



## **Tender**

### **Snow Clearing and Removal Services for the Regina Public Library**

**Issued by:**  
**Regina Public Library**  
P.O. Box 2311  
2311 – 12<sup>th</sup> Avenue  
Regina, Saskatchewan  
S4P 3Z5

<b>Issue Date:</b>	<b>October 28, 2016</b>
<b>Closing Date:</b>	<b>November 8, 2016</b>
<b>Award Date:</b>	<b>November 10, 2016</b>

## Intent

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The intent of this tender is to select a snow removal firm to provide snow clearing and removal services for the Regina Public Library (RPL).

## Scope

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This tender will be awarded to a bidder who will be the primary provider of all snow clearing and removal services for a period of two years, expiring May 31, 2018 with the exception of Albert Branch. Due to relocation of Albert Branch in the summer of 2017, snow clearing and removal services are only required for one year.

The service will be required seven days a week for snow clearing and removal of snow from select RPL parking lots and sidewalks. Other services which may be requested include applying sand/ice melt, clearing steps/entrances on weekends, or other services as requested at any of the following RPL locations:

- Central Library – 2311 12<sup>th</sup> Avenue (2 sections south of RPL – one accessed from Lorne Street including loading dock area, one accessed from Smith Street; frontage sidewalks)
- Albert Branch – 1401 Robinson Street (one year only; parking area east of the library; frontage sidewalks, patio area)
- Connaught Branch – 3435 13<sup>th</sup> Avenue (staff parking area east of the library; frontage sidewalks)
- Glen Elm Branch – 1601 Dewdney Avenue E. (parking lot in rear of the library and loading area on east side of the library; frontage sidewalks)
- Sherwood Village Branch – 6121 Rochdale Blvd (parking lot in rear of the library; loading dock area, all sidewalks)

Clearing work will be completed when the libraries are not open. Bidders must be aware that libraries are open weekends and evening. Snow clearing and other requested services must be completed within 24 hours of notification. For most libraries, removal of snow from RPL property must be completed when snow clearing is done as there is no space to pile snow. At locations where there may be room to pile snow, removal must be done within 48 hours of clearing. It is up to prospective bidders to familiarize themselves with the conditions and requirements at each location.

## Submission Deadline and Contact

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**To receive consideration, offers must be received no later than 2:00 p.m. Saskatchewan Time (CST), November 8, 2016. Offers shall be submitted in a sealed envelope addressed to:**

Brian Klenk, Physical Plant Manager  
Regina Public Library  
2311 – 12<sup>th</sup> Avenue – 2<sup>nd</sup> Floor Directors Office  
Regina, SK S4P 3Z5  
(306) 777-6052

For questions or clarifications, please contact Gail Kruger, Head of Finance and Administration, at 306-777-6060 or [gkruger@reginalibrary.ca](mailto:gkruger@reginalibrary.ca)

The offer, in the form of a bid form and references, constitutes the offer. This is contained in Schedule A at the back of the tender package.

Faxed, electronic, or telephone offers will not be accepted. Offers will remain sealed until 2:00 p.m. November 7, 2016. Late offers will not be considered.

## General Information and Requirements

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### Owners Responsibility

- 1. Payment for Work**  
RPL will be responsible to pay only for the working hours of the machinery and operations on site. Payment will not include transportation of equipment and machinery to and from the site, nor any down time due to mechanical failure.
- 2. Determination of Unacceptable Performance**  
Should a contractor's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) or contract(s) executed under this tender with thirty (30) days' notice.
- 3. Notification when Clearing and Removal Required**  
RPL will notify the contractor when snow clearing and other services are required. RPL will provide the contractor with instructions on when snow can be piled or when it must be removed immediately.
- 4. Contractor Availability**  
RPL reserves the right to purchase services from another contractor in certain circumstances. This decision would be based on the selected contractor's availability and ability to provide timely service.
- 5. On-Site Orientation**

RPL will provide the successful contractor with on-site orientation for all sites. This orientation shall also serve as an inspection prior to any work being performed. A spring inspection will also take place to ensure no damage has resulted from snow clearing and removal.

### **Contractor's Responsibility**

6. **Extent of Work to be Performed**

Each bidder is responsible for familiarizing him/herself with the locations, extent, conditions and requirements of the work. RPL will notify the contractor when snow removal and other services such as ice melt/sand spreading are required.

7. **Notification When Work is Performed**

The contractor shall leave a phone message with the Physical Plant Manager stating building(s) being serviced, arrival on site, equipment on site, and departure from site.

8. **Provision of Equipment, Goods, and Services**

The tender rate quoted for the equipment shall include the cost of the operator's time, fuel, lubricants, etc.

Required equipment includes:

Skid Steer

Pay Loader (may be used in some cases instead of skid steer, but is not required)

Tandem/Dump Truck

Snow Blower (very occasionally)

9. **Conflict of Interest**

Each bidder must make full disclosure of any relationship with any employee of RPL who makes recommendations concerning the selection of a successful tender or any employee who may allot work to or order supplies from the successful contractor.

10. **Permits, Licenses, and Workers' Compensation**

The bidder is responsible for obtaining and paying for all necessary permits and licenses required for the performance of the services. The bidder is responsible for registering with the Saskatchewan Workers' Compensation Board and paying premiums for workers' compensation coverage. Proof of workers' compensation coverage will be required.

11. **Applicable Laws, Bylaws and Regulations**

The bidder is responsible for adhering to all applicable laws, bylaws and regulations in performing the services. This includes all employment, health and safety, and environmental requirements.

12. **Insurance**

## Schedule A

The successful bidder will need to provide RPL with proof of professional liability. Minimum coverage of \$2 million is required for comprehensive general liability. RPL shall be included as an insured party.

### Other Terms and Conditions

#### 13. Reservations

RPL reserves the right to:

- Reject any or all tenders received for valid reason;
- Verify the validity of the information supplied in any tender;

#### 14. Contract in Force

RPL's acceptance of a bidder's offer along with the returned short form contract shall constitute a contract between the two parties.

## References

Provide a minimum of three (3) references that you have provided similar services to within the past five (5) years, including the name and address of the company, and the name, title, and phone number of the contact person.

## Regina Public Library – Bid Form

### Project Description

1. Parking lot and sidewalk snow clearing and removal from:
  - a. Central Library
  - b. Connaught Library
  - c. Albert Library
  - d. Glen Elm Library
  - e. Sherwood Village Library

### Offer

\$ \_\_\_\_\_ per hour for skid steer services (snow clearing)

\$ \_\_\_\_\_ per hour for tandem/dump truck services (snow removal)

\$ \_\_\_\_\_ per hour for pay loader (may be used in some cases instead of skid steer)

\$ \_\_\_\_\_ per hour for clearing steps/entrances by hand/snow blower (used very occasionally)

Please do not include GST or PST in your hourly price offer.

This offer is made by: \_\_\_\_\_

(please provide Name of Company, Partnership, or Individual)

Name of authorized person submitting the offer: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

To: Regina Public Library  
PO Box 2311, 2311 12<sup>th</sup> Avenue, 2<sup>nd</sup> Floor Director's Office  
Regina, SK S4P 3Z5

### References – 3 required

Please provide the name and address of the company, and the name, title, and phone number of the contact person.

Schedule A

1.

2.

3.