



***SPECIFICATIONS FOR  
OPEN CALL FOR BIDS  
#2019-0140***

***Snow Clearing and Ice Control  
Western Health***

***CLOSING LOCATION  
Materials Management Department  
James Paton Memorial Health Centre  
125 Trans Canada Highway  
Gander, NL, A1V 1P7***

***CLOSING DATE & TIME:  
Bids must be received by  
Materials Management Department  
prior to 12:00 p.m. (12:00:00 hrs.) N.L. time,  
on September 27th, 2019.***

***ISSUE DATE: September 10th, 2019***

**LEGAL NAME OF COMPANY: \_\_\_\_\_**

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# CENTRAL HEALTH

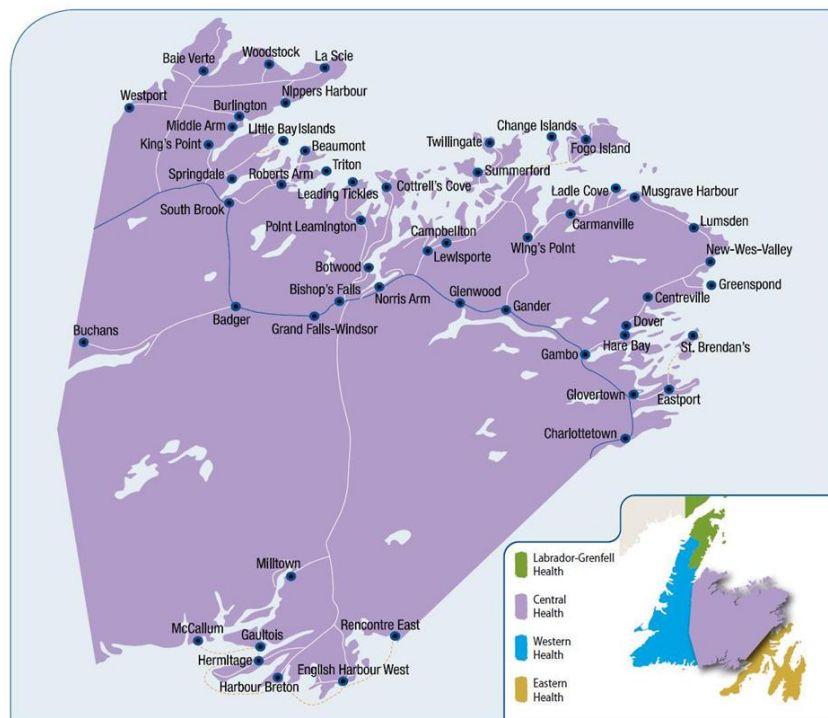
## 1. BACKGROUND

Central Health invites interested vendors to supply Snow Clearing & Sanding/Salting for various sites in western Newfoundland operated the Western Regional Health Authority (Western Health) for a period of two years commencing 1 November 2019. Each of the sites is listed in Schedule “A” of this tender and details for each site.

### About Us

Central Health is the second largest health region in Newfoundland and Labrador serving a population of approximately 94,000 in 177 communities. The service district extends from Charlottetown in the east, Fogo Island in the northeast, Harbour Breton in the south to Baie Verte in the west. This geographical area encompasses more than half of the total landmass of the island and services nearly 20 per cent of the provincial population.

Within Central Health, there is a diverse array of primary, secondary, long term care, community health and various enhanced secondary services. These are provided through 35 community health offices, 13 health care facilities, including two regional referral centres, six community health centres and five long term care facilities.



## 2. INSTRUCTIONS TO BIDDERS

### 2.1 Definitions

- a) Bid: a Bidder's written offer to provide the required goods or services at a given price or rate, or any similar document in reply to an Open Call for Bids. May also be referred to as a proposal, quotation, or submission.
- b) Bidder: any person, business, corporation or other legal entity that submits a Bid.
- c) Compliant Bid: A Bid that has met all mandatory conditions and requirements as set out in the Open Call for Bids.
- d) Central Health: Central Regional Health Authority.
- e) Successful Bidder: means the Bidder who has been awarded the Open Call for Bids by Central Health.
- f) Materials Support: the Department within Central Health that is responsible for issuing and processing of the Open Call for Bids for Central Health.

2.2 All Bids must clearly contain the printed legal name of the Bidder on the front page of this document.

2.3 Bids must be legible, complete and must include the Open Call for Bids number and name. The Bid must also identify the Bidder name and address and supply all information as requested in the Open Call for Bids. Incomplete or illegible Bids are subject to rejection.

