



CITY OF CRANBROOK

Request for Proposals

**Snow Clearing/Removal and Ice Control
Western Financial Place**

RFP NO.: CRA2026-R-006

**Issue Date:
Thursday, August 20, 2026**

**Closing Time:
Tuesday, September 15, 2026 by 2:30 PM
Mountain Time (MT)**

**Closing Location:
City Hall**

**Attention: Melissa Wilhelm, Financial Services Manager
40-10th Ave S, Cranbrook, BC V1C 2M8**

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1. REQUEST FOR PROPOSALS AND SUBMISSION INSTRUCTIONS

1.1 Request for Proposals

The Corporation of the City of Cranbrook requests proposals from qualified contractors for the provision of snow clearing/removal and ice control services for Western Financial Place for the 2026/2027 and 2027/2028 winter seasons with the option for a one-year extension.

1.2 Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) “Addenda” means all additional information regarding this RFP including amendments to the RFP;
- b) “BC Bid” means the BC Bid website located at www.bcbid.ca;
- c) “City” means the Corporation of the City of Cranbrook;
- d) “Closing Location” includes the location indicated on the cover page of this RFP or BC Bid, as applicable;
- e) “Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;
- f) “Contract” means the written agreement resulting from the RFP executed by the City and the successful proponent;
- g) “Contractor” means the successful proponent selected from this RFP who enters into a contract with the City;
- h) “Manager” means the City staff member who has been duly hired by the City of Cranbrook to fulfill the duties of that position or his/her designated representative;
- i) “Must”, “mandatory”, or “required” means a requirement that must be met in order for a proposal to receive consideration;
- j) “Proponent” means a person or entity with the legal capacity to contract, that submits, or intends to submit, a proposal in response to this RFP;
- k) “proposal” means a written response to the RFP that is submitted by a Proponent;
- l) “Request for Proposals” or “RFP” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the City by Addenda;
- m) “Should”, “may” or “weighted” means a requirement having a significant degree of importance to the objectives of the RFP; and
- n) “WFP” means Western Financial Place located at 1777 2nd Street N. Cranbrook, BC.

1.3 **Delivery of Proposals**

Proposals **MUST** be in English and **MUST** be submitted using one of the submission methods below:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with BC Bid and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal. Use of an e-bidding key is effective as signature.

Hard Copy Submission: Proponents may submit two (2) hard-copies of their proposal as outlined in Section 1.4 (f) of this RFP.

Email and facsimile submissions will not be accepted.

All proposal submissions **MUST** include a completed and signed *Summary Form of Proposal* plus the information required as described in Section 1.5 of this RFP.

Proposals received after the Closing Time will not be accepted.

There will be no public opening for this RFP.

1.4 **Submission of Proposals**

- a) Proposals **MUST** be submitted before the Closing Time to the Closing Location using one of the submission methods set out in Section 1.3 of this RFP. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the City receives a complete proposal, including all attachments or enclosures, before the Closing Time.
- b) For BC Bid electronic submissions, the following applies:
 - i. File uploads are limited to 500 MB per file. There are an unlimited number of attachments.
 - ii. Proponents submitting by electronic submission are solely responsible for ensuring that any attachments are not corrupted. The City may reject proposals that are compressed, cannot be opened or that contain viruses, malware or corrupted attachments.
 - iii. The closing time on BC Bid is shown in Pacific Time (PT). The City's Closing Time in this RFP is in Mountain Time (MT). Proponents must ensure their submission is uploaded and completed prior to the Closing Time.

- c) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact the BC Bid Helpdesk at 1-800-663-7867 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) The City strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before the Closing Time.
- e) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and BC Bid.
- f) Hard copy submissions **MUST** be received in a sealed envelope at the Closing Location by registered mail, courier, or hand delivery before the Closing Time.

(TO HELP IDENTIFY YOUR SUBMISSION, WE ASK THAT YOU PLEASE CUT OUT THE LABEL BELOW AND AFFIX THIS LABEL TO THE OUTSIDE OF YOUR PROPOSAL SUBMISSION)

 City of Cranbrook 40 10 th Avenue South Cranbrook, BC V1C 2M8	
Attention: Melissa Wilhelm, Financial Services Manager	
REFERENCE NUMBER:	CRA2026-R-006
PROJECT NAME:	Snow Clearing/Removal/ & Ice Control – WFP
CLOSING DATE: Tuesday September 15, 2026	CLOSING TIME: 2:30:00 P.M. MOUNTAIN TIME

1.5 **Proposal Submission Format and Checklist**

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full and fair consideration. All pages should be consecutively numbered.

