



REQUEST FOR PROPOSALS

Tender Number: 4158

Closing Date: Oct 26, 2015

Closing Time: 2:00PM

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website or phone our office to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL** Addenda.

2. Give your business information (please print)

Name of Company: _____
(if you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Follow any special instructions

The full RFP document is attached to this PDF.

4. Review the following documents, which will form part of your proposal

(All documents can be found on the Procurement Services website at <http://www.gov.pe.ca/tenders>)

- o [Atlantic Standard Terms and Conditions](#)

- o [Applicable Trade Agreements](#)

5. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than 3 addenda for this proposal? YES NO

Indicate the number of additional Addendums you have received.

Please sign indicating that you acknowledge the additional addenda noted above

6. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): _____ Position or Title: _____

Signature: _____ Date: _____

7. Submit Proposal To:

PROCUREMENT SERVICES
95 Rochford Street
2nd Floor South, Shaw Building, Room 27
PO Box 2000, Charlottetown, PE, C1A 7N8
Telephone: (902)368-4040

Fax and E-mail submissions are not accepted.



REQUEST FOR PROPOSAL

PEIGOV-RFP# 4158

WORKERS COMPENSATION BOARD

OF

PRINCE EDWARD ISLAND

**Standing Offer for
Snow Removal Services**

Workers Compensation Board of Prince Edward Island
Snow Removal Services
Request for Proposal

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1.0 OVERVIEW

1.1 BACKGROUND

The Workers Compensation Board (WCB) is an independent body corporate which administers the Prince Edward Island Workers Compensation and Occupational Health and Safety Acts. The WCB's vision is one in which “*Workplaces are safe. Injuries are eliminated. Service excellence is assured.*” Its mission is to protect workers and employers through sustainable no-fault injury insurance program by caring for injured workers, promoting safe and healthy workplaces and enforcing safety legislation. Underpinning the work of the WCB are the following values:

Integrity We honour and are accountable for our commitments to our stakeholders and each other by operating in an open and transparent manner and being responsible for our actions and performance.

Fairness Our work focuses on the needs of our stakeholders and a balance of both worker and employer interests. We consistently apply legislation and policy.

Professionalism We strive for excellence in all aspects of our service delivery. We interact in a respectful, competent and efficient manner. We possess the knowledge, skills and attitudes that foster confidence in our stakeholders.

Teamwork We build a collaborative culture by supporting each other, sharing ideas, opinions, and strengths, and by sharing responsibility and leadership to meet our common goals.

The WCB's legislation and policies provide structure required to administer PEI's workplace compensation and safety system with objectivity and integrity. Further information about the WCB can be found on the Workers Compensation Board website at www.wcb.pe.ca.

1.2 OBJECTIVE

The objective of this request for proposal is to create a list of qualified vendor(s) to provide snow removal services for injured workers located across Prince Edward Island. The list will be used to service injured workers who, due to a workplace injury, are in need of snow removal assistance.

This RFP neither expresses nor implies any obligation on the part of the WCB to enter into a contract with any vendor submitting a response or responses.

2.0 GENERAL INFORMATION

2.1 COMMUNICATION

Verbal communication shall not be effective unless formally confirmed in writing by the designated person responsible for receiving inquiries pertaining to this RFP. In no case shall verbal communication govern over written communication.

Vendors' inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Workers Compensation Board of Prince Edward Island

PO Box 757, 14 Weymouth Street

Charlottetown, PE C1A 7L7

Attention: Dawn Bradley

Project Lead, Improving Return to Work Outcomes

E-mail: dbradley@wcb.pe.ca

The WCB will make a good-faith effort to provide a written response to each question or request for clarification within three (3) business days. The WCB will not respond to any questions or requests for clarification received after Tuesday, October 20, 2015, 2:00 p.m. ADT.

2.2 ADDENDUM

In the event that significant modifications, clarifications or additions to this RFP become necessary before selecting a vendor, addendums will be made available on the PEI Provincial Government Department of Finance “Goods and Services Tenders” website, www.gov.pe.ca/tenders. It is the responsibility of vendors to monitor for revisions to this RFP. Notification of addendums will not be provided to vendors directly from the WCB.