2.4 All parties that submit a Bid must read the Terms and Conditions as outlined in this document. Submission of a Bid indicates that you have read and understood Central Health's Terms and Conditions and that you accept and agree to be bound by all Terms and Conditions.

2.5 **The words "may" "could" or "should" denote the permissive. The words "must" "shall" or "will" denote the mandatory.**

2.6 Bids must be signed by an appropriate authorized official of the firm submitting the Bid.

2.7 Bidders must not alter any portion of this document with the exception of adding the information requested by the Open Call for Bids. Bids containing clauses additional to the Open Call for Bids that are "qualified" or "conditional" may be rejected.

2.8 The **successful Bidder** will be required to sign the Privacy and Confidentiality Oath Agreement as set out in Schedule "C".

## Pricing

- 2.9 Bidders **must** complete and submit the Bid Sheet as set out at Schedule “B”. Type or legibly print the information required on the Bid Sheet. All questions or areas on the Bid Sheet must be answered, even if it is only to indicate that the referenced item is not available; blank items will be assumed to be unavailable and may result in rejection of the Bid. Where yes/no questions are asked and the space is left blank by the Bidder, the assumption will be that the answer to the question is no.
- 2.10 Where the price summaries of the Bid Sheet do not fully explain the cost implications of an item, the Bidder shall email [open.calls@centralhealth.nl.ca](mailto:open.calls@centralhealth.nl.ca) to request clarification.
- 2.11 All prices must be stated in Canadian dollars. All prices should be extended and totaled. The extended price is derived by multiplying the unit price by the quantity of units required.
- 2.12 In the event of an error in calculation of the extended price, the unit price will be taken as correct and will govern in the Bid evaluation and contract administration.
- 2.13 Do not include any Provincial or Federal sales taxes in the price.
- 2.14 Shipping, cartage, loading, insurance and handling charges must be included in the total price. If these charges have not been stated specifically, it will be assumed that they have been included in the Bid price, i.e. FOB to the destination(s) listed in the Open Call for Bids. Central Health will not assume responsibility for any goods or services until they have been delivered to the destination(s) specified in the Open Call for Bids.
- 2.15 The Bid price(s) must be fixed for the duration of the contract period. Failure to fulfill a contract on the part of a vendor may result in that vendor being prevented the opportunity to re-bid that contract for a period of one (1) year.

## Bid Submission, Revision & Withdrawal

- 2.16 It is the Bidders’ sole responsibility to ensure their Bid is received when, where and how it is specified in this document. Central Health is not responsible for lost, delayed, misplaced or incorrectly delivered Bids.
- 2.17 Bidders should submit **one original** paper copy of the Bid and **one electronic** copy of the Bid in pdf format on a flash drive duly marked with the Open Call for Bids Number. The electronic copy must contain all of the information submitted on the original paper copy.
- 2.18 Submission of the Bid to Central Health should be done as follows:
  - a) Bids sent by courier or boxes must be clearly labeled as “OPEN CALL FOR BIDS” on the outside packaging;
  - b) Bids sent by courier or boxes must contain within the courier packaging an outer envelope and an inner envelope as set out in c) and d) below;

- c) An outer envelope clearly marked on the outside with the Name of the Open Call for Bids Name, Number, Bidder Name and Bidder Phone Number;
  - d) An inner envelope containing the Bid;
  - e) If Bids are submitted in two envelopes that are not clearly marked, Central Health cannot guarantee that these Bids will be at the opening or remain unopened until after the close.
- 2.19 Bids will be received up to 12:00:00 Hours (12:00:00 PM) Newfoundland Time, on Friday, **September 27th, 2019**. The time for the closing will be determined according to the clock in the Materials Management Office, James Paton Memorial Hospital, whether accurate or not. Bids received after the closing time will not be considered.
- 2.20 Bids will be opened at 12:00:00 Hours (12:00:00 PM) Newfoundland Time on Friday, **September 27th, 2019**. The time for the opening of Bids will be determined according to the clock in the Materials Management Office, James Paton Memorial Hospital, whether accurate or not.
- 2.21 Bids shall be addressed and delivered to:
- Attn: Open Call for Bids  
Tender Number 2019-0140  
Supply of Snow Clearing and Sanding/Salting  
Western Health  
Materials Management Department  
James Paton Memorial Health Centre  
125 Trans Canada Highway  
Gander, NL A1V 1P7
- 2.22 Bids submitted by facsimile will not be accepted.
- 2.23 The Corporation Act of Newfoundland and Labrador requires that an extra-provincial company be registered before it begins or carries on business in the Province. If a Bidder's company is not-registered, Central Health reserves the right to require registration in Newfoundland and Labrador as a condition of the contract.
- 2.24 Bid revisions, changes, and alterations will be accepted by Central Health provided they are received prior to the closing date and time of the Open Call for Bids. Bid revisions, changes and alterations may be made only by completing a new Bid to Central Health.
- 2.25 Where a Bidder submits multiple Bids to an Open Call for Bids, each successive Bid will nullify and replace any previous Bids.
- 2.26 Bidders may withdraw their Bid at any time, prior to the closing date & time of an Open Call for Bids, by submitting an email to [open.calls@centralhealth.nl.ca](mailto:open.calls@centralhealth.nl.ca). All withdrawn Bids will be shredded by Central Health.

