

**CITY OF PORT ALBERNI**  
**REQUEST FOR STANDING OFFER**  
**TREE SERVICE**

**RSO 001-25**



**Issued: September 16, 2025**

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## 1. BACKGROUND

1.1.1 The City of Alberni is approximately 19.76 square kilometers in size, with a population of 19,000 residents.

## 2. INTRODUCTION

2.1.1 The City of Port Alberni, (the City) intends to establish a Standing Offer List, (The List) with qualified Tree Service contractors to provide the City with day to day tree services including during emergency situations, high demand or when specialized tree services are required on an as needed, if needed and when needed basis.

2.1.2 This Request for Standing Offer (RSO) will to use the evaluation criteria provided to evaluate the suitability of potential tree service Contractors with the required expertise, capabilities and resources for inclusion in a list of qualified Contractors to provide required tree services as described in **Appendix 'A'**.

2.1.3 The qualified Contractors will be required to enter into a Standing Offer Agreement as seen in **Appendix B** of this document and shall have met all of the requirements detailed herein prior to providing any services to the City as described in **Appendix 'A'**. Any resulting contract is not exclusive, meaning the successful bidder does not have the exclusive right to provide the services to the City.

2.1.4 The Qualified list will be in effect for the period of two (2) years, with optional one (1) year extension, from the List's formation.

2.1.5 The City makes no guarantees regarding the type or quantities of work or any work that may be required under this contract.

2.1.6 This RSO is seeking interested Providers that can provide the full product and services required for the City's needs as described in **Appendix 'A'**.

2.1.7 This RSO is not a formal tendering process and gives rise to no contractual or other legal obligations or duties whatsoever owed by the City to any Respondent.

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### 3. STANDING OFFER AGREEMENT

#### 3.1.1 Standing Offer

It is understood and agreed by the Contractor that should a submission be selected by the City, it will result in a standing offer agreement ("Standing Offer") only and Services will be ordered by the City solely on an "as and when required" basis. The aggregate value of the Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Contractor in the event that the Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place a Request for Services specified in the Request and the Contractor agrees to provide those Services. The parties agree that the City may not place any orders for Services with the Contractor for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Services from any other source.

#### 3.1.2 Call out Process

- a. The first-ranked Contractor on the list will receive first call for service request with a specified timeframe to respond by
- b. If the first-ranked contractor is not able to take the service request within the given timeframe or does not have the capacity for the work then the next-ranked Contractor will be contacted for the service request. This will repeat until the service request is accepted by a contractor on the list
- c. Should no Contractor on the List have the ability to meet the requirements of the service request then the City may reach out to a party by other procurement methods
- d. See Appendix A, Section 4 for more information on the Call out response time and the process with emergency, regular, and other calls for Service.

### 4. RSO RESPONSE INSTRUCTIONS

**4.1.1** Responses shall be submitted, in PDF format, by email to [purchasing@portalberni.ca](mailto:purchasing@portalberni.ca) no later than 2:00:00 pm, **November 3, 2025**

Response submission shall contain:

- Initial terms in this document, including Appendix A and Appendix B, showing they have been read and agreed to
  - Completed Question Form (Experience, References)
  - Identify Owner and key Staff including copies of Tree Trades certificates of employees undertaking the contract work
  - Include Pricing Form
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- Include copy of Contractor license
  - Signed Union Wage Clause

**4.1.2** File size should be no larger than 20 Mb.

**4.1.3** The response must be in English.

**4.1.4** Responses received after the RSO Closing date and time will not be considered.

**4.1.5** It is the sole responsibility of the Proponent to ensure it has obtained, prior to the closing date and time set out above, any addenda issued by the City. Addenda will be posted to the City of Port Alberni website and through BC Bid.

