REQUEST FOR PROPOSALS

Dease Lake Community Snow Removal and Maintenance

Due by Friday, October 30, 2026 at 5:00 PM

Tahltan Central Government is seeking a qualified contractor to provide snow removal and year-round property maintenance services in Dease Lake.

TABLE OF CONTENTS

Dease Lake Community Snow Removal and Maintenance Request for Proposal Process

PART 1: INSTRUCTIONS TO CONTRACTORS 3

PART 2: SCOPE OF WORK / DESCRIPTION OF SERVICES 5

PART 3: GENERAL CONDITIONS OF THE SERVICES CONTRACT 9

Appendix A - Proposal form “A” 11

Appendix B – Rate Schedule 12

PART 1: INSTRUCTIONS TO CONTRACTORS

Those submitting proposals ("**Contractors**") are cautioned to carefully read and follow the instructions set out in this Request for Proposals ("**RFP**"), as any variation from them may result in a proposal being rejected.

1. Proposals must be submitted in electronic form via email, by hand, or via mail by **5:00 pm, October 30, 2026** (the "**Closing Time**") to either:

   SFO@tahltan.org

   OR TCG Main Office, Box 69, Tatl'ah (Dease Lake), BC V0C 1L0

   (each a "**Closing Location**").

2. Proposals must be submitted to either Closing Location before the Closing Time in the manner outlined in this RFP.

3. The Contractor is solely responsible for ensuring that the Tahltan Central Government ("**TCG**") receives a complete proposal, including all attachments and enclosures, before the Closing Time, otherwise, TCG reserves the right not to consider the proposal.

4. The Contractor must identify in its proposal its business name and address, the title of the proposal enclosed, and the Closing Time.

5. Proposals may be withdrawn by a Contractor by submitting an email request or via phone call to the Project Managers (as defined below) prior to the Closing Time. After receipt of such a withdrawal request, the Contractor's proposal will be deleted with confirmation of deletion sent to the Contractor.

6. Proposals submitted by a Contractor must be signed by authorized signatories of that Contractor, and any amendments and/or corrections must be initialed by the person(s) authorized to sign the proposal on behalf of the Contractor.

7. The services that may be contracted for pursuant to this RFP are for the use of, and are being purchased by, the TCG and are subject to the Goods and Services Tax or Provincial Sales Tax ("**GST/PST**").

8. This RFP is intended to be a value-driven process, with proposals to be evaluated based on the evaluation criteria outlined in section 7 of Part 2 of this RFP. The TCG need not accept the lowest priced, the highest ranked, or any proposal, and reserves the right to reject or accept any or all proposals in its discretion and without further explanation.

9. All proposals shall be unconditional, irrevocable, and open to acceptance by the TCG at any time within Five (5) days after the Closing Time.

10. This RFP does not commit the TCG to award any Services Contract to any person. The TCG reserves the right to cancel or amend this RFP at any time without award or compensation to any Contractors.

11. Preference will be given to local and Tahltan operators and companies.

12. Failure to comply with any instruction contained in this RFP may be deemed sufficient cause for the rejection of all or part of any proposal submitted by any Contractor. Any items omitted or any special conditions or qualifications added to any proposal (for example, the Contractor's standard terms of sale) may cause the proposal to be rejected or affect the evaluation of the proposal. No escalation clauses will be accepted.

13. The TCG may request additional information from any Contractor, in its discretion.

14. This RFP is subject to the TCG purchasing and contracting policies, as amended from time to time.

15. By submitting a proposal, the Contractor agrees that the Contractor has investigated all conditions that may affect the work, and assumes all risks associated with those conditions.

16. All costs of responding to this RFP, including costs incurred while investigating all conditions that may affect the work and any related travel expenses, are the responsibility of the Contractor.

17. Contractors shall direct any questions regarding this RFP to:

    Shannon Frank, Executive Director ***executivedirector@tahltan.org***

    Dave Dick, Chief Financial Officer ***cfo@tahltan.org***

    (collectively, the "**Project Managers**").

18. All information provided by TCG in connection with this RFP, including the fact that the TCG has issued this RFP, is considered TCG's confidential and proprietary information and must not be disclosed to anyone outside of the Contractor's company without TCG's prior written approval. All proposals and other documentation submitted by Contractors in response to this RFP:

    - become TCG's property;
    - will not be returned by TCG; and
    - must be clearly marked as confidential if the Contractor considers any material or information contained in its proposal or other documentation confidential.

PART 2: SCOPE OF WORK / DESCRIPTION OF SERVICES

1. **Purpose**
The purpose of this RFP is to establish a Services Contract with a successful Contractor, for the provision of the services outlined in section 3 below. Where a Service Contract is executed, the Contractor agrees to provide the services at the agreed-upon fees and terms specified in this RFP; however, the TCG provides no guarantee and has no obligation to award any work under the RFP to any Contractor.

