



Town of Claresholm

Request for Proposals

General Contractor Services

The Town of Claresholm is seeking proposals for General Contractor Services as follows:

- **“On-Demand” Snow Removal**
 - A Contractor will be engaged to provide snow removal and ice control services. Snow removal and ice control services will typically include pedestrian hard surface areas located within the boulevards of municipal right-of-ways.
 - The Contractor will provide all equipment, materials and labour for the provision of snow removal and ice control services. The Contractor to be available as required on a 24 hours per day, 7 days a week basis for the duration of the snow season. The Contractor must give the Town top priority in response to demands for service.
 - The Town of Claresholm will appoint a specified coordinator who will be the point of contact for implementation of the snow and ice management program. The coordinators will deploy Contractors and provide direction regarding site priorities.
 - Stockpiles of snow must not be placed on top of drainage points, such as catch basins. Depending on the nature and scale of the winter conditions, snow stock piles may need to be relocated or moved off-site.
 - Whenever possible snow stockpiles should be located on grass areas to facilitate dissipation of melting snow. If stockpiling within the hard surface areas, the piles shall be located at or near the lowest elevation points to avoid sheeting of melting snow across hard surface areas.
- **“On-Demand” Vegetation Removal (grass cutting)**
 - A Contractor will be engaged to provide vegetation removal (grass cutting) services. Vegetation removal (grass cutting) services will typically take place on private property, and will include the boulevard areas between municipal right-of-ways (including alleys) and private property.
 - The Contractor is to perform grass-cutting operations in a professional manner that ensures a smooth surface appearance without scalping. The Contractor shall not set mowing heights to be less than ¾” for all turf areas. Mowing height may be set as high as 3” with 1.5” being considered normal. Grass clippings are allowed to remain on lawn areas. Grass clumps are to be spread out.
 - Prior to the commencement of any work the Contractor will be required to pick-up any general litter, paper, beverage containers, small branches and leaves. Waste material is to be disposed of at an approved waste/compost disposal facility.
 - No grass clippings, leaves or waste materials are to be blown onto walkways and/or roadways and must be collected and removed immediately.

- **“On-Demand” Property Clean-up**
 - The Town of Claresholm is soliciting from qualified and experienced Contractors for “**on-demand**” garbage or unwanted materials collection, separation and disposal from Town owned or privately-owned properties at various sites within the boundaries of the municipality. On a timely basis, the Contractor shall provide its own transportation, equipment, materials and labour for the collection, separation and disposal from each clean-up site.
 - The contractor shall be knowledgeable to the manner of garbage and debris collection and disposal in conformance to all the Federal, Provincial and Municipal regulations and by-laws related to this field.
 - The contractor shall have the licenses and permits to haul these materials, and where they are transporting dangerous and/or hazardous materials, which may happen in some occasions, they shall conform to all the regulations as defined by the Transportation of Dangerous Goods Regulations.
 - The contractor shall be familiar and in full compliance with the Occupation Health and Safety regulations and in conformance with Material Safety Data Sheets (MSDS).
- **General Description of Services:**
 - Service requirements include and are not limited to the following:
 - In performing all operations in connection with the services, the Contractor shall provide all labour, equipment, tools and materials.
 - Site specific circumstances and requirements will be determined by the coordinator and will be communicated to the Contractor at and during the time of deployment.
 - The Services will be on an “**on-demand**” basis. The Contractor is to provide the services and dispatch its equipment and clean-up crew to the identified site within 48 hours from the time of notification.
 - The Contractor is to provide a contact person and telephone number for the purpose of this project.
 - The site could be on an empty lot or an abandoned property where the Town has served clean-up notices to the owner. The Contractor is to perform the clean-up services expeditiously, and where the property is privately owned, the Town will recover the costs from the property owner.
 - The garbage or unwanted materials could be in various forms; such as furniture, mattresses, cardboards, plastics, automotive parts, tires, batteries, electronics equipment, household appliances, chemicals, liquids, construction debris, general garbage, etc. Some of these are recyclables; some could be hazardous or toxic materials. Where they are hazardous or toxic, radio-active or banned materials, the Contractor shall dispose of these according to all Federal and Provincial regulations. Evidence of such disposals shall be attached to the invoices with receipts.
 - Upon the pickup of these materials, the Contractor shall separate and sort out all materials to the categories in conformance with the requirements of all the regulations before sending them to the transfer stations or landfill. The separation could be carried out on site or in some occasions at the Contractor’s premises. No extra charges shall be billed to the Town if the collection is separated or sorted out at the Contractor’s premises.