2.27 Any samples requested, for evaluation, as part of the open call for bids will not be returned to the vendor.

## **Enquiries**

2.28 All enquires respecting this Open Call for Bids must be directed **by email only** at [open.calls@centralhealth.nl.ca](mailto:open.calls@centralhealth.nl.ca). All emails must include the Open Call for Bids number followed by the name in the subject line of the email. Emails not containing this required information in the subject line will **not** be responded to.

2.29 All communication and all questions about an Open call for Bids **must** be received no later than 72 hours prior to closing. Any communication or questions concerning the Open Call for Bids that are received by Central Health after 72 hours prior to closing will not be replied to. Any communication or questions between the closing and the awarding of the contract will not be replied to.

2.30 All communication **must** be made by e-mail at [open.calls@centralhealth.nl.ca](mailto:open.calls@centralhealth.nl.ca) and will be responded to in the same manner. Enquires made in any other manner will not be addressed or replied to. No communications should be made with Departmental sources.

2.31 Materials Support will be the only official source of information regarding this Open Call for Bids and information from any other source shall be considered unofficial and may not be correct. Information, offers or commitments from any other source, including Central Health employees, shall not be binding on Central Health.

2.32 All award information will be posted on the Central Health website, after award.

## **3.0 EVALUATION, REJECTION AND ACCEPTANCE OF BIDS**

3.1 Bids that meet the mandatory criteria as set out in this Open Call for Bids will be further evaluated. Bids not meeting all the mandatory criteria will be rejected and not considered.

## **Delivery**

3.2 Where the Open Call for Bids includes a mandatory delivery schedule, Central Health will assume that the Bidder can meet the requested schedule and is satisfied that the goods or services required will be available for delivery on the requested date(s).

3.3 Time is of the essence, and delivery schedule(s) are legally binding. Central Health reserves the right to assess penalties or cancel awards to Bidders who fail to meet the stated delivery or completion dates.

3.4 All equipment/goods delivered are subject to inspection and test within a reasonable time after delivery to Central Health premises. In the event of a defective product Central Health reserves the right to return it to the vendor for full credit.

## **Quality of Goods**

- 3.5 Unless otherwise stated in the Open Call for Bids, all material and goods included in the Bid must be new. Used, refurbished, obsolete, discontinued or demonstrator items must only be proposed if the Open Call for Bids specifically requests or otherwise states that such goods will be allowed.
- 3.6 By submitting a Bid, the Bidder guarantees that, unless the Open Call for Bids specifies otherwise, all components required to make the required equipment or system operable or to deliver the required services have been included in the Bid or will be provided at no additional charge to Central Health.
- 3.7 Where applicable, the end user must be provided with complete operation manuals, warranty registration forms, user licenses, or other associated documentation normally provided by the manufacturer, reseller, installer and/or consultant.
- 3.8 During the term of the contract, no product will be substituted for another without mutual agreement of both parties. In the event of a substitution, the price of the replacement product shall not exceed the price of the original Bid. In the event that the vendor is unable to supply a contracted product or approved substitute during the term of the contract, the vendor will be responsible to pay the price differential between the Bid price and the price paid for an alternate product.
- 3.9 Where applicable, all equipment must be certified by the appropriate regulatory agencies (e.g. Canadian Standards Association, Communications Canada, Transport Canada, Canadian Gas Association, Health Canada etc.).
- 3.10 The Bidder warrants that there are no patents, trademarks or other rights restricting the use, repair or replacement of the goods and services furnished or any part thereof. The Bidder agrees to indemnify and save harmless Central Health from and against all claims filed or prosecuted in any manner because of such use, repair or replacement of the goods or services being a violation of any patent, trademark or other right.
- 3.11 The Bidder warrants title to equipment or goods supplied and warrants them free from defects or imperfections and will indemnify and hold Central Health harmless against any and all suits, claims, demands and expenses or any claim by third parties in and to the equipment or goods supplied to Central Health.
- 3.12 Central Health reserves the right to conduct evaluations of goods and products prior to awarding the contract.