**4.1.6** The withdrawal notice must be signed or provided by the same individual that signed the original response.

**4.1.8** All questions or requests for an explanation or clarification regarding this RSO must be sent by email only to Kelly DeClercq at [purchasing@portalberni.ca](mailto:purchasing@portalberni.ca). Reference the RSO 001-25 number of this competition in the subject line of the email. Deadline for Questions and Clarification is October 24, 2025 by 2:00:00 pm.

**4.1.9** Any oral explanation, interpretation, information or clarification that may be communicated to the Respondent by the City's employees or elected officials of the City should not be relied upon by any Respondent and shall not bind the City in this RSO. Proponents should rely only on written statements issued by the contact person listed above

## **5. REVIEW AND EVALUATION**

**5.1.1** The review and evaluation of Responses will be carried out confidentially, by an Evaluation Committee. The Evaluation Committee may be assisted by other persons as the Evaluation Committee, in its sole discretion, may determine including technical, financial, legal and other advisors to, or employees of, the City.

**5.1.2** The Evaluation Committee will review and assess each Response to determine the Responses which provide, in the opinion of the Evaluation Committee, the suitable qualifications necessary to meet the needs of the City, having regard to the evaluation criteria set out below under Evaluation Criteria.

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**5.1.3** The evaluation for the RSO responses will be based on the following criteria:

<b>Mandatory Criteria</b>
Responses must be received, in specified format and delivery method, no later than the closing date and time as shown above in Section 4.1.1
Responses must be in English

<b>Weighted Criteria</b>	<b>Weight</b>	<b>Minimum Score</b>
Capability, Experience & Qualifications	30	
References	25	
Equipment and Vehicles available for work (Year, Condition)	15	
Price	30	
Total	100	70

**5.1.4** The Evaluation Committee will complete its evaluation of Responses. Each Response will be ranked according to the points assessed in the evaluation process with the highest ranked Response being that with the highest point score.

**5.1.5** Subject to communications and dealings with the City Contact Person and the Evaluation Committee as expressly provided for in this RSO, the Respondents must not communicate directly or indirectly with any employee or representative of the City, including the Evaluation Committee and any elected officials of the City in respect of this RSO other than as expressly directed or permitted by the City.

## **6. SELECTION AND MAINTENANCE OF QUALIFIED LIST**

**6.1.1** The City will select and form a Call-out list of up to three (3) Contractors from the highest ranked Responses. However, the City may elect to include more or fewer, at its sole and unfettered discretion, if the points accessed in ranking are either very close to or vary dramatically from the highest ranked response.

**6.1.2** Notwithstanding the creation of the qualified List, the City may, in its sole and absolute discretion:

- a)** invite a Contractor who is not on the qualified List to participate in a competitive procurement process for or including the provision of services;
  - b)** engage or enter into a contract for the provision of services with a Contractor who is not on the qualified List; and
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- c)** at any time, cancel, extend, update, expand or make a call to the marketplace to renew, replace or add to the qualified List.

**6.1.3** A qualified Contractor may have its name removed from the Qualified List by providing the City with a written request to withdraw from the Qualified List.

**6.1.4** The City may, in its sole and absolute discretion, remove a qualified Contractor from the List after sending the Contractor notice of their removal in writing. The reasons for removal from the List may include, but are not limited to:

- a)** the Qualified Contractor's unsatisfactory performance in a contract, as determined in the sole discretion of the City
- b)** a material change in the Qualified Contractor's qualifications or ability which has occurred or of which the City has become aware after it submitted a Response
- c)** the Qualified Contractor's failure to meet requirements for remaining on the Qualified List as set out in this RSO or as may be communicated by the City from time to time; and the Qualified Contractor's breach of any conditions for qualification

**6.1.5** The Qualified list will be in effect for the period of two (2) years from the Lists formation. There is a possible renewal for one (1) additional year pending satisfaction with performance and ongoing contractor qualifications.

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**APPENDIX A****APPENDIX A – SCOPE OF GOODS OR SERVICES**

The Goods and/or Services include without limitation the supply and delivery of material, the provision of skilled labour, and equipment to perform “Tree Services” and any other requirements.

