



REQUEST FOR PROPOSAL

Snow Clearing, Town Edson Parking Lots

RFP No.: 2025-32-003

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 of 8 parking lots 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 for 8 parking lots, (Civic Center, Leisure Center, Griffiths Park, Medical Center, Fire Hall, Museum Parking Lot, Library Parking Lot, and Kinsmen Park Parking lot).

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 8 parking lots (Civic Center, Leisure Center, Griffiths Park, Medical Center, Fire Hall, Museum Parking Lot, Library Parking Lot, and Kinsmen Park Parking lot) 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 O-T-3 – Snow & Ice Control Policy.

- b) As per the Policy snow removal will commence when snow accumulation reaches 10cm or contacted by Transportation & Parks Manager, or Transportation Supervisor and must be completed 72 hours following the end of a Snow Event, as further outlined in adopted Town Policy O-T-3 – Snow & Ice Control Policy.
- c) Snow removal will involve removing snow from (Civic Center, Leisure Center, Griffiths Park, Medical Center, Fire Hall, Museum Parking Lot, Library Parking Lot, and Kinsmen Park Parking lot)
- d) Snow must be removed and hauled away to the Town of Edson Snow Dump.
- e) Snow must be properly placed clearing lots so as not to impede pedestrians, and block driveways or roadways.
- f) Snow Clearing costs should be outlined and invoiced per hour spent providing the service.

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:

- 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 service.
- Town of Edson Business License.

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>.

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. Site Meeting Details

No site meeting will be held for this RFP. Proponents should submit any questions they may have in accordance with Section 2.3.

2.3. Quotations should be submitted in the Prescribed manner.

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

2.4. 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.

2.5. 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.

2.6. 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.

2.7. 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.

2.8. 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

2.9. 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.

2.10. 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.

2.13. 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: _____

Maps

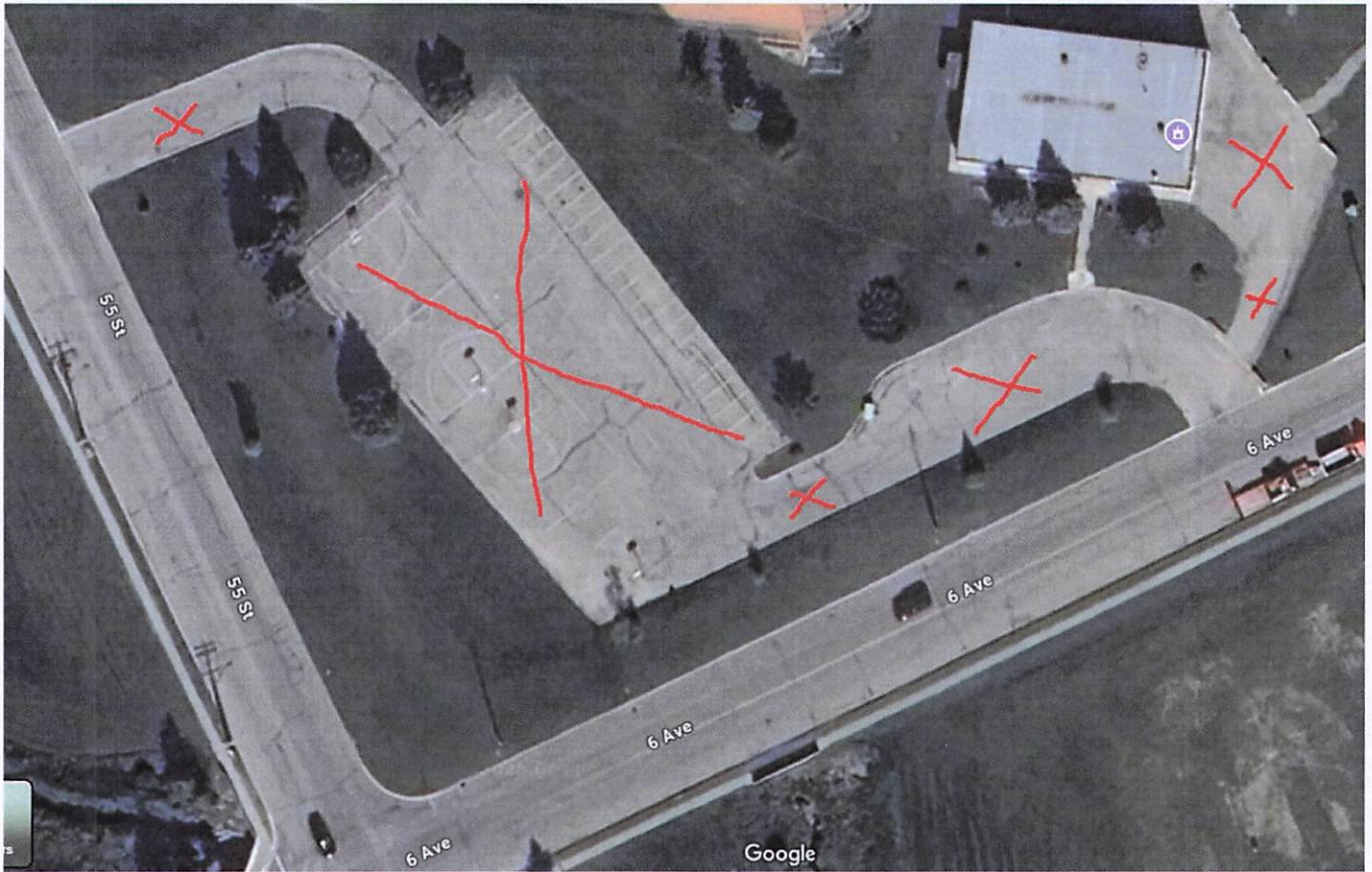
Civic Centre Parking Lot 4921 – 6th Avenue



