

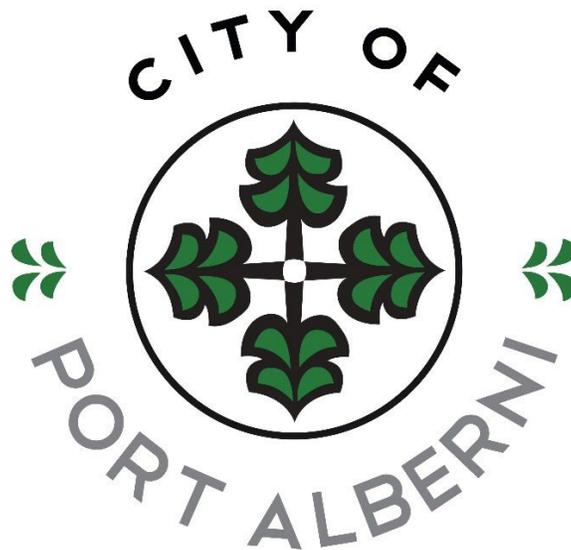


— CITY OF —
PORT ALBERNI

CITY OF PORT ALBERNI
REQUEST FOR STANDING OFFER

TRAFFIC CONTROL SERVICES

RSO 004-26



Issued: March 26, 2026

1. INTRODUCTION

1.1.0 The City of Port Alberni (The City) is requesting responses from qualified traffic control service firms to be placed, by agreement, on a Standing Offer (SO) list to provide flagging and traffic control services as outlined below.

2. SCOPE OF WORK

2.1.0 The City wishes to add one or more organizations to a SO list to provide the City's various divisions with flagging and traffic control services (the services) on an "as and when needed" basis.

2.1.1 The objectives for the proposed contract are to:

- a. Provide high quality, flagging and traffic control services for the City's various divisions;
- b. Provide professional, courteous, and confidential services in a fast and efficient manner.

3 SERVICE AVAILABILITY

3.1.0 The successful Proponent shall have the ability to provide flagging and traffic control services and dispatch services 24 hour per day, 365 days per year.

3.1.1 There is no implied guarantee of a minimum number of hours of work and this work is as and when needed.

3.1.2 The City wishes to utilize the services of qualified Contractors for City-designated emergency flagging and traffic control service requests that will require the Contractor to supply qualified traffic controllers within one (1) hour or the City may move to the next Contractor on the SO list.

3.1.3 The City will not pay for, and must not be invoiced for, lunch breaks by a traffic controller, unless the City site representative requests the traffic controller to monitor the job site during City staff breaks.

3.1.4 The traffic control services are to be performed within the municipal boundaries of the City of Port Alberni but may be utilized in emergency utility repairs which may take place outside of the City boundary.

4 SERVICE REQUIREMENTS

4.1.0 Traffic Control Plan & Prime Contractor Designation

- a. The Contractor may be required to submit a Traffic Control Plan for each traffic control work site to the City's site representative.
- b. Each Traffic Control Plan shall designate the Contractor as the Prime Contractor for traffic control/flagging duties only.
- c. The Contractor shall designate a site manager who will be responsible for overall management and coordination of the services at each work site.

4.1.1 Record Keeping

- a. The Contractor's dispatcher shall provide an email to the City's job site representative the following information for each traffic control/flagging service request upon receipt of this information:
 1. Date of order for traffic control/flagging service
 2. Dispatcher name
 3. City representative calling in order for traffic control/flagging service
 4. Number of flaggers and vehicles to be attending the worksite
 5. Date, time and location where flaggers will be arriving

4.1.2 Equipment Supplied by Contractor

- a. Signage, traffic cones, 2-way radios and traffic controller clothing must be supplied by the Contractor if requested.
- b. Traffic control vehicles, employee transportation vehicles and mobile sign board trailers shall not be invoiced to the City unless requested in writing by City staff.
- c. Daily traffic control time sheets and corresponding invoices to the City must conform to the City's information requirements for contracted service invoices. Non-conforming invoices will be returned unpaid.
- d. Proponents must make themselves familiar with the Master Municipal Construction Documents (MMCD) Section 01 55 00 (2009) Traffic Control, Vehicle Access and Parking, copy attached for reference.
- e. The Proponent must demonstrate in their proposal the min/max dispatch response time for each type of service requirement, regular time and non-regular hours.

