

<b>DESCRIPTION: Questions received</b>  <b>RFQ #: Snow and Ice Control Services</b>	<b>ADDENDUM NUMBER: 01</b>
	<b>DATE OF ISSUE: 09 16 2025</b>
	<b>ISSUED BY: Tiffany Carleton</b>
	<b>PAGE(S): 2</b>

### INSTRUCTIONS:

1. Amend your copy of the proposal in accordance with the detail below.
2. Retain one (1) copy for your file; sign a 2nd copy and attach to your submission as confirmation that the Addendum was taken into account in your proposal submission.
3. Failure to sign and attach this form with your submission may result in a non-compliant proposal.

### DETAILS OF ADDENDUM:

#### 1. Could we schedule a meeting in person to discuss this further?

As we are not holding an official pre-bid meeting for this project open to all potential bidders, I will have to politely decline the invitation for an in-person meeting at this time while the competitive RFQ process is underway. I can absolutely continue to answer any questions you may have in writing in the meantime. Following contract award, our operations team will schedule an in-person meeting with the service provider to go through any required project logistics and operational items prior to the commencement of services. If you are going to bid on this RFQ, we do encourage your team to come to Canmore, take a look around town and familiarise yourselves with the work locations detailed in the RFQ prior to submitting your bid.

#### 2. Could you please share the budget for this project?

To maintain a fair and competitive process, we are not disclosing the project budget for this RFQ. This allows us to evaluate proposals based on each proponent's independent assessment of the scope and associated costs rather than be influenced by an internal figure.

#### 3. What is the anticipated timeline for awarding the contract?

After the RFQ closes, the letter of award will be issued by October 10th, and we expect to have a service agreement issued for signature to all parties by October 14th. These are latest dates and may be expedited depending upon number of bids received and the time required to thoroughly evaluate.

#### 4. Will there be an opportunity for year-round services?

Any year-round service outside of the scope of this RFQ is not considered currently. The Town of Canmore does have many work opportunities and on-going operational projects throughout the year, so we encourage you to keep an eye out for other projects. I will also take note of this conversation to keep in mind for future landscaping services and any quotations we need to solicit, so thank you for reaching out.

**5. Would you be open to a 2 or 3-year contract term?**

The contract term will be 3 years to begin with, with the opportunity for 2 x 1-year extensions, so the total years we hope to successfully partner for is 5 years.

**6. Are there any specific challenges or ongoing issues with current snow and ice control services that you would be able to share? Understanding any existing pain points would allow us to tailor our proposal to address those directly and demonstrate how we can provide effective solutions.**

We haven't had any issues with our snow and ice control so far, things have gone very well for several years now. We make an active effort to maintain good lines of communication with our service providers, so, if there are any questions or concerns, they get addressed effectively to avoid disruptions to service delivery or quality.

**7. Regarding the contract term, after the potential five-year period (including the two one-year extensions), would we be eligible to bid for the services again, or is there a mandatory requirement to change contractors after a certain duration?**

You can absolutely bid on as much or as little as you wish and there is no limit to how many consecutive times a contractor can be awarded work.

**8. I had a few questions about the fixed price form, on there it requests a price for each transit stop but doesn't have an area for pricing each additional item to be cleared / salted on the Work Locations form. Are you wanting us to just come up with a cost for each of those and then add it to the transit stop price (x52) to give a grand total for the proposed fixed price?**

Yes, you are correct. We want to know the price specifically of each transit stop because there is always potential that stops get removed or added to future scope as transit services change in town. The cost of snow and ice control at our other requested locations can just be added to the overall total for each year.

**9. I am wanting confirmation that the proposed fix price is on a per snowfall basis as there is no way to determine how many snowfalls during the Oct 15 - April 15th contract window will occur.**

The fixed price is per snow season, not per snowfall event. The fixed pricing you provide must account for service delivery for all snowfall events (however many may occur) between October 15-April 15 of each year.

**10. In section 2.16 it states that invoices will be paid within 28 days, but it doesn't state how often we can invoice as well as how the invoicing works (if we split the Total proposed fixed price equally over 6 months meaning a total of 6 invoices etc).**

You can split the invoice equally over the season or you can invoice at a regular interval such as monthly. That is up to you. We do have a requirement in terms of how the invoice itself is laid out, but we will communicate those instructions following award of the contract.

**11. In section 3.4.2 it denotes that "The entire area at each of these stops is expected to be fully cleared" but with many of the walks being part of the city sidewalk are we just to do the footprint of the transit stop itself and nothing more including the sidewalk adjacent?**

If there is some area in between the transit pad itself and the roadway we would expect that area be cleared as well. Basically, anywhere the public must walk across to access the bus. For example, here in this image below (located along Cougar Creek Drive), highlighted in blue is the transit pad and yellow is the area in front of the transit pad and between the bus. We would want both the blue and yellow area cleared. Our transit

stops are quite varied, some go right up to road, others do not, some have bicycle corrals, some do not, so we recommend taking a drive to get familiar prior to bidding.





**Name of Firm**

\_\_\_\_\_

**Authorized Signature**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_ **Date** \_\_\_\_\_