- In some instances, there could be a large amount of garbage or unwanted materials. In such cases, the Town may request the Contractor to submit a written assessment for the Town's approval prior to the commencement of the work.
 - The Contractor, upon completion of the garbage collection at the appointed site shall leave the site free of all debris and unwanted materials.
- **Equipment**
 - The Contractor shall have adequate equipment, manpower, materials, etc. to be able to respond to the Town at short notices and to perform the services adequately and efficiently. All equipment shall be kept in good mechanical order. Where possible, the Contractor shall have duplicate equipment which can be put into service and operated in case of any mechanical breakdown.
- **Sale of Recyclable Materials**
 - The Contractor shall be responsible for transporting all recyclable materials to a recognized processing facility where all materials will be recycled. All proceeds from the sale of any recycled materials shall be credited back to the Town.
- **Fees & Tipping Fees**
 - The Contractor shall invoice the Town of Claresholm for services rendered within 45 days from the date of completion.
 - When requested, the Contractor shall provide pricing rates on labour rates, equipment rates and per tonne pickup. The rates shall include all transportation, equipment, labour and materials from the time the Contractor arrives at the appointed site to the time of completion (when the garbage or unwanted materials are being disposed of at the transfer station or landfill. Separation or sorting of the garbage or unwanted materials at the site, or at the Contractor's premises, shall be included in the pricing rates.
 - The disposal fee will be the transfer station ticket rates and the Contractor shall not include any mark-ups. The Contractor shall attach a copy of the Transfer station ticket with their invoices for reimbursements.
- **Municipal Fees & Tipping Fees**
 - Municipal fees, tipping fees and surcharges shall be added to the total cost. Evidence of such disposals shall be attached to the invoices with receipts.
- **Term**
 - The term of an Agreement shall commence through to June 1st, 2013. The Agreement may be extended for additional terms upon mutual agreement of both parties. The extended term shall not exceed the additional twelve (12) month time period.
- **Examination of Site**
 - The Contractor shall conduct site inspections prior to removing any rubbish materials. The Contractor shall assess rubbish materials for any hazardous materials and recyclable materials.
 - The Contractor shall ensure that before and after pictures are taken of the site. The pictures must be attached to the invoices.
 - The Contractor shall ensure that employees and sub-contractors are not required, in their performance of duties, to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety.

- **Hauling and Disposal Permits:**
 - The Contractor shall have and maintain all required permits current, and be in good standing. Any change in status must be reported to the Town in writing within 24 hours. The Contractor is expected to adhere to all federal, provincial and local by-laws and regulations, governing rubbish collection and disposal.
- **Recycling Provision:**
 - Where possible, the Contractor should recycle as much of the materials as feasible.
- **Worksite Conduct:**
 - All labourers and workers (including sub-contractors) shall act in a professional manner. The Contractor is to enforce proper discipline and decorum among all labourers and workers (including sub-contractors) on the worksite and is to control, among other things:
 - noise, including music;
 - the use of offensive language;
 - smoking or drinking of alcoholic beverages on the worksite;
 - physical violence;
 - thievery; and
 - the transportation of articles or materials deemed hazardous.
 - If the Town determines, in its sole discretion, that any labourer need to be removed due to his or her failure to comply with the terms of this provision, the Contractor will remove such labourers from the worksite immediately. Alcohol and drugs are not tolerated on this site at any time. Anyone deemed to be under the influence shall be escorted off site.
- **Insurance:**
 - The Contractor covenants and agrees that it shall carry comprehensive liability insurance and that the following provisions shall apply to such insurance:
 - the Town shall be a named insured in all public liability policies;
 - all policies shall provide that an event of default on the part of the Contractor, its servants or agents, shall not be an event of default on the part of the Town;
 - none of the policies shall be cancelled unless THIRTY (30) days prior written notice of cancellation is first given to the Town;
 - copies of all policies of insurance shall immediately be provided to the Town upon written request by the Town;
 - the insurance policies shall have the following minimum limits of coverage:
 - Commercial General Liability - TWO MILLION (\$2,000,000.00) DOLLARS;
 - The Contractor agrees to indemnify and save harmless the Town of Claresholm from any and all claims for death and injury to persons and loss or damage to property of any nature whatsoever that arise in connection with acts and omissions of the Contractor in performance by Contractor of its duties.
- **Performance Bond:**
 - To ensure full compliance by the Contractor with the terms, covenants and conditions, the Contractor agrees that it shall deposit security with the Town, in the form of an irrevocable letter of credit or cash in the amount of ONE THOUSAND (\$1,000) DOLLARS.

Interested parties are to submit a letter of intent to the Town of Claresholm. The letter of intent shall include:

- name and contact information of the interested party,
- a statement indicating that the full request for proposals has been reviewed,
- a statement indicating how the interested party intends to comply with the service requirements,
- two references related to the primary service responsibilities,
- proof of insurance,

DEADLINE FOR PROPOSALS: Friday, February 17th, 2012 @ 2:00pm

DEADLINE FOR DECISION: Friday, March 9th, 2012 @ 2:00pm (or sooner)

The Town of Claresholm reserves the right to accept or reject any or all proposals and to waive irregularities and information at its discretion. The Town of Claresholm reserves the right to reject a proposal without any reasons. The letter of intent shall be submitted to Jeff Gibeau, Manager of the Regulatory & Property Services Department. Inquiries regarding any facet of the Request for Proposal (including the process) shall be forwarded to Jeff Gibeau, Manager of the Regulatory & Property Services Department. Addendums to the Request for Proposal will be posted to the Town of Claresholm website and sent to registered parties.

“ADDENDUMS”

Added February 16th, 2012: 3:00pm

- The Contractor covenants and agrees that it shall carry applicable Worker Compensation Board insurance / coverage. Proof of this insurance must be submitted to the Town of Claresholm with the submission.