## **Cleaning, Disinfection and Sterilization**

- 3.13 Products purchased by Central Health should meet cleaning, disinfecting standards and sterilization that Central Health requires:



- Cleaning and disinfection or sterilization instructions for the device **must be** included with the Bid, for review and approval by our Medical Device Reprocessing and/or IPAC team and or OHS&R;
- A detailed listing of cleaning detergents, enzymatics and disinfectants validated for use with devices **must be** provided with the Bid, for review of compliancy and approval by our IPAC team;
- Devices that require a low level cleaning/disinfecting **must be** compatible with accelerated hydrogen peroxide 0.5% as a cleaner/disinfectant;
- On-site reprocessing education with MDR representatives must be provided, at a time mutually agreed upon;
- Verification that Central Health can meet the manufacturer's instructions for reprocessing must be documented prior to Central Health's use of the Product.

### **Right to Reject Bids**

- 3.14 Failure to comply with any of the mandatory terms or conditions contained or referenced in the Open Call for Bids will result in the rejection of the Bid.
- 3.15 All of the terms, conditions and/or specifications stated or referenced in the Bid are assumed to be accepted by the Bidder and incorporated into the Bid.
- 3.16 Central Health reserves the right to split the award of the Open Call for Bids amongst Bidders as deemed in the best interests of Central Health.
- 3.17 Issuing an Open Call for Bids implies no obligation on Central Health to accept any Bid, or a portion of any Bid submitted. The lowest or highest ranking, or any Bid may not necessarily be accepted.
- 3.18 Open Call for Bids may be cancelled in whole or in part without penalty when:
- a) the Bid(s) exceeds the funds allocated for the purchase;
  - b) there has been a substantial change in the requirements after the Open Call for Bids has been issued;
  - c) information has been received by Central Health after the Open Call for Bids was issued that Central Health believes would alter the procurement;
  - d) there was insufficient competition in order to provide the level of service, quality of goods or pricing required.
- 3.19 Central Health will be the sole judge of whether there is sufficient justification to cancel any Open Call for Bids.
- 3.20 No action or liability will lie against Central Health in the exercise of its rights under this section.
- 3.21 At its sole discretion, Central Health reserves the right to reject any or all Bids received, or a Bid containing a unit price or prices that Central Health in its sole discretion deems unreasonable or unbalanced. Central Health is not under any obligation to award a contract

and reserves the right to terminate the Open Call for Bids process at any time, and to withdraw from discussions with all or any Bidders who have responded.

- 3.22 A Bid can contain minor omissions or irregularities but remain capable of acceptance if it, in the opinion of Central Health, substantially complies with the Open Call for Bids requirements.
- 3.23 The award of this contract, if any, will be based on Central Health's evaluation that results in a Bid that is determined to be the "Best Value" to Central Health. Best Value may include, but is not limited to; total contract price, delivery, quality, warranty, environmental, fair trade/ethical considerations, qualifications and experience of Bidder in providing similar services. Central Health may consider the Bidder's ability to comply and perform the specifications as set out in this Open Call for Bids or additional criteria that Central Health may deem relevant, so as to provide "Best Value" to Central Health whether or not it is the lowest Bid.
- 3.24 At its sole discretion, Central Health reserves the right to award in part or whole.
- 3.25 At its sole discretion, Central Health reserves the right to clarify any Bid after the closing date, the right to request clarification or additional information from a Bidder with respect to any Bid, and Central Health may make such requests to selected Bidders. Central Health may consider such clarification or additional information in evaluating an Open Call for Bids. Such clarification(s) will not be construed as correction, revision or negotiation.
- 3.26 Central Health may reject, without further explanation, the Bid of any Bidder who has prematurely terminated a contract or who has had a contract terminated for cause in the past twelve (12) months.