- a) Title Page, showing Proponent's name, contact person and title, address and contact information;
- b) Completed *Summary Form of Proposal* (**Mandatory Form - signature required**);
- c) Qualifications and Experience as described in Section 3.1;
- d) Operational Plan as described in Section 3.2;
- e) Equipment as described in Section 3.3;
- f) Supplies as described in Section 3.4; and
- g) References as described in Section 3.5.

1.6 **Contact**

Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid and on the City website.

Melissa Wilhelm, Financial Services Manager
Phone: (250) 489-0265
Email: melissa.wilhelm@cranbrook.ca

The cut-off for submitting any questions relating to this RFP will be 48 hours before the Closing Time. Questions received after this time may not be answered.

1.7 **Environmental Considerations for Proposal Delivery:**

The City encourages Proponents to consider submitting an electronic proposal. When submitting in hard copy, the City encourages Proponents to consider environmental stewardship, as per the following:

- Hard copy proposals should be double side printed on paper that is post-consumer recycled content or forest stewardship certified;
- Thin proposals should be stapled rather than bound;
- Binding, where required, should be comb-type rather than plastic or wire spiral for ease of separating to shred and recycle; and
- Binders, where required, should be free from adhered labels (for ease of re-use), and/or be made of post-consumer recycled content.

2. **SCOPE OF WORK**

2.1 **Specifications**

The Contractor will perform the services as set out in **Appendix 1** to the satisfaction of the City.

2.2 **Snow Removal Areas**

Areas to be covered by the Proposal shall include the following items/areas/task descriptions. See attached Appendix 2 - Site Plan for further information.

Vehicular:

- Vehicular parking areas, entrances, exits, and drop-off areas
- Driveways and service lanes
- Truck access and loading/unloading and parking areas
- All firefighting access routes – **priority**

Pedestrian:

- North and south entrances to Western Financial Place (prior to 5:00 a.m.) – **priority**
- Entrance to the curling rink

Site:

- Access to and ONE (1) meter clear around fire hydrants and all firefighting connections – **priority**
- Other service areas/ramps
- Provide, install and remove road and location markers

Additional **Priority** Locations:

- North and south Western Financial Place parking lots
- North crosswalk
- Handicapped parking stalls
- Four (4) street access points

2.3 **Snow Clearing and Removal**

The Contractor shall give priority to the Work and shall commence snow clearing when a snowfall of FIVE (5) cm has accumulated as measured at the facility's location or upon requests from the Manager.

For stockpiling accumulated snow, snow shall be cleared to designated areas.

In the event of drifting snow of TEN (10) cm or greater that impedes the flow of traffic in areas to be cleared, the Contractor shall, upon notification, clear the drifted snow to the designated stockpiling area(s).

Line of sight is to be maintained at all intersections, entrances and exits to provide clear lines of vision. Snow banks shall be cleared as required to ensure clear lines of sight where required.

The Contractor is to provide all labour for any required handwork to meet the standards and requirements.

The Contractor shall clear and maintain priority locations as directed by the Manager or by the Scope of Work. Snow shall be piled in designated areas and as directed by the Manager. Snow shall not be stockpiled so as to cause damage to the site or building(s).

Snow to be removed shall be done so within 24 hours of the end of the snowfall.

The Contractor shall remove snow accumulation too great for the designated stockpile(s) at a pre-arranged time. The stockpiled snow shall be completely removed before any additional snow is to be stockpiled.

2.4 Ice Control/Sanding

Sanding is to be done after each snow removal.

The Contractor shall have a sand truck available for call out within a reasonable amount of time (i.e. 1 hour) with attention paid to Cranbrook Bucks home game schedule and facility special events.

Grit for the entranceway is to be non-corrosive to concrete.

The Contractor shall apply an approved ice control mixture using suitable mechanized equipment. An ice control mixture shall be applied during freezing rain and/or sleet storms. The Contractor shall take action within TWO (2) hours of such conditions during business hours or before the next business hours commence if such weather occurs after business hours or as requested by the Manager.

The Contractor is to apply ice control measures upon notification, where melting snow causes vehicular or pedestrian areas to become ice coated.

