

CITY OF MEADOW LAKE

ADDENDUM No. 1

Request for Proposal No. COML-2026-005 TS Snow Removal

Standby Mobile Equipment Services for Snow Plowing
2026-2027 & 2027-2028 Winter Seasons

Date of Issue: September 28, 2026

Proposal Due Date: Monday, October 5, 2026, by 4:00 PM CST (unchanged)

Issued by: Director of Public Works, City of Meadow Lake (pwdirector@meadowlake.ca)

This Addendum forms part of the above-referenced Request for Proposal (the "RFP"). It responds to questions received from a prospective proponent. Except as expressly stated below, all terms, conditions, and requirements of the RFP remain unchanged. Where this Addendum and the RFP conflict, this Addendum governs. Proponents shall acknowledge receipt of this Addendum in their proposal.

1. Scope of Work: Standby Role and Assignment of Streets

Question: Is this contract only for when City crews cannot handle the work, or will certain streets be assigned to the Contractor for every snowfall?

Answer: With the exception of the Co-op Centre parking area (Component A), no street or area is set aside exclusively for the Contractor. Public Works will work in partnership with the Contractor to clear City roadways of snow.

Component A is the only exclusive area. Section 2.0 of the RFP states that the successful Contractor shall:

"Be exclusively responsible for snow removal services for the Co-op Centre parking area, excluding the sidewalks and the directly adjacent row of parking spots which shall be maintained by the Parks & Recreation department."

Component B is a standby, on-call service. Section 3.0 of the RFP states:

"The Contractor shall provide standby mobile equipment and operator services on an on-call basis for the plowing, clearing and hauling of snow from City streets and designated public areas, as defined in the City's Snow Removal Policy. Contractor services will be engaged when the City's internal capacity is exceeded, where specialized equipment is required, or during extreme weather events as per the Snow Removal Policy."

Accordingly, under Component B the Contractor will work alongside City crews on the priority routes set out in the Snow Removal Policy (Appendix A), as directed by the Public Works Foreman or designate (RFP Section 3.2). The Contractor is not assigned a fixed route or zone,

and the City does not guarantee a minimum number of hours. Proponents should price accordingly.

Multiple contractors. Section 10.0 of the RFP states that:

"The contract may be awarded to one or multiple proponents to ensure adequate coverage for the winter seasons."

If Council decides to retain a second standby contractor, that second contractor may be required to provide additional equipment to speed up snow removal operations. Proponents are encouraged to indicate in the Notes column of Section 7.2 any additional units they could make available on short notice.

2. Subcontractors

Question: A subcontracted truck was used last year to speed up hauling. Is this permitted?

Answer: Yes. Subcontracting, including the use of subcontracted haul trucks, is permitted subject to the prior written approval of the Public Works Department. Section 5.3 of the RFP states:

"The Contractor may engage subcontractors to assist in fulfilling the requirements of this contract only with the prior written approval of the Public Works Department. A request to engage any subcontractor, including details of the work to be performed and the subcontractor's qualifications, must be submitted to and approved by the Public Works Department before that subcontractor begins any work under this contract. The Contractor remains fully responsible for the performance of any approved subcontractor."

To avoid delays during a storm event, the City recommends that proponents:

- identify any intended subcontractors and the equipment they would supply (for example, haul trucks) in their proposal, and show any subcontracted units and their rates in Section 7.2, with "subcontracted" noted in the Notes column; and
- submit subcontractor approval requests to Public Works before November 1, 2026, rather than during a snow event.

As part of its review, the City will ask for confirmation that each proposed subcontractor holds valid General Commercial Liability insurance and is in good standing with the Saskatchewan Workers' Compensation Board (WCB), consistent with Sections 4.0(b) and 4.0(c) of the RFP. Subcontracted work remains subject to the reporting requirements of Section 6.0, and the Contractor remains the single point of contact and responsible party for the City.

3. Fuel Costs

Question: How will the price of fuel be addressed?

Answer: Section 7.2 of the RFP requires hourly rates to be inclusive of all costs, including fuel, and to apply across both winter seasons unless otherwise noted. Recognizing that diesel prices can change significantly over a two-year term, the City will apply the following fuel price adjustment. It replaces the "unless otherwise noted" wording in Section 7.2 as it relates to fuel.

a) Base rates. Proponents shall submit hourly and emergency call-in rates that include fuel at current pricing. Proposals will be evaluated on these base rates only.

b) Fuel consumption disclosure. For each equipment category in Section 7.2, proponents shall state the average diesel consumption in liters per hour of operation in the Notes column. The City may request supporting information (for example, manufacturer data or historical fuel records).

c) Baseline price. The baseline is the retail diesel price per liter for Saskatoon published by [Natural Resources Canada](#) for the week of the proposal due date (October 5, 2026), or an equivalent published Saskatchewan index if that source is unavailable. Fuel prices are indexed to a public source, not to the Contractor's own purchase invoices.

d) Adjustment trigger. Rates will be adjusted only when the average published price for the calendar month in which the service is performed differs from the baseline by more than ten percent (10%), up or down.

e) Calculation. When triggered, the hourly rate (including the emergency call-in rate) for each affected unit will be adjusted by the difference between the monthly average price and the baseline price, multiplied by the declared liters per hour for that unit. The adjustment is shown as a separate line on the invoice. Adjustments apply to decreases as well as increases.

f) Limits. No other escalation of rates will be considered during the term. The adjustment applies to hourly and emergency call-in rates only and does not apply to the Monthly Retainer Fee in Section 7.3. Rates remain exclusive of GST.

Proponents wishing to propose an alternative fuel adjustment method may do so under "Limitations" in the RFP; however, the City will evaluate proposals on the basis of the method described above.

Issued by:

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