### 3.27 **Acceptance of Bid**

A Bid is deemed to be accepted by Central Health upon the receipt by the successful Bidder of written notice of acceptance from Materials Support.

Materials Support will be the only official source of notification of award. Any notification of award from any other source will be considered unofficial and may not be correct. Notification of award from any other source will not be binding upon Central Health.

After the contract is executed by all parties, the name of the Successful Bidder and the Bid price will be publicly released. The information will be posted at the Central Health website. Award information will only be made available for ninety (90) days after the award date.

## 4.0 **GENERAL CONDITIONS**

- 4.1 Unless the Open Call for Bids documents specifically state otherwise, the Open Call for Bids document, all Bids and any subsequent contract will be construed and interpreted in accordance with the laws of Newfoundland and Labrador.

4.2 Bidders agree to comply with all applicable laws, regulations and standards including all labour, occupational health and safety and worker compensation requirements of the Province of Newfoundland and Labrador.

#### 4.3 **Addenda**

Addenda issued to this Open Call for Bids will be posted on the Central Health website at <https://www.centralhealth.nl.ca/review-tenders>

Central Health assumes no responsibility for notifying individual Bidders of the existence of addenda. Bidders are advised to check for amendments on Central Health's website up to the closing date and time. Upon submitting a bid, each Bidder will be deemed to have received notice of all Addenda that have been issued.

Each addendum will be incorporated into and become part of this document. No amendment of any kind to the Open Call for Bids is effective unless it is contained in a written addendum issued by Central Health.

Any addendums added within seven (7) calendar days of the Open Call for Bids closing (including on closing day) will extend closing by a reasonable period to be determined by Central Health.

#### 4.4 **Liability for Errors**

Central Health, its employees and agents shall not be held liable or accountable for any error or omission in any part of this Open Call for Bids or response to Bidder's questions.

#### 4.5 **Bidder's Costs**

All costs associated with the preparation and submission of the Open Call for Bids including any costs incurred by the Bidder after the closing of the Open Call for Bids, will be borne solely by the Bidder.

#### 4.6 **Limitation of Damages**

The Bidder, by submitting a Bid, agrees that it will not claim for damages, for whatever reason, relating to the contract or in respect of the competitive process in excess of the amount equivalent to the reasonable costs incurred by the Bidder in preparing its bid. The Bidder by submitting a Bid waives any claim for loss of profits if no contract is made with the Bidder.

#### 4.7 **Firm Pricing**

Prices will be firm for the entire Contract term.

#### 4.8 **Subcontractors**

If a Bidder intends to use sub-contractors, the Bidder must include the names of the subcontractor(s) and the portions of the Services the subcontractor will perform in the Bid. No Contract will be awarded to a Bidder who substantially assigns all of the services to a subcontractor, as solely determined by Central Health.

If subcontractors are named, work must be carried out by the named subcontractor and substitution of others will not be allowed without prior approval of Central Health.

#### 4.9 **Right to Postpone or Cancel the Open Call for Bids Process**

Central Health reserves the right in its sole discretion to postpone or cancel this Open Call for Bids process at any time and may in its discretion, elicit offers from other parties (whether or not such parties have responded to this Open Call for Bids or engage in another procurement process, including re-issuing a substantially similar Open Call for Bids or negotiating with any party if:

- a) Only one Bid is received;
- b) A suitable Bidder has not been selected;
- c) All Bids exceed Central Health's set budget for the Product/Services; or
- d) Contract negotiations have not been reached within a reasonable time as solely determined by Central Health.

#### 4.10 **Bid Validity**

Bids shall be irrevocable and shall remain open for acceptance by Central Health for at least ninety (90) calendar days after the "closing date and time". Central Health may elect to extend the Bid validity duration beyond ninety (90) calendar days with written notice to the Bidders.

#### 4.11 **Ownership of Bid and ATIPPA**

This procurement process is subject to the **Access to Information and Protection of Privacy Act, 2015**.

The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the **Access to Information and Protection of Privacy Act, 2015** has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the **Access to Information and Protection of Privacy Act, 2015**.

All Bids, including attachments and any documentation, submitted to and accepted by Central Health in response to this Open Call for Bids become the property of Central

Health. A Bidder's Bid package may be subject to disclosure under the *Access to Information and Protection of Privacy Act*, 2015. By submitting a Bid, the Bidder agrees to the appropriate disclosure of the information supplied, subject to the provisions of the Act.

