

REQUEST FOR PROPOSAL

2026 – 2027 PAVEMENT CRACK SEALING PROGRAM

City of Port Alberni

RFP 001-26



Issued: January 27, 2026

1. PURPOSE

- 1.1.0 As part of the City of Port Alberni's (CPA) annual operations program, the City requires pavement crack sealing within the City of Port Alberni. These requirements involve all works associated with pavement crack sealing, in various locations throughout the City, therefore requires the services of a qualified contractor to provide Pavement Crack Sealing Services with work to commence in spring/summer 2026 & 2027. All work is to be completed in accordance with the specifications and work requirements attached.

2 SCOPE OF WORK

- 2.1.0 The Contract resulting from this request for proposals will be for the supply of all supervision, labour, materials, tools, plant, equipment, and any incidentals necessary to carry out the work.

Contract will be for two (2) years with the possibility of an additional three (3) year extension based on quality of work received.

Amount of work to be determined based on a \$70,000 budget in 2026 and 2027 and will be discussed with the contractor. They will then be given a list of locations to be completed.

The second year will be done on a similar but no less budget with a list of streets and identified to be completed in 2027.

3 SPECIFICATIONS AND WORK REQUIREMENTS

3.1.0 SCHEDULE OF WORK

- a. The Contractor shall schedule all work as directed by the City's Roads and Drainage Superintendent. No work shall proceed without prior approval of the Roads and Drainage Superintendent. Once the Contractor has commenced work, he shall continue operations in the City until the entire "scheduled" program has been completed.
- b. The Contractor shall notify the Roads and Drainage Superintendent not less than 48 hours prior to commencing any portion of the work as to the location of the roads to be sealed.

3.1.1 REPORTING REQUIREMENTS

In reporting to the City of Port Alberni, the Contractor shall:

- a. Advise the Roads and Drainage Superintendent on work progress daily. In addition, on completion of work on each street, the Contractor will give the Roads and Drainage Superintendent a written account of the amount of sealant used and total meters sealed.

- b. Liaise with the City.
- c. Inspect all work to ensure strict compliance with contract documents.
- d. Receive and respond to complaints and take corrective actions.
- e. Keep regular and consistent written records of complaints and corrective actions and provide same to the City.
- f. Keep regular and consistent written records of all work and provide same to the City.
- g. Attend meetings requested by the Roads and Drainage Superintendent.

3.1.2 RESPONSIBILITY

Contractor's responsibilities included in pricing are, but are not limited to:

- a. Supply, at their own expense, all trucks or other vehicles and all drivers, and other personnel for the efficient performance of the Work contemplated by the Contract. (This includes traffic management)
- b. Always maintain all equipment in a neat and clean condition and in a state of good appearance and repair. Equipment which is deemed by the City to be in poor repair or dangerous to the extent that interferes with the proper operation of the contract shall be deleted from the equipment list, in which case a suitable substitute shall be supplied by the Contractor without delay.
- c. Notwithstanding the compliance of the Contractor with all of the aforementioned clauses on insurance, the Contractor shall indemnify, protect and save harmless the City, its Officers, agents, servants, employees and sub-contractors from and against all actions, causes of actions, claims and demands of any kind, description and nature whatsoever arising out of or in any way connected with fulfilment of its Contract, and all such actions, causes of actions, claims and demands recoverable from the City or the property of the City, shall be paid by the Contractor, and, if recovered from the City, or the property of the City, shall together with any costs and expenses incurred therewith be charged to the Contractor.
- d. Not modify any vehicles nor substitute any vehicle without prior consent of the Operations Manager or his authorized representative.
- e. Exercise good public relations in carrying out its authority under this Contract, and its employees shall be always made conscious of their responsibilities in this regard.

3.1.3 EQUIPMENT REQUIREMENTS

The following equipment is required:

1. Melter

A portable, specially fabricated steel container having sufficient capacity to ensure no loss of productivity in applying sealant at a minimum rate of 200 linear metres per hour. The Melter must also ensure the material is kept fresh at all times rather than being re-heated continually.

Construction shall be of double walled type to allow heat transfer oil circulation. Heating shall be done by an oil jacketed means with suitable liquid propane burners. On-board automatic heat controlling devices to control product temperatures and transfer oil temperature must be provided. All necessary regulators, couplers and valves must be included and meet current standards for liquid propane systems.

The Melter shall be equipped with a horizontally mounted paddle-agitor and recirculation system. The Melter must comply in every aspect with all provisions of the Gas Safety Act, Regulations and Codes.