2. **Project Objective**
The objective of this RFP is to obtain the services of Contractors capable of delivering services described in section 3 below.

3. **Description of Services**
At the locations of Dease Lake Building and the Recreation Centre (the "**Locations**"), the Contractor shall:

- Complete snow removal in areas including but not limited to parking lots, walkways, accessible routes, ramps, fire exits, fenced compounds, and propane tank access routes;
- Conduct snow management around buildings including roof run-off, in accordance with the Snow Placement and Drainage Requirements described below;
- Remove any snow and ice overhangs from entryways;
- Conduct yard and grounds maintenance, which includes but is not limited to mowing, trimming, weed control, litter pick up, spring clean-up and fall preparation;
- Conduct minor facility and site maintenance, when requested and approved by TCG, as described below;
- Clear, salt and de-ice entryways and pedestrian access, in accordance with the Service Standards and Response Times described below; and
- Exercise all reasonable care to avoid damage to TCG and Dease Lake Community Funds property and buildings.

Contractors must meet the following qualifications:

- Possess the necessary tools, machinery, and equipment to perform the required services.
- Possess all appropriate safety equipment and PPE, as would be used in best practice and by law.
- Possess expertise and knowledge of the Dease Lake Community area.
- Possess appropriate liability insurance naming TCG as additional insured, meeting the requirements of section 12 (Insurance) of Part 3 of this RFP.
- Possess at least 3 years of experience providing snow removal and related services.

Snow Placement and Drainage Requirements

- Place and stockpile snow only in snow storage areas designated or approved by TCG.
- Move accumulated snow away from buildings, foundations, entrances, stairs and

ramps, and do not pile snow against building walls, doors, windows, vents or fences.

- Keep drainage paths, ditches, culverts, catch basins and roof run-off and downspout discharge areas clear of stockpiled snow, so that meltwater drains away from buildings.
- Do not block or bury fire exits, fire hydrants, propane tanks, utility meters, accessible parking, garbage and delivery access, or sightlines at driveway entrances.
- Where on-site storage is full, or a snow pile creates a hazard or a risk of property damage, relocate the snow or haul it to a location approved by TCG.
- Before or during the spring melt, open drainage channels and reduce or relocate snow piles as reasonably required to reduce the risk of flooding and water damage and report any pooling or drainage concerns to TCG.
- Removal of snow and ice from roofs, other than overhangs at entryways, is not part of the regular services and will be done only when requested and approved in writing by TCG.

Service Standards and Response Times

- Snowfall Trigger: Clear snow whenever accumulation reaches 5 cm (2 inches) or more, or whenever snow, drifting or ice makes entrances, walkways or parking areas unsafe.
- Timing: On days when the buildings are open, complete clearing of entrances, walkways and accessible routes by 8:00 a.m. During continuing snowfall, return as needed to keep these areas passable and free of snow accumulations in excess of 5 cm (2 inches).
- Priority Order of snow clearing, salting, and de-icing activities:
    1. Building entrances, fire exits, ramps and accessible routes;
    2. Walkways and other pedestrian access;
    3. Parking lots and driveways;
    4. Fenced compounds and propane tank access.
- Salting and De-icing: Treat entryways, stairs, ramps and walkways whenever icy or slippery conditions exist or are expected, including during freeze-thaw periods, whether or not the snowfall trigger has been reached.
- Emergency Call-Outs: Acknowledge a call-out from TCG within 2 hours and attend the site within 4 hours, seven days a week during the winter season, including weekends and holidays.
- Grounds Maintenance: Mow and trim every two weeks during the growing season or as directed by TCG. Complete spring clean-up by May 31 and fall preparation by October 15 each year, weather permitting.
- Contact: Provide TCG with a phone number and a backup contact, and notify TCG as soon as possible if weather, equipment breakdown or other circumstances will delay service.

Minor Facility and Site Maintenance (as requested):

- TCG may ask the Contractor to carry out minor maintenance and repair work at the Locations, such as small repairs to fences, gates, steps, railings, signage and exterior fixtures.
- This work will be done only upon the written request of TCG's authorized representative. Before starting, the Contractor must give TCG a written estimate of labour and materials and receive written approval.
- Any single job estimated to cost more than $1,000 requires the approval of the Executive Director of the TCG.
- Approved work will be billed at the hourly rate quoted in the Contractor's proposal, plus materials at cost supported by receipts and approved by the TCG in writing.
- Work that requires a licensed or certified trade (for example electrical, gas, plumbing or structural work) is excluded unless the Contractor holds the required qualification and TCG approves the work in writing.
- TCG does not guarantee any amount of minor maintenance work and may use its own staff or other contractors for this work.