4.1.3 Other Requirements

- a. The Contractor must be able to communicate with the City by a Contractor supplied cell phone as the primary source 24/7 in the case of a power outage.
 - b. The successful Proponent must demonstrate proof that they and their employees meet the standards of the latest edition of the Traffic Management Manual for Work on Roadways and have been trained by an accredited traffic control training firm.
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- c. The successful Proponent is required to have, or establish, an in-depth background knowledge of City street locations, traffic patterns, etc.
- d. The successful Proponent must be able to provide regular weekly, or monthly, reports should they be required by the Director of Infrastructure Services or other City designate(s). These reports must include work site locations, dates, staff attending, equipment allocated, and any other activity noted for a worksite.
- e. The services provided must be in compliance with all laws and regulations in the province of British Columbia.
- f. Smoking is not permitted on any City of Port Alberni work site.

4.1.4 Contractor's Employees & Performance Evaluations

- a. The Contractor may be subject to quarterly performance evaluations for the term of the contract.
- b. Additional monthly meetings with the City may be requested to review the performance of the contracted services.
- c. Any Contractor employee not acceptable to the City by reason of incompetence, improper conduct or who is discovered to be a risk to the job site safety and/or security shall be excluded from the work site and replaced immediately at the Contractor's expense.

5 CALL OUT PROCESS

- 5.1.0 The City intends to establish a Standing Offer List with the order being determined by the relative rankings of the RSO 004-26 Responses. The highest-ranked qualifying Response will result in that Respondent being awarded the highest-ranked position on the List.
 - 5.1.1 If a Request for Flagging Services (Services) is required the City will issue a Service Request to the highest-ranked Contractor on the list. If the highest-ranked Contractor indicates that it is unable to provide the Services within the required timeframe, then a Service Request will be issued to the second highest-ranked Contractor on the list and this process will continue until a Contractor accepts the Service Request. If no Contractor on the list accepts the Service Request, then the City has the right to cancel the Service Request and procure the Services by any other means.
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6 REQUIRED QUALIFICATIONS

- 6.1.0 The Proponent shall have been in the flagging & traffic control services business for a minimum of five years.
- 6.1.1 All Contractor traffic control personnel (TCP) shall be trained according to Section 18 – Traffic Control of the WorkSafe Occupational Health & Safety Regulation. The TCP must carry proof of successful completion of this training by a certified organization at all times.

7 RESPONSE SUBMISSION

Responses to be provided in the Form provided at the bottom of this document.

7.1.3 Qualifications

Provide a summary of the qualifications including length of time in business, licences, training, designations, or any other related accreditations to provide flagging and traffic control services.

7.1.4 Related Experience and References

- a. Highlight your organization's experience in relation to the scope of services outlined in this RSO
- b. Provide a minimum three (3) references for similar work detailed in the Terms of Reference. Include contact name, title, contact details, and an overview of the services provided

7.1.5 Service Profile

- b. Address service compatibility with the City's existing public works services programs. Identify any potential issues and address how those issues, if any, will be resolved
- c. Provide an overview of how your organization delivers the scope of services; Include details on expected service levels, min and max response times for each type of traffic control event, communication protocols, onboarding/off-boarding new employee procedures, and any additional related information
- d. Identify any additional value offerings that differentiate your organization from your competitors.

7.1.6 Fair Wage Clause

Review and Signature of Fair Wage Clause form in *Appendix A* is required.

7.1.7 Pricing

Prices are to be quoted in Canadian funds exclusive of GST

8 INSTRUCTIONS TO RESPONDANTS

- 8.1.0 An electronic copy of the proposal in .pdf format **must** be submitted only to attention Kelly DeClercq to purchasing@portalberni.ca **no later than 2:00:00 pm local time April 22, 2026**. The email subject line should read “RSO 004-26: Traffic Control Services”.
- 8.1.1 It is the sole responsibility of the proponent to ensure that their proposal is received by the City within the proper time allocation. Late responses will be rejected at the sole discretion of the City of Port Alberni.
- 8.1.2 All responses must be signed by an authorized proponent representative.
- 8.1.3 Submission of a proposal indicates acceptance by the proponent of the conditions contained in this RSO unless clearly and specifically noted in the proposal submitted.
- 8.1.4 Respondents may contact the City of Port Alberni for clarification and information pertaining to this RSO. Any request for information or clarification must be in writing via email to purchasing@portalberni.ca

Any oral communications will be considered unofficial and non-binding to the City. Proponents should rely only on written statements issued by the contact person listed above.

