

**Town of Nipawin
Bylaw Enforcement
Maintenance Bylaw
Property Clean-up Tender
RFP # 2022-001**



January 12, 2022

GENERAL TENDER INFORMATION

1. The Town of Nipawin is requesting proposals for clean-up of private properties in violation of the Town of Nipawin Property Maintenance and Nuisance Abatement Bylaw (the "Bylaw").
2. All standard features are to be included in the pricing as well as separate pricing for all optional listed items in accordance with the Terms and Conditions of this tender.
3. Vendors shall submit their Tender to Chief Financial Officer Lesley Richer, at the following address by **2:00 p.m. (Saskatchewan Time) on Thursday, February 3rd, 2022:**

By Courier or Mail:

Town of Nipawin
c/o Chief Financial Officer
P.O. Box 2134
210 2nd Ave E
Nipawin, SK, S0E 1E0

By Email:

l.richer@nipawin.com

By Fax:

1-306-862-3076

4. All unit prices must be clearly indicated.

NOTE: The Town is not liable for missed faxes or emails. Contractor should follow up to ensure that bids submitted by fax and email have been received.

Bids must be signed in the space provided on the Tender Bid Form with the signature of a signing officer of the firm bidding. If a joint bid is submitted, it must be signed and addressed on behalf of the Contractor.

5. The Town of Nipawin reserves the right to cancel any order or tender if the goods or services are unsatisfactory.
6. Prices quoted are to be net prices and are to remain firm during the effective dates of this Tender. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable duties and fees at the time of Tender, where applicable, and shall **include all delivery charges to the Town of Nipawin – 210 2nd Avenue East, Nipawin, SK.**

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7. Questions regarding the tender should be directed to David Pruden, Bylaw Enforcement and Emergency Measures Officer by email at bylaw@nipawin.com. All communications prior to the opening of the tender must be in writing via email.
8. The obligations and rights of Contractors shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict or in any way vary the written terms of this invitation to Tender. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
9. When a discrepancy is found between the "Unit Price" and the "Extension," the "Unit Price" will govern in all instances. The Town reserves the right to correct such errors in extensions, re-total all the amounts shown and consider the corrected total price as the Contractor's intention when Tenders are compared.
10. The rights of the parties shall be governed by, and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
11. With respect to Tendering or Bids, Requests for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial legislation governing the Town, the Town reserves the right to refuse any or all Tenders, Bids or Proposals where the Town deems it to be in the best interest of the Town to do so having regard, but not limited to questions of quality supply and service, timelines, performance, trustworthiness, solvency, monies owing or due to the Town and the existence or potential of legal disputes or conflicts with the Town of Nipawin
12. The Town reserves the right to refuse to contract with a vendor, supplier, contractor, person, or entity which has threatened or commenced litigation against the Town, breached any material terms of prior contracts, failed to perform as required pursuant to prior contracts, or has performed a wrong-doing against the Town which could be punishable in the courts.
13. Past history of successfully completing similar contracts will be taken into consideration.
14. All Quotations will be awarded in accordance with the Town of Nipawin Purchasing Policy.
15. The applicant must provide proof of liability insurance of not less than \$2,000,000.

PROJECT DETAILS

1. The Town of Nipawin is seeking the services of a contractor to clean-up private properties in violation of the Town of Nipawin Property Maintenance and Nuisance Abatement Bylaw (the "Bylaw").

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2. The Town is actively enforcing its Bylaw to ensure compliance with community property maintenance standards.
3. The Town of Nipawin is seeking to secure the services of a contractor to conduct the following:
 - a. Clean-up of private properties in violation of the Town of Nipawin Property Maintenance and Nuisance Abatement Bylaw (the "Bylaw"), which include:
 - i. removal of appliances, barrels, cans, cardboard, dilapidated buildings (outbuildings including: garages, and sheds), dismantled machinery, fencing, garbage, junked vehicles, paper, refuse, rubbish, scrap metal, scrap wood, sheds, tires, vehicle parts or other waste materials;
 - ii. graffiti coverup or removal;
 - iii. sharp or dangerous materials;
 - iv. cutting grass and cutting down or trimming trees;
 - v. minor carpentry; and/or
 - vi. other items that may be deemed as untidy or unsightly.