2. Cleaning Equipment

- a. A hot compressed air tool (e.g., HCA lance) capable of cleaning, heating, and drying routed and unrouted cracks. This unit shall consist of a source of compressed air with not less than 1.7m³/min (60 cfm) at 690 KPA (100 psi) gauge pressure complete with a moisture and oil filter.
- b. Valving hoses and fittings shall be provided for the mixture of liquid propane gas into the compressed air. Control box mounted regulators must be provided to regulate input of each gas into a handheld tool to concentrate exhaust onto the crack. On ignition, a spontaneous retort type combustion shall be sustained creating a hot air exhaust of approximately 950 m (3,000 feet) per second at 1650 degrees C (3,000 degrees F), and/or have the capacity to generate up to 300,000 B.T.U.
- c. A minimum of 7.5 metres of reinforced hose shall be provided from the tool assembly to the mixing box to allow for sufficient range of movement by the operator. This tool must meet all provisions of the Gas Safety Act, Regulations, and Codes.
- d. A compressed air tool capable of cleaning and drying routed and unrouted cracks. This unit shall consist of a source of compressed air with not less than 1.7 m³/min (60 cfm) at 690 KPA (100 psi) gauge pressure, complete with a moisture and oil filter.

1. **Discharge Equipment**

Either the Melter must be equipped with a positive displacement pump to discharge the sealant via a connecting wand, or a manual applicator must be employed such that sealant is efficiently applied behind the lance operation and that proper temperatures are maintained.

2. **Crack Filler Devices and Strike-off Tools**

This equipment must be capable of forming a bead of sealant over prepared cracks. Also, a device capable of forming a flush band as required for the Klaruw Method.

3.1.4 MATERIALS

1. **Material Supply**

The Contractor shall supply sufficient quantities of sealer compound required to complete this Contract in its entirety.

2. **Application Specification**

The product(s) must meet the manufacturer's technical standards and authenticity provided before commencement of the work. The manufacturers application methods and provisions must be adhered to except where these specifications override or exceed them.

Note that hot-rubberized sealing compounds must be retained in melters or heated containers at specified temperatures (manufacturer) for lengths of time not less than the manufacturer's recommendation.

3.1.5 METHODS AND PROCEDURES

1. **Routing**

We have now been made aware that WCB has determined that the silica dust in the air caused by the routing of the crack in the pavement, is at unsafe levels and would require a silica containment plan. For this reason, as it is all to be done in the City streets, for the safety of the workers, pedestrians, and homeowners, we will not request routing to be done.

- a. Cracks up to 25 mm in width will not be routed but shall be cleaned as close to the crack depth as possible.
- b. Cracks from 25 mm to 75 mm in width will not be routed but shall be cleaned to the entire depth.
- c. Cracks, previously sealed, that are in need of repair shall be completely cleaned and all loose asphalts, debris and sealant must be removed. Cracks should immediately be treated as per the following Standard Method 3(c)(I). When sealing a continuation of a crack previously sealed or repaired the adjacent older sealed material must be heated up with the H.C.A. tool and new material must be blended,

worked and struck with the squeegee to ensure proper bond between the new and previously placed sealant.

d. The contractor shall inform the Roads and Drainage Superintendent when the asphalt that is going to be crack sealed will not seal properly.

NOTE: ALL THOROUGHLY CLEANED CRACKS MUST BE FILLED THE SAME DAY.

2. Cleaning

Cracks must be cleaned using the compressed air tool in two (2) passes to remove all dust and debris. The HCA tool may be required to remove moisture.

All cracks must be swept with a mechanical street sweeper in the same day, prior to blowing the crack with compressed air. The Contractor will be responsible for all costs associated with clean up and sweeping.

3. Sealing of Cracks

- a. Those cracks prepared as specified in (a) (i) and (ii) must be filled immediately following treatment with the HCA tool by filling with sealant from the bottom up to surface level, in a manner which does not result in sealant bridging entrapped air pockets. Excess settlement may occur in deep cracks, thus necessitating application of a second layer of material. Material should be placed so as to overfill the groove. It should then be struck off and worked with at least two complete passes using the squeegee so as to leave a uniform bead of sealant directly over the crack, with the edges of the spread evenly feathered out to overlap on the pavement surface a minimum of 40 mm on each side of the groove.
- b. The City in consultation with the contractor may carry out several test sections. The application method used shall be, routing cracks to 30mm wide, and 20mm deep. Flush filling cracks with edges overlapping the pavement by 2mm.
- c. Cracks from 25 mm to 75 mm prepared as described in (a) (iii) will be treated as follows:
 - Apply a thin coat of sealant.
 - Fill the gap with clean, dry minus 16 mm stone chips.
 - Re-apply sufficient sealer to overfill the gap.
 - Strike off with squeegee and feather the surplus to overlap pavement surface.
 - A following application may be necessary should sealant settlement be excessive.