A brief description of the Goods and Services include:

**1. SCOPE OF WORK**

**1.1.1** To supply equipment, materials and labour, certificates necessary for the performance of miscellaneous “as, if and when requested” tree work within the City of Port Alberni

- a. Tree Removal
- b. Dangerous tree removal
- c. Tree work near hydro lines
- d. Structural pruning
- e. Traffic control
- f. Tree Pruning
- g. Stump Grinding
- h. Root grinding
- i. Danger tree assessments
- j. Emergency calls
- k. Provision of tree service 24 hours per day, 7 days per week, in the event of an immediate hazard as identified by the City.



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**APPENDIX A**

- l. The tree work provided shall include pre-scheduled works, general/preventative maintenance and on-call emergency services.
- m. The successful Proponent(s) will be required to respond to service calls and provide emergency tree services in a reliable and efficient manner.

**2 DETAILED REQUIREMENTS**

- 2.1.1** Contractor(s) will be responsible for the supply of all equipment, labour and any incidental work including barricades or traffic control that may be required.
- 2.1.2** All tree work shall be performed by a Certified Arborist.

**3 PERMITS AND LICENSES**

- 3.1.1** The Contractor shall hold a valid Arborist certification, tree assessor certification.
- 3.1.2** Proof of WorkSafe BC registration, including proof of up-to-date assessment payments in the form of a WorkSafe BC Certificate of Compliance letter.
- 3.1.3** The contractor will hold a current Business License for the City of Port Alberni.
- 3.1.4** The Contractor shall provide copies of their Contractors Certificates of their employees undertaking the work of this contract.





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**APPENDIX A****4 RESPONSE TIMES**

Unless otherwise advised by the City, all services shall be performed during regular business hours. The response time to City of Port Alberni's worksites shall be:

- 4.1.1** Responses to emergency calls shall be immediate, not to exceed four (4) hour.
- 4.1.2** Regular calls for service shall be responded to within twenty (24) hours of receipt.
- 4.1.3** Damages or vandalism shall be made safe immediately and shall be repaired within five (5) working days.

**5 QUANTITIES OF WORK**

- 5.1.1** The City reserves the right to increase or decrease quantities. The successful Proponent shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, because of any difference between the amount of actual Goods and Services furnished and the estimated quantities stated. The City reserves the right to provide its own materials.

**6 PAYMENT**

- 6.1.1** Contractor(s) shall be paid at the unit rates as stated on the Pricing Form.
- 6.1.2** A minimum of one (1) hour shall be charged if the time for completing a service is one (1) hour or less. The time to the next nearest one-half (1/2) hour shall be charged, if the time for completing a service is more than one (1) hour.
- 6.1.3** No payment will be made for travel time to and from each site and such time shall not be included in the time measured for payment.
- 6.1.4** The Contractor shall keep up-to-date records in a manner satisfactory to the City of all works performed under this contract and submit such records to the City on a weekly or monthly basis, upon request.



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**APPENDIX A**

- 6.1.5** The Contractor shall submit an invoice for services performed detailing all labour, materials and equipment along with a detailed description of the tasks completed and any remedial work that may be required. Tree removal and tree maintenance invoices to be submitted separately.

**7 INSPECTION OF WORK**

- 7.1.1** All Work performed shall be subject to inspection and shall meet the approval of the City. The City shall have the right to reject the work or to require correction.
- 7.1.2** Acceptance or rejection of the Work shall be made as promptly as practical, but failure to accept or reject the Work shall not relieve the Contractor from responsibility for the Work provided in accordance with the Contract.
- 7.1.3** The City will not be deemed to have accepted the Work by virtue of a partial or full payment for it.
- 7.1.4** The City shall be the final judge of all Work and its decisions of all questions in dispute.
- 7.1.5** Upon request by the City, the successful Proponent shall provide an electronic report in MS Excel detailing all maintenance performed under this contract, including the complete list of materials, labour and equipment used for each service.



