



**RESORT VILLAGE OF ELK RIDGE**  
**Request for Proposals (RFP)**  
**Winter Road Maintenance**

**Opening Date: Friday, September 27<sup>th</sup>, 2024**  
**Closing Date: Friday, October 11<sup>th</sup>, 2024**

**1. SYNOPSIS:**

The Resort Village of Elk Ridge (the “Resort Village”) is requesting proposals for Winter Road Maintenance for a **two-year term beginning fall 2024**

Proposals are for the Winter Road Maintenance in accordance with the Resort Village’s Winter Road Maintenance Policy attached as Appendix “A”.

**2. SUBMISSION INSTRUCTIONS**

When submitting your Proposal, please note the following:

1. The proposal should be received in its entirety before the submission deadline of 4:00 p.m. local time, **October 11<sup>th</sup>, 2024**, preferably by email to:

[infoelkridge@sasktel.net](mailto:infoelkridge@sasktel.net)

or alternately, by post to:

Resort Village of Elk Ridge  
211C Arne Peterson Way, Elk Ridge, Saskatchewan S0J 0N0  
Attention: Michele Bonneau, Chief Administrative Officer

2. The Resort Village will not accept liability for any late, lost, or improperly delivered email, parcel or facsimile. We recommend that you contact the Resort Village Administration Office to verify successful delivery.
3. Questions or inquiries concerning this RFP shall be directed to Michele Bonneau, CAO, Chief Administrative Officer, and can be submitted to the email or post addresses provided above no later than five (5) work days prior to the proposal deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

Michele Bonneau  
Email: [infoelkridge@sasktel.net](mailto:infoelkridge@sasktel.net)  
Phone: (306) 940-9052

4. This is not a Request for Tenders or an offer. The Resort Village is not bound to accept the lowest price proposal, nor any proposal of those submitted. By submitting a proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written contract. The proponent acknowledges the Resort Village's rights under this clause and absolutely waives any right of action against the Resort Village's failure to accept its proposal. The acceptance of any proposal is subject to funds being legally available to complete this transaction and/or approval by the Resort Village Council.
5. An agreement will be drafted in consultation with the preferred proponent which will contain the relevant provisions of the RFP, as well as such other terms as may be mutually agreed upon, whether arising from the accepted submission or as a result of any negotiations prior or subsequent thereof. If at any time the Resort Village reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the preferred proponent will be given written notice to terminate discussions. In this event, The Resort Village of Elk Ridge may then either open discussions with another proponent or terminate this RFP and retain or obtain the services in some or any other manner.
6. Prior to commencing work, the successful proponent shall obtain all authorizations required by the law to enable them to carry on business and to complete work required by the agreement, such as Saskatchewan GST and PST requirements.
7. Proposals may be shortlisted. Proponents who are shortlisted may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
8. Proponents are solely responsible for their own expenses in preparing, and submitting proposals, and for any meetings, negotiations or discussions with the Resort Village or its representative and consultants, relating to or arising from this RFP. The Resort Village and its representative, agents, consultants and advisors will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.
9. The proposal and accompanying documentation submitted by all proponents become the property of the Resort Village of Elk Ridge and will not be returned. Proponents should be aware that the Resort Village may be considered a "public body" defined by and subject to *The Freedom of Information and Protection of Privacy Act* (Saskatchewan) and as such the Resort Village may be required to disclose information in the proposal by operation of law.
10. The Resort Village reserves the right to withdraw this RFP at any time prior to the signing of an Agreement for services.

## **“Appendix A”**

### **Resort Village of Elk Ridge**

#### **Winter Road Maintenance Policy**

The policy covers Arne Petersen Way, Elk Ridge Place to the former Firehall, Tree-o-six and the internal roads within the participating condominium. corporations. The refuse depot site will also be cleared.

1. Snow plowing will be initiated after a 10 cm (4”) snowfall on Condominium roads and after 7.5 cm (3”) snowfall on the access roads.
2. The contractor will clear only to within 12 inches (30.48 cm) of the pavement or road edge. It is recommended that the pavement edges will be marked within 12 inches (30.48 cm) of the pavement edges by the owner, Routes2Sk or the condo corps as applicable.
3. Snow shall be pushed from the roadway onto Condominium common areas, front yards and adjacent to the municipal roads. Snow will NOT be cleared from condo commons.
4. The contractor will attempt to maintain a base of 2 inches (2.54 cm) on all condominium roadways to help protect the pavement from snowmobile tracks. The main municipal road will be maintained with minimal snowpack.
5. In the event of a major snowfall, a “passage plow” will be the initiated. Remaining clearing of roads and windrows will be undertaken after ALL roads are accessible.
6. Pavement leading to driveways and access roads shall NOT be blocked by windrows in excess of approximately 15 cm. (6 inches).
7. Snow will not be dumped on fire hydrants or utility boxes. Fire hydrants will be kept accessible by the contractor.
8. Owners will not deposit snow from driveways onto roadways.
9. Guest parking and driveway clearing up to the pavement are the responsibility of the applicable owners.
10. Snow hauling or removal is NOT the responsibility of the Resort Village or its contractor.
11. Sanding shall be undertaken where slippery or icy conditions exist. Periodic sanding may be undertaken in specific areas such as hills or intersections as a safety measure. Sand will be removed in the spring.

Note: Condo Corps and/or the contractor shall contact the Resort Village's Administrator regarding the interpretation of this Policy as required. If there are concerns or if the contractor is unsure if snow plowing or sanding conforms to the Policy, direction shall be received from the CAO.

Michele Bonneau

306-940-9052

[infoelkridge@sasktel.net](mailto:infoelkridge@sasktel.net)

\*\*\*\* Please do not contact the contractor or the Lodge. This is a Resort Village Service.

Policy Approved: October 17, 2023.