2.5 Sweeping of Parking Lot

There will be ONE (1) complete sweeping and sand removal of the parking lot per calendar year. Dates are to be agreed upon by the Manager and Contractor.

3. **PROPOSAL**

The proposal should be prepared simply and economically. While additional data may be presented, the following Sections 3.1 – 3.5 **MUST** be included. They represent the criteria against which the Proposal will be evaluated.

3.1 **Qualifications and Experience**

Proponents should state the size of the company, years in business, the number of employees, their length of service, and outline the qualifications, experience and training of employees to be assigned to this contract.

3.2 **Operational Plan**

Proponents should provide details of their proposed method of executing the services outlined in **Appendix 1**. If your organization has other large snow removal contracts, explain how you propose to manage those contracts as well as the requirements for snow removal at Western Financial Place.

3.3 **Equipment**

Proponents should supply a detailed inventory of all equipment and accessories to be utilized in the performance of the contract. Proponents should include the type, model, manufacturer, and anticipated remaining useful life of each piece of equipment. All equipment listed must be available upon the effective date of commencement of operations.

3.4 **Supplies**

Proponents should list the proposed ice control mixtures and other supplies you will be using to carry out the services under this proposal. WHIMIS data sheets shall be included with the proposal.

3.5 **References**

Proponents must list all snow removal contracts your company is currently committed to, as well as any contracts that have expired in the last three years. Please include the name, email, and telephone number of the principal client contact as well as the term of the contract.

4. **EVALUATION CRITERIA**

Evaluation of proposals will be by a committee formed by the City and may include employees and contractors of the City and other appropriate participants.

The City's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including all mandatory and weighted criteria.

4.1 **Mandatory Criteria**

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
a) The proposal must be received at the Closing Location before the Closing Time.
b) The proposal must be in English.
c) The proposal must be submitted using one of the submission methods set out in Section 1.3 of this RFP.
d) Hard copy submissions must be received in a sealed envelope.
e) The proposal must include a signed copy of the <i>Summary Form of Proposal</i> .

4.2 **Evaluation Criteria**

Proposals meeting all the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight
Fees for Services	40
Qualifications and Experience (section 3.1)	25
Operational Plan (sections 4.2 & 4.3)	20
Quality of Equipment (section 4.4)	15
TOTAL	100

4.3 **Price Evaluation**

Only proposals that meet all mandatory requirements and minimum scores will be evaluated. The lowest overall price will be awarded all the points allocated to price. All other proposals will be evaluated using the following formula:

$$\frac{\text{Lowest Overall Price}}{\text{This Proposal's Overall Price}} \times \text{Maximum points available}$$

5. TERMS AND CONDITIONS

5.1 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all of the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

5.2 Additional Information

All Addenda will be posted on the City's website and BC Bid. It is the sole responsibility of the Proponent to check for Addenda. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

5.3 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received after the Closing Time will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the City at the Closing Location will prevail whether accurate or not.

5.4 Proposal Validity

Proposals will be open for acceptance for at least ninety (90) days after the Closing Time.

5.5 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

5.6 Completeness of Proposal

By submitting a proposal, the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no additional charge.

5.7 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the City for purposes of clarification.

5.8 Liability for Errors

While the City has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

5.9 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including the costs in preparing a proposal and for subsequent finalizations with the City, if any. The City will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

5.10 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the City in any way to award a Contract.

5.11 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the City reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the City, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

5.12 Contract

By submitting a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the City.

Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

If a written Contract cannot be finalized with provisions satisfactory to the City within thirty (30) days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

5.13 No Guarantee of Volume of Work or Exclusivity of Contract

The City makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the successful proponent will not be an exclusive contract for the provision of the goods or services described in Section 2. The City may contract with others for goods and services the same as or similar to those described in Section 2 or may obtain such goods and services internally.

5.14 Solicitation

Any attempt by Proponents to influence the outcome of the RFP process by engaging in solicitation, either directly or indirectly, of any employee, contractor or representative of the City, including members of the evaluation committee and any elected or appointed officials of the City, or with the media, may result in disqualification of the Proponent.

5.15 Workers Compensation Act

The Contractor must provide to the City their Worksafe BC registration number and a Letter of Clearance. The Contractor must ensure compliance on their part with the Workers' Compensation Act and the Occupational Health and Safety Regulations. This will extend to any subcontractors hired by the successful Proponent, who will be on City property.