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**END OF APPENDIX A**

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## **APPENDIX B**

### **TERMS OF GENERAL STANDING OFFER AGREEMENT**

Entirety and Acceptance This Agreement forms the entire contract, and no other terms shall apply unless accepted in writing by the City. The schedules to this Agreement are part of this Agreement.

### **CONTRACTORS' OBLIGATIONS**

- 1. Provision of Services:** The Contractor shall provide the services described in **Appendix A** (the "Services") in accordance with this Agreement. The Contractor shall provide the Services during and within the term described in **Appendix A**, regardless of the date of execution or delivery of this Agreement.
- 2. Standard of Service:** Unless otherwise specified in this Agreement, the Contractor shall perform the Services to that reasonable standard of care, skill, and diligence generally exercised by persons providing, on a commercial basis, services similar to the Services.
- 3. The Contractor's Employees:** The Contractor must ensure that all persons it employs or otherwise engages to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised in doing so.
- 4. Instruction:** The City may from time to time give the Contractor reasonable instructions (in writing or otherwise) relating to the performance of the Services, in which case the Contractor must comply with such instructions. However, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.
- 5. 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



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**APPENDIX B**

- 6. Reporting:** The Contractor must, upon request, fully inform the City of all work done by it or a subcontractor in relation to the provision of the Services.
- 7. Records:** The Contractor must maintain time records and books of account, invoices, receipts, and vouchers of all costs and expenses incurred in relation to the Services or this Agreement, in form and content, and for a period, satisfactory to the City.
- 8. Confidentiality:** The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by it or a subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not disclose or permit its disclosure without the City's prior written consent except: as required to perform its obligations under this Agreement or to comply with applicable law, if it is information that is generally known to the public other than as a result of a breach of this Agreement, or if it is information in any Incorporated Material.
- 9. 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.
- 10. Insurance:** The Contractor must at all times in respect of the performance of the Services maintain and pay for insurance in the form, on the terms and in the coverage amounts and deductibles, as set out in **Appendix B, Schedule C**.
- 11. Tax:** The Contractor must apply for and, immediately upon receipt, remit to the City any available refund, rebate or remission of federal or provincial tax or duty that the City has paid the Contractor for, or agreed to pay the Contractor for, pursuant to this Agreement.
- 12. Laws:** In the performance of this Agreement, the Contractor shall comply with all applicable laws, orders, rules and regulations, including, without limitation, all laws governing occupational health and safety and protection of the environment.



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**APPENDIX B**

- 13. Performance and Safety:** The Contractor shall perform all Services hereunder diligently, carefully and in a good and workmanlike manner in accordance with the standard of service herein, and shall furnish all skills, labour, supervision, equipment, materials and supplies required in order to do so. The Contractor shall perform all Services in strict compliance with WorkSafeBC regulations, the Contractor's work safety procedures approved by the City, and in strict compliance with any safety procedures that Contractor has been instructed by the City to follow. On completion of the provision of Services, the Contractor shall remove from the City's property all tools, equipment, waste and debris arising in respect of the Services.
- 14. Assignment:** Contractor may not, without the City's prior written consent, assign this Agreement, any monies due hereunder or any claim arising in connection therewith.
- 15. Subcontractors:** The Contractor must not subcontract any of its obligations under this Agreement without the City's prior written consent other than to persons listed in Schedule C, if that Schedule is attached. No subcontract, whether consented to or not, shall relieve the Contractor from any obligations it owes under this Agreement. The Contractor must ensure and is solely responsible for ensuring that any subcontractor or other person it retains or engages fully complies with the terms of this Agreement.
- 16. Conflict of Interest:** The Respondent warrants and represents that neither it nor any of its officers or directors, or any employee with authority to bind the Respondent has any financial or personal relationship to or affiliation with any elected officials or employees of the City or their immediate families which might in any way be seen, in the City's sole and absolute discretion to create a conflict between the loyalties owed by such official or employee to the City and the loyalties owed directly or indirectly to the Respondent.
- 17. Restrictions on Promotion:** The Contractor must not, without the prior written approval of the City, refer for promotional purposes to the City being a customer of the Contractor or the City having entered into this Agreement.

