



COMMUNITY LIVING NORTH BAY

**741 Wallace Rd.
North Bay, ON P1A 0E6**

**INFORMATION TENDER PACKAGE
SERVICE CONTRACT**

**SNOW PLOWING, SNOW REMOVAL, ICE CONTROL
2023-2026**



Specific questions regarding Snow Tender should be directed, by e-mail only, to:

Paul Dionne

Manager – Property and Maintenance

E-mail: pdionne@communitylivingnorthbay.org

1. **TENDER**

You are invited to submit prices for snow removal and ice control as specified in the Tender Package, **in a sealed envelope and clearly marked "Tender for Snow Removal and Ice Control"** and addressed to:

*Paul Dionne - Manager-Property and Maintenance
Community Living North Bay
741 Wallace Rd.
North Bay, ON P1A 0E6*

Tender Packages will be received until 4:00pm Wednesday, October 25, 2023

2. **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 and disposal of snow along with ice control.

3. **REPRESENTATIVE:**

The owner's representative will be the Manager of Property and Maintenance at Community Living North Bay who may designate a representative at each service work location. Likewise, the successful Company will designate a representative for each service work location if required.

4. **EXAMINATION OF LOCATION:**

Signing of the tender documents shall be deemed to be certification by the Company that they have inspected all service work locations, have determined all conditions which may affect the work, and have taken these conditions into consideration in the tender.

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 Tenders may be withdrawn at any time up to the official closing time.

6. **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 owner, may be rejected.

The owner reserves the right to waive informalities at their discretion.

7. **SCOPE OF WORK:**

The Company shall satisfy themselves as to the scope of the work at each and every location.

In particular, the attention of the Company is drawn to the fact that because this service contract may require that the Company provide a high degree of equipment availability and capacity, with little prior notice. The Company must satisfy the owner that they have sufficient labour, tools, and equipment under their control to undertake the work as required.

8. **PAYMENT METHOD:**

Payment to the successful Company will be made by Electronic Funds Transfer in 6 monthly installments on the first of every month, November-April (negotiable).

9. **EMPLOYMENT EQUITY:**

Community Living North Bay has an Employment Equity Program that encourages employment opportunities for designated groups, which include women, visible minorities, First Nations, and persons with disabilities. Bidders are therefore encouraged to take an active role in supporting employment equity practices.

SPECIFICATIONS FOR SERVICE CONTRACT

SNOW REMOVAL AND ICE CONTROLS

1. SITE OF WORK:

The service contract for snow removal and ice control is to be carried out at twenty (20) locations:

1) FJ Dellandrea Place	741 Wallace Rd.
2) Early ON Center	171 Chippewa St. West
3) Respite Services	214 Second Ave. West
4) Airport Residence	748 Airport Rd.
5) Ashdale Residence	27 Ashdale Cres
6) Ashdale Residence	29 Ashdale Cres
7) Banner Residence	624 Banners Ave.
8) Birchs Residence	168 Birchs Rd.
9) Karla Residence	100 Karla Dr.
10) Karla Residence	108 Karla Dr.
11) Plumtree Residence	21 Plumtree Pl.
12) Plumtree Residence	23 Plumtree Pl.
13) Wyld Residence	937 Wyld St.
14) Larocque Residence	105 Larocque Rd.
15) Lawson Residence	1245 Lawson St.
16) Glen Rouge Residence	292 Glen Rouge Dr.
17) McPhail Residence	361 McPhail St.
18) McPhail Residence	369 McPhail St.
19) Kingsway Residence	240 Kingsway Dr.
20) Copeland Residence	921 Copeland St.

2. 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.

b) Ice Control

- i) Supply and stockpile barrels of pickled sand and salt per contract, per location.
- ii) Supply only concrete safe ice melt (Sodium Chloride, Potassium Chloride or Calcium Chloride) for all ice control and traction aid.

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 2.5cm (1")***. During a snowstorm, all parking lots, driveways, walking areas, and emergency exits will be checked for accumulation, and if required, ***cleared immediately***. ***Locations inspected every 24 hours for service needs***. ***Traction aid applied to driveways, walkways, stairs, ramps and parking lots after each clearing***.

All of our locations must be easily accessible to our staff, clients and customers by 7:00am and therefore, must be inspected and cleared (if necessary) prior to 7:00am. 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 12:00pm, and 3:30pm. The times of accessibility are a critical aspect of our sites due to the nature of the services we provide to our clients, wheelchair accessibility and safety issues.

Notification Protocol: Program locations to be notified prior of snow plowing, blowing or shovelling by knocking on door or phone call and request vehicles moved out of the way

NOTE: TRACKED EQUIPMENT SHALL NOT BE USED WITHOUT THE PRIOR WRITTEN AUTHORITY OF THE MANAGER-PROPERTY AND MAINTENANCE

3. ADDITIONAL (requested) MONTHLY COSTS:

- a) Sanding-safety hazard
- b) Removal of excess snow
- c) Extra loader work
- d) Driveway and parking lot snow blowing and/or shoveling option (if vehicles cannot be moved).
- e) Spring sand sweeping and removal (if possible)

4. 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" (page 13) to illustrate his experience at similar work.

5. USE OF PREMISES:

The tenderer shall confine their apparatus, storage of equipment, and operation of their workers to the limits indicated by law, ordinances, or the Manager-Property and Maintenance and shall not reasonably encumber the site as determined by the owner or their representatives. At no time, shall equipment be left on the premises without prior approval of the Manager-Property and Maintenance.

6. DAMAGE TO EXISTING FACILITIES – LIABILITY

The tenderer shall take all necessary precautions to prevent any damage to Community Living North Bay properties, clients, customers, or their 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 their activities.

7. DURATION OF THIS TENDER

This tender is intended to encompass 3 years of services starting with the 2023-2024 season, (November 1 to April 30), and extend to the end of the 2025-2026 season. However, Community Living North Bay can terminate this tender upon unsatisfactory services received from the tenderer. Manager-Property and Maintenance will, in all cases of complaints, contact the tenderer and discuss actions required to conform to this tender.

8. WSIB/Liability Insurance/Confidentiality

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

9. Conflict of Interest

Community Living North Bay - *Conflict of Interest* policy is attached. The tenderer will read, sign and submit the attached Community Living North Bay -*Conflict of Interest* form with the tender.

10. Confidentiality Agreement

Community Living North Bay - *Confidentiality policy* is attached. The tenderer will read, sign and submit the attached Community Living North Bay -*Confidentiality Agreement* form

TENDER FORM

Community Living North Bay
741 Wallace Rd.
NORTH BAY, ON P1A 0E6

I/WE _____
(PLEASE PRINT CLEARLY)

Of

(Company)

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 NORTH BAY, BASED ON THE SCHEDULE OR PRICES AND LOCATIONS AS ATTACHED.

LOCATION DETAILS- 7 days per week

Location 1: FJ Dellandrea Place (741 Wallace Rd.)

- *Plowing driveway and parking lots after 2.5cm (1") snow accumulation*
- *Ice control in driveway / parking lots / walkways / all exits (8) after snow plowing, blowing, shoveling*
- *Snow removal for walkways and exits (8) after 2.5cm (1") snow accumulation*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (4)*

Location 2: Early ON Center (171 Chippewa St W) (shared with Tranquility Spa)

- *Plowing driveway and parking lots after 2.5cm (1") snow accumulation*
- *Ice control in driveway / parking lots / walkways / exit (4) after snow plowing, blowing, shoveling*
- *Snow removal of walkways and exits (4) after 2.5cm (1") snow accumulation*
- *Snow removal to and around Generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 3: Respite Services (214 Second Ave)

- *Plowing driveway and parking lot after 2.5cm (1") snow accumulation*
- *Ice control in driveway / parking lot / exits (3) after snow plowing, blowing, shoveling*
- *Snow Removal for walkways and exits (3) after 2.5cm (1") snow accumulation*
- *Snow removal to and around Generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (2)*
- *Clear snow from roadway to property entrance*
- *Clear snow to and around fire hydrant*

Location 4: Airport Residence (748 Airport Rd)

- *Snow blowers and shovels used for this location after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot / exits (4) after snow blowing, shoveling*
- *Snow Removal for walkways/ full deck /exits (4) / walking path to back fence and 6x6 gathering area after 5cm (2") snow accumulation*
- *Snow removal to and around Generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (2)*

Location 5: 27 Ashdale Residence (27 Ashdale Cres)

- *Snow blowers and shovels used for this location after 5cm (2") snow accumulation*
- *Ice control in driveway / front path / walkways / garbage shed /exits (3) after snow plowing, blowing, shoveling*
- *Snow Removal for walkways / front path / full deck / garbage shed / exits (3) after 5cm (2") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 6: 29 Ashdale Residence (29 Ashdale Cres)

