

<date>, 2026

Contractor Name
Contractor Address

Attention: Contractor Contact Person
Email:

Subject: S026-003 Equipment for Hire (2026-2027) – Snow Removal Program

EQUIPMENT FOR HIRE PROGRAM 2026-2027

Earlier this year, the City of Prince George (the City) issued a Request for Standing Offer S026-003 – Equipment for Hire Program 2026-2027 (the RFSO). Under the RFSO, the City registered equipment (and operators) for services that include snow clearing operations under the Grader and/or Dozer Retainer program. Your application for registration was successful.

The City is pursuing alternative procurement options, as contemplated in Annex 2 – Winter Snow Removal Program of the RFSO.

The City is inviting you, and other top-ranked Registrants of the Grader and/or Dozer Retainer Program, to sign the attached Form of Contract, and review the terms and conditions attached, as applicable to snow clearing operations during the 2026/2027 winter season. As anticipated under the RFSO, the terms and conditions amend and supplement the terms of Contract set out under the RFSO, but only in relation to snow clearing operations.

Kindly complete the attached Form of Contract, sign it, and return it to the City by <date>, 2026. Be sure to provide the On-Call Phone Number, which is the number where you can be reached 24x7 for call-outs to specific work assignments.

Please also provide the following documents:

1. Evidence of Commercial General Liability Insurance in an amount not less than \$5,000,000.00, listing the City of Prince George as an additional insured;
2. Evidence of \$3,000,000 ICBC Automobile and/or Third Party Liability Insurance per Dozer
3. Evidence of \$5,000,000 ICBC Automobile and/or Third Party Liability Insurance per Grader
4. WorkSafeBC clearance letter; and,
5. City of Prince George business licence.

If the City does not receive a sufficient number of signed Forms of Contract from Registrants on or before this deadline, the City may invite other lower-ranked Registrants to enter a Contract (including those on the Reserve List), seek to enter Contracts with owner/operators who are not yet registered, and/or issue an RFP as contemplated under ‘Step 2’ of Annex 2 of the RFSO. The City may reject (or accept) any signed Forms of Contract that are returned late, returned with amendments not to the benefit of the City, or returned after a sufficient number of contractors have already been engaged; first come first served.

Your signed Form of Contract may be returned by pdf email to <email> If you have any questions, please contact Sandra Shelke at (250) 561-7512.

Regards,
City of Prince George
Per:

Sandra Shelke
Manager Risk & Procurement

cc: Mick Jones

Attachments:
Form of Contract
Terms & Conditions



S026-003 Equipment for Hire (2026-2027) **Terms and Conditions – Snow Removal Program**

FORM OF CONTRACT

THIS CONTRACT made effective as of the <date>, 2026;

BY AND BETWEEN: _____ City of Prince George (hereinafter called the "City")

AND: _____ **xxx.** (hereinafter called the "Contractor")

Dozer/Grader: <description>

Serial # <insert>

Monthly Retainer Fee (PST not applicable): \$0.00

GST @ 5%: \$0.00

Total Monthly Retainer Fee: \$0.00

On Call Contact: _____ Phone: _____

Intending to be bound, the parties hereto have signed this Form of Contract as of the day and year below written:

Signature of Contractor: _____

Name and Title: _____

Email: _____ Date: _____

Signature of City of Prince George: _____

Name and Title: _____

Email: _____ Date: _____

The City has approved the Contractor for registration purposes under Request for Standing Offers (RFSO) S026-003 Equipment for Hire Registration Program 2026-2027 (the "RFSO");

AND wishes to engage the Contractor to perform snow removal operations under the City's 2026-2027 Equipment for Hire Program as described under this Contract;

NOW THEREFORE, the City and the Contractor, in consideration of their mutual duties and responsibilities to one another as hereinafter set forth, AGREE to the terms as set out in S026-003 in its entirety, Annexes 1 and 2, and Appendix A – Terms and Conditions of Contract.