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**APPENDIX B**

**18. Independent Contractor:** The Contractor is an independent contractor and not the City's employee, agent, or partner. The Contractor must not hold itself out or do anything that would result in employees or personnel hired by it or a subcontractor it has engaged being treated as or considered the City's employee. The Contractor must not commit or purport to commit the City to any money unless specifically authorized by this Agreement.

**19. Respondents' Representation**

Each Respondent, by submitting a response, represents that it has read and fully understood the terms and requirements of this RSO Document.

**20. Payment:** If the Contractor complies with this Agreement the City shall pay it for any Services provided under this Agreement, fees and the expenses which, in the City's reasonable opinion, were necessarily incurred by the Contractor in providing the Services as identified in **Appendix A** provided that with respect to expenses, it must provide on request to the City proper receipts. In the absence of a further written agreement entered into between the parties, the City is not obliged to pay the Contractor more than the "Maximum Amount" specified in **Appendix B, Schedule B** on account of fees and expenses.

**21. Statement of Account or Invoice:** The City shall not be responsible for the payment for any Services provided without first receiving an invoice delivered in accordance with this Agreement and Schedules. Payment of any invoice or account prior to provision of Services may be made by the City, but such prior payment shall not be deemed to be an acceptance of quality of the Services as invoiced, or at all. The City shall make payment to the Contractor, on all proper invoices and accounts, net 30 days from receipt of the invoice or account. Invoice format as follows:

In order to obtain any payment under this Agreement the Contractor must deliver to the City one invoice per Service Request Call out including:

- a. the Contractor's legal name and address;
- b. the date of the Service Request including Work Details
- c. Purchase order if received by City of Port Alberni contact
- d. itemized breakdown of work
- e. Applicable Taxes shown separately
- f. any other billing information reasonably requested by the City.
- g. tree removal and tree maintenance to be invoice separately



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**APPENDIX B**

- 22. Payment holdback:** Notwithstanding the foregoing, the City may withhold from any payment due to the Contractor an amount sufficient to indemnify it against any liens or third party claims against it that have arisen or could arise in connection with the provision of Services, including without restriction, amounts that may be set off in respect of any Services not in accordance with the requirements of this Agreement.
- 23. Prices:** All prices, fees, costs, charges and expenses associated with this Agreement shall be in Canadian funds. The Contractor shall not charge any prices for Services in excess of this Agreement unless otherwise agreed to by the City and specified in this Agreement.
- 24. Audit:** If payment for Services provided is made on the basis that the price directly relates to Contractor's costs or expenses to perform the Services, the City shall have the right to audit Contractor's records relating to such costs or expenses, at any reasonable time, for one year after the Services were last provided by the Contractor under this Agreement.
- 25. Taxes:** In the event that Contractor charges GST, the Contractor must provide their GST registration number to the City at the same time as the delivery of the invoice or account to the City.

**TERMINATION**

- 26.** If the Contractor fails to meet or comply with the terms of this Agreement, the City may terminate this Agreement and removal from the Standing Agreement List for cause and pursue other remedies available to the City against the Contractor according to law.
- 27.** Qualified Contractors who are on the List must, during the List Term, immediately advise the City if they are no longer authorized to practice or to provide the services in the Province of British Columbia or if there has been a material change in any of the information contained in the Response they submitted in connection with this RSO.
- 28.** The City may, in its sole and absolute discretion, remove a qualified Contractor from the List after sending the Contractor notice of their removal in writing
- 29.** A qualified Contractor may have its name removed from the Qualified List by providing the City with a written request to withdraw from the Qualified List.



