



Tender Information Package

Winter Maintenance Contract

Deadline for Submission is Monday, October 5, 2015 at 4p.m.
28 Joseph St., Parry Sound, ON. P2A 2G5
www.clps.ca

INFORMATION TO TENDERERS

- **GENERAL & SUBMISSION**

You are invited to submit prices for winter maintenance as specified on the attached Tender Form, in a sealed envelope and clearly marked "Tender for Winter Maintenance Contract" and addressed to:

Ashli Phippen, CPA, CA, Director of Corporate Services
Community Living Parry Sound
38 Joseph Street
Parry Sound, ON P2A 2G5

Tenders will be received until 4 pm Monday, October 5, 2015

Specific questions regarding this Winter Maintenance Tender should be directed to:

Ashli Phippen
Director of Corporate Services
Phone: 705-746-9330 ext. 227
Email: ahippen@clps.ca

- **WORK INCLUDED**

Generally, the work under this contract shall include the supply of all materials, labour with tools, and operated equipment at the locations, as required for the clearing of snow and ice control as specifically stated in this tender document.

- **REPRESENTATIVE**

The Organization's representative will be the Director of Corporate Services at Community Living Parry Sound (CLPS or the Organization) who may designate a representative at each service work location. Likewise, the successful tenderer will designate his/her representative at each service work location.

- **EXAMINATION OF LOCATION**

Signing of the tender documents shall be deemed to be certification by the tenderer that s/he has inspected all service work locations, has determined all conditions which may affect the work, and has taken these conditions into consideration in his/her tender.

- **WITHDRAWAL OR QUALIFYING OF TENDERS**

The last tender received shall supersede and invalidate all tenders previously submitted by the tenderer.

Tenders may be withdrawn at any time up to the official closing time.

- **INFORMAL OR UNBALANCED TENDERS**

Tenders which are incomplete, conditional, illegible, obscure, or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Tenders that contain prices, which appear so unbalanced as likely to affect the interest of the Organization, may be rejected. The Organization reserves the right to waive informalities at its discretion.

- **SCOPE OF WORK**

The tenderer shall satisfy him/her as to the scope of the work at each and every location.

In particular, the attention of the tenderer is drawn to the fact that because this service contract may require that the tenderer provide a high degree of equipment availability and capacity, with little prior notice. S/he must satisfy the Organization that s/he has sufficient labour, tools, and equipment under his/her control to undertake the work as required.

- **PAYMENT METHOD**

Payment to the successful tenderer will be made by cheque in equal monthly instalments from November 1, 2015 through to March 1, 2015 (5 monthly instalments) (negotiable).

SPECIFICATIONS FOR SERVICE CONTRACT

Winter Maintenance

- **SITE OF WORK**

The service contract for snow removal and ice control is to be carried out at five (5) locations:

| | |
|--|------------------|
| 1. CLPS Main Office Building | 38 Joseph St. |
| 2. Respite Resource Centre and Office Space | 8 McNaughton St. |
| 3. Addie St. Residence | 15/17 Addie St. |
| 4. Burritt St. Residence | 1 Burritt St. |
| 5. Church St. Apartments | 118 Church St. |

- **WORK INCLUDED**

Generally, the work under this contract includes all materials, labour, hand tools, and operated equipment necessary to provide the services as described as follows:

- a. Snow Clearing and Disposal**

- i) Operated equipment per contract, per location, which include allowance for travel time. There shall not be any payment for travel time.*
- ii) Labour with hand tools and all other labour charges per contract, per location. There shall not be any payment for travel time.*

- iii) Snow removal will be required in the case of use of snow plough equipment when it infringes on existing parking spaces. Please ensure this is estimated and included in bid separately.

b. Ice Control

- i) Supply and stockpile barrels of sand and/or salt as required to provide safe conditions, per location.

c. General

In general, all snow removal and ice control shall be undertaken by the use of equipment.

The snow removal, ice control, and other clearing as requested, will be executed after an accumulation of 2 (two) inches.

During a snowstorm, all parking lots, driveways, walking areas, and emergency exits will be checked for accumulation, and if required, cleared immediately.

All of our locations must be easily accessible to our staff, clients and customers by 7 a.m. and therefore, must be inspected and cleared (if necessary) prior to 7am. Other key times that the parking lots, driveways, walking areas, and emergency exits are to be easily accessible to our staff, clients, and customers are 12pm (noon), and 3pm. The times of accessibility are a critical aspect of our sites due to the nature of the services we provide and are taken very seriously when performance is assessed.

NOTE: TRACKED EQUIPMENT SHALL NOT BE USED WITHOUT THE PRIOR WRITTEN AUTHORITY OF THE DIRECTOR OF CORPORATE SERVICES.

• **ADDITIONAL WORK REQUESTED MAY INCLUDE:**

- a. Sanding-safety hazard
- b. Removal of excess snow
- c. Extra loader work

• **EQUIPMENT TO BE USED/TENDERER EXPERIENCE**

In the tender, the tenderer shall submit a comprehensive list of the equipment that will be utilized if tender awarded. The list shall indicate the make, model, year of manufacture, capacity and condition of the equipment. As well, the contractor will complete Statement "A" of this document to illustrate his experience at similar work.

