

***Request for Proposals (RFP)  
Snow Removal and Ice Control Services for  
Brant County Health Unit***

The Brant County Health Unit (BCHU) is seeking competitive proposals for Snow Removal and Ice Control Services for 2021/2022, 2022/2023 and 2023/2024.

Applications must be submitted no later than 4:30 pm on Friday, August 13, 2021 by one of the two following methods.

1. Hard copy submission in a sealed envelope mailed to the attention of the **Director, Finance at the Brant County Health Unit, 194 Terrace Hill Street, Brantford, Ontario, N3R 1G7.**
2. Electronic submission emailed with the subject **CONFIDENTIAL RFP SUBMISSION Snow Removal and Ice Control Services** to [lisa.didonato@bchu.org](mailto:lisa.didonato@bchu.org).

**Acceptance and rejection of quotes**

This RFP should not be construed as an agreement to purchase. The lowest priced or any quotation will not necessarily be accepted, and the Brant County Health Unit is not bound to enter a Contract with any Bidder.

**Right to amend or cancel**

The Brant County Health Unit reserves the right at its sole discretion at any time, and for whatever reason to, by addendum, modify, amend, or otherwise change this RFP.

## ***Background***

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The Brant County Health Unit is one of 34 health units in Ontario that serves a population of more than 136,000 people in Brant County and the City of Brantford. At present, the Brant County Health Unit owns and operates one (1) building at 194 Terrace Hill Street, Brantford, Ontario.

## ***Scope of Work***

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The Brant County Health Unit requests quotations from qualified experienced organizations to provide Snow Removal and Ice Control Services at 194 Terrace Hill Street, Brantford, Ontario.

The scope of services includes snow/ice monitoring and clearing at all entrances, sidewalks, pathways, and parking lots. For a map of our building and perimeter see Appendix B.

Snow removal services shall include the shoveling, snow plowing, clearing of snow, removal of ice and ice build-up, sanding and salting as needed to maintain bare pavement/concrete as the timing of weather conditions will permit, ensuring proper and safe access to the buildings and the parking. Spring clean-up post winter season of all debris, residual de-icing material and sand is to be included in the scope of the contractor's proposal.

Where the term "sanding and salting" is used, it is meant to be taken as a generic term to represent examples of components suitable for the control of slippery conditions for both vehicles and pedestrians. Preference will be given to proponents who propose alternate, more environmentally friendly, but equally effective products to meet required results.

Pricing to include all consumables for snow removal and ice control; labour, materials, equipment, tools, resources, and technical assistance necessary to perform the services.

### **Pathways, Walkways and Building Entrances**

Clearing of pathways, walkways and building entrances is to proceed after an accumulation of 2.5 cm of snow and these areas are to be cleared by 07:00 AM. This includes the municipal sidewalks surrounding the perimeter of the building, seven days a week.

No snow may be pushed or allowed to accumulate against building walls during the performance of the work. Snow will not be pushed into or allowed to accumulate within 2 meters of any door or designated fire exit. The contractor will keep snow away from garbage bins, recycle bins, transformer enclosures, fire connectors and the perimeter of all fire hydrants.

Clearing of all should be done to maintain bare concrete and/or asphalt as weather allows. Pathways and sidewalks are to be salted and/or sanded as needed to ensuring proper and safe use and access to the buildings and the parking.

The successful proponent will be expected to do a self-assessment of the site and mobilize automatically to maintain bare pavement/concrete as the timing of weather conditions will permit, ensuring proper and safe access to the buildings and the parking.

## Parking Lot

Clearing of the parking lot is to proceed after an accumulation of 5 cm of snow. The parking lot will need to be cleared outside of normal business hours with the intent of it being ready for use by 07:00 AM, seven days a week.

Care should be taken not to reduce the number of parking spots – should accumulation be significant, a plan of action to be developed with the BCHU Facilities Manager and the successful proponent.