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**APPENDIX B**

**30. Owner Liability:** The City shall not under any circumstances, including a fundamental breach by it of this Agreement, be responsible or liable to the Contractor for any indirect or consequential damages, including loss of opportunity, loss of profits or loss of use of monies, without restriction, suffered or incurred by the Contractor.

**31. Signatory:** If the Contractor is a corporation, it represents and warrants to the City that it has authorized the signatory or signatories who have signed this Agreement on its behalf to enter into and execute this Agreement on its behalf without affixing its common seal.

**32. Notice:** Any notice contemplated by this Agreement, to be effective, \_\_\_\_\_ting  
and either:

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- a) Delivered by hand to the addressee's address specified in this Agreement, or
- b) Delivered by email to the addressee's email address specified in this Agreement.

**33. Amendments:** No amendment, change or other modification of this Agreement is effective unless it is in writing and signed by the parties.

**34. Dispute Resolution**

- i. The parties agree to maintain open and honest communication about the work throughout and after the performance of the contract
- ii. 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
- iii. 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

**35. Assignment**

Contractor may not, without the City's prior written consent, assign this Agreement, any monies due hereunder or any claim arising in connection therewith.



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**APPENDIX B****36. Subcontractors**

The Contractor must not subcontract any of its obligations under this Agreement without the City's prior written consent other than to an authorized City Representative. No subcontract, whether consented to or not, shall relieve the Contractor from any obligations it owes under this Agreement. The Contractor must ensure and is solely responsible for ensuring that any subcontractor or other person it retains or engages fully complies with the terms of this Agreement, including Insurance requirements.

**37. Wages and Benefits of Contractors Employees**

The City has established Collective Agreement Language that requires all contractors that are contracted by the City to provide services on City premises, to pay their employees and sub-contractors' employees, who perform said service on City property, wages and conditions of employment at least equal to the terms of the Collective Agreement between the City and CUPE Local 118.

A Declaration referencing the City's expectations with regards to compliance of this agreement is attached to this document as seen in **Schedule F**. Completion and submission of the Declaration is required prior to Contract award.

In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent.

**GENERAL SUPPLY AGREEMENT**

**SCHEDULE A** – Term of Agreement

**SCHEDULE B** – Fees for Services

**SCHEDULE C** – Insurance Requirements

**SCHEDULE D** – Conflict of Interest Disclosure

**SCHEDULE E** – Response Questions

**SCHEDULE F** – Additional Terms ☐ Check if Required



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***APPENDIX B***

***SCHEDULE A***

**REQUEST FOR STANDING OFFER AGREEMENT – Tree Services**

**Term Length:**

Start Date: \_\_\_\_\_, 2025

End Date: \_\_\_\_\_, 2027

If Qualified:

Extension Term(s) Number of Terms: \_\_\_\_\_1\_\_\_\_\_

Length of Each Extension Term: Months: \_\_\_\_\_12\_\_\_\_\_

***END OF SCHEDULE A***



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**APPENDIX B****SCHEDULE B****SCHEDULE B -FEES FOR SERVICES****1) Unit Prices – Labour & Equipment**

The Respondent offers to supply to the City of Port Alberni the Services for the prices plus applicable taxes for the initial two-year period as follows:

Note: All pricing provided should be in Canadian funds and exclusive of Taxes

Description of Services | Measure | Unit Price/Excluding GST | Days and times-O/T is applicable | # available

<b>Labour and Equipment Rates</b>				
<b>Labour</b>	<b>\$ Rate / Hour</b>	<b>Days / Time Available</b>	<b>After Hours \$ Rate</b>	<b># Available</b>
<b>Certified Arborist</b>				
<b>Labourer</b>				
<b>Bucket Truck (Including Operator)</b>				
<b>Chipper truck (Including Operator)</b>				
<b>Certified tree Assessor</b>				
<b>2-person crew, bucket truck with chipper day rate.</b>				
<b>2-person crew buck truck with chipper. Afterhours call out rate.</b>				
<b>2-person crew, bucket truck with chipper week rate. (5 days)</b>				
<b>2-person crew, bucket truck with chipper month rate. (20 days)</b>				
<b>Stump grinding (hourly)</b>				

Root grinding (hourly)				
Other: Specify				

**2) Define After-Hours**

After Hours Start and End Times: From \_\_\_\_\_ To \_\_\_\_\_.