In any case where pursuant to the provisions of the Workers' Compensation Act, the Workers' Compensation Board orders the Contractor, in respect of their operations under the RFP, to cease operations because of failure to install or adopt safety devices or appliances directed by the order of the said Board, or required under said Act or Regulations thereunder or because said Board is of the opinion the conditions or immediate danger exist that would be likely to result in injury to any person, or because of lack of payment of an account due to the Board, the City, on 24 hours written notice to the Contractor, may terminate the Contract.

5.16 Indemnity and Liability Insurance

For the purpose of any Contract the City may enter into with the successful Proponent, the Contractor must indemnify and hold harmless the City, its employees and agents, from any or all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly out of any act or omission of the Contractor, its employees, or agents, in the performance by the Contractor of this RFP. Such indemnification must survive termination of the Contract.

The Contractor must provide to the City proof of \$2 million General Liability Insurance with the City named as an additional insured party and proof of Professional Liability Insurance (errors and omissions coverage) with minimum \$500,000 per claim and \$1,000,000 aggregate. The City reserves the right to modify the type of insurance coverage and amount coverage (which may include increasing the amount of coverage) required to be carried by the Contractor.

5.17 Compliance with Laws and Permits

The Contractor must apply and pay for all necessary permits or licenses, including City of Cranbrook Business License, required for the execution of the work. The Contractor must give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health. The Contractor must be responsible for the safety of all workmen and equipment on the project in accordance with all applicable safety legislation passed by Federal, Provincial and Local Authorities governing safety.

5.18 Trade Agreements

This RFP has been issued in compliance with the City of Cranbrook Purchasing Policy No. 40-501 and meets the requirements of the Canadian Free Trade Agreement and the New West Partnership Trade Agreement.

5.19 Freedom of Information

Without limiting other obligations under the *Freedom of Information and Protection of Privacy Act* and any other enactments that may apply to the City or the Proponent or to both, and despite any promises or commitment by the City to preserving the confidentiality of information to the extent permitted by law, the Proponent acknowledges that any information provided to the City in relation to this RFP, or that is created, produced, negotiated or otherwise comes within the City's custody or under its control pursuant to this RFP, may be subject to a legal requirement to disclose the information pursuant to a request for access under that Act.

5.20 Conflict of Interest

A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the City's opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the City involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract.

A Proponent must disclose in its proposal any actual or potential conflict of interest and any existing business relationships it may have with the City of Cranbrook, its elected or appointed officials or employees. The City has the right to reject any proposal submitted by a Proponent who in the City's determination, has, or if awarded the Contract would have, an actual, perceived or potential conflict of interest.

If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the City Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

CITY OF CRANBROOK

Summary Form of Proposal

RFP NO: **CRA2026-R-006**

NAME OF PROJECT: **SNOW REMOVAL/CLEARING AND ICE CONTROL**
WESTERN FINANCIAL PLACE

A. Provide HOURLY RATES for the following:

ITEM	SPECIFICATIONS	RATE
1	Labour	
2	Bobcat with operator	
3	Grader with operator	
4	Dump truck with operator	
5	Sander	
6	Sweeper	
7	Loader	
8	Other – Please specify	
9	Other – Please specify	

B. Provide costs per cubic meter:

ITEM	SPECIFICATIONS	COST
1	Salt (per m ³)	
2	Salt and sand (per m ³)	

CONFIRMATION OF THE PROPONENT’S INTENT TO BE BOUND:

The enclosed Proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a Proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent agrees that they have reviewed and considered all Addenda (if any) and have taken that into account with determining the price(s) proposed above;
- c) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the Proposal; and
- d) The Proponent agrees to be bound by the statements and representations made in its Proposal.

Proponent Name (please print): _____

Name & Title of Authorized Representative (please print): _____

Signature of Authorized Representative: _____

Address: _____

Telephone: _____ **Email:** _____

Executed this _____ **day of** _____, **20** _____

APPENDIX 1

SPECIFICATIONS

1. Quality Standards

The Contractor shall provide snow clearing/removal and ice control services so as to provide a safe environment for pedestrians and vehicular movement and ensure unobstructed access to the site and building(s).

The Work shall meet or exceed these standards and any rules, codes and regulations of any authority having jurisdiction.

