



School Services Building  
523 Langley Avenue  
Box 809 • Warman SK CAN •  
S0K 4S0 Phone: 306-683-2800  
Fax: 306-244-1409  
www.spiritsd.ca

## **2019/2020 SNOW REMOVAL TENDER**

### **INSTRUCTION TO BIDDERS**

Prairie Spirit School Division invites local contractors to submit tenders for the snow clearing at our facilities in Warman for the 2019/2020 school year from the months of October through April. Beginning on October 1, 2019.

Prairie Spirit Central Office  
Student Services Building  
Warman High School  
Warman Community Middle School  
Warman Elementary

Interested bidders are invited to submit their tender on the attached Snow Removal Tender Form showing tender prices for snow removal and type of equipment.

If tendering on more than one facility, please submit a separate tender form for each facility.

Tenders Marked “Attention Facilities – Operations Assistant” and “Snow Removal Tender” will be received by the undersigned by any of the methods listed below until 12:00 p.m on Wednesday September 11<sup>th</sup>, 2019. This will **not** be a public opening. PSSD reserves the right to reject any or all tenders. Lowest bid not necessarily accepted. Notifications will be sent to all bidders the week of September 16<sup>th</sup>, 2019.

#### **Tender submission methods:**

Mail: Box 809, Warman, SK, S0K 4S0  
Fax: 306-244-1409  
Email: amy.sawyer@spiritsd.ca  
In Person: 523 Langley Ave. Warman, SK

For more information on the Scope of Work or Tendering Process, please contact:

Amy Sawyer, Operations Assistant. 306-683-2918 or by email amy.sawyer@spiritsd.ca



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## TERMS AND CONDITIONS

All Contractors are responsible to familiarize themselves with the Facility for which they are submitting this tender to determine the areas to be cleared.

The successful contractor must:

- Submit a WCB (including principal) letter of good standing and proof of general liability insurance in an amount of no less than \$2,000,000 in writing at the time of the bid.
- Obtain any business licenses that may be required by the community in which they are contracted to perform their services.
- Confirm bylaws with the city or town in which the work will be done and abide by these bylaws or obtain written confirmation of any exceptions granted by the city/town.
- Err on the side of caution while snow clearing around buildings, structures, sidewalks, curbs, etc. As well as the safety of school staff and students.
- The Contractor will be held liable for any and all repairs to property or injury to staff or student body caused by their equipment.

PSSD reserves the right to individually cancel any agreement resulting from this RFP upon thirty (30) days' written notice if, in the opinion of the Board, the successful Proponent has failed to provide satisfactory service. In the event of such termination, the Board's sole liability shall be for the payment for services provided prior to the effective date of termination only. Any decision by PSSD will be final and binding to all parties.

At any other time during the contract, either party may cancel the balance of the contract by giving 30 days written notice.

Further, PSSD reserves the right to suspend or terminate the contract immediately in the event of the following:

- If the contractor, in the provision of the services under this contract, does not provide the services to the required standard.
- If the machinery required to be operated by qualified individuals is operated by individuals who are not qualified.



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## SCOPE OF WORK

1. Areas to be cleared on a regular basis are the bus lanes and staff/student parking lot(s).
  - These areas must be cleared as required to accommodate staff and students arriving at 8:15 a.m.
  - Expectations for frequency of snow removal in these areas are to be determined by the School Administration.
  - The School Administration will determine how the need for snow removal is communicated to the Contractor.
  - Location, height, etc. of cleared snow will be determined between the Contractor and the Operations Assistant.
  
2. The following services must be pre-approved by the Operations Assistant:
  - Any snow clearing in addition to the bus lane and staff/student parking.
  - Additional snow clearing for reasons other than recent snowfall or drifting.
  - Any snow hauling.



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## 2019/2020 SNOW REMOVAL TENDER BID F O R M

**IMPORTANT: Please submit a separate tender document for each facility**

SCHOOL/LOCATION: \_\_\_\_\_

	2019/2020
Price per hour for clearing only	\$ _____
Minimum charge (if applicable)	\$ _____
Price per hour for hauling (if necessary)	\$ _____

Type of equipment to be used:

\_\_\_\_\_  
\_\_\_\_\_

Please PRINT clearly:

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Town/City*

\_\_\_\_\_  
*Postal Code*

\_\_\_\_\_  
*Ph. # (s)*

\_\_\_\_\_  
*Fax #*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Contact Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

WCB Registered: YES \_\_\_\_\_ NO \_\_\_\_\_