9 TERMS AND CONDITIONS

9.1.0 Standing Offer

Submission of a response that is qualified under this RSO may lead to an agreement to be placed on a Standing Offer (SO) list. The Standing Offer is not itself a contract and there is no obligation on the part of the City of Port Alberni until a service request is issued and accepted. The Respondent agrees that should its response be accepted that the Respondent will offer to provide the Services in accordance with the terms and conditions described in the Standing Offer and the Respondent will be placed on the SO List. The Respondent must enter into a Standing Offer to be placed on the SO List.

9.3.1 Term of the Contract

The term of the Contract for the Flagging & Traffic Control Services will commence Mid May, 2026 and end on May 14, 2028. In addition, the City may extend the contract for an additional two (2) one-year terms, contingent on a successful performance review after each term, and if mutually agreed to by both parties in writing. The renewal process should start no less than 60 (sixty) days from the end of the initial contract term.

9.1.2 No Obligation to Proceed

- a) This RSO should not be construed as an agreement to purchase goods or Services. The City is not bound to accept the lowest priced response or any response, or to establish a Standing Offer with any Respondent. Responses will be assessed in light of the evaluation criteria.
- b) The City reserves the right to reject, at the City's sole discretion, any or all responses if the proposal is either incomplete, obscure, irregular or unrealistic.
- c) A proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and non-compliance with Federal, Provincial and Municipal legislation.

9.1.3 Cost of Preparation

Any cost incurred by the Respondent in the preparation of the proposal will be solely at the expense of the Respondent.

9.1.4 Confidentiality and Freedom of Information and Protection of Privacy Act

The response should clearly identify any information that is considered to be confidential or proprietary information (the "Confidential Information"). However, the City is subject to the Freedom of Information and Protection of Privacy Act. As a result, while the Act offers some protection for third party business interests, the City can't guarantee that any Confidential Information provided to the City can be held in confidence if a request for access is made under the Freedom of Information and Protection of Privacy Act.

9.1.5 Withdrawal of Response

By submission of a clear and detailed written notice, the Respondent may amend or withdraw its response. To withdraw a response, a notice of withdrawal must be sent to the RSO Contact stated in Section 8.1.0

9.1.6 Sub-Contracting

Under no circumstances may the provision of goods or services, or any part thereof be sub-contracted, transferred, or assigned to another company, person, or other without the prior written approval of the City.

9.1.7 Limitation of Damages

The Proponent, by submitting a response, waives any claim for damages, for whatever reason, in excess of an amount equivalent to the reasonable costs incurred by the Respondent in preparing its response, and the Respondent, by submitting a response, waives any claim for loss of profits if a Standing Offer is not established with the Respondent or in the event that no Contract is ever made with the Respondent.

9.1.8 Cancellation of RSO

The City reserves the right to cancel this RSO at any time.

9.1.9 Misrepresentation or Solicitation

If any director, officer or employee or agent of a Proponent makes any representation or solicitation to any Councillor, officer, employee or agent of the City of Port Alberni with respect to the RSO, whether before or after the submission of the proposal, the City shall be entitled to reject or not accept the proposal.

9.2.0 Business License and Permits

- a. The successful Proponent shall be responsible for acquiring and payment for all required licenses, permits and approvals from authorities having jurisdiction, for the performance of the work.
- b. The successful Proponent shall be responsible to acquire and maintain a valid City of Port Alberni Business License for the term of the Contract if the successful Proponent is to conduct work on City property.

9.2.1 Payment Terms

The successful Proponent shall invoice the City in an acceptable format and will be paid as per the City's standard payment terms, net 30 days from date of invoice.