The Work is to be performed with minimum disturbance to building occupants, the public, the normal use of the premises and business operations.

The Contractor shall carry out the Work in the most efficient and cost-effective manner.

The Contractor shall provide a Quality Assurance Plan identifying procedures and practices informing the Manager of goals/objectives, measurement criteria, and reporting mechanisms.

2. Hours of Work and Response

The Contractor will ensure timely response to all calls for snow clearing/removal and ice control made by the Manager and as identified in the Scope of Work.

The Contractor shall be available 24 hours per day, 7 days per week.

3. Authorities, Codes, and Regulations

Snow clearing/removal and ice control operations shall meet or exceed any applicable federal, provincial, and municipal standards, codes, and regulations.

4. Environmental Standards

The Contractor shall ensure that snow clearing/removal and ice control operations are performed with consideration of the environment. The Contractor shall apply environmentally responsible management practices to hazardous substances used in operations specifically with regard to the acquisition, handling, storage, and safety in use, transportation, and disposal of such substances.

The Contractor is to provide a Contractor's Supplies Statement listing proposed ice control mixtures and other supplies with their submission. WHMIS data sheets shall be included with the Statement. Any subsequent changes shall be pre-approved by the Manager.

The Contractor shall ensure that all operations and practices associated with the Work shall comply with all federal, provincial, and municipal environmental regulations.

Offsite dumping shall be at licensed, municipally approved dumpsites.

APPENDIX 1

SPECIFICATIONS

5. Damage

Any damage caused to the property by the Contractor will be repaired as soon as weather permits. Any damage that adversely affects operations or safety will be repaired immediately. Costs incurred for damages as a result of the Contractor's work, will be the Contractor's responsibility.

The Contractor will be aware of all obstructions to snow removal operations; undertake to avoid damage to such items and return such items to the proper condition and location should they become damaged as a result of the work.

6. Personnel and Supervision

The Contractor is responsible for supplying qualified, trained personnel.

The Contractor shall ensure that the work is competently supervised at all times.

All personnel shall wear company identification.

7. Material and Supplies

The Contractor shall provide all materials and supplies to carry out the Work. These shall include, but shall not necessarily be limited to:

- Ice control mixtures, sand, and mixture containers at appropriate locations;
- Location markers;

The Contractor shall provide "green" products wherever possible and practical to carry out the Work.

All product labeling shall be in accordance with WHMIS standards. Wherever possible, materials and products shall be unscented.

The Contractor shall keep a minimum inventory of supplies needed in a daily course of work. The minimum inventory shall also consider emergency and/or contingency supplies and materials.

8. Equipment Standards

The Contractor shall provide all necessary equipment and tools required to perform all tasks efficiently in the timeliest manner possible.

The Contractor is to provide a list of approved equipment as part of the submission.

The Contractor is to use safe equipment, suitable for the purpose intended and in good condition. All equipment shall be licensed as required by all authorities having jurisdiction. Equipment shall not be left unattended while running.

APPENDIX 1

SPECIFICATIONS

Equipment used to perform the work is not to be kept on the property without written approval from the Manager.

9. Safety

The Contractor accepts responsibility for ensuring the safety of the occupants and public while carrying out the Work of the Contract.

The Contractor agrees to ensure that all equipment used in respect to all work performed under the Contract will at all times:

- Be equipped with proper beeper for reverse action;
- Be licensed by all authorities having jurisdiction;
- Never be left unattended while running.

