



## REQUEST FOR PRICING

### Hillsviev Acres Snow Removal and Ice Control

Region of Queens Municipality operates the Hillsviev Acres Home for Special Care. A residential care facility located at 14 Middlefield Road, Queens County. The facility houses 29 residents and 27 part time and full time employees to operate the facility. Hillsviev Acres is seeking pricing proposals from qualified contractors to provide snow removal and ice control services for the 2021- 2022 winter season.

Qualified companies are required to submit a proposal outlining their business background, services they provide, demonstrate that they have the equipment and resources to meet the terms of this request, and the unit rate as noted on the form below.

Price quotations must be received by **November 12, 2021, by 12:00 noon local time**, to the attention of Janie Ryan by email to [jryan@regionofqueens.com](mailto:jryan@regionofqueens.com), or arranged to be delivered in person at 14 Middlefield Road by phoning the reception desk at 902-685-2966. Once submitted, all price quotes must be open for acceptance for 30 days.

Prior to being accepted as an approved supplier of this service, the successful vendor must supply proof of a commercial general liability policy of no less than \$2 million per occurrence with the ability to add the Municipality as an additional insured. As well, the vendor must provide proof of worker's compensation coverage for its employees. Both of these requirements must be maintained during the entire contract.

The Municipality acknowledges that it may accept any proposal for services or deny all proposals, that it deems to be in the best interests of the Municipality. Similarly, the Municipality reserves the right to negotiate with multiple vendors if submitted prices varies so widely that the Municipality can take advantage of significant savings by doing so.

The successful vendor shall not assign this contract under any circumstance without the express written authorization of the Municipality.

The Municipality reserves the right to cancel this arrangement should the successful vendor become insolvent, dissolve its incorporation status, become



involved in or alleged to be involved with activities that are likely to cause embarrassment to the Municipality or its officers or employees, or failure to provide any required documentation within seven days of a written request from the Municipality.

The Municipality reserves the right to obtain this service from the successful vendor for a period of time as outlined below, depending on the pricing and quality of the proposal received. The selected term will commence November 15, 2021 and conclude on May 31, 2022.

The following scope of service is expected of the service provider for the entire duration of the contract:

- The contractor shall use adequate equipment to provide clear and safe access to and from the Facility at all times. Equipment is required to be registered, licensed and insured in the Province of Nova Scotia for the duration of the contract.
- Snow accumulation shall never exceed 10cm at the facility on average over the area(s) to be maintained.
- Snow removal and ice control will need to be a priority of the selected service provider.
- Emphasis on service will be provided during scheduled shift changes in advance of the following times:
  - o 6am daily
  - o 2pm daily
  - o 6pm daily
- Snow will be removed in a direction away from the Facility and outbuilding, garbage box as well as any entrance ways and parking spaces
- Contractor will be responsible to maintain the following areas:
  - o asphalt paved parking lot at the facility
  - o walkway to the main entrance of the facility
  - o walkway along the front of the facility (adjacent Middlefield Rd)
  - o walkway from the employee parking area to the receiving entrance
  - o any and all other decks, walkways and stairs leading from the facility
  - o the 'Fire Department Connection' location adjacent the basement entrance on the HWY 8 side of the facility
  - o any damage resulting from the work listed above by the contractor will be remediated at the contractors cost prior to June 1, 2022 to the satisfaction of the Manager of Hillsvie Acres



- Maintenance of areas is defined as a reasonable level of service to provide surfaces free and clear of snow, ice or other by removal of all snow, ice or other in a timely fashion and subsequent application of de-icing salt or sand as required to provide clear and safe access to the facility

The terms of your pricing proposal must include the full cost of supplying necessary equipment and materials to provide the scope of service as outlined above on an hourly basis plus HST. The contractor will be responsible to provide a contact number to the Facility that will be available on a continuous basis should the Facility feel that the level of service is not being achieved as required. The contractor will respond in a timely manner to such requests and will charge the same proposed rate for any service provided.

Invoicing will be provided to the Facility on the 1<sup>st</sup> of each month for the previous month and will include details of work completed that previous month. Such details will include at a minimum

- Exact times, hours and dates of service provision
- Billable hours will be in ½ hour increments and will be rounded up or down to accurately represent hours provided, ie: 4 hours and 5 minutes may be billed as 4 hours, whereas 4 hours 15 minutes may be billed as 4.5 hours for each instance.
- Billable hours will run continuous from time contractor arrives at the facility until such time the contractor departs from each instance and work is undertaken. In no circumstance shall the minimum charge for service exceed one (1) hour.

November 15, 2021 to May 31, 2022:

- Rate \_\_\_\_\_ per hour + HST

Company Name: \_\_\_\_\_

Authorized Legal Representatives: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_