



RFP # IC2018-08: Snow removal for parking lots, sidewalks and building entrances (including salt spreading)

September 7, 2018

This document is intended as a Request for Proposal (RFP) for the supply of Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) to UNI Financial Cooperation business locations, the head office and the building situated at 111 Saint-Pierre Blvd. West, Caraquet. The successful vendor will be required to supply snow removal services to the network location outlined in their response to this RFP under a finalized Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) agreement.

The requirements listed in this RFP are based on a recent review of service level requirements and are considered to be the minimum acceptable levels of service to be provided under this agreement. The data presented is for quoting and evaluation purposes only and may be subject to change during the duration of the agreement, as deemed necessary to service the needs of the organization. Any changes to the service level requirements during the duration of this agreement may be subject to a renegotiation of fees (provided the change in service level requirements are deemed significant), which will be at the sole discretion of UNI Financial Cooperation. It is not expected at this time that any significant change in service levels will be required.

Upon selection of the successful vendor from the RFP submission, UNI Financial Cooperation reserves the right to further negotiate a final Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) agreement. This finalized agreement, however, may not provide total exclusivity to the vendor, as business needs may require the procurement of services to be made outside of this agreement in order to facilitate serving the members of the organization in a timely and efficient manner. The organization's expectation is that this would be a reasonably rare occurrence, if at all.

Duration:

The finalized Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) agreement will be for a period of three (3) years and will commence on or before November 1, 2018 and will remain active until May 31, 2021. This agreement can be further extended, with or without additional negotiation, by the mutual agreement of both parties.

RFP submissions:

RFP submissions are to be submitted electronically by email to Ian Cormier, Supply Chain Specialist, at ian.cormier@acadie.com or by mail at UNI Financial Cooperation, 295 Saint-Pierre Blvd. West, Caraquet, NB E1W 1B7 no later than 4:00 p.m. on September 21, 2018. Late RFP submissions will not be reviewed or considered. The official date of receipt for RFP submission will be the time stamp on when the email and postmark was received by the party outlined above.

Once a final decision is made on vendor selection, all vendors submitting RFP submission will be notified whether or not their RFP submission was successful.

Pricing:

Service level pricing under this agreement is to be quoted as a monthly service fee per the requirements outlined below:

Appendix A:

- The successful vendor will be responsible for the **snow removal service for parking lots, sidewalks and building entrances (including salt spreading)** for the proposed location.
- The snow must be plowed following an accumulation of five (5) centimeters of snow. The successful vendor must go to the site to determine when the plowing must begin.
- Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) entrances must be cleaned at all time. It could be necessary to plow them multiple times in a day. Sidewalks and building entrances must be cleaned and salt must be spreaded three (3) times a day minimum (in the morning, at lunch time, before closing and also during freezing rain).
- When it is no longer possible to accumulate the snow on the location, the successful vendor must remove the snow from the site and transport it to an area for which he shall be responsible.
- Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) must be carried out in a way that does not interfere with the operations, the members and the employees. Therefore, the work must not be done between 6:30 a.m. and 5 p.m. on business days. This article shall not apply to any work that the successful vendor may have to undertake when responding to a request from a site or when weather conditions demand that the work be done.
- On request, a de-icing service may be requested.
- The successful vendor will be responsible to make sure the access to the shed is cleared (if applicable).
- Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) must also be done during stormy days and weekends.

- The successful vendor will be held responsible for any damages, including damages to the building or the property, caused by him or his employees. The successful vendor agrees to pay all costs and charges incurred to repair all damages resulting from his or his employees' actions. All repairs must be done with new materials and must be of an adequate quality, such as to restore the damaged property to its original condition.
- The successful vendor must have all equipment and products necessary and adequate to carry out the work specified above.
- The successful vendor agrees to carry out the work diligently and professionally, according to standards and practices governing the execution of commercial work of adequate quality, and according to the requirements of all competent authorities.

Prices are to be quoted including all expenses, and are to be quoted by delivery location subject to the services to be provided. Prices quoted are not to include applicable tax (HST).

Mandatory Criteria:

The mandatory criteria that are part of this RFP process are listed below. Failure to meet all of the mandatory criteria may result in the vendor's proposal being eliminated from consideration:

- 1- Delivery of Snow removal services for parking lots, sidewalks and building entrances (including salt spreading) to meet the minimum acceptable requirements outlined above in Appendix A.
- 2- Prices quoted must include all associated expenses.
- 3- All invoicing must be sent to UNI Financial Cooperation, 295 Saint-Pierre Blvd. West, Caraquet, NB E1W 1B7 at the attention of Supply Chain.
- 4- The successful vendor is responsible for the training of their designated staff at each location, and this training is to ensure successful delivery of the services outlined in this RFP.
- 5- All prices submitted will be considered firm pricing for the duration of the agreement, unless otherwise stated.
- 6- The successful vendor must have a proof of Commercial General Liability insurance in the minimum amount of \$2,000,000 and a proof of a Third Party Automobile Liability insurance in the minimum of \$1,000,000. The proofs must be included with your proposal.
- 7- The successful vendor must ensure that Caisse populaire acadienne ltée has been added as an additional insured to the certificate of insurance.
- 8- At each intervention, the successful vendor will have the responsibility to fill in a maintenance record/log book each time which will be provided at the award of the contract. A copy of the maintenance record/log book must be provided by the successful vendor to UNI Financial Cooperation on a monthly bases.

Additional Criteria:

The following additional criteria will be considered as part of this RFP process:

- Caisse populaire acadienne Ltée agrees to pay, upon of satisfactory invoices, the contract amount in three equal payments dates; December 15, February 1 and April 1 for each year of the contract.
- The successful vendor is expected to carry adequate human resource capacity to ensure uninterrupted supply of services under the resulting agreement. This includes ensuring that any back-up staff have been properly trained, and are capable of delivering the required service levels outlined in this agreement
- It is anticipated that additional requirements may be added to this agreement during its duration. The successful vendor is expected to price these additional requirements in a competitively priced manner, using a process similar to what was used for items quoted during the original RFP process. Pricing of additional requirements will be subject to the negotiation process outlines in paragraph two of this RFP.

Criteria for Selection:

Selection of the successful vendor will be done on the basis of all considerations listed in the RFP, including, but not limited to, pricing. UNI Financial Cooperation reserves the right to select any vendor it deems best serves the needs, including vendors who do not have the lowest price structure, and to award this agreement in whole or in part. UNI Financial Cooperation also reserves the right to exclude or disqualify any vendor it deems necessary. The organization furthermore reserves the right to reject all submitted proposals, should they not be deemed to provide the value expected from the organization and its members, and to restart the RFP process if necessary.

Contact Information:

All communication regarding this RFP is to be conducted through Ian Cormier, Supply Chain Specialist by email at Ian.Cormier@acadie.com or by phone at 506 726-4502. Potential vendors are not to communicate directly with the locations, or other related parties, and those who attempt to do so may be disqualified from the RFP process.

Termination of this agreement:

This agreement will become automatically terminated at the end of the timeframe outlined above, unless mutual agreement for extension is reached between the parties. UNI Financial Cooperation also reserves the right to terminate the agreement, with 30 days' notice, if it deems the level of service provided by the successful vendor(s) does not meet the company's expectations. If such an event should occur, UNI Financial Cooperation agrees to provide specifics related to the unacceptable levels of service, and to give the successful vendor ample opportunity to correct the situation. If the situation is corrected to the satisfaction of UNI Financial Cooperation, the notice of agreement termination will be withdrawn, and the existing agreement will continue in its original form and under the original terms, as if the notice of termination was never issued.