses, including a Town of Edson Business License, or certifications (and any associated fees or charges) required by such statutes, regulations, bylaws, rules, orders, and other requirements. At the Town request, the respondent must provide to the Town a copy of such permits, licenses, or certificates.

1.6. Terms and Conditions

The terms and conditions, which shall govern the provision of the RFP with the selected respondent, are attached to this RFP.

Upon notification of a contract award, the successful Respondent shall be required to provide the following documentation:

The successful respondent would be required to provide.

- Insurance Policy limit of \$ 2,000,000 per occurrence. The policy must list the Town as an additional insured.
- WCB letter indicating good standing (within 30 days current)
- Verification of a valid Certificate of Recognition (COR), or Small Employer Certificate of Recognition (SECOR) or equivalent acceptable Safety program.

- Bonding or other security requirements as may be required by the Town to secure performance of the services.
- Town of Edson Business License.

1.7. Non-Canadian Respondents

Due to restrictions set by the Federal Government of Canada on foreign persons coming to Canada to perform work under a contract with a Canadian company, if a non-Canadian Respondent is selected by the Town, prior to entering the Contract, the Town will request the Respondent to provide the Town with additional information regarding its personnel. Admission clearance to Canada for Foreign Workers is approved by the Government of Canada. The Respondent is responsible to ensure any personnel entering Canada under this contract meets Immigration Canada requirements.

In order to submit an Offer of Employment the Town requires the following information from each Foreign Worker that will be requesting permission to enter Canada to work:

- Family name (surname) as shown on the passport.
- Given name(s) as shown on the passport.
- Gender
- Date of Birth
- Country of Birth
- Country of Residence
- Citizenship
- Passport Number
- Education (degrees/diplomas/certifications) and any licenses (state engineering licenses)

2. RFP PROCESS

2.1. Schedule

Information relevant to this RFP process is set out in the following schedule:

RFP Posted on APC (Alberta Purchasing Connection)	February 18, 2025
Deadline for Proponent’s Questions	February 26, 2025 4:00:00PM (Alberta Time)
If required, Final Addendum posting	February 28, 2025 4:00:00PM (Alberta Time)
Submission Closing Date & Time	March 6, 2025 2:00:00PM (Alberta Time)
If Required, Respondents Proposal Clarifications	March 11, 2025, March 14, 2025
Successful Proponent Notification	March 18 to March 21, 2025

The Town may, in its sole discretion, amend any date or time in the schedule, including the Submission Deadline. Any amendment to the Submission Deadline will be communicated to respondents through the issuance of an addendum in accordance with Section 2.3.

2.2. Quotations should be submitted in the Prescribed manner.

Respondents should submit their bids **by email only**.

2.3. Amendments to the RFP by Way of Addenda.

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the Town may issue an Addendum to amend, clarify, or answer questions to this RFP. Each Addendum will be issued at the same location and in the same manner as this RFP document (i.e., by email, ryano@edson.ca).

Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the Town deems it necessary to issue an Addendum after the Anticipated Last Day to Issue Addenda, as detailed in Section 2.1, then the Town may extend the closing date and time to provide Respondents with more time to complete their proposal.

2.4. Questions and Clarifications

The point of contact at the Town of Edson for any queries or questions related to this RFP (RFP Contact Person) is:

Attention: Ryan O’Sullivan (Transportation & Parks Manager)

Email: ryano@edson.ca

Address: 3240 1st Ave, AB

Edson, AB

T7E 1N9

Respondents should contact the RFP Contact Person with any questions, by email only, prior to the Deadline for Questions noted in Section 2.1 – Schedule. This will allow the Town, at its discretion, to issue an addendum prior to the Anticipated Last Date to Issue Addenda. Questions received after the Deadline will be addressed if time permits. It is the responsibility of the Respondent to seek clarification on any matter it considers to be unclear. The Town will not be responsible for any misunderstanding on the part of the Respondent concerning this RFP or its process.

If, in the Town's sole discretion, responses to Respondent questions require an amendment to this RFP, such amendment will be prepared and posted in accordance with Section 2.3. Only a response to a Respondent question that has been incorporated into or issued as an addendum will modify or amend the RFP.

2.5. Past Performance, References and Misrepresentation/Others

- The Town's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the Town or other institutions. The Town may disqualify the Respondent or rescind a contract subsequently entered into if: (a) the Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the Respondent to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest.
- The Town's policy is to refuse to do business with parties who do not act in good faith towards the Town, whether by failing to live up to the terms of their agreements or by entering into frivolous or vexatious litigation with the Town. Accordingly, the Town will review submissions based on past performance and any history of litigation in accordance with its policies.
- The Town may prohibit or disqualify a Respondent from participating in a procurement process based on (ii) above.
- A Respondent barred from doing business with the Town will lose bidding privileges for a period determined at the Town's discretion, from the date of approval of the decision in accordance with the Town's Procedure 5359-CP.