**3) Annual Rate Change:**

It is expected an annual increase will occur based on the annual CPI increase. Please confirm your rate increase at the first-year and second-year mark of the Agreement term.

Year 1: as stated above in pricing chart

Year 2: Rate increase CPI or \_\_\_\_\_%

Year 3: Rate increase CPI or \_\_\_\_\_%



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***APPENDIX B*****4) Prices – Materials**

a. All materials other than those specifically listed within this RFP shall be provided to the City on a pricing structure of cost plus a 10% markup.

b. Backup invoices shall be submitted to verify this pricing structure, on an as required basis.

***END OF SCHEDULE B***

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**APPENDIX B****SCHEDULE C****INSURANCE REQUIREMENTS – Including Approved Subcontractors****Insurance**

1. The Contractor must, without limiting its obligation or liabilities herein and at its own expense, purchase and maintain throughout the term of this Agreement the following insurance' with insurers licensed in Canada in forms and amounts acceptable to the City

Commercial General Liability Insurance in an amount not less than \$10,000,000 inclusive per occurrence against bodily injury, personal injury, death, and property damage and including liability assumed under this Agreement

and this insurance must:

- (i) Include the City as an additional insured
- (ii) Be endorsed to provide the City with 30 days advance written notice of cancellation or material change
- (iii) Include a cross liability clause and include:
  - a. Products and completed Operations Liability (2) Owner's and Contractor's Protective Liability
  - b. Blanket Written Contractual Liability
  - c. Contingent Employer's Liability
  - d. Personal Injury Liability (6 )Non-owned automobile liability
  - e. Employees as Additional Insured (8)Broad Form Property Damage
  - f. Contractors equipment insurance full replacement value covering machinery and equipment used by the Contractor for performance of the Agreement in such adequate forms and amounts as will enable prompt replacement and repair of the equipment, and
  - g. Automobile Liability Insurance covering owned automotive vehicles in an amount not less than \$3,000,000 inclusive per occurrence; and
  - h. Umbrella or excess liability in an amount not less than \$3,000,000, to bring Commercial General Liability to \$10,000,000 or auto liability to \$3,000,000.

2. All insurance described in paragraph 1 of this Schedule must:

- (a) Be primary; and
- (b) Not require the sharing of any loss by the City or by any insurer of the City.



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**END OF SCHEDULE C****APPENDIX B****SCHEDULE D****CONFLICT OF INTEREST DISCLOSURE**

In this Part, the Respondent must declare that neither it, nor any of its officers, directors, principals or employees, have or have had any relationship with any employees or elected officials of the City which creates or has the potential to create a real or perceived conflict of interest or provide an unfair advantage, except as identified below. Individually, for each such relationship, identify the following:

Name of Party or Individual from the Respondent Involved:

Nature of the Relationship:

Measures Implemented to Mitigate the Conflict (if any):

**RESPONDENT DECLARATION AND SIGNATURE**

The Respondent declares the information provided in this Response is true and accurate. Submission of a Response is a representation that the Respondent has obtained a complete copy of the RFQ Documents, including any and all Addenda which may be issued.

Authorized Signatory(ies) or Partner(s):      Signed in the presence of (witness):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**Cell Phone No.**

\_\_\_\_\_  
**Cell Phone No.**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Email**

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**END OF SCHEDULE D**

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**APPENDIX B****SCHEDULE E****RESPONSE QUESTIONS**

Respondents should respond to the questions under each heading clearly and concisely. Please limit your response to 10 pages (not including Appendix).