2.3 SUBMISSION PROCEDURES

The vendor will submit three (3) copies of their response using the templates supplied in *Appendix A – Vendor Templates*. **Copies received by fax or by e-mail will not be accepted.** Vendor submissions are to be forwarded to:

Procurement Services

Department of Finance
P.O. Box 2000
Charlottetown, PE C1A 7N8

If hand delivered, please submit to:

Procurement Services

Second Floor, Room 27, Shaw Building
95 Rochford Street,
Charlottetown, P.E.I.

Proposals must be received on or prior to Monday, October 26, 2:00 p.m. ADT.

2.4 SCHEDULE OF EVENTS

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances.

Issuance of RFP	- October 13, 2015
Inquiries/Clarification due	- October 20, 2015 2:00 p.m. ADT
RFP Closes	- October 26, 2015 2:00 p.m. ADT
Complete Initial Evaluation	- November 6, 2015 4:00 p.m. ADT
Final Award Notification	- November 20, 2015 4:00 p.m. ADT

~ Deadline for RFP Submission is Monday, October 26, 2015 – 2:00 p.m. ADT ~

2.5 VENDOR REGISTRATION

If you do not intend to reply to this RFP, do not pass the document on to another vendor for submission. Any companies interested in replying to the RFP must obtain this document from the PEI Provincial Government Department of Finance, "Goods and Services Tenders" website, <http://www.gov.pe.ca/tenders/>

2.6 VENDOR SELECTION

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to create a list of vendors who have the experience, interest, and capability to provide injured workers with snow removal services identified in this RFP.

WCB reserves the right to:

- Reject any or all proposals;
- Negotiate with any vendor directly in regard to procurement;

- Accept a bid which may not be the lowest;
- Amend or supplement the terms outlined in the RFP, giving equal information and cooperation to all vendors as a result of such amendment;
- Retain all responses.

WCB agrees that all RFP response material will be used only in the evaluation of these proposals.

2.7 VENDOR INCURRED COSTS

All costs incurred in the preparation of proposals, in response to the RFP, shall be absorbed by the vendor.

2.8 NEWS RELEASES

Vendors shall not make any news releases concerning this RFP without the written consent of the WCB, and then only in coordination with the WCB.

2.9 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

By submitting your bid, you agree to the disclosure of the information supplied, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Anything submitted in your bid that you consider to be "confidential information" because of its proprietary nature should be marked as "Confidential" and will be subject to appropriate consideration under the Freedom of Information and Protection of Privacy Act.

During the delivery and installation of goods and/or services, you may have access to confidential or personal information. Should this occur, you must ensure that such information is not released to any

third party or unauthorized individual.

2.10 WORKERS COMPENSATION BOARD

The successful vendor must meet the requirements of the Workers Compensation Act of Prince Edward Island and maintain an account in good standing the Workers Compensation Board.

2.11 INDEMNIFICATION AND INSURANCE

The vendor shall at all times fully indemnify, save and keep harmless the Board, its directors, officers, employees and agents, from all suits, judgements, claims, demands, and losses (including, without limitation, reasonable legal expenses, penalties or interest) incurred as a result of any claim, demand or action arising out of or in any way related to the performance of the services (including any claim made under federal or provincial legislation, unless caused by the negligence of an officer, employee or agent of the Board while acting within the scope of employment.

The Vendor shall maintain, as minimum, comprehensive general liability insurance for bodily injury and property damage in an amount not less than Two Million Dollars (2,000,000.00) per occurrence.

2.12 HEALTH & SAFETY

Any subsequent contract or agreement for snow removal services shall require the vendor to be in compliance with the requirements under the PEI *Occupational Health & Safety Act and Regulations*.

2.13 INSTRUCTIONS TO VENDORS

If the proposal involves the participation of more than one firm, it is required that one of the firms be identified as the prime contractor. The prime contractor is responsible for the overall proposal and for the eventual fulfilment of the contract.