9.2.2 Applicable Laws and Agreements

This RSO is subject to the terms and conditions of the Canadian Free Trade Agreement, and the New West Partnership Agreement, both interprovincial trade agreements between the provinces of British Columbia, Alberta, Saskatchewan, Manitoba, Northwest Territories, Yukon, Nunavut, Ontario, Quebec, Newfoundland and Labrador, Nova Scotia, New Brunswick, and Prince Edward Island. The laws of the Province of B.C. shall govern this request for proposal and any subsequent Contract resulting from the proposal.

9.2.3 Insurance

As a minimum, the successful Proponent shall procure and maintain through the term of the Contract, at its own expense and cost, the following insurance policies:

- a) Commercial General Liability Insurance in an inclusive amount of not less than \$2,000,000 for each occurrence or accident. Minimum coverage must include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products/Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest, City of Port Alberni named as an additional insured and a 30 day written notice of insurance cancellation clause.
- b) Motor Vehicle Insurance including Bodily Injury and Property Damage in an inclusive amount of not less than \$2,000,000 per accident per licensed motor vehicle used to carry out the work.
- c) Proof of WorkSafe BC registration, including proof of up to date assessment payments in the form of a WorkSafe BC Certificate of Compliance letter.

9.2.4 Corporate Climate Action Strategy Requirements

- a) The Government of BC Greenhouse Gas (GHG) Reporting Regulation (November 2009), mandates municipal facilities to report GHG emissions by facility and in addition, report GHG emissions by Proponents hired for new contracts and contract renewals. The City of
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Port Alberni have prepared a GHG emissions guide and format for ease of use to report GHG emissions on behalf of the City.

- b) The City requires the management of its assets in an environmentally sound manner and integrates environmental factors into planning and decision making. The intent is to conserve natural resources and to minimize negative impacts on the environment, while retaining optimal product or service performance. To that end, evaluation of proposals for the delivery of products and services to the City will consider environmental performance as one of the evaluation criteria.
- c) **Anti-idling**
In the interest of reducing negative impacts on human health, all Proponents working directly or indirectly for the City or on City owned property must ensure that when vehicles or equipment are not required to be running for operational purposes every effort is made to reduce engine idling.
Idling time shall be permitted to provide safe and efficient engine warm up time, 3 to 5 minutes for heavy duty vehicles and equipment, and up to 1 minute for light duty vehicles and equipment. During field operation, the same criteria shall apply.

These time periods have been calculated by Natural Resources Canada to account for all incremental weather wear on batteries and starters as well as the incremental usage associated with re-starting the engine. The anti-idling criteria do not apply to any situation where the safety of the operator, passengers or other person shall be compromised by turning off the engine.

9.2.5 Response Submission

By submitting a response, the Proponent agrees to all terms and conditions of this RSO. Proponents who have obtained the RSO electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the submission. The Proponent is responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RSO and to prepare and submit their RSO.

9.2.6 Right to Procure

A Standing Offer list established pursuant to this RSO does not establish an exclusive right to provide the services to the City. The City reserves the right to procure the services by any other means, including use of other agreements, or by other procurement or contracting methods.

10 EVALUATION PROCESS AND CRITERIA

10.1.0 Evaluation

- a) An evaluation committee made up of City staff will be reviewing proposal submissions. The City reserves the right to accept any or none of the Quotes submitted and will evaluate Quotes based on best value and not necessarily the lowest cost.
 - b) Notwithstanding any custom or trade practice to the contrary, the City reserves the right to, at its sole discretion and according to its own judgement of its best interest to waive any technical or formal defect in a proposal and accept that proposal.
 - c) The City reserves the right to award the contract to other than the lowest cost Proponent.
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- d) Award of any contract resulting from this RSO may be subject to approvals and budget considerations.
- e) The City reserves the right to accept any or none of the proposals submitted and will evaluate proposal submissions based on “best value” using the following criteria:

10.1.1 Weighted Criteria:

Weighted Criteria			
EVALUATION CRITERIA	WEIGHT	SCORE PER EVALUATION CRITERIA	TOTAL
FINANCIAL COSTS TO THE CITY		Poor (.3) / Marg (.5) / Fair (.7) Good (.9) Exc. (1.0)	
Service Rates (regular, overtime and equipment) Value added	40		
TECHNICAL APPLICATIONS			
Compliance to WorkSafe BC & Health and Safety Program, Current certifications	20		
EXPERIENCE and RESOURCES			
Qualifications, experience and demonstrated performance providing similar services *Staffing Capacity *Responsiveness *Company owned equipment and resources	20		
REFERENCES			
	20		
TOTAL	100		

RESPONSE FORM

The Respondent offers to supply the work in accordance with the Contract documents and accept payment at the unit prices specified in the Response Form in accordance with the Contract documents. The Submitter declares that all information, which is provided or will be provided to the City of Port Alberni, is true.