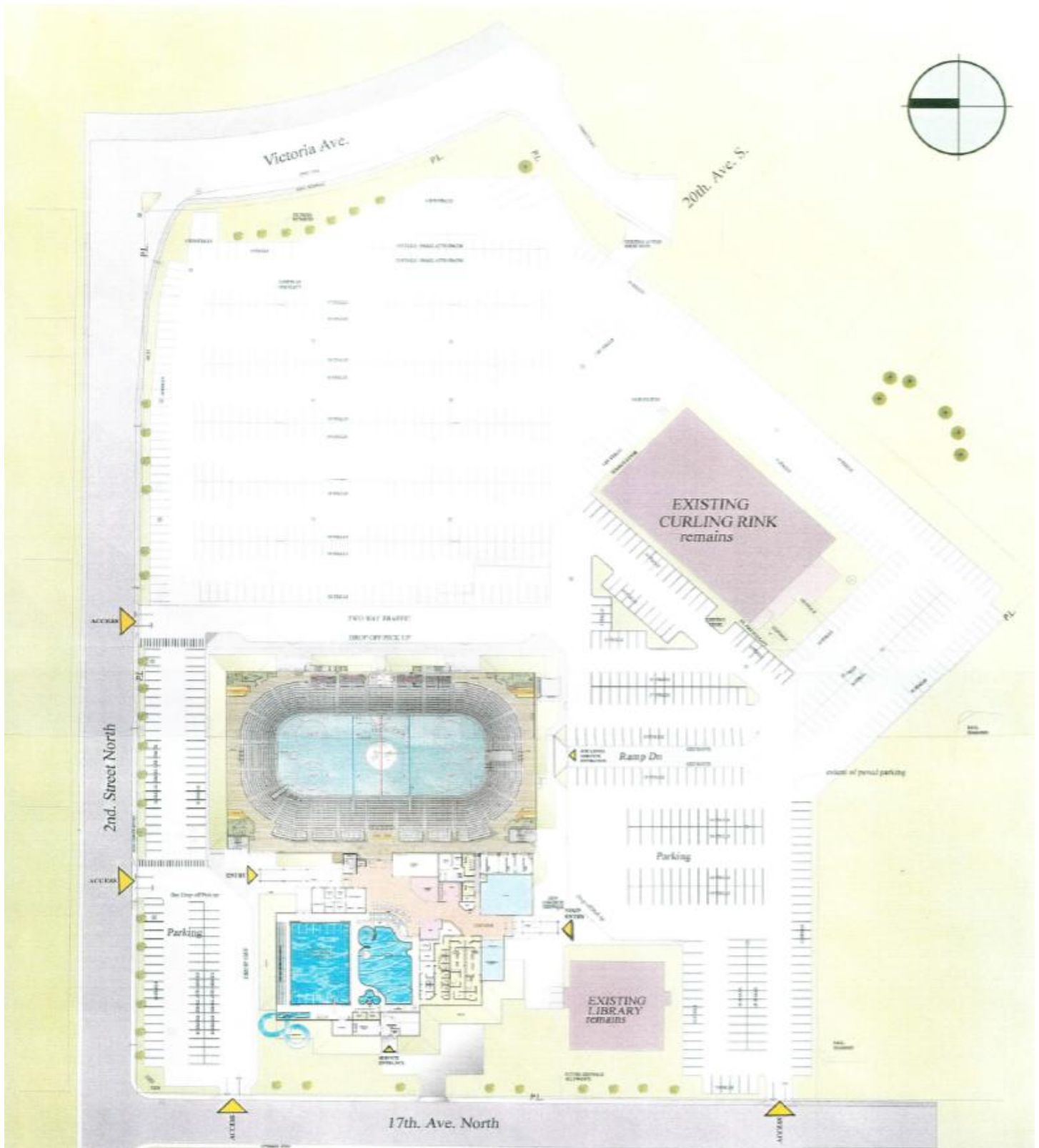
The Contractor will ensure that all equipment operators be fully trained, qualified, and licensed.

The Contractor shall conform to all safety measures respecting personnel and equipment operation.

All personnel shall wear personal protective equipment meeting all applicable standards and codes as required.

The Contractor shall conform to all WHMIS legislation including worker training (documentation of training required), MSDS lists, and product labeling.

APPENDIX 2
SITE PLAN



APPENDIX 3
SAMPLE MINOR WORKS CONTRACT

**THE CORPORATION OF THE CITY OF CRANBROOK
MINOR WORKS & SERVICES CONTRACT AGREEMENT**

This Agreement is for use for minor works and services

THIS AGREEMENT executed and dated for reference the ___th day of _____, 2026
BETWEEN: **AND:**

(SUCCESSFUL PROPONENT) (hereinafter referred to as the "Contractor") Contractor Representative: Telephone #: Contractor's WCB #:	The Corporation of the City of Cranbrook (hereinafter referred to as the "City") 40 – 10 th Avenue South Cranbrook, BC V1C 2M8 City Representative: Lars Larson, Director of Recreation & Culture Telephone #: 250.489.0261
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IN CONSIDERATION OF THE PAYMENTS HEREINAFTER STIPULATED, THE CONTRACTOR DOES HEREBY AGREE TO PERFORM AND EXECUTE THE FOLLOWING WORKS OR SERVICES (HEREINAFTER CALLED THE "PROJECT") TO THE SATISFACTION OF THE CITY, IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS DOCUMENT

