REQUEST FOR PROPOSAL
DUST CONTROL 2026

Rural Municipality of Sherwood No. 159

Dust Control – RFP 26-04

1. INTRODUCTION

The RM of Sherwood No. 159 (RM) encompasses the City of Regina and includes a variety of industries from farming and manufacturing to tourism. The RM is in the heart of the prairie farming industry, whereby the majority of the land base in the RM is agricultural land. Heavy clay soil characterizes the area as one of the richest farming pockets in the province.

The RM of Sherwood No. 159 is seeking Proposals for the supply and application of a dust suppressant on various gravel roads within the RM of Sherwood No. 159. The RM has, in the past, used a liquid magnesium chloride formula as a dust suppressant.

Scope of Proposal

The RM will be open to proposals that will provide a dust suppressant that will meet the needs of the RM, be environmentally friendly, provide some type of soil stabilization, be easy to apply, control dust for a long period of time and be within our budget.

This request for proposal (RFP) is for the provision of all labor, materials, tools, equipment, and supervision required to supply, transport, and apply a dust suppressant on approximately 10,400 meters of gravel roads within the RM of Sherwood No. 159 for 2026 to be known as the “work”. Work will be on an "as needed and when requested" basis agreed to by both parties.

The term of the agreement is to be from **April 1, 2026, to February 15, 2026**, with an option in favor of the RM of Sherwood to extend the Agreement on the same terms and conditions for up to **One (1) additional year**.

2. SUBMISSION / PROPOSAL REQUIRMENTS

Overview

Proponents should provide a straightforward, complete, and concise description the proposed dust suppression product and of the Company’s qualifications and experience in dust control to satisfy the requirements of the RFP.

Applicants are encouraged to be familiar with RM roads and have a full understanding of how to work with the RM in the application of dust control on gravel roads.

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The applicant is to provide a submission of a dust control product identifying all components of the product including a cost benefit analysis and longevity of the proposed product for the RM. This submission must include an environmental assessment, a material safety data sheet and a product data sheet, along with any other information that may be helpful for the RM to make an informed decision.

Response Requirements

The proposal shall include, but not limited too, the following:

a. Overview of the company describing your abilities, knowledge, experience, education, training/certifications applicable to this type of work.
b. Example summary of similar work performed or references from similar clients.
c. Identify, if any, subcontractors/consultants that may be used and in what capacity.
d. Provide a proposal rate and expected timeline for the services required (i.e. availability per week, etc.).

Proposal Deadline

Proposals marked Dust Control RFP 26-04 will be received until **2:00 PM Regina time, Thursday, February 19, 2026,** at the office of the Rural Municipality of Sherwood No. 159 located at 4400 Campbell Street, Regina, SK, S4W 0L3. Proposals will be accepted in person or by emailing joe@rmofsherwood.ca up to the closing time of 2:00 PM local time on **Thursday, February 19, 2026.**

Proposals must include the proponent's legal status and business address. The proposal shall provide a unit price per applied litre and shall be measured and paid for on a unit price basis. The unit prices shall exclude the Goods and Services Tax, which shall be an extra where applicable in the total bid price. **The Owner reserves the right to reduce or increase the said approximate quantities as these are for estimating pricing only.**

The RM of Sherwood retains the right to negotiate with suppliers on any procurement.

The successful proponent will be responsible for and obtain all permits, licenses and certificates and pay all fees required for the performance of the Work which are in force at the date when an agreement is executed. The proponent shall give all required notices and

comply with all laws, ordinances, rules, regulations, codes, and orders of all authorities having jurisdiction relating to the Work, to the preservation of the public health and construction safety which are or become in force during the performance of the Work.

3. SELECTION PROCESS

Evaluation Criteria

The proposals submitted will be evaluated according to the following factors:

a. Specialized experience, education /technical competence, and time commitment

- Expected time commitment for the RM, along with a detailed schedule
- Ability to provide sound, cost effective solutions for dust control
- Understanding of the regulatory requirements

b. Product – dust suppression

- Product capabilities
  a. Formula / make up of product
- Environmental concerns
- Longevity
- Ease of use / applicability
- Guarantee / warranty

c. Understanding of the RM and this RFP

- Understanding of the RM's objective
- Respondents proposed methodology and approach
- General organization and clarity of the proposal

d. Project Cost and Risk Management

- Estimated total cost to supply and apply dust control within the RM, based on the respondents understanding of the RFP
- Identified approach to potential risk

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Evaluation

a. The RM will evaluate proposals and will select the proposal that meets the best interest of the RM.
b. The RM shall be the sole judge of its own best interests, the proposal, and the resulting contract.
c. The RM's decision is final.
d. Proposal evaluation results are the property of the RM.
e. The RM has the right to not accept any proposal without any liability to the RM.

4. INQUIRIES AND SUBMISSIONS

All inquiries prior to the closing time and date are to be directed to:

Joe McKay
Manager of Public Works and Roadways
Phone: (306) 985-9366
Email: joe@rmofsherwood.ca

5. EXAMINATION

Potential bidders shall familiarize themselves with the extent of the RFP and work expected, make themselves thoroughly acquainted with the requirements of the RFP and obtain all information that may be necessary for the preparation of their proposal.

6. DISCREPENIES, OMISSIONS

Potential proponents finding discrepancies in, or omissions from the RFP documents, or having any doubt as to the meaning or intent of any part thereof, should at once notify the Manager of Public Works and Roadways, who will send via email, written instructions, or explanations.

7. ADDENDA

Clarifications or corrections issued during the time of RFP call will be done by email and shall be included in the RFP submission and shall become part of the Proposal.

8. SUBCONTRACTING

Proposals that propose to subcontract any portion of the Work shall list any Sub-Contractors they propose to engage, with the description of the sub-contracted work.