Leisure Center Parking Lot 1021 – 49th Street



Griffiths Park Lot 5414 – 6th Avenue



Medical Center Parking Lot 616 – 50th Street



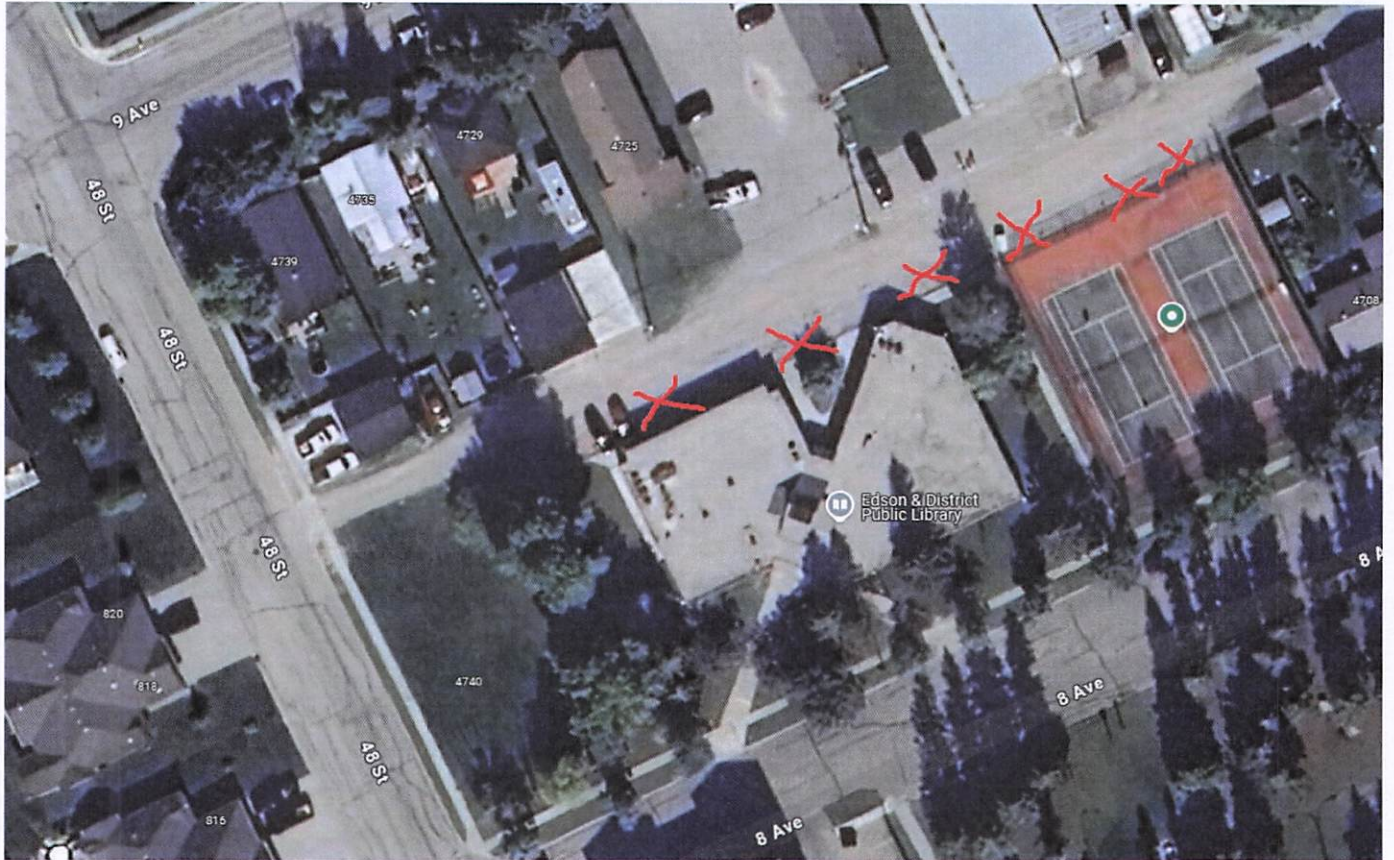
Fire Hall Parking Lot. Front & Side 4835 – 6th Avenue