DESCRIPTION OF WORKS & SERVICES	AGREED RATE/PRICE
SNOW CLEARING/REMOVAL AND ICE CONTROL – WESTERN FINANCIAL PLACE	
1777 2 nd Street North	
Summary Form of Proposal	
Request for Proposal – Snow Clearing/Removal & Ice Control – Western Financial Place	(Appendix 1)

TERMS & CONDITIONS:

1. The Contractor will commence Work within (state number of days) days after being notified to commence work.

Per Appendix 1

and shall complete same no later than:

As Required

Time shall be strictly of the essence of the Contract.

2. All necessary tools, equipment, materials and personnel required to complete the above Project within the allotted time shall be supplied by the Contractor, unless otherwise specifically agreed to in writing by the City.

3. All work shall be done in a workmanlike manner according to the custom of the trade. The Contractor

and all individuals engaged by the contractor to provide works and services will have the necessary education, training, skill, experience and the necessary resources.

~~4. The Contractor will guarantee all works and services for a minimum period of one year against faulty materials and/or workmanship. The Contractor shall be responsible for all costs incurred for the investigation and repair of any defects in the Project.~~

5. The Contractor shall clean up, on a daily basis, all waste brought onto the site or created on the site and dispose of it lawfully off the site.

6. The Contractor shall at all times cause a minimum of obstruction during the work, and shall place and maintain such warning signs, barricades, lights or flares, flag persons on or near the work site as are necessary to ensure the safety of the public and workers at all times, and to make suitable provisions to accommodate all traffic, pedestrian or vehicle

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over/around any partial roadway or site upon which work is being performed.

7. Should the City's Representative find the working conditions unsuitable to give the quality of work required, he may, by an order in writing, at any time stop or suspend any part of the work or may cancel the order to proceed with the work or with any part thereof, and the Contractor shall not thereby be entitled to any additional payment or to claim for loss of profit or anticipated profit, or for damages. Upon such suspension of work, the Contractor shall forthwith place the work in proper and satisfactory condition for the accommodation and safety of the public and for the effective protection of the Project against damage from weather, vandalism or other causes and must so maintain the Project.

8. The Contractor will be an independent Contractor and not the servant, employee or agent of the City, and shall not be entitled to any of the rights or benefits afforded to employees of the City.

9. The Contractor acknowledges that it is an employer as defined in the Workers Compensation Act, and that it will, as a condition of the Agreement, comply with the Workers Compensation Act and the regulations thereto and that the City will not be responsible for any costs, fines or levies resulting from the Contractor's failure to comply with Workers' Compensation Board regulations.

10. A current WCB Clearance letter will be required prior to work commencing and prior to final payment.

11. Should the Contractor, or any person in his family, or employee have or hold any position that is considered by the City to be a conflict of interest (to the terms and conditions herein stated) that person shall absent himself from all aspects of that consideration.

12. Except, as required by law, the Contractor agrees to treat all information to which access is given as confidential, even after the Agreement ends.

13. The Contractor will not in any manner whatsoever commit or purport to commit the City to the payment of any money to any person, firm or corporation.

14. The Contractor will not make any assignment or subcontract any work under the Agreement, without prior written consent of the City.

15. All material produced by the Contractor as a result of this Agreement will be the exclusive property of the City.

16. The Contractor agrees that the work performed and materials furnished and used in the production of the said Project have been paid for and are free and

clear from all lawful claims or liens under any law for labour, workmanship, material or otherwise.

17. The Contractor shall provide and maintain, either by way of a separate policy or by an endorsement to his existing policy, Commercial General Liability Insurance acceptable to the City and subject to the limits of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. The City shall be named as an Additional Insured and the policy shall also cover as unnamed insured all Subcontractors and anyone employed directly or indirectly by the Contractor or his Subcontractors. The policies shall provide that no material change, termination or cancellation shall be effective without thirty (30) days prior written notice to the City by the insurance company(ies) or authorized representative. All such insurance shall be with Insurers satisfactory to the City. In addition to providing Certificates of Insurance, the Contractor shall furnish certified copies of the insurance policy(ies) to the City at their request.

