



PRINCE ALBERT Est. 1887
CATHOLIC SCHOOL DIVISION
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118 – 11th Street East
Prince Albert, Saskatchewan S6V 1A1
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www.pacsd.ca

Request for Quotation

issued by:

Prince Albert Roman Catholic Separate School Division No. 6

for

ON DEMAND SNOW REMOVAL SERVICES

Reference # PACSD 2026 – SNOW

Quotations to be submitted to:

Shawn Blechinger, Facilities Manager

Prince Albert Roman Catholic Separate School Division No. 6

118 – 11th Street East

Prince Albert, SK

S6V 1A1

Email: proposals@pacsd.ca

Issue Date:

Monday, September 14, 2026

Quotation Due Date/Time:

Wednesday, September 30, 2026

12:00pm CST

On Demand Snow Removal Services Request for Quotation

Introduction

The Prince Albert Roman Catholic Separate School Division No. 6 ("PACSD") is inviting price quotations from qualified suppliers ("Potential Suppliers") to provide parking lot snow removal services for up to eight (8) facilities on an as needed basis for the period October 1, 2026 to May 31, 2027 and October 1, 2027 to May 31, 2028.

Additional details, requirements, and other relevant information can be found within this document.

Quotation Submission

Quotations are to be submitted in hardcopy or electronic formats only.

Quotations are to be delivered in a sealed envelope marked "PACSD 2026 – SNOW" and received no later than **12:00pm CST Wednesday September 30, 2026** at the following location:

Prince Albert Roman Catholic Separate School Division No. 6
Catholic Education Centre
118 – 11th Street East
Prince Albert, SK S6V 1A1
Attention: Shawn Blechinger, Facilities Manager

Or by email to:
proposals@pacsd.ca

The time stamp for quotations that are received electronically will be that of the PACSD email server. Potential Suppliers are responsible for confirming PACSD receipt of electronically submitted quotations by the submission deadline.

Terms and Conditions

Issuance of this RFQ does not bind PACSD in any way to accept any quotation whatsoever, and should not be construed as a commitment to purchase any goods/services.

In the event PACSD chooses to accept a quotation or quotations, purchased goods/services will be from the Potential Supplier or Suppliers that provide the best value and service, as defined by PACSD. The lowest cost quotation, or components of a quotation, will not necessarily result in future purchases.

PACSD reserves the right to clarify details of any quotation after the submission deadline by seeking further information from the Potential Supplier without becoming obligated to clarify or seek further information from any or all other Potential Suppliers.

PACSD reserves the right to modify this Request for Quotation ("RFQ") at any time prior to the submission deadline.

For additional information or clarification regarding RFQ specifications, Potential Suppliers may contact Shawn Blechinger at 306-953-7535 or proposals@pacsd.ca

Quotation Guidelines

PACSD is seeking price quotations for the period October 1, 2026 to May 31, 2027 and October 1, 2027 to May 31, 2028.

Snow removal, and other related services, are to be provided on an on-demand basis during the quotation period, as initiated by PACSD Facilities Manager.

Quoted pricing is to remain firm over the period.

PACSD parking lot locations are as follows:

- École St. Anne School – 530 24th Street West
- St. John Community School – 1453 7th Street East
- St. Michael Community School – 1695 17th Street West
- St. Catherine Catholic School – 1180 Branion Drive
- St. Francis School – 1695 Olive Diefenbaker Drive
- École St. Mary High School – 380 14th Street West
- École Holy Cross – 2051 15th Avenue East
- Catholic Education Centre – 118 11th Street East

Potential Suppliers should include the following information within their quotes:

- Hourly rate for snow removal for the quotation periods (Appendix A).
- Description of equipment that will be used in provision of the snow removal service (Appendix A).
- Additional services that may be available (eg. sanding) and related pricing (Appendix A).
- Identify which locations the Potential Supplier will serve during the quotation period (Appendix B).
- Commitment that snow will be removed within 24 hours of PACSD Facilities Manager request for on-demand service.
- Certificate of Insurance confirming a minimum of \$2,000,000 liability insurance.
- Letter of Good Standing from the Saskatchewan Workers' Compensation Board.
- Potential Suppliers who have not provided products and/or services to PACSD within the last 12 months are encouraged to provide a list of references and related contact information.

In preparing their quotations, Potential Suppliers should consider the following:

- Prices quoted are to be net of taxes.
- Prices quoted are to be in Canadian funds.

Quotation Evaluation

Quotations will be evaluated taking into consideration proposed pricing, Potential Supplier qualifications, Potential Supplier relevant experience, third party references, and any other information and/or criteria PACSD chooses to take into consideration.

PRINCE ALBERT CATHOLIC SCHOOL DIVISION

RFQ FOR ON DEMAND SNOW REMOVAL SERVICES

APPENDIX A – PRICING QUOTES

[illegible]

PRINCE ALBERT CATHOLIC SCHOOL DIVISION

RFQ FOR ON DEMAND SNOW REMOVAL SERVICES

APPENDIX B – SERVICE LOCATIONS

Location	Provide Service for 2026-27 (Yes/No)	Provide Service for 2027-28 (Yes/No)
École St. Anne School		
St. John Community School		
St. Michael Community School		
St. Catherine Catholic School		
St. Francis School		
École St. Mary High School		
École Holy Cross		
Catholic Education Center		