

October 26th, 2020

2020 REQUEST FOR PROPOSAL – Elders Driveway Snow Removal

**Snow Removal for Elders Driveways Winter 2020-21
Town of Norman Wells**

Summary of Project

1. The Town of Norman Wells is need of snow removal service for elders’ driveways. Please provide a total cost for snow removal for the 2020-21 winter season.
 - Service will be on an as and when basis, proponent will be required to provide service only when directed based on snow accumulation and the guidelines in the town snow removal policy.
 - Number of driveways may be subject to change based on resident enrollment in the program.
 - Please provide a quote for snow removal to be done for elder’s driveways for the entire 2020-21 winter season.
 - During the 2019-20 winter season, there were 30 residences that signed up for the elder driveway snow removal service. We expect about the same this year but be prepared for the total to fluctuate around this range.

Evaluation

2. Proposals will be reviewed by the Senior Administrative Officer, Public Works Manager, and a Councillor of the Town of Norman Wells.

Scope of Work

3. Snow removal when needed for elder’s driveways for the 2020-21 winter season.
 - Please provide a plan on how you plan to remove snow, please list equipment inventory.
 - Driveways may be added or removed, all dependent on how many residents sign up for the service.
 - There is no schedule for the service as it is all dependent on snow accumulation.

Risks and Liability

4. The proponent assumes all risks and liabilities associated with this project, including onsite. It is requested each proponent complete a risk assessment before hand to encourage a safe working environment.
 - There will be availability for proponents to access work site before submission deadline. Please see contact info to arrange a meeting.

Schedule

5. Here are the current scheduled steps in the RFP process:
 - Request for Proposal Submission: November 4th, 2020 to November 10th, 2020
 - Request for Proposal Evaluation: November 12th, 2020
 - Request for Proposal Award: November 13th, 2020
 - All work to be completed by the end of the winter season.

Evaluation Criteria

6. The following points will be used to evaluate each proposal.
 - Business Size
 - Cost
 - Experience

Proposal Breakdown

Here is what is being asked for each proposal to be submitted:

- Executive Summary
- Statement of the Qualifications and Experience of the Proponent
- Work Plan (process, equipment, personnel, and materials)
- Costs
- Proof of insurance
- Proponent representative contact info

Please respond by 5:00 p.m. November 10th, 2020

Electronic copies will be accepted with hard copy to follow. Please ensure both versions are identifying as **CONFIDENTIAL – RFP – PUBLIC WORKS REVIEW**

Public Works

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