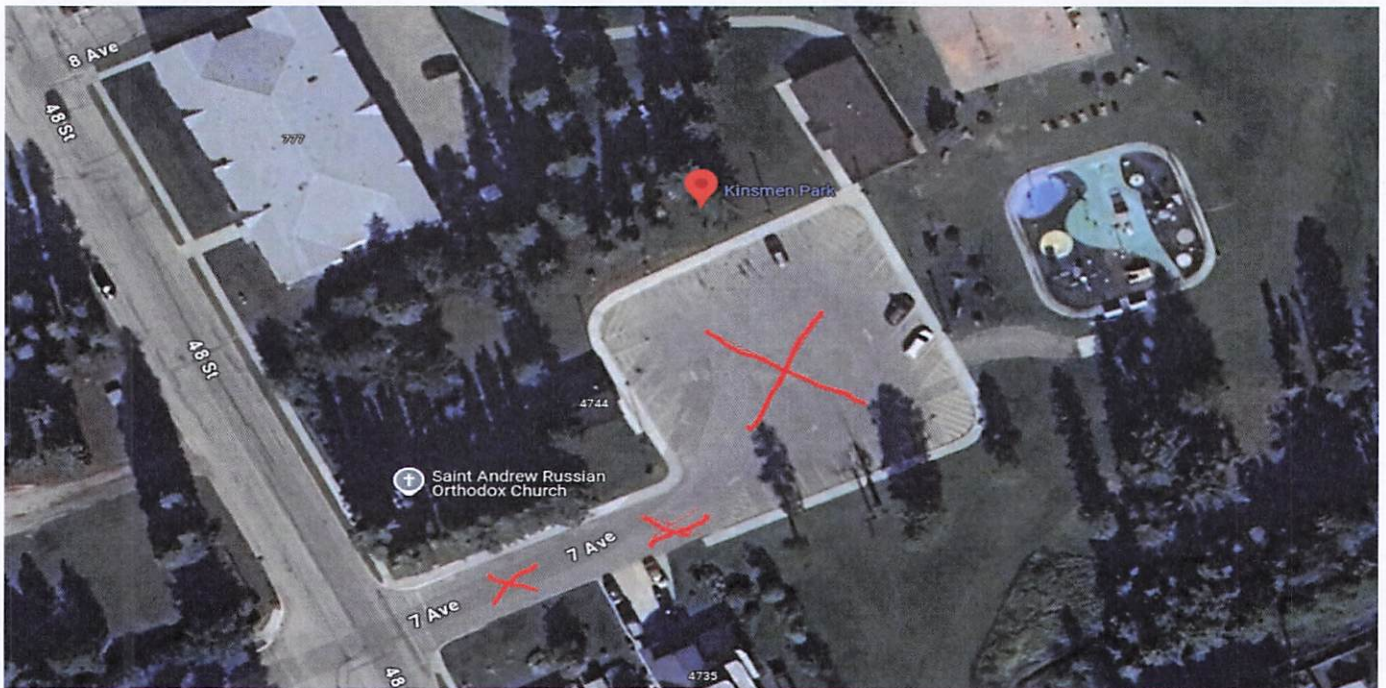
Museum Parking Lot 223-55th Street



Library Parking Lot 4726 8th Avenue



Kinsmen Park Parking Lot 4740 – 7th Avenue





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:



PRICING FORM

Price per hour, Snow Clearing Town of Edson’s Parking Lots

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

Price per hour, Sanding, Salting Town of Edson Parking Lots

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