Central Health cannot guarantee the confidentiality of the content of any Bid after the closing of the Open Call for Bids.

4.12 During the delivery and installation of goods and/or services, the Bidder or the Bidder's employees may have access to confidential information belonging to Central Health or the patients/clients of Central Health. Should this occur, the Bidder must ensure that Central Health is promptly notified and that such information is not released to any third party or unauthorized individuals. Failure to comply may result in termination of the contract.

#### 4.13 **Opening of Bids**

- a) All Bids will be opened in public after closing.
- b) the names of the Bidders and Bid price(s) may be read out;
- c) where the overall Bid price(s) cannot be readily determined, no pricing will be released;
- d) prices released at the time of the opening are preliminary only and do not indicate final price and/or compliance of Bids;
- e) the financial value of the contract resulting from this procurement process will be publicly released as part of the award notification process.
- f) evaluation and awarding of contracts will be done in accordance with the *Public Procurement Act*, (Newfoundland and Labrador) and its associated Regulations as amended;
- g) Policy criteria application and procedures will be established under related legislation and guidelines.

#### 4.14 **Open Call for Bids Document Prevails**

The terms, conditions and specifications of this Open Call for Bids document will prevail over any terms and conditions submitted by any Bidder.

#### 4.15 **Trade Agreements**

If applicable, this procurement process is subject to trade agreements (i.e. Atlantic Procurement Agreement and Agreement on Internal Trade).

### 5.0 **CENTRAL HEALTH POLICIES**

#### 5.1 **Waste Reduction**

In order to contribute to waste reduction and promote environmental protection, Central Health will endeavor to acquire goods and services that support these principles. Therefore, product(s) quoted should (without reducing the quality of the product, without

negatively affecting the intended use of the product, and without significantly increasing the acquisition cost):

- Minimize the level of post-consumer waste and/or maximize recyclable content
- Minimize packaging
- Maximize energy efficiency
- Maximize the potential for recycling
- Minimize disposal cost
- Minimize environmental hazards

## 5.2 **Smoke Free**

Central Health has a Smoke Free Environment Policy which prohibits the use of all tobacco products on properties owned or leased by Central Health including grounds, parking lots (vehicle parked therein) and all buildings. This policy applies to all persons using the facilities. All vendors and contractors of Central Health are expected to abide by this policy as well.

## 5.3 **Scent Safety**

Central Health has a Scent Free Policy in place which applies to all users of Central Health facilities. All vendors and contractors are expected to abide by this policy as well. Central Health will acquire products or services that are environmentally friendly and fragrance-free.

## **SCHEDULE “A”**

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

1. Cottages (Corner Brook)
2. Shamrock Crescent Complex (Corner Brook)
3. Bay St. George Senior Citizens Home (Stephenville Crossing)
4. Sir Thomas Roddick Hospital (Stephenville)
5. Dr. Charles LeGrow Health Centre (Port aux Basques)
6. Bonne Bay Health Centre (Norris Point)
7. Cow Head Medical Clinic (Cow Head)
8. Calder Health Care Centre (Burgeon)
9. Rufus Guinchard Health Centre (Port Saunders)
10. Western Memorial Regional Hospital, Monaghan Hall (Corner Brook) & SD Cook School (Corner Brook)
11. Hammond Building (Corner Brook)
12. Hampden Medical Clinic & Dr. Residence (Hampden)
13. Jackson’s Arm Medical Clinic & Dr. Residence (Jackson’s Arm)
14. 20 Farm Road (Deer Lake)
15. 127 Montana Drive (Stephenville “The Annex”)
16. Woody Point Medical Clinic & Dr. Residence (Woody Point)
17. Jeffrey’s Medical Clinic & Dr. Residence (Jeffrey’s)
18. Humberwood Addictions Centre (Corner Brook)
19. Protective Community Residences (Corner Brook)
20. Lourde’s Medical Clinic & Dr’s Residence (Lourdes)

21. Corner Brook Long Term Care (Corner Brook)

22. Daniel's Harbor Medical Clinic (Daniel's Harbor)

1.1 A bidder may bid on one or more of the above noted individual sites and shall provide the amount of the bid(s) on Schedule "B", 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.

1.2 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.

1.3 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

1.4 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.

1.5 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.

1.6 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.