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9. QUALIFICATIONS

Each bidder shall be prepared to submit the following information, on request of the RM:

1) Proof that he/she is incorporated or authorized to do business in Saskatchewan.
2) Proof that the contractor and all sub-contractors are in good standing with the RM of Sherwood No. 159.
3) Proof that he/she is financially capable of carrying out the terms of a Contract.
4) Proof that he/she has successfully carried out Work, similar in nature, scope, and value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
5) Proof that his/her Sub-contractors (if applicable) have successfully carried out Work, similar in nature, scope, or value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
6) Proof that Workers Compensation covers all persons who will be undertaking the Work or any portion thereof.
7) Proof of Insurance for no less than the amount of $2,000,000.00.
8) Such other pertinent data may be required by the Contract Administrator. Bidders shall provide, on request of the Contract Administrator, full access to any of the Bidder's facilities to evaluate the Bidder's ability to perform the Work.

10. WITHDRAWL OF BID

A proponent shall be permitted to withdraw their proposal unopened after it has been deposited if such a request is received in writing by the Owner prior to the time specified for opening of bids.

11. ACCEPTANCE OF SUBMISSIONS

The Proposal shall be open to acceptance and irrevocable for thirty (30) calendar days.

Terms and Conditions

a. The RM may negotiate fees, scope of service and any all provisions in the form of a contract with any proponent in its sole discretion, during or after the evaluation process.
b. The highest ranked or any proposal shall not necessarily be accepted. The RM may, at any time and without liability, withdraw from negotiates with any or all proponents.
c. Proposals will not be considered if received after the closing date and time.

d. The RM will not be liable in any way for any costs incurred by proponents in replying to this RFP.

12. AWARD OF RFP

The RM may, at any time and without liability, withdraw from negotiations with any or all proponents and reserve the right to reject any or all submissions. The lowest price or the highest evaluated will not necessarily be accepted.

The RM will contact the successful proponent to discuss the next steps of possibly entering into a contract for the supply and application of a dust control suppressant for the RM. The proposed contract will then be presented to Council for approval with a Certified Resolution of Council which shall constitute the acceptance of a bid. The successful bidder will be required to enter into an agreement with the RM of Sherwood.

The RM has a strictly defined budget for the work within this RFP and reserves the right to change the scope of this contract to bring the price within the available budget limits.

Should it be determined that the changes in the scope of the contract are of enough magnitude, then the RM shall cancel the RFP process, then, at its discretion, commence a new process to complete the project within the budget available.

Changes to the scope of this contract, either by changes in scheduling, changes in quantities of work and/or deletion of any part of the work shall not entitle the Contractor to any extra compensation.

The RM will not be liable in any way for any costs incurred by proponents in replying to this RFP.

13. DELIVERY CONDITIONS

Dust suppressant application timing will be determined by weather conditions and road conditions. The RM will work with the successful applicant to ensure the most effective and efficient time of application is chosen.

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14. MEASUREMENT AND PAYMENT

The quantities as set out in the RFP are approximate only and are given as a basis for estimating and comparing submissions. Payment will be based on the final confirmed quantities applied.

a) Submission is to clearly stipulate how the liters applied will be measured in order to calculate payment.

The RM will use the estimated quantities in the attached chart for the purpose of comparing submissions.

15. SAFETY REQUIREMENTS

The proposal shall indicate a safety work plan. All work shall be carried out in accordance with the safety requirements set forth in the latest version of the Occupational Health and Safety Act and according to all Provincial laws and regulations

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Estimated meters of gravel road(s) to receive dust suppressant for 2026

	ROAD	FROM	TO	STREET NAME	# OF SITES	LENGTH (meters)
1	Rge Rd 2201	Sherwood Rd		Pasqua St N	1	500
2	Twp Rd 184	Hwy # 6	Rge Rd 2201	Twp Rd 184	1	800
3	Rge Rd 2191	Hwy # 1	Twp Rd. 182	Tower Rd	3	150 (ea.) = 450
4	Twp Rd 170	Rge Rd 2190	Rge Rd 2192	Old 16	1	150
5	Twp Rd 162	Rge Rd 2190	Rge Rd 2203	Rowatt Rd	9	150 (ea.) = 1,350
6	Rge Rd 2202	Hwy # 1	Twp Rd 164		2	150 (ea.) = 300
7	Rge Rd 2203	Twp Rd 164	Hwy # 1	Courtney	2	150 (ea.) = 300
8	Rge Rd 2211	Twp Rd 162	Twp Rd 164	OD South Route	1	150
9	Rge Rd 2212	Twp Rd 174	Twp Rd 182	Sherwood Forest Rd	2	150 (ea.) = 300
10	Grid 730	Rge Rd 2213	Rge Rd 2214	Dewdney Ave	1	225
11	Rge Rd 2205	9th Ave N	Twp Rd 184	Condie Rd	5	150 (ea.) = 750
12	Twp Rd 172	Pinkie Rd	Courtney Ave	Hill Ave	1	150
13	13th Ave	RM Shop			1	800
14	Rge Rd 2193	Inland Dr	Twp Rd 182		1	800
15	Rge Rd 2193	Inland Dr	Twp Rd 170		5	150 (ea.) = 750
16	Twp Rd 184	Rge Rd 2193	Rge Rd 2192	Twp Rd 184	2	225 (ea.) = 450
17	Rge Rd 2193	Inland Dr	Twp Rd 184		1	1,200
18	Rge Rd 2213	Twp Rd 172	Twp Rd 174		2	150 (ea.) = 300
19	Rge Rd 2213	Twp Rd 182	Twp Rd 184		1	225
20	Rge Rd 2192	Twp Rd 164	Twp Rd 170		1	150
	Road Haul Agreements					10,100 meters