Service and Activity reporting:

- Contractor is to keep a service log of all services provided to the TCG.
- Contractor must report property damage, hazards and access issues to TCG on the day they arise.
- The services log must record the date, location, start and finish times, work performed and materials used for each visit.
- The Contractor must follow TCG's maintenance request and reporting process, as communicated by TCG and updated from time to time, so that maintenance and repair requests and completed work are visible to Committee and the Executive Director.
- The Contractor will take direction, and accept maintenance or repair requests, only from TCG's authorized representative(s). Requests received from anyone else must be referred to TCG's authorized representative before any work is done.

4. Rates

Rates will be accepted on an hourly and a daily basis. TCG may also consider monthly rates for grounds maintenance as well as materials such as salt and sand. Contractors may also propose a per-event or monthly seasonal rate for snow removal. Proposals must include an hourly rate for minor facility and site maintenance. All rates must be entered on the Rate Schedule in Appendix B, quoted prior to the addition of GST/PST, and will remain fixed for the full term of the Services Contract.

5. Term

The Service Contract will be a **two-year year-round maintenance** contract, covering both seasonal winter services (snow removal and ice control) and grounds maintenance services (mowing, trimming, weed control, spring clean-up and fall preparation), commencing **Mid-**

October 2026 and terminating in **Mid-October 2028.** These dates are not guaranteed and may change based on circumstances, and in the TCG's sole discretion. The winter season is expected to run from approximately Mid-October to Mid-April and the grounds maintenance season from approximately May to September each year, depending on conditions.

6. Proposal Requirements

Proposals must include the following:

- The completed and signed Proposal Form (Appendix A).
- The completed Rate Schedule (Appendix B).
- A description of the Contractor's experience with snow removal and grounds maintenance, including two references for similar work.
- A list of the equipment and personnel to be used, including backup arrangements in case of equipment breakdown.
- A description of how the Contractor will meet the Services Standards and Response Times in section 3.
- Proof of insurance meeting the requirements in section 12 of Part 3, or a letter from the Contractor's insurer or broker confirming that the coverage will be in place before work starts.
- Proof of WorkSafeBC registration in good standing (clearance letter).
- If applicable, a statement of local and/or Tahltan ownership and employment.

7. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Price and rates (40 points)
- Experience, qualifications and references (20 points)
- Equipment, personnel and ability to meet the Service Standards and Response Times (20 points)
- Local and Tahltan ownership and employment (20 points)

TCG may contact references and may ask any Contractor to clarify its proposal. As set out in Part 1, TCG need not accept the lowest priced, the highest ranked, or any proposal.

PART 3: GENERAL CONDITIONS OF THE SERVICES CONTRACT

In these General Conditions, "Owner" means the Tahltan Central Government ("TCG") and, where a Location is owned or operated by another party, includes that party for the purposes of sections 8, 11 and 12. "Project Manager" means the TCG representative designated to administer this Services Contract. The General Conditions included in this Part 3 may be incorporated into a Services Contract entered into with a Contractor for the services described in this RFP. The General Conditions included in this Part 3 may be revised, deleted, added to, supplemented, or otherwise amended, in the TCG's sole discretion, before incorporation into any Services Contract.

1. **GOVERNING LAW** This Services Contract shall be deemed to have been made in and shall be interpreted and enforced in accordance with the laws in force in British Columbia.

2. **LAWS, PERMITS AND BY-LAWS** The Contractor shall comply with all laws and regulations applicable to the place of the work, and shall obtain and pay for all permits and certificates required in respect of this Services Contract.

3. **WORKERS COMPENSATION** The Contractor must obtain and maintain throughout the term of the Services Contract workers compensation coverage applicable to its employees and the location of the Services Contract. This includes WorkSafeBC and insurance.

4. **EXECUTION OF THE WORK** The Contractor shall provide all necessary labour, materials, tools, and equipment to carry out the work and provide the services, and shall carry out the work in a careful and professional manner and to the satisfaction of the Owner throughout the term of the Services Contract. The Owner may withhold payment and/or terminate the Services Contract upon a failure on the part of the Contractor to complete services and deliverables as agreed to or to the standard required by the Project Manager. The Owner may review the work at any point during the term, and may, in its sole discretion, withhold payment and/or terminate this Service Contract based on the results of such reviews.

5. **SUBCONTRACTORS** No subcontractors shall be used by the Contractor without the prior written consent of the Owner, which such consent may be withheld in the Owner's discretion.

