

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	October 8, 2019
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	New Business – Peace River School Division - Snow Removal Tenders 2019-2020
File:	0113

BACKGROUND/PROPOSAL:

Peace River School Division has contacted the Village to see if we would be interested in snow removal at the Hines Creek Composite School for the 2019-2020 season.

Guidelines

Their minimum accumulation for removal is 5cm or 2 inches. If they have received less than their minimum accumulation and the storm has subsided they will not remove the accumulated snow unless wind has caused drifting problems or we have been requested to do so by the Liaison, Facilities Manager or his designate. Whenever possible, this work should not take place during hours of operation between 8:00 am – and 6:00 pm, unless requested or authorized by the school liaison, the Facilities Manager or his designate. There may also be activities going on at the school outside of these hours (such as sports tournaments or rentals) this will restrict what areas will be accessible for snow removal.

Liaison for Hines Creek Composite School is Michelle Williams

The snow removal contractor will not invoice the PRSD for sidewalks and other areas that are not part of their specific contract unless requested to do so by the Facilities Manager or his designate. All snow removed will be placed or piled in the area designated by the PRSD Facilities Manager.

All invoices submitted to PRSD for snow removal must meet the following criteria:

Invoices are to be submitted at the end of every month.

The name of the Facility and work order number.

Facility: Hines Creek Composite Work order #1360

The number of hours, equipment used hourly rate and date.

Was this work regular snow removal (above minimum accumulation) or requested snow removal (if it was requested, the person making the request must be identified on the invoice.).

All snow removal invoices must be submitted by **May 31, 2020.**

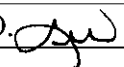
DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGE

Man hours
Equipment hours
Maintenance costs
Insurance coverage
Overtime and deductions

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Council receive the Peace River School Division Request for Snow Removal Tender for 2019-2020 for information.

Initials show support- Reviewed by:	Manager:	C.A.O. 
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PEACE RIVER SCHOOL DIVISION NO. 10

Support Services – Facilities

Street Address: 9530 – 90 Avenue
Mailing Address: 10018 – 101 Street
Peace River AB T8S 2A5

Phone: (780) 624-3562
Fax: (780) 624-4406
Email: PRSDSupport@prsd.ab.ca

October ??, 2019

Hines Creek, AB
T0H 2A0

Re: Snow Removal Tenders 2019 – 2020

The Peace River School Division No. 10 is pleased to inform you that you were the successful candidate for snow removal at Hines Creek School for the upcoming season.

Please supply our office with your Worker's Compensation Clearance Letter and a copy of your Liability Insurance (if not already supplied) as soon as possible. We also require you to read the enclosed Contractor Safety Program and return the signed Acknowledgement Form.

Guidelines

Our minimum accumulation for removal is 5 cm or 2 inches. If we have received less than our minimum accumulation and the storm has subsided we will not remove the accumulated snow unless wind has caused drifting problems or you have been requested to do so by the Liaison, Facilities Manager or his designate. Whenever possible, this work should not take place during hours of operation between 8:00 a.m. and 6:00 p.m. unless requested or authorized by the school Liaison, the Facilities Manager or his designate. There may also be activities going on at the school outside of these hours (such as sports tournaments or rentals) this will restrict what areas will be accessible for snow removal.

Liaison for your contracted school is:

Hines Creek Composite:

Michelle Williams

(H) 780-274-0325

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All Invoices submitted to PRSD for snow removal must meet the following criteria:

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- All snow removal invoices must be submitted by **May 31, 2020**.

Please sign and return one copy of this contract as confirmation that the guidelines, as stipulated above, will be met. Failure to meet these requirements may result in the termination of this contract.

Signed: _____

Dated: _____

Mail invoices and correspondence to:

Peace River School Division No. 10
Support Services – Facilities
10018 – 101 Street
Peace River, AB. T8S 2A5

I encourage you to contact our Facilities Manager, Jon Ruether at (780-624-3562 ext. 11105) to discuss the areas you are responsible for and designated snow piling area your earliest convenience.

John Przybylski
Director of Support Services

JP/kp
enclosures