2.6. Vendor Performance

- The successful Respondent may be evaluated periodically throughout the course of the work or at the end of the project. Any evaluations may be shared with the successful Respondent with the goal of immediate resolution to where problems and concerns occur.
- The Town and the successful Respondent acknowledge that delays in performance may arise due to events beyond their reasonable control. Such delays will be excusable, and the relevant obligations suspended, but only for such period as the cause for the delay remain beyond the reasonable control of the obligated party.

2.7. No Lobbying

A Respondent may not, in relation to this procurement or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Respondent(s).

Without limiting the generality of the above statement, at any time during the RFP process, Respondents and Respondent Team Members are prohibited from contacting, or attempting to contact, either directly or indirectly, any of the following persons or organizations on matters related to the RFP process, the RFP documents, or the quotations:

- a) any member of the evaluation committee.
- b) any person employed or engaged by the Town, or any person who was previously employed by the Town and who would have information relating to the procurement of the services, other than the Town Contact.
- c) any member of the municipal council of the Town or any member of a councillor's staff; or
- d) any other Respondent or Respondent representatives

2.8. Respondent Costs

Respondents shall bear their own costs associated with or incurred in the preparation and presentation of its submission, including, if applicable, costs incurred for interviews or demonstrations.

2.9. Debriefing

Respondents may request a debriefing after receipt of a notification of award. All requests must be in writing to the Town Contact and must be made within thirty (30) days of notification of award. The intent of the debriefing information session is to aid the Respondent in presenting a better submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

2.10. Notification of Award

Respondents will be notified of the outcome of the procurement process in the same manner that this RFP was originally posted.

2.12. Safety

The respondent shall provide either:

- i. a current copy of an issued COR or SECOR endorsed by the Government of Alberta, or an equivalent certificate or designation under an equivalent program in a jurisdiction other than Alberta or;
- ii. a detailed safety program may be submitted as an alternative to the above, however this will be a discretionary alternative as The Town reserves the right to accept or deny this submission.

The Town encourages Respondents who presently do not have COR or an equivalent certificate or designation under an equivalent program, to register into this program. For more information and how to

register for this program visit:

<https://www.alberta.ca/get-certificate-recognition.aspx>.

2.13. Stages of Evaluation

The Town will endeavour to complete the evaluation of all compliant quotations received within 30 days of the closing deadline. The evaluation of quotations will be conducted in the following manner:

Price Only

Will consist of an evaluation of the submitted pricing to determine the best price.

PART 3 – RESPONDENT ACKNOWLEDGEMENT

In responding to this RFP, and to be eligible for consideration, each respondent must complete the emailed Quotation Form that among other things acknowledges its acceptance of the RFP provisions set out below:

1. Terms of Reference and Governing Law

- a) the respondent shall keep this RFP and any contract that may result from this RFP process confidential.
- b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a quotation.
- c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.
- d) no legal obligation regarding the procurement of any good or service shall be created between the respondent and Town until the Town accepts the respondent's response in writing.
- e) when evaluating quotations, the Town may request further information from the respondents or third parties in order to verify and clarify the information provided in the respondent's submission, and the Town may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information.
- f) The Town's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the Town or other institutions. The Town may disqualify the Respondent or rescind a contract subsequently entered into if the:
 - Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.
 - the respondent consents to the Town's collection of the information as contemplated under this RFP for the uses contemplated under this RFP.

- the Town may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading, or incomplete information.
 - the Town may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its quotation, or (iii) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest;
- g) any contract awarded pursuant to this RFP is subject to budget availability.
- h) the Town may cancel this RFP process at any time; and
- i) these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

2. Non-binding Price Estimates

Respondents should provide pricing for the Services within the provided form.

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The respondent acknowledges that the pricing includes all applicable duties and taxes, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Town, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law, except Good and Service Tax (GST).

3. Conflict of Interest

The respondent acknowledges that it does not have any conflict of interest in respect of submitting a response to this RFP or in providing the Materials.

For the purposes of this section, the term “Conflict of Interest” means:

(a) in relation to the RFP process, the Respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access

to, confidential information of the Town in the preparation of its quotation that is not available to other Respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

4. Confidential Information of Respondent

A respondent should identify any information in its quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The respondent acknowledges that

the Town is subject to the *Freedom of Information and Protection of Privacy Act*. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to the Town's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the Town contact person.



The respondent representative completing the form must have authority to bind the respondent.

The undersigned parties agree to comply with the terms and conditions of this RFP.

