



# Ta'an Kwäch'än Council

Housing & Infrastructure

9042 Quartz Road, Whitehorse, Yukon • Y1A 5L8

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## **REQUEST FOR PROPOSALS FOR SNOW REMOVAL SERVICES**

Proposals are due by November 14, 2022, at 3:00 p.m. (Local Time) at Ta'an Kwäch'än Council Office,  
117 Industrial Road, Whitehorse, YT Y1A 2T8

### **Scope of Work**

The purpose of this Request for Proposal (RFP) is to solicit bids for the services of snow removal and winter road maintenance for the TKC Village Road, as well as snow removal services for TKC's Main Administration Building located at 117 Industrial Road. Services required are as followed:

1. Clear TKC Village Road located off Jackfish Bay Road from the "Y" in road to the end of the trailer development turnaround. Road turnaround and area in front of cemetery to be included. As well as ensuring residents driveways are not blocked in from snow removal process;
2. Provide snow removal services at 117 Industrial Road – TKC's Main Administration Building;
3. Unit prices to snowplow areas and remove snow for TKC Elders as required; and
4. Sanding lot at 117 Industrial Road and TKC Village Road

### **Proposals Submissions**

TKC reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by proponents in preparing a response.

### **Prices**

All prices shall be all inclusive stated in (Canadian funds) and shall remain **FIRM** for the completion of the services.

### **Irrevocability and Acceptance of Proposals**

TKC requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time. TKC reserves the right to waive formalities in, accept or reject any or all proposals, cancel this RFP, or accept the proposal deemed most favourable in the interest of the TKC. TKC reserves the right to cancel this RFP at any time without recourse by the Proponent. TKC has the right to not award this work for any reason. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by TKC. Should a proposal be accepted, a purchase order will be placed for the provision of these Services.

### **Enquiries**

All enquires are to be directed to: Matthew Dickson, Manager of Housing and Infrastructure via email, phone or in person as listed below.

E-mail: [housingmanger@taan.ca](mailto:housingmanger@taan.ca)

Phone: work 867-668-3613 ext. 501, cell 867-335-1347

In-Person: 9042 Quartz Road, Whitehorse, Yukon, Y1A 5L8

If a change or additional information is warranted, TKC's response will be communicated to all Proponents by means of written addenda prior to the closing date. TKC shall determine, at its sole discretion, whether the query requires a response, and such responses will be made available to all Proponents by issue of an addenda sent to each Proponent that will be incorporated into and become part of the RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

### **Conflict of Interest**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with TKC, its elected officials or employees.

### **Insurance Requirements**

Upon award of contract the Contractor must provide TKC with proof of insurance as outlined below:

- The Contractor shall carry Commercial General Liability Insurance satisfactory to TKC in the amount of TWO MILLION DOLLARS (\$2,000,000.) inclusive per occurrence.
- Automobile Liability Insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.
- Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.
- The Contractor shall ensure that all sub-contractors carry insurance in the form and limits specified in this clause.

### **Yukon Workers' Compensation Health and Safety Board Coverage**

The Contractor shall be in good standing with Yukon Workers' Compensation Health and Safety Board and provide a Yukon Workers' Compensation Health and Safety Board Registration Number. The Contractor is responsible for having the site secured in accordance with Yukon Workers' Compensation Health and Safety Board regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

### **Equipment, Materials and Workmanship**

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work. All equipment, materials and labour utilized, and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services.

### **Payments – Invoicing**

- a) All invoices shall include the Purchase Order number as provided by TKC.
- b) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the latter, unless alternate payment terms have been agreed to between the Contractor and TKC.
- c) Invoices shall show the appropriate amounts for value added taxes.

**PRICE**

Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, and any other items required for provision of the services. Having carefully examined the plans, the site and the conditions affecting the Work, and having carefully read the scope of services, specifications and the conditions of the Contract, we, the undersigned, offer to furnish all materials, labour, and equipment necessary to complete properly the entire Work, in all particulars, in accordance with the Contract Documents and instructions of **Ta'an Kwäch'än Council** for the sum of:

\$ \_\_\_\_\_ dollars

(written)

\$ ( \_\_\_\_\_ ) excluding GST (Goods and Services Tax)

**AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP

Company Name: \_\_\_\_\_

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

City, Territory & Postal Code: \_\_\_\_\_

Name & Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

stamp or seal