Recipients of this RFP who wish to propose more than one solution must do so using distinct and absolutely separate submissions. Each proposal must individually include a response to all areas that are outlined as mandatory throughout this document. Proposals not including a response to all mandatory areas will be eliminated from the competition.

2.14 REQUEST FOR PROPOSAL AND FINAL CONTRACT

The complete response to this RFP, including all attachments and reference material, will become part of the contract that will be negotiated with the successful vendor.

3.0 WORKERS COMPENSATION BOARD – Snow Removal Services

3.1 SCOPE OF SERVICES

The WCB provides services to workers who have incurred an injury as a result of a workplace accident. This may involve snow removal and shovelling services in various areas of Prince Edward Island.

3.2 VENDOR AND SERVICES

The WCB requires an experienced snow removal (2 to 5 years) vendor to provide these services to injured workers in safe and timely manner.

The WCB requires a snow removal vendor who can provide the following services:

- Driveway snow removal services
- Walkway to door snow removal services

The vendor must be available with reasonable notice to provide the above service or services across Prince Edward Island. The vendor must provide the name(s) of the person who will be providing the snow removal service.

The vendor will provide services based on the following criteria:

- The vendor is a registered employer with the Workers Compensation Board
- The vendor will provide services at a fixed cost based snow removal specifications provided.
- The list of approved vendors will stay in effect for a 24 month period.

3.3 SERVICES APPROACH

The WCB want to create a list of snow removal vendors. When the service is required the WCB will contact the successful vendors, within the coverage area, to obtain a quote. WCB will provide the location and specifications. The WCB will then select the vendor with the lowest quote and best availability and ability to provide work required. The Vendor will be given a 48 hour time frame in which a response is required.

4.0 VENDOR EVALUATION

4.1 MANDATORY REQUIREMENTS

The following are considered minimum mandatory requirements:

- The Vendor must be a registered employer, in good standing, with the Workers Compensation Board of Prince Edward Island.
- Vendors must clearly state the type of snow removal services they offer.
- Vendors must provide evidence to support that employees, to be utilized, have had appropriate background clearance and the method to which that clearance was obtained.
- Vendors must provide proof of liability insurance.

4.2 EVALUATION CRITERIA

Vendor submissions, which have met the mandatory requirements, will be assessed on the following requirements:

- Relevant background of the vendor.
- List of equipment to be used

- Relevant experience of the vendor.
 - experience with similar sized contracts
 - prior work experience
 - availability to accommodate the needs of WCB
- Qualifications of vendor

5.0 *VENDOR RESPONSE*

The following format **must** be adhered in response to this RFP:

1.0 VENDOR INFORMATION

- a) Please provide general information on the company(s) submitting this proposal.
- b) Please provide the name of a contact for all communication with respect to this proposal.

2.0 VENDOR BACKGROUND AND EXPERIENCE

- a) Describe the vendor, the principle business of the vendor and a short history of the vendor.
- b) Describe the vendor(s) experience in providing similar services to those required by WCB.
- c) Indicate the length of time you have been providing this service.
- d) Description of the work and detailed involvement for at least two similar engagements.
- e) Provide two references, which the WCB, where services similar to those purposed in this RFP have been provided.

3.0 VENDOR RESOURCE QUALIFICATIONS AND EXPERIENCE

- a) Outline the proposed project resource(s) including proposed role and level of expertise.
- b) Indicate that you can, if required, have your resource(s) within 48 hours of being contacted.
- c) Provide the coverage area you are able to service.
- d) Indicate that you agree to provide, if requested by the WCB, a notification of at least ten (10) working days before removal of resources once assigned.
- e) Describe your approach for replacement of resource(s) assigned should it be deemed unavoidable by the vendor or deemed necessary by the WCB.

4.0 VENDOR Checklist

- a) Include a safety plan.
- b) Describe process for obtaining background clearance.
- c) Include a certificate of Clearance from the WCB.
- d) Include proof of Liability Insurance.
- e) Include a list of the type of equipment to be used and proof that the equipment is in compliance with the Occupational Health and Safety Act and Regulations.

5.0 OTHER INFORMATION

- a) Please provide any other information deemed relevant but not specifically requested in this response format.