• **USE OF PREMISES**

The tenderer shall confine his/her apparatus, storage of equipment, and operation of his/her workers to the limits indicated by law, ordinances, or the

Director of Corporate Services and shall not reasonably encumber the site as determined by the Organization or its representatives. At no time, shall equipment be left on the premises without prior approval of the Director of Corporate Services.

- **DAMAGE TO EXISTING FACILITIES – LIABILITY**

The tenderer shall take all necessary precautions to prevent any damage to CLPS properties, stakeholders, or property, and shall provide evidence of sufficient liability insurance upon request, in order to protect the agency from any loss due to any occurrence resulting from his/her activities.

- **DURATION OF THIS TENDER**

This tender is intended to encompass 3 years of services starting with the 2015-2016 season, (November 1 to April 30), and extend to the end of the 2017-2018 season. However, CLPS can terminate this tender upon unsatisfactory services received from the tenderer. Director of Corporate Services will, in all cases of complaints, contact the tenderer and discuss actions required to conform to this tender.

If the successful tenderer wishes to terminate the contract this must be done by September 1st prior to the season of cancellation. Otherwise a fee of \$500 will be applied.

- **WSIB/LIABILITY INSURANCE**

A WSIB clearance certificate and certificate of liability insurance will be required upon awarding tender.

- **CONFIDENTIALITY AGREEMENT**

A confidentiality agreement will be required to be signed upon awarding the tender.

TENDER FORM

Community Living Parry Sound

38 Joseph St. Parry Sound, ON. P2A 2G5

I/WE _____
_____ (PLEASE PRINT CLEARLY)

HAVING CAREFULLY EXAMINED EACH LOCATION FOR THE PROPOSED SERVICE CONTRACT, THE INFORMATION TO TENDERERS, AND THE SERVICE CONTRACT SPECIFICATIONS, OFFERS TO ENTER INTO THE CONTRACT WITH COMMUNITY LIVING PARRY SOUND BASED ON THE SCHEDULE OF PRICES AND LOCATIONS AS ATTACHED.

LOCATION DETAILS

Please provide cost and list of intend equipment

| Location 1. CLPS Main Office Building | Cost (\$) | Intended Equipment (where applicable) |
|--|-----------|---------------------------------------|
| Snow clearing of driveway and parking lots (2) | | |
| Ice control in driveway, parking lots (2), walkways, and exits (5) | | |
| Snow removal for walkways and exits (5) | | |
| Snow removal required due to parking space infringement | | |
| Container of sand/salt refilled, as needed | | |
| Total | | |

| Location 2. Respite Resource Centre and Office Space | Cost (\$) | Intended Equipment (where applicable) |
|---|-----------|---------------------------------------|
| Snow clearing of driveway and parking lot | | |
| Ice control in driveway, parking lot, walkways (2), and exits (2) | | |
| Snow removal for walkways and exits (2) | | |
| Snow removal required due to parking space infringement | | |
| Container of sand/salt, refilled as needed | | |
| Total | | |

| Location 3. Addie St. Residence | Cost (\$) | Intended Equipment (where applicable) |
|---|-----------|---------------------------------------|
| Snow clearing of driveway and parking lot | | |
| Ice control in driveway, parking lot, walkways (4), ramp, and exits (4) | | |
| Snow removal for walkways, ramp and exits (4) | | |
| Container of sand/salt, refilled as needed | | |
| Total | | |

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| Location 4. Burritt St. Residence | Cost (\$) | Intended Equipment (where applicable) |
|---|-----------|---------------------------------------|
| Snow clearing of driveway and parking lot | | |
| Ice control in driveway, parking lot, walkways (3), ramp, and exits (3) | | |
| Snow removal for walkways, ramp and exits (3) | | |
| Container of sand/salt, refilled as needed | | |
| Total | | |

| Location 5. Church St. Apartments | Cost (\$) | Intended Equipment (where applicable) |
|---|-----------|---------------------------------------|
| Snow clearing of driveway and parking lot | | |
| Ice control in driveway, parking lot, walkways (2), and exits (2) | | |
| Snow removal for walkways and exits (2) | | |
| Container of sand/salt, refilled as needed | | |
| Total | | |

Total contract cost for services provided \$ _____

November 1, 2016 – April 30, 2017(year 2) Base Year Rates + _____% increase

November 1, 2017 – April 30, 2018(year 3) Base Year Rates + _____% increase

Please tick this box to confirm that all costs above do NOT include HST

Dated at _____ the _____ day of 2015

Name of Witness

Name of Tenderer

Signature of Witness

Signature of Tenderer

NOTE:

IF THE TENDER IS SUBMITTED BY OR ON BEHALF OF A CORPORATION, IT MUST BE DULY SIGNED IN THE NAME OF SUCH CORPORATION BY THE DULY AUTHORIZED OFFICERS AND THE SEAL OF THE CORPORATION MUST BE AFFIXED. IF THE TENDER IS SUBMITTED BY OR ON BEHALF OF AN INDIVIDUAL OR A PARTNERSHIP THE SIGNATURE OF THE INDIVIDUAL OR THE PARTNER MUST BE PRESENT.

STATEMENT 'A'

A tenderer is required to provide information to illustrate his experience at similar service work. (Attachments accepted)

TENDERER'S EXPERIENCE:
