SPECIFICATIONS FOR

TENDER #0171-1249

SUPPLY OF SNOW CLEARING AND SANDING/SALTING
FOR WESTERN HEALTH

CLOSING DATE: 24 October 2012
CLOSING TIME: 11:00 AM (Newfoundland Time)
Invitation to Tender for Snow Clearing and Sanding/Salting

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain Snow Clearing and Sanding/Salting for three sites in Corner Brook (Humberwood, Interfaith Cottages and Shamrock Crescent long Term care home) under the Western Regional Health Authority (Western Health) for a period of one year commencing November 1st, 2012. The details of sites and service required are in section 2 and in the appendices. We will award the contract to one vendor for all three sites.

1.2 Client Background

Western Health was established in 2005 and is responsible for the delivery of Health and Community Services in the Western Region.

1.3 Vendor Response

1.3.1 Vendor’s tender must contain an Executive Summary which shall contain:
   a. A brief description of the product being quoted.

   b. The name, title and address of the Vendor’s representative responsible for the preparation of the Tender.

1.3.2 All prices quoted for goods and services must be specified in Canadian dollars, FOB. All Tenders will be held to be valid for ninety (90) days following the Tender closing date.

1.3.3 Tenders must be received in full on or before the exact closing time and date indicated. TENDERS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.
1.3.4 All costs relating to the work and materials supplied by the Vendor in responding to this Invitation to Tender must be borne by the Vendor.

1.4 Release of Information

1.4.1 While Tender is Open:

The names of individuals or companies who have picked up the tender documents will be released for construction tenders only.

Individual Authorities may determine that this information will not be released in situations where it is not in the best interest of the Authority to do so.

Upon request, this information may be released to designate(s) of the Newfoundland and Labrador Construction Association (NLCA) only. The designate(s) will be agreed upon by the Authorities and the NLCA.

This information will be released upon request from the NLCA designate(s) at a maximum once per week.

No information will be released in the seven calendar days preceding tender opening.

1.4.2 At Tender Opening:

1. The names of the bidders, and overall bid price(s) will be read out.

2. Where the overall bid price(s) cannot be readily determined, no pricing will be released.

1.4.3 After Tender Opening:

1. No further information will be released until after the contract is awarded.

2. After award, only the name and bid price of the successful bidder will be made available.

3. Information will be made available for a 90 day period only.

4. Successful Awards will be posted on Web Site.

1.5 Communication During Tendering

1.5.1 All communications with Western Health with respect to this invitation to Tender must be directed in writing to the attention of:
1.5.2 Western Health may, during the assessment period, request meetings with the Vendors to clarify points in the Tender. No changes by the Vendor will be permitted after the Tender closing date.

1.5.3 Faxed Tender responses will be accepted with the condition that the original Tender documents are received at Western Health’s Materials Management Department no later than **Five** working days following the Tender closing date.

1.5.4 All bids must be sent in a sealed envelope clearly marked with Tender Name and Number to: Materials Management Department, Western Health, Western Memorial Regional Hospital, First Floor, P.O. Box 2005, Corner Brook, NL A2H 6J7.

1.5.5 Bids submitted by electronic transmission (e-mail) **will not be accepted**.

1.5.6 Companies submitting fax Tenders are doing so at their own risk and the fax Tender must be at the public opening as specified in the Tender information. This Authority will not be responsible for in-house courier services if companies submit quotations by fax machine. The time stated on the fax Tender will become null and void since it is the responsibility of the company placing the Tender to have their Tender at the public opening, therefore, this Authority will not be responsible for any damages or liabilities.

1.5.7 In order to contribute to waste reduction and promote environmental protection, the Western Health will endeavour to acquire goods and services that support these principles, therefore, product(s) quoted should include:

- maximum level of post-consumer waste and/or recyclable content
- minimal packaging
- minimal environmental hazards
1.6 **Tender Acceptance**

1.6.1 Any acquisitions resultant from this invitation to Tender shall be subject to the Public Tendering Act.

1.6.2 The Tenders shall be opened in the Private Dining Room at The Western Memorial Regional Hospital on the scheduled date and time.

1.6.3 Any Tender may be accepted in whole or in part. The lowest Tender may not necessarily be accepted and Western Health reserves the right to cancel the Tender call. Western Health shall not be held responsible or liable for the payment of any costs that are incurred by the bidder in preparing a Tender in response to this invitation to Tender.

2.0 **Product Specifications**

2.1 Western Health invites Tenders on Snow Removal & Sanding/Salting at a number of sites in the Western Region. Sites included in this Tender are as follows:

1. Interfaith Home, Cottages & Shamrock Crescent (Corner Brook)

2. Humber Wood Addictions Centre (Bonne’s Road)

2.2 A bidder may bid on one or more of the above noted individual sites and shall provide the amount of the bid(s) on Appendix “A”, Contractor’s Submission Sheet. A contract shall be awarded for each individual location. In the event that a bidder should bid on more than one site, Western Health may accept that bidder’s bid for any one (or more) individual site bids and reject that bidder’s bid (or bids) for other individual site bids.

2.3 Western Health shall be entitled, but not obligated, to terminate the contract awarded to a successful bidder if, in the absolute discretion of Western Health, any of the following infractions shall occur:

- Poor performance in snow removal and sanding/salting
- Damage to or at the site which the successful bidder shall fail to remedy within 5 days of receiving written notice from Western Health of the requirement to remedy such damage
- Failure to respond to normal requests or emergencies for snow removal and sanding/salting or
- Failure to meet any of the obligations of a successful bidder as required by this request for Tenders.
- Circumstances that make the service unneeded.

2.4 In the event of an infraction, Western Health will provide the following:

- Verbal Warning to the Contractor requiring the Contractor to remedy the infraction
- Written Warning to the Contractor requiring the Contractor to remedy the infraction
- Notification of Termination of the Contractor’s Contract

2.5 If Western Health determines, in its absolute discretion, that an infraction mandates the immediate termination of a successful bidder’s Contract(s), Western Health may immediately terminate the successful bidder’s Contract(s) without a verbal or written warning.

2.6 Payment of the contract price shall be made in 5 equal payments from December to April. Each invoice MUST include a detailed LOG of work completed for the Month the invoice is dated prior to payment being issued.

2.7 Western Health reserves the right to have snow clearing or sanding/salting done for areas not covered under this contract by a third party without notice or liability to the successful bidder responsible for that individual site.

2.8 Each successful bidder shall:

1. Be responsible for snow removal and salt/sanding as required at the individual site(s) for which the successful bidder was awarded a contract. The term of the contract shall be for a two year period commencing 1 November 2011 up to and including 31 October 2013.

2. Adhere to all standards covered by the OH & S guidelines at all times throughout the term.

3. Provide clean sand to prevent tracking of mud into buildings. This will be reviewed on an ongoing basis. If Western Health, in its absolute discretion, should decide that the sand provided is not suitable or appropriate, the successful bidder shall upgrade quality of sand to be provided at the successful bidder’s expense.
4. Record all activities at each site for which the successful bidder has been awarded a contract on Log Sheets to be provided by Western Health for:

- Snow Removal and Sanding/Salting (Date and Time)
- Concerns or calls from Western Health
- Damage to Property

This Log Sheets shall be made available to Western Health as requested. Log Sheets must be submitted with all invoices before any payment is awarded.

5. Be required to review each site that the successful bidder is responsible for, with the contact person for that/those site(s), for damage prior to the beginning of snow removal or salting/sanding operations. Successful bidders shall be held responsible for any damage that occurs at the site due to snow removal or salting/sanding operations.

2.9 Bidders may (but are not required to) submit an hourly rate for equipment and price per ton of spread salt and sand in the event that a decision is made to utilize the bidder on a call as needed basis for locations not identified in the description of the individual sites attached hereto.

2.10 Prior to submitting its bid, bidders may contact the “Contact Person” listed on each site regarding any concerns pertaining to snow removal or the area in which the successful bidder will be required to stock pile snow.

2.11 Bidders shall provide a copy of current Insurance and Workplace Health, Safety and Compensation Commission Letter of Good Standing with Tender.

2.12 Bidders shall submit a list of equipment to be used for snow removal and salt/sanding on Appendix “B”. A truck with a snow blade shall not be acceptable equipment.

2.13 Bidders shall submit a plan to cover calls from the site and a list of telephone numbers and the name(s) of the operator(s) on call on Appendix “C”.

2.14 A Pre-Work Meeting to discuss details of the tender will be communicated with the respective Manager for each site.

2.15 When snow accumulates at the on-site storage areas to such a degree that it will obstruct vehicular traffic flow or conditions become unsafe for pedestrian traffic or damages to buildings on the site are anticipated then the Site Manager/or Designate responsible will request snow to be removed to an approved dumping site. The contractor shall be
responsible to identify the dumping sites and obtain all necessary approvals for use of such sites.

2.16 With respect to 2.15, the contractor shall make allowances in his lump sum tender price for any removal of snow that may be necessary.

2.17 Some buildings may be in full or partial operation during weekends and holidays. The contractor shall provide snow clearing and ice control during those periods in accordance with the operation schedule of the building.

4.0 Financial Considerations

4.1 Please show pricing for the Inetrfaith Cottages and Shamrock Crescent combined and Humberwood Separate.

4.2 All applicable taxes shall be indicated in the Tender.

4.3 The cost for installation, initial set-up and programming shall be included in the Tender price.

4.4 All costs for training shall be included in the Tender. This includes any travel, meals and accommodation.

4.5 Terms of Payment

The Authority agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by Western Health. Acceptance testing will be completed within 30 days following the complete installation of the system.

5.0 Vendor Confirmation (please sign)

I confirm that our Tender meets or exceeds the specifications detailed in this invitation to Tender. I also confirm that all specifications are included in the quoted price. Any items that are optional are noted accordingly.

Signed
______________________________

Title
______________________________

Company Name
______________________________

Address
______________________________

______________________________

Phone
______________________________
Bid Price:

1. Interfaith Home, Cottages & Shamrock Crescent (Corner Brook)
   Tender Price $ _______________  Tax Extra  Yes _____ No _____

2. Humber Wood Addictions Centre (Bonne’s Road)
   Tender Price $ _______________  Tax Extra  Yes _____ No _____

TENDER CHECKLIST

TENDER #0171-1249

DID YOU INCLUDE

HAS TENDER SUBMISSION BEEN SIGNED  Yes ☐ No ☐
COPY OF REQUIRED TENDER DOCUMENTS  Yes ☐ No ☐
COPY OF BROCHURES (IF REQUESTED)  Yes ☐ No ☐
COPY OF WCB LETTER OF GOOD STANDING (IF REQUIRED)  Yes ☐ No ☐
COPY OF PROOF OF INSURANCE (IF REQUIRED)  Yes ☐ No ☐
AMOUNT OF TAX NOTED ON REQUEST FOR QUOTATION FORM  Yes ☐ No ☐
OPTIONAL PRICING FOR TRAINING INCLUDED  Yes ☐ No ☐

NOTE: TENDER RESPONSES MAY BE REJECTED IF YOU ANSWER “NO” TO ANY OF THE ABOVE QUESTION
Home: Cottages off Churchill Crescent.  
(Note: The former interfaith home parking lot is **not included for this tender**)

The clearing and removal of snow and ice and the supply and spreading of sand/salt, as required on all of the following areas:

**Areas To Be Cleared:**

- All roads
- Parking lots and main driveway
- Salt and sanding as required
- Supply service in the event of rain, to free catch basins and storm drains

Contractor shall be required to remove snow with **bucket or snow blower** on roadways to and around cottages. **It will not be acceptable to use side ploughs in these areas.** This is due to the build up of snow on sidewalks in front of the cottages.

**Shamrock Crescent Complex:**

The clearing and removal of snow and ice and the supply and spreading of sand/salt, as required on all of the following areas:

**Areas to be cleared:**

- Parking lot
- Main driveway
- Salt and sanding as required

The successful bidder is required to monitor and take action for the above areas before 0700 hours each day and more often when snow conditions occur.

**Bidders may visit the site(s) for which they wish to submit a bid, to allow them the opportunity to view the areas to be cleared and a chance to review any damage to the grounds, guardrails or curbs with the Physical Infrastructure Support Department before submitting a bid.**

**Contact Person:** Mr. Carlson Way  
Support Services Manager  
Telephone: 709-637-5000 Ext.3590
Appendix B

HUMBERWOOD ADDICTIONS CENTRE
BOONE’S ROAD, CORNER BROOK

The clearing and removal of snow and ice and the supply and spreading of sand/salt, as required on all of the following areas:

Areas to be cleared:

➢ Parking lot – roadway from main road
➢ Remove any snow that blocks the view from the building to the parking lot
➢ Salt and sand as required

The area must be monitored daily before 0700 hours. Clearing of snow and applications of sand must be done on a priority basis in conjunction with the Clinic Staff.

Bidders may visit the site(s) for which they wish to submit a bid, to allow them the opportunity to view the areas to be cleared and a chance to review any damage to the grounds, guardrails or curbs with the Physical Infrastructure Support Department before submitting a bid.

Contact Person: Mr. Jim Taylor
Support Services Manager
Telephone: 709-637-5000 Ext. 5504
Fax: 709-637-5317
APPENDIX “B”

The Contractor plans to use the following equipment for Snow Removal and Salt/Sanding Operations:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
APPENDIX “C”

The Contractor’s plans for receiving calls from the Site(s) to be bid upon are as follows:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

The Names and Phone Numbers of Operator(s) to be on call are as follows:
1. NAME: ____________________________________
   PHONE NO: ________________________________
   ALTERNATE PHONE NO: ______________________

2. NAME: ____________________________________
   PHONE NO: ________________________________
   ALTERNATE PHONE NO: ______________________

3. NAME: ____________________________________
   PHONE NO: ________________________________
   ALTERNATE PHONE NO: ______________________