Pricing:

DESCRIPTION OF SERVICE	MONTH / DAY / YR to MONTH / DAY / YR	MONTH / DAY / YR to MONTH / DAY / YR	MONTH / DAY / YR to MONTH / DAY / YR
Straight Time Rate Per Hour: Up to 8 Hours Per Day, Monday to Friday			
Overtime Rate Per Hour: All Days of The Week			
Minimum Number of Hours Charged: Per Call-Out			
Minimum Notification Required for: Cancellation w/o Charge			
Contractor Able to Supply TCP(s) Within One (1) Hour for: Emergency Work Requested by City	YES	NO	OTHER
References Submitted?	YES	NO	OTHER
Health and Safety Program Manual Submitted?	YES	NO	OTHER

Qualifications:

Qualifications	
Years in Business	
Certifications	
Licences	
Other	

Related Experience:

Related Experience		
Year	Project / Work	Detail of Work

References for Related Work:

References		
Name	Contact Phone or Email	Description of Work

Service Profile:
(Referenced in Section 7.1.5)

Service Profile	
Service Compatibility	
Service Levels	
Value	

The above prices to remain firm for a minimum of one year from start of initial term. Any change to rates must be preceded by thirty days notice to the City.

Acknowledgement is hereby made of receipt and inclusion of the following addenda to the documents:

Legal Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

I/We the undersigned duly authorized representatives of the Proponent, having received and carefully reviewed the RSO including without limitation the Terms of Reference and Instructions to Proponents, submit this Quote in response to the RSO. This proposal is offered by the Proponent this _____ day of _____, 20____.

Signature of Authorized Signatory

Print Name and Position of Signatory

APPENDIX A**Declaration of Wages Paid to Employees**

The City of Port Alberni (the City) has a contractual obligation to CUPE Local 118 (the union representing the City's workers) that requires all contractors to pay their employees who are performing work for the City, a minimum of the same hourly rate as the City's workers are paid for performing similar work. Rates are in effect for the dates as listed in the table below and continue until new rates are established through the City's collective bargaining process.

Prior to being awarded a contract to undertake work on behalf of the City, or being engaged to work for the City on an as and when basis, all contractors are required to sign this declaration certifying that they will pay to their employees hourly wages equal to or greater than those identified in the table below, when those employees perform work similar to the positions noted below.

I, _____ (print name), certify that I am an authorized representative of _____ (the Contractor). As such, I certify that as a condition of being awarded Contract # _____, or providing as and when required work for the City, the hourly wages paid by the Contractor to employees of the Contractor who perform work for the City, will be equal to or greater than those hourly wages identified in the table below, for performing work similar to the noted positions .

CITY OF PORT ALBERNI POSITIONS & RATES OF PAY		
POSITION	CITY OF PORT ALBERNI WAGE Jan 1, 2026 – Dec 31, 2026	CONTRACTOR-PAID WAGE (include where applicable or note as N/A)
Maintenance Worker	32.41	
Labourer 1 (< 6 mo. exp.)	33.75	
Labourer 2 (> 6 mo. exp.)	35.81	
Truck Driver 1 (single axle)	35.81	
Streets Service 1 (asphalt truck helper)	37.15	
Truck Driver 2 (tandem axle)	37.15	
Equipment Operator (General)	37.15	
Solid Waste Truck Operator	37.15	
Sweeper Operator	37.85	
Loader Operator	38.51	
Truck Driver 3 (req. Class 1 Lic.)	38.51	
Traffic Service (signs, painting)	39.86	
Streets Service 2 (asphalt truck operator)	39.86	
Flail Mower Operator	39.86	
Backhoe Operator	40.56	
Concrete Formsetter / Finisher	40.56	
Grader Operator	40.56	
Excavator Operator	41.26	
Engineering Technician 1 (Tech Dipl.)	39.20	
Tradesperson (Red Seal)	43.25	