6. **NO ASSIGNMENT** Without the prior written consent of the Owner, which consent may be provided in the Owner's sole discretion, the Contractor shall not assign or sublet the Services Contract or any of the Contractor's rights, benefits or monies accruing thereunder, and any purported assignment without such consent will be void and of no force or effect.

7. **TERMINATION** The Owner may at any time, upon 5 days' notice in writing to the Contractor, suspend this Services Contract for reasonable causes. The Owner may additionally terminate this Services Contract without cause by giving the Contractor 5 days' written notice of its intention to terminate. The Owner's obligation to make payment to the Contractor will cease when payment for the work satisfactorily performed has been made. Unless otherwise directed by the Owner, the Contractor shall continue the work in good faith until the date of termination.

8. **PROPERTY OF THE OWNER** The Contractor shall be liable to the Owner for any loss or damage to any property of the Owner arising out of the performance of the Services Contract, unless and to the extent that such loss or damage is caused or contributed to by the Owner.

9. **FACILITIES** The Contractor shall comply with all rules, policies and standards governing access to, and use of, facilities owned or occupied by the Owner and in or around which the Contractor will be working. The Owner shall provide the Contractor with copies of, or information regarding, applicable rules, policies, and standards applicable to such facilities owned or occupied by the Owner.

10. **PAYMENT** The Contractor shall submit monthly invoices to the Owner. Subject to verification by the Owner, payment of the Contractor's invoice for work satisfactorily completed will be made by the TCG not later than 15 days after receipt thereof. Invoicing must include a service log to accompany all invoices. The Contractor's invoice must show the amount claimed for work satisfactorily performed.

11. **INDEMNIFICATION** The Contractor shall indemnify and save harmless the Owner from and against all claims, demands, losses, damages, costs, fees, expenses, actions, and suits that may arise, directly or indirectly, from its performance of the Services Contract or by reason of any matter or thing done, permitted or omitted to be done by the Contractor, its subcontractors and/or any of their agents or employees with respect to the Services Contract.

12. **INSURANCE** The Contractor shall, at its own expense, obtain and maintain throughout the term of the Services Contract:

    a) Commercial general liability insurance of not less than $1,000,000 per occurrence for bodily injury, death and property damage, which must cover snow and ice removal operations and name the Tahltan Central Government and the Dease Lake Recreation Centre Society as additional insureds;

    b) Automobile Liability Insurance of not less than $1,000,000 per occurrence on all vehicles and licensed equipment used in the work. The Contractor shall provide a certificate of insurance to the Owner before starting work and on each renewal, and the policies must require at least 30 days' written notice to the Owner of cancellation or material change.

Appendix A - Proposal form "A"

CONTRACTOR SECTION:

For proposals, a person authorized to sign on behalf of the Contractor must complete and sign the Contractor Section (below), leaving the rest of this page otherwise unaltered, and include the originally signed and completed page with the first copy of the proposal. An electronic signature is deemed to be an original signature and indicates agreement with the below statement. The rest of this page must be otherwise unaltered and submitted as part of your proposal.

*The enclosed proposal is submitted in response to the above-referenced Request for Proposals ("**RFP**"), including any addenda. Through submission of this proposal, we agree to all the terms and conditions of the RFP and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the RFP and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.*

_____

Signature of Authorized Representative

_____

Printed Name of Authorized Representative

_____

Title:

_____

Legal Name of Contractor (and Doing Business as Name, if applicable):

_____

_____

Address of Contractor:

_____

_____

Date:

_____

Authorized Representative phone, fax, or email address (if available):

_____

Appendix B – Rate Schedule

Contractors must complete this Rate Schedule and include it with their proposal. All rates must be quoted prior to the addition of GST/PST and will remain fixed for the full term of the Services Contract. Enter "N/A" for any item that is not offered.

Service	Unit	Rate ($)
Winter Services		
Snow Removal: equipment and operator (state equipment type)	Per hour	
Snow Removal: daily rate	Per day	
Snow Removal: per event or monthly seasonal rate (optional)	Per event/ per month	
Hand clearing of entrances, walkways, stairs and ramps	Per hour	
Snow relocation or hauling	Per hour	
Emergency call-out (if different from the rates above)	Per hour	
Salt/de-icing material, supplied and applied	Per (bag/kg)	
Sand, supplied and applied	Per (cubic yard/tonne)	
Grounds Maintenance		
Mowing, trimming, weed control and litter pickup	Per hour	
Grounds Maintenance: monthly rate (optional)	Per month	
Spring clean-up and fall preparation	Per hour or lump sum	
Minor Facility and Site Maintenance		
Minor maintenance and repair work, as requested and approved	Per hour	

Materials for approved minor maintenance work will be billed at cost, supported by receipts.