

## **Request for Proposals (RFP)**

### **Ad-Hoc Snow Removal Services**

**Issue Date:** January 1, 2026

**RFP Reference No.:** RVIV-SR-2026-001

**Closing Date and Time:** February 15, 2026 @ 3:00pm

### **1. Introduction**

The Resort Village of Island View (“the Village”) invites qualified contractors (“Proponents”) to submit proposals to provide **ad-hoc snow removal and related winter maintenance services** within the municipal boundaries of the Village. The intent of this RFP is to establish a list of pre-qualified service providers who may be called upon, on an as-needed basis, to assist with snow removal, sanding, and related tasks during the 2025–2026 winter season, with potential for renewal in subsequent years.

### **2. Background**

Due to variable winter weather conditions, the Village requires reliable contractors to provide timely snow removal and ice management services on an **as-needed** (ad-hoc) basis.

### **3. Scope of Work**

The selected Contractor(s) shall provide the following services, as requested by the Village:

- Snow plowing and/or snow blowing on municipal streets, lanes, and parking areas
- Snow removal and hauling to designated snow disposal sites
- Ice control (sanding and/or salting) on municipal roads, intersections, and public access points

Services will be requested **as required**, typically following significant snowfall or ice events. The Village does not guarantee any minimum number of hours or callouts.

#### **4. Term of Agreement**

The Village anticipates entering into a standing service agreement with the selected Contractor(s) for the period of **January 1, 2026 to May 1, 2026**, with the option to extend for up to **one (1) additional one-year term** upon mutual agreement.

#### **5. Contractor Requirements**

Proponents must:

- Possess appropriate equipment (e.g., graders, loaders, trucks, plows, sanders) suitable for municipal snow removal operations
- Provide proof of equipment ownership or access (rental/lease agreements acceptable)
- Maintain valid Saskatchewan business registration and GST number
- Provide proof of Workers' Compensation Board (WCB) coverage
- Carry comprehensive general liability insurance (minimum \$2,000,000)
- Ensure operators are properly licensed and experienced in snow removal operations
- Demonstrate ability to respond to service requests within [6] hours of notification

#### **6. Proposal Submission Requirements**

Proposals must include the following information:

1. **Company Information** – Name, address, contact person, phone, and email
2. **Experience** – Summary of relevant experience, including work for municipalities or similar clients
3. **Equipment List** – Description, make, model, and year of available equipment
4. **Pricing Schedule** – Hourly and/or per-job rates for each piece of equipment and service offered
5. **Response Time** – Typical response time following notification
6. **References** – Minimum of two (2) client references (preferably municipal)
7. **Insurance and WCB Certificates** – Proof of coverage

Proposals shall be submitted **in writing** by the deadline stated above, clearly marked:

**RFP – Ad-Hoc Snow Removal Services**

Attention: Landon Chambers

Resort Village of Island View

Comp 3 RR1

Bulyea, SK S0G 0L0

Email submissions accepted at: [islandview@sasktel.net](mailto:islandview@sasktel.net)

Late submissions will not be accepted.

**7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weighting</b>
Experience and qualifications	25%
Equipment suitability and availability	25%
Pricing and value	30%
Response time and availability	15%
References and past performance	5%

The Village reserves the right to negotiate with one or more Proponents, accept or reject any or all proposals, and cancel this RFP at any time without obligation.

**8. Terms and Conditions**

- The lowest-priced or any proposal will not necessarily be accepted.
- The Village reserves the right to request additional information or clarification from Proponents.
- All costs associated with preparing a proposal are the responsibility of the Proponent.