4. During the process of pouring the compound the Manager of Operations may require that sufficient compound be taken from the melting unit for testing purposes.

5. Damages such as stones embedded in the sealing compound by construction traffic and Contractor's operation shall be made good by the Contractor, at the Contractor's expense.

6. The completed seal is to be treated with an approved material to eliminate surface tackiness and excess dust – any excess material is to be removed.

3.1.6 CLEAN UP

All refuse including pavement particles, wrapping, containers and any other debris resulting from this operation shall be gathered and removed from the work site on a daily basis. No dumping will be allowed on the street right-of-way. Tank flushing residues will only be dumped in pre-approved locations. All streets must be swept with a mechanical street sweeper in the same day as the crack sealing is done. The Contractor will be responsible for all costs associated with cleanup and sweeping.

3.1.7 TRAFFIC CONTROL

The Contractor is responsible for all costs for supplying traffic control people and appropriate signage in accordance with the Standards for Traffic Control in Construction Zones. Traffic control is required at all times the contractor is present and working on site.

4 INSTRUCTIONS TO RESPONDANTS

4.1.1 Request for Proposal (RFP) Responses should be received no later than **February 24 2026 at 2:00:00pm local time.**

4.1.2 All questions regarding this RFP should be directed to Kelly DeClercq, by email at purchasing@portalberni.ca prior to 2:00pm local time on **February 18, 2026** to allow sufficient time to send a response to all Bidders. If questions are received after this time, they may not be answered.

4.1.3 Bidders are solely responsible for any costs or expenses incurred related to the preparation and submission of quotes.

4.1.4 If any director, officer or employee agent or other representative of a Proponent or Tenderer makes any representation or solicitation to the Mayor, any Councilor, officer, or employee of the City of Port Alberni with respect to the Proposal or Tender, whether before or after the submission of the Proposal or Tender, the City shall be entitled to reject or not accept the Proposal.

4.1.5 Proposals must be submitted electronically only to purchasing@portalberni.ca in PDF format as an attachment (no links), on or before the closing date and

time. The email subject line should be **RFP001-26 – 2026 Pavement Crack Sealing**

- 4.1.6 The response must clearly show the complete company name, nearest location to the CPA, contact name, telephone number and email of the primary contact person for the project.
- 4.1.7 The response must identify other organizations to which the company and/or team members have provided a similar service. The CPA may contact those organizations for references and use that information to evaluate the expected level of service.
- 4.1.8 Bidders shall submit their responses on the Request for Proposal Form included in this document below. All pages of the Form, including the final sheet with the signature block, should be returned. By submission of a Proposal, the bidder acknowledges receipt of any and all addenda issued by CPA. Alteration, qualification or omission to the Proposal Form may render the Proposal liable for rejection by the City of Port Alberni. The bidder should initial all erasures or corrections to its entries on the Proposal Form.
- 4.1.9 RFP Response:
The Proposal shall include the following information:
 - a) Bidder's name, address, telephone number and other contact information,
 - b) Price Sheet (prices to be in Canadian dollars, exclusive of GST)
 - c) Products to be utilized
 - d) An outline of relevant experience completed by the Bidder.
 - e) Current Worksafe BC Registration Number
 - f) Wage Clause form (*Appendix A*)

5 EVALUATION CRITERIA

5.1.1 Mandatory Criteria

Only submissions that have satisfied all mandatory criteria will be further evaluated. Mandatory Criteria include:

- Submission received at closing location no later than closing date and time
- Proposal must be in English
- Proposal must be submitted by email with a PDF attachment (no document links)

- Proposal response form or must be completed as applicable along with items required in Section 6.1.10 above

5.1.2 Weighted Criteria

Quotes will be evaluated as follows based on price, relevant experience, qualifications, approach/innovation and project schedule. The lowest or any quotation may not be selected

Weighted Criteria	Weight	Minimum Score
Company Relevant Experience	30	
Pricing	30	
Project Schedule	20	
Project Approach/Innovation	20	
Total	100	65

5.1.3 Evaluation

The submission with the highest weighted criteria, above minimum scoring, may be deemed to be the successful proposal

6 TERMS AND CONDITIONS

6.1.0 Freedom of Information

As a public body, the CPA is subject to the BC *Freedom of Information and Protection of Privacy Act*. The parties agree and consent to the disclosure of this Agreement as a matter of public record and acknowledge that applicable laws may require disclosure of information provided by one party to the other party pursuant to, or in connection with this Agreement.

