Procurement Services
Ph: (204) 729-2251
Email: purchasing@brandon.ca

October 23, 2026 ITEM #L-14

THE CITY OF BRANDON
PROCUREMENT SERVICES
FIRM PRICE LIST

The City of Brandon is interested in obtaining Firm Pricing for the following:

Outside Sanitation Clean-up Services
From January 01, 2027 to December 31, 2028

Firm Pricing must be in accordance with the City of Brandon specifications and will not be accepted unless submitted on the City of Brandon Bid Form, appended to this Firm Price List.

Total figures quoted must reflect the total cost to the City of Brandon including all items F.O.B. Jobsite, Brandon, Manitoba. (5%) G.S.T. must be listed separately but must be included in the "Total Bid Price". The Contractor will be required to sign up for direct deposit with the City of Brandon Accounts Payable.

The lowest or any Firm Price List need not be accepted by the City of Brandon. The City shall have the right to evaluate competing bids in accordance with its own criteria for evaluation applied to the specific item or work being tendered, whether or not such criteria has been expressly related to the Tenderers. The City of Brandon reserves the right to award this Firm Price List as a whole or in part, or to cancel this Firm Price List at anytime, whichever it deems to be in the best interest of the City.

The City of Brandon will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Firm Price List and to take into consideration past performance of Bidders on similar contracts, both in and out of the City of Brandon and any other factors the City considers relevant including timing of services to be provided.

RECEIPT OF FIRM PRICE LIST

The Bid Submission must be received by one of the methods indicated below before 5:00:00 p.m. local Brandon time, **Thursday, November 5, 2026** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

SUBMISSION OF FIRM PRICE LIST

The Bid Submission shall be submitted to the City by the following method:

Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: https://purchasing.brandon.ca.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Bid Submissions.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking here. Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Hand-Delivered, Couriered, Mailed, Facsimile or E-mail Submissions Are Not Accepted.

Lynda Kretchmann, SCMP, CCLP, P.Log, CCLMP
Procurement Specialist
CITY OF BRANDON

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City of Brandon Specifications
Outside Sanitation Clean-up Services
L-14

A. BACKGROUND

A.1 The City requires cleaning-up services for debris outside in coordination with existing sanitation services on an as-requested basis.

A.2 Debris may include but is not limited to; debris that is left as the result of outside congregation, abandoned encampments, improper disposal of furniture particularly but not limited to the downtown, abandoned shopping carts, and various clean-up services as required.

A.3 Graffiti removal services are not included.

A.4 Debris may be located on private and public property.

A.5 The term for this Firm Price List is January 01, 2027 to December 31, 2028

A.6 The City does not guarantee any minimum or maximum tasks/projects during the duration of the contract.

A.7 The City reserves the right to approach any of the Contractors that submitted pricing for the term.

B. SCOPE OF WORK

B.1 The Contractor shall provide all the necessary material, equipment, training and labour to perform the Work.

B.2 The Contractor shall complete the following:

- B.2.1 Clean-up and remove all items and waste from the location.
  - B.2.1.1 Sharps and human waste may be encountered. Refer to the following appendices for safe handling:
    - B.2.1.1.1 Appendix ‘A’ – Human Waste Cleanup
    - B.2.1.1.2 Appendix ‘B’ – Sharps Safe Handling
- B.2.2 Disposal of all removed items and waste excluding sharps can be disposed of at the Eastview landfill, sharps shall be disposed of in an approved location.

B.3 Some sites requiring servicing may not be accessible by roadways, requiring off road equipment to access.

B.4 In some cases there may be vulnerable populations affected by the Work, therefore the Contractor must maintain strict confidentiality with respect to the services performed. The Contractor shall also ensure all staff performing the work understand the sensitive nature of the work.

C. SERVICE FREQUENCY AND RESPONSE TIME

C.1 Clean-up services will be on an as-required basis, as areas of debris are reported.

C.1.1 The City estimates services will be required two (2) to five (5) times per month with an increase in demand over the summer months.

C.1.2 Service to mainly occur during regular business hours (9:00 am – 5pm); services may be required evenings, weekends or statutory holidays if requested for urgent and specific situations by Brandon Police Service (BPS).

C.2 The Contractor can anticipate higher volume of requests between May and September.

C.2.1 The Contractor shall respond to non-urgent service requests within 72 hours from when a request is received from the City.

C.2.2 If urgent requests are issued by the BPS, the Contractor is expected to respond within 24 hours from request.

D. CONTRACTOR'S RESPONSIBILITIES

D.1 Contractor must hold a valid City of Brandon Business License.

D.2 The Contractor shall at their own expense obtain public liability and property damage insurance, comprehensive general liability (occurrence form) policy in the amount of $2,000,000.00 (two million dollars), inclusive for bodily injury and/or property damage for any one occurrence or series of occurrences arising out of one cause. The City is to be named as an additional insured on the insurance policy. Submit a copy of your liability insurance with your submission. Only Contractors that provide copies of their liability insurance will be contacted regarding potential jobs.

D.3 Contractors must pay legal wages to employees in accordance with the Provincial *Construction Industry Wages Act*.