Project Scope

1. In order to provide a clear understanding of the scope of the work the clean-up of property is required as follows:
 - a. The Town investigates a violation of the Bylaw for a specific property (the "Property");
 - b. If the Property owner fails to comply with requests for compliance as outlined in writing, the Town issues an "Order to Remedy" (the "Order") pursuant to the Bylaw and *The Municipalities Act* (the "Act");
 - c. If there is noncompliance with the Order, the Property owner is advised of the date of the property cleanup which will be undertaken by the vendor awarded the "Request for Proposal" (the "RFP");
 - d. The Town supplies, in writing, to the vendor, a list of items as identified in the in the "Project Details" of this RFP, to be completed.
 - e. The Bylaw Officer attends to the Property to be cleaned with the successful bidder and is present during the entire time of the clean-up;
 - f. The Bylaw Officer photographs and documents all areas of the Property to be cleaned up, prior to clean up and again after cleanup;
 - g. Items removed from the Property are categorized as either refuse (to be taken to the landfill by the vendor) or of value;
 - i. Items removed from the Property that are deemed by the Bylaw Officer to have value, are photographed, documented, by the Bylaw Officer, and moved to storage at a location deemed by the Town to be suitable.
 - h. Once all work is completed to the satisfaction of the Town, the vendor provides a bill for services to the Town for payment; and
 - i. The Town will then pay the vendor within 30 calendar days.

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2. Items not included in the scope of work for this tender:
 - a. meal breaks;
 - b. meals; and
 - c. washroom facilities.
3. Ranking Criteria: Bids will be evaluated using the criteria below:
 - a. Completeness of Bid PASS/FAIL
 - b. Criteria Met PASS/FAIL
 - c. Ability to complete work within 1 day for small projects, 2 days for larger projects, or as otherwise agreed upon in writing 30%
 - d. Ability to commence work within two weeks of notification 20%
 - e. References/Past Experience 20%
 - f. **Declaration of no conflicts with cleaning any property within Town** 20%
 - g. Cost 10%
4. Please ensure that all parts of the bid are completed with your submission. The Town intends to award the project to the top three vendors which will be ranked First, Second and Third, in the event there is a conflict cleaning a property. **The vendor is required to state how they are able to meet the criteria outlined in "Project Scope" item three. Noted directly above. Failing to fully and clearly outline how the criteria is met will result in a score of "FAIL" or "0%."**

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**TOWN OF NIPAWIN
TENDER BID FORM**

Description: Maintenance Bylaw

Property Clean-up Tender

Tenders for the above referenced product/service will be received no later than **2:00pm Saskatchewan Time, February 3rd, 2022.**

Date: December 22nd, 2021

From: David Pruden, Bylaw Services

Town of Nipawin
Bylaw & Emergency Management 210 2nd Avenue East
P.O. Box 2134
Nipawin, SK S0E 1E0
Email: bylaw@nipawin.com

Conditions of the Tender:

- any work performed shall be of high quality;
- the Town of Nipawin reserves the right to accept or reject all or any part of this tender;
- prices must be accurate and totaled accordingly;
- all pricing provided to be quoted in **Canadian Funds** inclusive of all applicable duties and fees at the time of the Tender, where applicable;
- the lowest or any tender will not necessarily be accepted;
- no alternate, unless approved prior to tender closing will be considered; and
- The Town reserves the right to give preference to that Contractor whose tender includes any material, specifications or methods of execution that are deemed by the Town to be superior to those of the low bidder.

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Rated by (First and Last Name):

Date:

SECTION 1: Project Scope (item 3)

Completeness of Bid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Criteria met	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Ability to complete work as outlined in 3 (c) - Ability to complete work within 1 day for small projects, 2 days for larger projects, or as otherwise agreed upon in writing	?/ 0-30
Ability to complete work as outlined in 3 (d) - Ability to commence work within two weeks of notification	?/0-20
References/Past Experience	?/0-20
Declaration of no conflicts with cleaning any property within Town	?/0-20
Cost	?/0-10

NOTES (attach additional information if needed):

PRICE TO COMPLETE SCOPE OF WORK OUTLINED IN TENDER:	
GST:	
PST:	
TOTAL PRICE:	

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SECTION 2: OTHER REQUIRED INFORMATION

1.	Contractor has provided proof of Liability Insurance with application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes re item 1:		
2.	Other Relevant Information/comments pertaining to any aspect of the Projects or BID Process: (attach additional information if needed)	

COMPANY NAME (please print):	
ADDRESS:	
TOWN:	
PROVINCE:	
POSTAL CODE:	
PRIMARY CONTACT:	
PHONE #:	
EMAIL ADDRESS:	
NAME OF SIGNING AUTHORITY:	
TITLE OF SIGNING AUTHORITY:	
AUTHORIZED SIGNATURE:	

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DATE:	
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