If more space is required to answer questions, please attach additional pages.

Through the information provided in your Response, the City of Port Alberni expects to gain an in-depth understanding of a Respondent's experience, capabilities, capacity to provide the Goods and/or Services outlined in **Appendix A** - Scope of Goods or Services.

The Evaluation Committee will evaluate the Form of Response based on the Evaluation Criteria outlined in the "Response Instructions" in Section 4.

<b>CAPABILITY, EXPERIENCE &amp; QUALIFICATIONS (30 POINTS)</b>
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<b>Identify the Following:</b>
<b>Location of the Respondent's Offices:</b>
<b>Years in Business under current legal entity:</b>
<b>Structure of your organization:</b>

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**APPENDIX B****SCHEDULE E****Provide a summary of the Respondent's relevant experience and qualifications**

Response:

**Examples of previous, related work performed:**

Project: Year: Brief Description of Work: Start and End Dates::	
Project: Year: Brief Description of Work: Start and End Dates:	



Project: Year: Brief Description of Work: Start and End Dates:	
Project: Year: Brief Description of Work: Start and End Dates:	

**CAPABILITY TO PROVIDE DELIVERABLES**

Provide a narrative that illustrates an understanding of the City's requirements for providing the Goods or Services as seen in ***Appendix 'A'***

Provide a description of the general approach and methodology that the Respondent would take in performing and managing the City's requirements for providing the Goods or Services.

**REFERENCES (25 Points):**

<b>Reference #1</b>	
Project Name:	
Contact Name:	
Email Address:	
Scope of Services:	
Key Staff on Project:	

<b>Reference #2</b>	
Project Name:	
Contact Name:	
Email Address:	
Scope of Services:	
Key Staff on Project:	

<b>Reference #2</b>	
Project Name:	
Contact Name:	
Email Address:	
Scope of Services	
Key Staff on Project:	

[illegible]

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***APPENDIX B***

<b>PRICING FORM 30 Points: As Detailed above in Schedule A</b>
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**AT END OF AGREEMENT TERM**

In order to maintain a fair and transparent process the City of Port Alberni will re-issue the Request for Standing Offer Document every three (3) years to provide the opportunity to qualified contractors. Previously qualified contractors are welcome and encouraged to resubmit at that time.

**END OF SCHEDULE E**

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**APPENDIX B**
**SCHEDULE F**
**UNION WAGE AGREEMENT**

### Declaration of Wages Paid to Employees

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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.

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 .

POSITIONS & RATES OF PAY		
POSITION	CITY OF PORT ALBERNI WAGE (Rates in effect as of April 1, 2025)	CONTRACTOR-PAID WAGE (include where applicable or note as N/A)
Maintenance Worker	31.24	
Labourer 1 (< 6 mo. exp.)	32.53	
Labourer 2 (> 6 mo. exp.)	34.52	
Truck Driver 1 (single axle)	34.52	
Streets Service 1 (asphalt truck helper)	35.81	
Truck Driver 2 (tandem axle)	35.81	
Equipment Operator (General)	35.81	
Solid Waste Truck Operator	35.81	
Sweeper Operator	36.48	
Loader Operator	37.12	

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**APPENDIX B****GENERAL SUPPLY AGREEMENT**

WHEREAS the City wishes to engage the Contractor to provide those works and services described in this Agreement and the Contractor wishes to provide such works and services to the City in accordance with the terms and conditions of this Agreement.

SIGNED AND DELIVERED, CITY REPRESENTATIVE / OWNER

On the \_\_\_\_\_ day of \_\_\_\_\_ on behalf of the City by its duly authorized representative

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

SIGNED AND DELIVERED, CONTRACTOR

On the \_\_\_\_\_ day of \_\_\_\_\_ by or on behalf of the Contractor (or by its duly authorized signatory or signatories if the Contractor is a corporation)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS SIGNATURE

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

WITNESS SIGNATURE

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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End of document

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