Offered By:

Company Name: _____

Contact Name: _____

Title: _____

Email Address: _____

Signature: _____ Date: _____

Acceptor By:

Print: _____ Signature: _____

Transportation & Parks Manager

Date: _____



1. All Snow Removal services provided under this project must be delivered in compliance with adopted Town Policy C-S-9 - Sidewalk, Facility, and Trail Snow and Ice Control.

Locations and Distances:

			Meters
4th Ave	44th-45th	North Side	157
4th Ave	45th-46th	North Side	155
4th Ave	46th-47th	North Side	155
4th Ave	47th-48th	North Side	158
4th Ave	48th-49th	North Side	156
4th Ave	49th-50th	North Side	158
4th Ave	50th-51st	North Side	158
4th Ave	51st-52nd	North Side	158
4th Ave	52nd-53rd	North Side	154
4th Ave	53rd-54th	North Side	156
4th Ave	54th-55th	North Side	155
4th Ave	56th-57th	North Side	93
4th Ave	57th-63rd	North Side	600
4th Ave	46th-47th	South Side	155
4th Ave	48th-49th	South Side	156
4th Ave	49th-50th	South Side	158
4th Ave	50th-51st	South Side	158
4th Ave	51st-52nd	South Side	158
4th Ave	52nd-53rd	South Side	154



4th Ave	53rd-54th	South Side	156
4th Ave	54th-55th	South Side	155
4th Ave	55th-56th	South Side	154
4th Ave	56th-57th	South Side	154
2nd Ave	49th-50th	North Side	160
2nd Ave	50th-51st	North Side	160
2nd Ave	51st-52nd	North Side	160
2nd Ave	52nd-53rd	North Side	158
2nd Ave	53rd-54th	North Side	158
2nd Ave	54th-55th	North Side	159
2nd Ave	55th-56th	North Side	160
2nd Ave	56th-57th	North Side	159
2nd Ave	49th-50th	South Side	160
2nd Ave	50th-51st	South Side	87

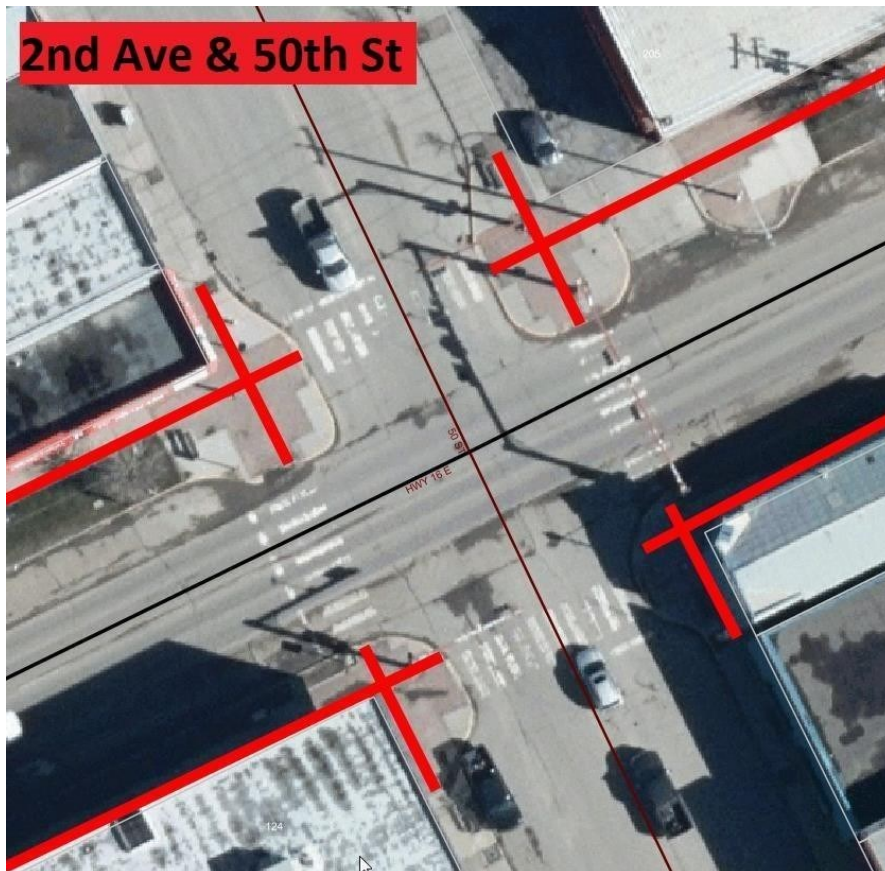
Maps:













APPENDIX A – SUBMISSION FORM

Proposals should include this Appendix A – Submission Form

1. Proponent Details:

Full Legal Name of Proponent:	
Other “DBA” Names the Proponent Uses:	
Registered Address:	
Proponent Contact Person Name and Title:	
Contact Person Phone No.:	
Contact Person Email:	

