



REQUEST FOR PROPOSALS
Kings Transit Authority – 2022-23 Snow and Ice Removal Contract

1. INVITATION

Kings Transit Authority (KTA) is seeking proposals from businesses of all sizes, especially those businesses owned by Black Scotian’s or indigenous persons. KTA is looking for Proposals to procure a New Forklift to be used in the New Minas Maintenance Facility for building and vehicle maintenance.

Submissions will be accepted at the Kings Transit Authority Office and Maintenance Facility, 29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7 until a closing time of **2:00 p.m. local time Friday, December 2, 2022.** Responses can be hand delivered or mailed to the General Manager, Kings Transit Authority at the address below.

“RFP-KTA-2022-04 Kings Transit Authority - 2022-23 Snow and Ice Removal Contract”

Reporting Responsibility & Contact Person:	<i>Michael Getchell</i> General Manager manager@kingstransit.ns.ca (902) 698-1844
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Delivery and Mailing Address:	Kings Transit Authority 29 Crescent Drive, New Minas, NS, B4N 3G7
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2. BACKGROUND

The Kings Transit Authority (hereinafter “the Authority”) is the regional transit authority in the Annapolis Valley. The Authority manages the transit in six (6) member municipalities in the region. As an inter-municipal services corporation, the Authority is required to engage in open and competitive procurement resulting in best value for money.

3. AUTHORIZATION

The Authority is authorized pursuant to its Procurement Policy to purchase and may purchase the goods and/or services described in **Schedule “A”** by way of this Request for Proposals (RFP).



4. RFP – DEADLINE

The Authority will accept written proposals only for the supply of the goods and/or services described in Schedule “A” received on or before **2:00pm on Friday, December 2, 2022.**

5. MANNER OF TRANSMITTAL OF PROPOSALS

Proponents are required to supply one (1) original and two (2) copies of each submission.

Proposals will be considered if they are conspicuously marked “**Kings Transit Authority – 2022-23 Snow and Ice Removal Contract**”, citing competition number “**KTA-RFP-005**” and delivered or mailed to the offices of the Authority, as set out below:

- By personal delivery or courier, at this address: Kings Transit Authority, 29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7
- By mail (registered, certified or regular delivery), at this address: Kings Transit Authority, 29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7

Provided that risk of non-delivery or non-receipt by the Authority by the deadline that is caused by any manner of delivery of the proposal shall be borne by the proponent and not by the Authority.

5. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the Authority’s Procurement Policy.

6. CLARIFICATION

The Authority reserves the right to contact one, some or all individual proponents to obtain clarification of their proposals, but is under no obligation to do so with respect to any particular proposal.

7. TERMS OF AWARD

The Authority may at its option effect the purchase with the successful proponent by way of Purchase Order or by way of a contract of supply incorporating the successful proponent’s proposal.



8. PRICE SUBMISSION

All prices proposed shall be FOB Kings Transit Authority, New Minas, Nova Scotia, and valid for a period of 90 days and shall include harmonized sales tax. The prices quoted in the proposal shall include all applicable excise taxes, warranty, servicing agreements, registration and title transfer and freight charges.

9. EQUIPMENT DELIVERY

N/A

10. INFORMATION WITH PROPOSAL

The proposal as submitted shall be complete so as to permit a full analysis of the service offered. Proposals containing incomplete or ambiguous information may be rejected as non-compliant.

11. DEPARTURES FROM SERVICES

Proponents are requested to submit a proposal on services specified, however, if in the Proponent's opinion, improvements in either performance or economy can be effected by departures, they may be offered as alternatives and may be given consideration.

If alternatives are offered, the Proponent shall state clearly wherein the equipment is not in accordance with the specifications, why such alternatives are offered and how, in their opinion, the alternative(s) will benefit Kings Transit Authority.

12. OMISSIONS OR DISCREPANCIES

Should a Proponent find discrepancies in, or omissions from the Proposal Documents, or should he/she be in doubt as to their meaning, they should, at once, notify the Request for Proposals contact person (in writing), who may send a directive to all proponents. No oral interpretation shall be made to any Proponent as to the meaning of any part of the Proposal Documents, or be effective to modify any of the provisions of the Proposal Documents.

13. QUESTIONS

All questions must be received in writing no less than (5) business days before the closing date of this Request for Proposals. The Authority reserves the right to make any or all questions



and answers available to all proponents at its discretion. Generally, only substantial questions and answers in response to a clarification request will be distributed. No oral response or clarification will be binding on the Authority. All requests for information shall be made by contacting:

John Saunders
Maintenance and Asset Coordinator
Kings Transit Authority
29 Crescent Drive
New Minas, NS
B4N 3G7
e-mail: jsaunders@kingstransit.ns.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Authority, other than the named RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal. Kindly address all inquiries to the RFP Contact by **email only**.

The Kings Transit Authority reserves the right to reject any or all proposals, not necessarily accept the lowest proposal, or to accept any proposal which it may consider to be in its best interest. The Kings Transit Authority also reserves the right to waive formality, informality or technicality in any proposal.

14. REQUEST FOR PROPOSALS OPENING

The Kings Transit Authority will open Request for Proposal Submissions directly following the closing time on the closing date; however, only the names of the firms who have submitted proposals will be read at that time. No pricing will be released during the opening.



SCHEDULE “A”

FOR THE PROVISION OF
SNOW and ICE MAINTENANCE SERVICES for 2022/2023
KTA-RFP-2022-05

1.0 General Specifications	
Item	Specification
1.1 Description	This section specifies requirements for supplying snow and ice maintenance for the 2022/2023 winter season
1.2 Equipment	N/A
1.3 Delivery Date of Services	The Proponent shall indicate available start date.
1.4 Freight Charges	N/A
1.5 Evaluation of Equipment	Types of equipment proposed to provide service
1.6 Information to Accompany Proposals	WCB clearance Proof of insurance
1.7 Training Services	N/A

Please include Section 2.0 Service Specifications with your Submission

2.0 Product Specifications	
2.1 Snow and Ice Maintenance	Specify Monthly Standby Fees, Hourly Rates per piece of equipment, salt and sand costs



Pricing table:

The undersigned Proponent has carefully examined this Request for Proposals and the specifications to furnish and deliver the vehicles and equipment listed below and described in the attached specifications and will accept as full payment the following prices:

For the Provision of Snow and Ice Maintenance:

Monthly Standby Fee:	
Salt:	
Sand:	
Equipment Piece 1:	
Equipment Piece 2:	
Equipment Piece 3:	
Equipment Piece 4:	
Other:	



Proposal submitted by: _____
(please print Company name)

Contact Person _____
(please print name here)

Address: _____

Telephone: _____

Fax: _____

e-mail: _____

Apply Corporate Seal here (if applicable)

Signature: _____ Position Title: _____

Please print name of person signing this document: _____

Date: _____