

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

Late submissions will not be accepted.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weighting
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.