18. The Contractor shall provide and maintain liability insurance in respect of owned licensed vehicles subject to limits of not less than ONE MILLION DOLLARS (\$1,000,000) inclusive per occurrence. The Automobile Liability Insurance shall be maintained continuously until the work is completed. Upon request, the Contractor shall promptly provide the City with a certified copy.

19. The Contractor shall indemnify and hold harmless the City, its employees and agent from any and all claims, demands, actions and costs, whatsoever, that may arise directly or indirectly out of any act or omission of the Contractor, his employees or agents, in performance of the work and services described in this Agreement. Such indemnification shall survive the termination of this Agreement.

20. The City may, as the need arises, order changes in the Project through additions, deletions, modifications or variations without invalidating this Agreement. Such changes will be made in writing by the City's Representatives to the Contractor, and indicate the change in value of the Contract, if any.

21. For satisfactory performance and completion of the Project, the City shall pay the Contractor in accordance with this Agreement. The rate/price shall include all the costs and expenses of the Contractor in providing the works and services. The City shall make payment to the Contractor within 40 days of satisfactory performance of the Project, upon presentation and approval of the Contractor's invoice. It is the Contractor's responsibility to assess, collect and remit HST where applicable in accordance with applicable Regulations.

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22. The rate/price stipulated in this Agreement shall not be increased or decreased because of any increase or decrease in the cost of the works or services to the Contractor brought about by an increase or decrease in the cost of equipment, services, labour or materials, or any reason whatsoever, unless agreed to otherwise.

~~23. Bidders must provide evidence that security will be provided in the form of a Bond, or an Irrevocable Letter of Credit in the amount of 20% of the bid price. A certified cheque in the above amount is acceptable. This cheque will be cashed by the City and the amount will be refunded 30 days after notice is given of the satisfactory completion of the work.~~

~~24. A statutory declaration must be provided prior to final payment for work on this project.~~

25. The following documents annexed hereto form a part of this Agreement as fully to all intents and purposes as though recited in full herein, and the whole shall constitute the Contract between the parties and it shall inure to the benefit of and be binding upon them and their successors, executors, administration and assigns:

- Summary Form of Proposal (Appendix A)
Dated:
- Contractor's Service Delivery Plan (Appendix 1)
- Contractor's Equipment Statement (Appendix 2)
- Contractor's Supplies Statement (Appendix 3)
- References (Appendix 4)
- RFP – Snow Clearing/Removal (Appendix 5)

WCB coverage must be kept valid and current prior to any payment;

Contractor must supply documented evidence of clause 17 and 18 prior to commencement of work;

~~A purchase order will be issued;
—PO#~~

**This contract will override any conflicting provisions of the purchase order; and
Holdbacks will apply.**

26. The Contractor shall ensure that it has all the necessary licenses, permits, rights and authorities to provide and undertake the work herein. Where applicable, the Contractor must maintain annual Municipal Decals for all equipment hired out to the City.

27. No implied contract of any kind whatsoever, by or on behalf of the City, shall arise or be implied from

anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreement on which rights against the City may be found.

28. This Agreement shall supersede all communications, negotiations and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Agreement, prior to the execution and delivery hereof.

29. This Agreement is governed and is to be construed in accordance with the laws of British Columbia and Canada, and the Contractor shall comply with these laws.

30. The obligations of the parties set forth in section 12, 15 and 19 shall survive the termination of this agreement.

31. In the event that any provision of this Agreement be deemed unenforceable by a court of competent jurisdiction, such provision shall be severed from this Agreement and the remaining provisions shall remain in full force and effect.

32. The City of Cranbrook is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The Contractor is therefore advised that any invoices, quotes, price offers, or estimates received by the City will be treated as a public document and the contents therein may be disclosed upon written request if required to do so pursuant to the Act.

33. It is the Contractor's sole responsibility to disclose to the City in writing, prior to supplying goods or services, any actual, perceived, or potential conflict of interest and any existing business relationships it may have with the City of Cranbrook, its elected or appointed officials or employees.

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The parties have executed this Agreement and this Agreement is made as of the day and year first written above.

PER CONTRACTOR:

PER CITY:

(SUCCESSFUL PROPONENT)

CAO
Corporation of the City of Cranbrook

Date

Date

City of Cranbrook			
		Date	Initial
Department Head	Approved		
Lars Larson, Director of Recreation & Culture	Content		