6.2.0 Contract Award Requirements

- 6.2.1 The CPA reserves the right to not proceed with the assignment or to reduce or expand the scope of the project as necessary.
- 6.2.1 Award of the work is subject to funds being legally available.
- 6.2.2 If the work is awarded, the CPA will provide a Purchase Order to complete the works in accordance with this RFP and the successful Bidder's proposal. The successful Bidder will also be required to enter into an agreement with the City.
- 6.2.3 WorkSafe BC coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided including Worksafe BC Registration Number otherwise a company will need to provide Worksafe BC Clearance documentation
- 6.2.4 Prime Contractor - Acceptance of Prime Contractor Designation for the Services

- 6.2.5 Insurance – Acquire and provide copies of required Liability Insurance
- 6.2.6 Vendor Information - upon award complete and return the City's Vendor Profile and Electronic Funds Transfer Application

- 6.2.7 Business License – hold valid 2026 City of Port Alberni business license

6.3.0 Assignment of Work

Unless specifically outlined in the RFP, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person or company without the prior written authorization of the CPA

6.4.0 Liability Insurance

The Contractor must maintain public liability and property damage insurance with an insurer satisfactory to the RDNO in accordance with the following terms:

Comprehensive General Liability Insurance: in the amount of not less than \$5 Million inclusive per occurrence for bodily injury or property damage.

Automobile, public liability and property damage: in the amount of not less than \$2 Million per occurrence per owned, non-owned or hired vehicle.

6.5.0 Indemnification

The successful Bidder shall at all times indemnify and save harmless the CPA and/or any of its officers, employees or agents from and against all claims and demands, losses, costs, damages, actions, legal fees, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this assignment, or any action taken or things done or maintained by virtue of this assignment or the exercise in any manner of rights except claims for damages resulting from the negligence of any officer, servant or agent of the CPA while acting within the scope of their duties of employment.

6.5.0 Dispute Resolution

- 6.5.1 The parties agree to maintain open and honest communication about the work throughout and after the performance of the contract
- 6.5.2 The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise
- 6.5.3 If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute

6.6.0 Contract Termination

- 6.6.1 The City of Port Alberni reserves the right to terminate the Contract, at its sole and absolute discretion, on giving 90 days' written notice to the Contractor of such termination and the Contractor will have no rights or claims against the City with respect to such termination. Cancellation would not, in any manner whatsoever, limit the City's right to bring action against the Contractor for damages for breach of contract.

7 INVOICING

Invoices shall be submitted electronically to **accounts_payable@portalberni.ca** and shall have the following information in the email body or subject line:

Attention: Crystal Hiltunen
 Project Number: TBA
 Purchase Order Number: TBA

All invoices shall have the following information contained either on the invoice or on an attached page:

- CPA project title and project number,
- name of CPA project manager,
- date of invoice and detail of work and period the invoice covers

8 PROPOSAL FORM

PROPOSAL FORM RFP-001-26
2026 – 2027 Pavement Crack Sealing Program
SUBMISSION FORM

I/we have reviewed the specifications and submit the following quotation to perform the work described.

1. Pricing (not including GST)

Pricing - to be valid until December 31, 2027	Price
Price per metre for under 10,000 metres	
Price per metre for over 10,000 metres	
Any extra expenses they may be incurred – i.e- travel, accomodation	

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2. Previous Experience

Project and Date(s)	Contact Information

3. Project Approach / Innovation

Project Approach and Innovation of work

COMPANY INFORMATION

Company Name: _____

Address: _____

Primary Contact Person: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

SUBMITTED BY:

Name: _____

Signature: _____

Date: _____

The CPA reserves the right to accept some, all or none of the submitted responses and to change the scope of work before a purchase order is issued.

UNION WAGE CLAUSE

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	
Chargehand/ Foreman	43.95	
Engineering Tech 2 (Tech Dipl. & 3 yrs exp.)	48.24	

On behalf of the Contractor I hereby authorize the City to withhold up to 10% of the total value of the contract until such time as the City is satisfied that the Contractor has complied fully with the commitment noted above. If the City requests payroll records pertaining to the contract (or as and when work) the Contractor will provide such records as requested.

Signed for the Contractor: _____ x _____
(print name/ title) (signature)

Date: _____

Signed for the City of P.A.: _____^x
(print name/ title) (signature)

Date: _____

End of document