## Spring Clean Up

The successful proponent will be responsible for the clean-up of the site post snow season. The clean up is to include sweeping clean the service areas, removing all debris, residual de-icing material and sand that accumulated during the snow season as well as repair of damaged grass and any other damage done. The work is to be done at no additional charge to the BCHU.

## ***Term***

The initial term shall be for a three (3) year period, commencing on September 1, 2021 and completing on May 31, 2024. This contract may be renewed for additional one-year terms up to a maximum of two (2) additional years based on mutual agreement of price and service.

## ***Proposal Requirements***

Proponents are asked to submit a quotation outlining their approach to achieving the above requirements. All quotations should include:

1. The full legal name of the company, address, and company website (if any).
2. Details of direct experience in performing services similar in size or nature to the Brant County Health Unit.
3. A current Certificate of Liability Insurance indicating the amount of coverage available for General Liability of at least two million dollars.
4. A pricing summary as detailed in Appendix A.
5. The name and contact information of a person Brant County Health Unit can contact for further information/clarification of your quotation.
6. Two (2) client references, including the names and contact information.
7. Any other information you feel is pertinent and relevant to this matter.

## ***Negotiations***

The BCHU reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the BCHU may enter into a changed

or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

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***Irrevocability***

The BCHU requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

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***Conflict of Interest***

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the BCHU, the members of the Board of Health or employees.

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***Liability for Errors***

While the BCHU has used considerable effort to ensure an accurate representation of information in this RFQ, the information contained is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the BCHU, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve the proponents from forming their own opinions and conclusions with respect to the work in this RFQ.

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***Evaluation Criteria***

		Weighting %
1	Company Capabilities, Resources and Experience	45%
2	Proposal Quality and Clarity	10%
3	References	5%
4	Fee Proposal	40%

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***Health and Safety Requirements***

The successful proponent shall strictly comply with the current federal, provincial, and local Health and Safety regulations and the safety policies/procedures of the BCHU.

The successful proponent shall be required to provide a copy of their WSIB certificate prior to beginning work for the BCHU.

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***Confidentiality***

Confidential information supplied may be disclosed by the Board of Health where it is obliged to do so under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or otherwise required by a court of law. The successful proponent shall be required to complete a Declaration of Confidentiality form.

## ***Trade Agreements***

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The RFP is subject to Ontario's trade agreements.

## ***Post Award***

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Bidders or proponent are entitled to a post-award debriefing. Protest are to be submitted in writing within 15 days of the award.

If you have any questions regarding this RFP prior to submission, please contact:

Lisa DiDonato  
Director, Finance  
Lisa.DiDonato@bchu.org  
(519)753-4937 #344

Contact with other persons at BCHU, in regard to the RFP, may lead to disqualification.

**Appendix A – Pricing Summary**

**Schedule 1 - Standard Services**

<b>Description</b>	<b>Year 1 (excluding HST)</b>	<b>Year 2 (excluding HST)</b>	<b>Year 3 (excluding HST)</b>	<b>Total Cost (excluding HST)</b>
<b>Parking Lot (Per Service)</b>				
Snow Clearing	\$	\$	\$	\$
Sanding/Salting during Snow Clearing				
Sanding Salting without Snow Clearing				
<b>Walkways and Sidewalks (Per Service)</b>				
Snow Clearing				
Sanding/Salting during Snow Clearing				
Sanding Salting without Snow Clearing				

**Schedule 2 - Supplemental Services \***

<b>Description</b>	<b>Year 1 (excluding HST)</b>	<b>Year 2 (excluding HST)</b>	<b>Year 3 (excluding HST)</b>	<b>Total Cost (excluding HST)</b>
Off Site Snow Removal – Equipment and Operator per Hour	\$	\$	\$	\$

\* To be agreed upon in writing in advance as a plan of action to be developed with the BCHU Facilities Manager and the successful proponent.

**Appendix B – Map of Building and Perimeter**