- *Snow blowers and shovels used for this location after 5cm (2") snow accumulation*
- *Ice control in driveway / front path / walkways /exits (3) after snow plowing, blowing, shoveling*
- *Snow Removal for walkways / front path / full deck / exits (3) after 5cm (2") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 7: Banner Residence (624 Banner Ave)

- *Plowing driveway / parking lot after 5cm (2") snow accumulation*
- *Ice control driveway / parking lot / pathway to shed / exits (5) after snow plowing, blowing, shoveling*
- *Path in front yard must be wide to road (Banner Ave) for wheel chair usage*
- *Snow removal for walkways / pathway to sheds / exits (5) after 5cm (2") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (2)*

Location 8: Birchs Residence (168 Birchs Rd)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control parking lot / path to sheds / ramp / decks / all walkways / exits (5) after snow plowing, blowing, shoveling*
- *Snow removal for all walkways / path to sheds, exits (5) / full decks / stairs / ramp after 5cm (2") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (2)*

Location 9: Karla Residence (100 Karla Dr.)

- *Plowing driveway / parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / front path / ramps / deck / exits (6) after snow plowing, blowing, shoveling*
- *Snow removal for walkways / front path / ramps / full deck / exits (6) after 2.5cm (1") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 10: Karla Residence (108 Karla Dr.)

- *Plowing driveway / parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / front path / ramps / deck / exits (6) after snow plowing, blowing, shoveling*
- *Snow removal for walkways / front path / ramps / full deck / exits (6) after 2.5cm (1") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 11: Plumtree Residence (21 Plumtree Place)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot / walkways / stairs / deck / exits (6) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / walkways / ramp / exits (6) after 2.5cm (1") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 12: Plumtree Residence (23 Plumtree Place)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot / walkways / stairs / deck / exits (6) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / walkways / ramp / exits (6) after 2.5cm (1") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 13: Wyld Residence (937 Wyld St)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot / walkways / stairs / exits (3) after snow plowing, blowing, shoveling*
- *Snow removal for stairs / walkways / exits (3) (includes enclosed back yard) after 5cm (2") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 14: Larocque Residence (105 Larocque Rd.)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot / walkways / stairs / exits (7) after snow plowing, blowing, shoveling*
- *Snow removal for stairs / ramp / walkways / exits (7) after 5cm (2") snow accumulation*
- *Remove snow to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 15: Lawson Residence (1245 Lawson St.)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / walkways / stairs / deck / exits (3) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / walkways / exits (3) after 5cm (2") snow accumulation*
- *Remove snow to and around Generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 16: Glen Rouge Residence (292 Glen Rouge Dr.)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / walkways / stairs / deck / exits (2) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / walkways / exits (2) after 5cm (2") snow accumulation*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 17: McPhail Residence (361 McPhail St)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot /walkways / stairs / ramp / deck / exits (4) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / ramp / walkways / exits (4) after 2.5cm (1") snow accumulation*
- *Snow removal to and around generator*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 18: McPhail Residence (369 McPhail St)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / parking lot /walkways / stairs / ramp / deck / exits (4) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / ramp / walkways / exits (4) after 2.5cm (1") snow accumulation*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 19: Kingsway Residence (240 Kingsway Dr.)

- *Plowing driveway and parking lot after 5cm (2") snow accumulation*
- *Ice control in driveway / walkways / stairs / deck / exits (3) after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / walkways / exits (3) after 5cm (2") snow accumulation*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (1)*

Location 20: Copeland Residence (921 Copeland St.)

- *Plowing driveway and parking lot and garage car port after 5cm (2") snow accumulation*
- *Ice control in driveway / walkways /stairs / deck / exits (4) / garage and carport after snow plowing, blowing, shoveling*
- *Snow removal for full deck / stairs / walkways / exits (4) / garage and carport after 5cm (2") snow accumulation*
- *Supply and fill Traction Aid Containers with concrete safe pickled sand and scoop (2)*

Total contract cost for services provided\$_____

November 1, 2024 – April 30, 2025(year 2) Base Year Rates + _____ % increase

November 1, 2025– April 30, 2026(year 3) Base Year Rates + _____ % increase

Dated at _____ the _____ day of _____ 2023

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, A SEAL MUST BE AFFIXED OPPOSITE THE SIGNATURE OF THE INDIVIDUAL OR THE PARTNER.