2. Confirmation of Addenda Received:

We have checked the Town of Edson website at <https://www.edson.ca/town/tenders-rfps> and/or AB Bid for Addenda and confirm receipt of the following Addenda, issued by the Town up to the Closing Date and Time:

Addendum #	Issued on Date:

3. Subcontractors:

Subcontractors to be used for the work are as follows:

Name of Subcontractor	Role on Project



4. Certification and Acknowledgement of RFP Process:

By signing this Appendix A Submission Form, we the Proponent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We are able to provide the Deliverables and meet the Supplier Requirements detailed in Section 2 for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as 'Contract A') between the Town and us, the Proponent, and that no contractual obligations shall arise between the Town and us, the Proponent, until and unless we execute a written Agreement with the Town.
- d. We certify that we have not engaged in any conduct which would constitute a Conflict of Interest in relation to this RFP process, and that there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP; or, we have disclosed any potential, perceived, or actual conflict of interest below:

5. Certification Signature:

The Proponent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Proponent:

Signature

Name

Title

Date



APPENDIX B – PRICING FORM

Proposals should include Appendix B – Pricing Form, as well as an Hourly Rate Schedule.

1. Pricing Basis:

Pricing entered into the tables of Section 2 below, shall be on the following basis:

All Prices must be in Canadian funds and inclusive of all applicable duties and taxes, except GST which shall be itemized separately where indicated. The prices must be all-inclusive and include for all labour, materials, supplies, site visits, travel, overheads, profit, insurance, expenses, disbursements, and all other costs and fees necessary to deliver the Deliverables.

Proponents acknowledge that, if it is a non-resident company (i.e., not a company registered in Canada), payments to the Proponent, as a non-resident, may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Proponent provides the Town with an official letter from Canada Revenue Agency waiving the withholding requirements, the Town will withhold the taxes it determines are required under the Income Tax Act (Canada).

2. Hourly Rates:

Sidewalk Snow Clearing Hourly Rate

2025/2026	2026/2027	2027/2028	Extension 2028/2029	Extension 2029/2030

Estimated time to remove snow after an 11 cm snow fall for approximately 32 ¼ blocks totaling 5,429 meters on the 2nd and 4th Avenues:

Sidewalk Sanding, and Salting (pet-friendly) Spreading Hourly Rate

2025/2026	2026/2027	2027/2028	Extension 2028/2029	Extension 2029/2030

Estimated time to sand, and salt for approximately 32 ¼ blocks totaling 5,429 meters on the 2nd and 4th Avenues:

APPENDIX C – RATED CRITERIA FORM

Proposals should include the following sections in this order, with all requested details and supporting documents, either on this form or in a format of your choice.

1. Proponent Profile:

In this section, provide a brief profile of your company, including a description of the history and areas of expertise.

Discuss your company's experience in relevant fields, expanse of other related experience, and strengths relevant to these assignments. Include a narrative as to why the company is well-suited and best qualified to perform the work described in this RFP.

If your company has multiple locations, please identify the corporate head office and any local offices that may be involved in project delivery and coordination.



2. Proposed Team:

In this section, provide the details of the proposed team members that will deliver the Deliverables.

Proposals should identify the manager who the Proponent has appointed to lead the Proponent’s project team and who will be the main contact for the Town.

Team Member Name:	Position:	Employee or Subcontractor:	Brief Description Provided:

Provide a brief description of each proposed team member describing their qualifications, experience relevant to the Deliverables and responsibilities for this Project.

Attach a resume or detailed work history for each named team member.

Please note that adjustments to proposed team members following award of the Agreement will require written approval of the Town.



3. Equipment:

In this section, describe:

Equipment type and availability specification and Age



4. Experience and References:

In this section, in a format similar to the tables below, Proponents should provide details on three (3) projects completed in the last five (5) years which are the most relevant to the Deliverables. Proponents should note that the Town may contact the client to provide a reference on the experience listed and may amend scoring in the evaluation based on the client’s feedback. Positive references will impact scoring positively, and poor or negative references will impact scoring negatively and may be grounds for rejection of a Proposal. Additionally, the Town may consider information regarding the integrity and reliability of a Proponent’s services from parties other than those provided in a Proponent’s proposal, including the Town’s own experience with the Proponent.

Project Experience #1	
Client Name:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
Proposed Team Members on Project:	
Brief Description of Project services Prop Performed:	



Project Experience #2	
Client Name:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
Proposed Team Members on Project:	
Brief Description of Project and Services Proponent Performed:	

Project Experience #3	
Client Name:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
Proposed Team Members on Project:	
Brief Description of Project and Services Proponent Performed:	

Please note that adjustments to proposed team members following the award of the Agreement will require written approval of the Town.

