

Municipal District of Acadia No. 34

Policy Number: 2310

Title: Gravel Program Proposal Policy

Subject Area: Procurement

Approval Date: 12 September 2017

Revision Date(s): 10 February 2026

Policy Statement:

The MD of Acadia will utilize local contractors for its annual road graveling program; selecting a successful contract will depend on several factors.

1. Principles:

- a. The MD of Acadia shall utilize local contractors for its annual graveling program.
- b. The contractor selected for the annual graveling program will generally be the contractor used to haul gravel that was otherwise unscheduled or unplanned within that same season. However, the Public Works Coordinator has discretion to amend this principle should need be.
- c. The Public Works Coordinator, in coordination with the CAO, is responsible for determining annual graveling needs and developing the RFP.
- d. Administration shall decide when graveling program RFPs are issued.
- e. Graveling program RFPs will be posted to the MD of Acadia website and social media pages.
- f. Administration may mail RFPs directly to local companies as it deems appropriate.
- g. Gravel RFPs shall be due at the same time and date and no late proposals will be accepted, except in cases of extenuating circumstances as deemed appropriate by the Council.
- h. Gravel program RFPs shall be opened by the Council at a regular or special council meeting.
- i. Council shall have sole discretion to choose a proposal deemed best for the MD based upon the criteria set out in this policy or other determining factors at the time of decision.

- j. Council may delegate this decision-making authority to the CAO if a majority of council members see fit.
- k. Unless prior written approval is obtained from the CAO, failure to complete the program by August 31 may result in penalties. Penalties may include early termination of the contract, at Council's discretion, the application of a discounted cubic mile rate or a flat fee.
- l. This policy shall remain in effect until Council decides to remove or amend it.

2. RFP Selection Criteria

- a. The foremost criteria for determining a successful proposal is the cubic yard per mile rate the contractor proposes.
- b. Other criteria that could come into factor are:
 - i. Proper equipment for performing the graveling program efficiently and safely as outlined in Section 3(d) of this policy.
 - ii. Previous reference checks (including previous MD experience with contractor)
 - iii. Satisfying minimum contractor qualifications as set out in Section 3 of this policy
- c. In special circumstances, Council reserves the right to choose a contractor that may not necessarily perform best in one or more of these criteria. In such an event, Council shall provide written reasons for this decision to each party that submitted a proposal.

3. Minimum Contractor Qualifications

- a. The contractor's business should preferably be located within the boundaries of the MD of Acadia.
- b. Contractors must have current and valid Alberta Worker's Compensation Board (WCB) insurance.
- c. The contractor is expected to have a valid safety program in place for employees and equipment and have a satisfactory safety record.
- d. The contractor is required to provide the following equipment for the graveling program:
 - i. Minimum One (1) Wheel Loader with measuring scale
 - ii. Minimum Two (2) Trucks with Belly Dump Trailers
 - iii. Ability to provide a water truck for dust abatement if requested
- e. The contractor must be able to complete the graveling program in a time suitable to the MD.
- f. The contractor must be available for unscheduled 'spot graveling' and 'gravel stockpiling' throughout the April – October season.

4. Definitions

- a. Graveling Program: The annual program detailing the road gravel needs of municipal roads, as developed by the MD of Acadia.
- b. MD: Means the Municipal District of Acadia No. 34
- c. RFP: Means 'Request for Proposals'
- d. Season: Referring to the road construction and season as understood by the MD of Acadia, generally between the months of April and October of any given year.

5. Roles and Responsibilities:

- a. Council is responsible for reviewing this policy and amending it as deemed appropriate. Council is also responsible for choosing a successful proposal.
- b. The CAO is responsible for advising Council on each submitted graveling proposal and recommending the most appropriate selection.
- c. The Public Works Supervisor is responsible for determining graveling needs and developing the RFP.
- d. Administration is responsible for posting RFPs and communicating with successful and unsuccessful candidates.

Approved by Council: 10 February 2026

Chief Administrative Officer

Schedule A:

REQUEST FOR PROPOSAL (RFP) – Gravel Program

Contractor / Company Information

Company Name: _____

Business Address: _____

Phone: _____ Email: _____

Primary Contact Name & Title: _____

SECTION A — BUSINESS LOCATION

Is your business located within the boundaries of the MD of Acadia?

Yes No

If No, please explain: _____

SECTION B — WORKER'S COMPENSATION BOARD (WCB) INSURANCE

1. Do you have current and valid Alberta Worker's Compensation Board (WCB) insurance?

Yes No

2. WCB Account Number: _____

3. Attach WCB Clearance Certificate: Attached

SECTION C — SAFETY PROGRAM

1. Do you have a formal safety program for employees and equipment?

Yes No

2. Attach Safety Program Documentation: Attached

3. Describe your safety record and any relevant certifications:

SECTION D — EQUIPMENT CAPABILITY

Please confirm you can provide the following equipment:

Required Equipment	Yes	No	Details / Notes
Wheel Loader with measuring scale (min. 1)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trucks with Belly Dump Trailers (min. 2)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water truck for dust abatement (if requested)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional equipment (optional): _____

SECTION E — PROGRAM COMPLETION

1. Can you complete the graveling program within the time frame required by the MD?
 Yes No
 2. If Yes, estimated completion timeline: _____
 3. If No, explanation: _____
-

SECTION F — SEASONAL AVAILABILITY (APRIL – OCTOBER)

Are you available for unscheduled spot graveling and gravel stockpiling during this period?

Yes No

If partially available, explain: _____

CERTIFICATION

I hereby declare that all information provided in this submission is true and accurate to the best of my knowledge.

Authorized Signatory: _____

Name & Title: _____

Date: _____