D.4 The Contractor shall save harmless and indemnify the City against all claims and demands which may be made against it by reason of accidental injury (including death) or any person whether in the employment of the Contractor or not, arising directly or indirectly from the performance of the said work, or by reason of any trespass on or damage to property committed by the Contractor or his servants or agents or any other claim resulting from the performance of the work.

E. CITY'S RESPONSIBILITIES

E.1 The City will inform the Contractor of nature of the clean-up and estimated equipment required in advance.

E.2 In the case of any encampment sites only; The City will provide a notice to encampment occupants. The City will attend the site to ensure occupants have secured wanted belongings and vacated the site prior to the Contractor attending the site.

E.3 The City will be responsible for all Landfill tipping fees associated with the clean-up service requests.

F. PRICING, INVOICING AND PAYMENT

F.1 Indicate the following on the Bid Form:

F.1.1 Hourly pricing for clean-up services. Pricing shall include labour for two (2) employees, equipment (such as vehicle, gas, mileage, supplies, and tools) and travel time to and from the site. This pricing excludes the equipment listed in F.1.2 and F.1.3.

F.1.1.1 Hourly rate price per clean-up service for two (2) staff. Service could be for an individual site or multiple site locations.

F.1.1.1.1 Hourly charges must reflect the total time spent on-site(s).

F.1.1.1.2 There shall be no minimum number of hours per site(s).

F.1.1.1.3 Where multiple site locations are visited in one day, all locations shall be invoiced together as a single service event, with the detail of time spent per site being broken out on the invoice.

F.1.1.2 Hourly pricing for clean-up services for additional staff members when more are required to complete the Work at the site location.

F.1.2 Use of Trailer

F.1.2.1 Flat rate pricing per clean-up service request for use of trailer to remove items and waste from an individual site location.

F.1.2.1.1 Where multiple site locations are visited in one day, all locations shall be invoiced together as a single service request, with the detail of which site the trailer was used for.

F.1.3 Use of Off-Road Equipment (where required)

F.1.3.1 Flat rate pricing per clean-up service request for off-road equipment to remove items and waste from an individual site location.

F.1.3.1.1 Where multiple site locations are visited in one day, all locations shall be invoiced together as a single service event, with the detail of which site the off-road equipment was used for.

F.1.4 Indicate on the Bid Form clean up service rates for evenings/ weekends and statutory holidays.

F.1.4 Overtime premiums, if applicable, are the responsibility of the Contractor. The City will not compensate the Contractor for overtime incurred.

F.2 The Contractor shall submit invoices to the City as services are performed.

F.3 Invoices will be paid with Net 30 payment terms upon receipt of invoice and work being deemed satisfactory.

F.4 The Contractor shall enroll for payment by electronic funds transfer (EFT). with the City of Brandon Accounts Payable.

CITY OF BRANDON
BID FORM

FIRM PRICE LIST: Item #L-14

SUBJECT: Outside Sanitation Clean-up Services

CLOSING DAY: 5:00:00 p.m. local Brandon time on Thursday, November 5, 2026

I, _____ representing _____
(Name) (Company Name)

of _____ _____ _____ _____
(Mailing Address) (City) (Province) (Postal Code)

_____ _____ _____
(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The total amount of my bid price, including all equipment, labour, fuel, insurance, delivery charges or any other applicable fees, F.O.B., Job Site,, Brandon, Manitoba, is:

Item	Base Price	Plus (5%) G.S.T.	Plus (7%) MB R.S.T. (where applicable)	TOTAL BID PRICE
Regular Business Hours				
Clean-up Services (Spec F.1.1)				
Additional staff (Spec F.1.1.2)				
Trailer (Spec F.1.2)				
Off-Road Equipment (Spec F.1.3)				
Evenings/Weekends				
Clean-up Services (Spec F.1.1)				
Statutory Holidays				
Clean-up Services (Spec F.1.1)				

_____
(Bidder to Initial)

…/2

WCB Number _____ (must be current and in good standing)

Note: Only Contractors that provide copies of liability insurance with this Bid Form will be considered. The City is to be named as an additional insured on the insurance policy, as outlined in section D.2.

_____	_____	_____
(Signature)	(Date)	(Witnessed by)*

I am authorized to bind the Corporation

_____
Print Name of Witness

*This document must be witnessed to be compliant.

LOCAL LICENSE REGULATIONS

Any persons conducting business within the City of Brandon from a Brandon residential address, must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting their business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to:

Municipal Licensing
City Hall, City of Brandon
410-9th Street
Brandon, Manitoba
R7A 6A2
Phone: (204) 729-2230

Your interest in this project is very much appreciated.

WORKERS COMPENSATION BOARD REGISTRATION

Only Bidders who are registered and fully paid up members with the Workers Compensation Board (W.C.B.) may apply or be awarded work for the City of Brandon. The list of Bidders will be submitted to the W.C.B. for verification of paid up membership. Any Bidder who is not covered by a W.C.B. membership for the 24-month period of the "Outside Sanitation Clean-up Services" will automatically be rejected.

The City of Brandon has to submit a letter of clearance to the W.C.B. prior to paying out any project, regardless how small the project is.

The City of Brandon, therefore, disclaims any liability for any non-employee who may be involved in an accident involving bodily injury while the non-City employee is working for a Contractor or is self-employed and is doing work for the City of Brandon.