1.7 Each successful bidder shall:

1. Be responsible for snow removal, salt/sanding and walkways and entrances 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 2019 up to and including 31 October 2021.
2. Adhere to all Provincial Occupational Health & Safety and related legislation at all times throughout the term of the contract.
3. Only contractors with COR certification of recognition and OR a letter of Good Standing from NLCSA will be considered.
4. Snow clearing must commence whenever there is an accumulation of 50 mm (2") or more of snow or when wind conditions cause drifting to such a degree that it will impede the smooth flow of traffic. The contractor must visit the site when the conditions are doubtful to make sure there will be no impediment to the flow of traffic. Fire lanes must be kept clear at all times.
5. The contractor shall take every reasonable precaution to ensure that slippery conditions on the site are avoided at all times. To achieve this, the contractor shall spread a mixture of sand & salt in proportion of one part salt and four parts sand. However, should these amounts and/or mixtures be found unsatisfactory to adequately control slippery conditions then the amounts and/or mixtures are to be adjusted accordingly at no extra cost to the owner.
6. Sand used to prevent slippery conditions and ice control is to be free from all foreign material such as sticks, roots, mud, etc., and shall be capable of passing through a number 4 sieve.
7. The contractor is to ensure that any buildup of ice is avoided at all times. Should a buildup of ice occur, then the contractor is to remove the ice buildup at no cost to the owner.
8. During freeze-thaw periods, the contractor shall be responsible to remove any buildup of slush and frozen slush ridges that may occur. The contractor shall sand and salt these areas immediately after slush removal.
9. It is the contractor's responsibility to ensure that sand & salt is applied in sufficient quantities and with sufficient frequency to prevent slippery conditions at all times. Should the contractor fail to comply with this requirement, he may be held liable for any accidents that occur.
10. Some buildings may be in full or partial operation during weekend and holidays. The contractor shall provide snow clearing and ice control during

those periods in accordance with the operational schedule of the building. (i.e. Hammond Building, Humberwood, etc.)

11. When snow accumulates at the on-site storage areas to such a degree that it will obstruct vehicular traffic flow, conditions become unsafe for pedestrian traffic, or parking is restricted or minimized, the snow must be trucked away to an approved dumping site. The contractor shall be responsible to identify the dumping site and obtain all necessary approvals for use of each site.

12. Record all activities at each site for which the successful bidder has been awarded a contract 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
- Quantities used (ie. Sand and Salt)

1.8 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.

1.9 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.

1.10 Bidders shall provide a copy of current Insurance and Workplace Health, Safety and Compensation Commission Letter of Good Standing with Tender. The insurance certificate provided shall include coverage for:

Snow Clearing Operations

- Personal Injury
- Cross Liability
- Contractual Liability

Western Health shall be named as an additional insurer.

The successful contractor shall confirm that any Sub-Contractors used are insured for the same requirements.

The successful contractor shall show proof of automobile insurance.

1.11

1. Bidders shall submit a list of equipment to be used for snow removal and salt/sanding on Appendix “A”.
2. All equipment used in the contract must be rubber-tired.

3. Equipment used under this contract must be kept in a good state of repair and be capable of doing the work required by the time stipulated in 2.8 – 4 and 6 of the tender and as specified by site requirements. In addition, Western Memorial site, an avalanche blade with spring-trip cutting edges as well as spring-trip end plates with floating cutting edge is required.
  4. Equipment that becomes inoperative during snow clearing must be replaced immediately to carry out the work required.
  5. All equipment must be equipped with cutting edges for ice control.
- 1.11 Bidders must 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 “B”.
  - 1.12 A Pre-Work Meeting to discuss details of the tender will be communicated with the respective Manager for each site.
  - 1.13 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. The contractor shall make allowances in his lump sum tender price for any removal of snow that may be necessary.

**COTTAGES (NUMBERS 1 -116)**  
**CHURCHILL CRESCENT, CORNER BROOK**

The clearing and removal of snow and ice, the supply and spreading of sand/salt and walkways and entrances, 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. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**

**SHAMROCK CRESCENT COMPLEX**  
**CORNER BROOK**

The clearing and removal of snow and ice, the supply and spreading of sand/salt and walkways and entrances, 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. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**

**BAY ST. GEORGE SENIOR CITIZENS HOME**  
**STEPHENVILLE CROSSING**

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

**Main Complex:**

Parking lots, emergency exit at rear, roadway around building and parking on or side of bus garage. Snow shall be removed from the loading zone and from the front of the garage. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot. Sand and salt as required.

**38 Cottages:**

Parking lots, entrances to and from main road and roadway to parking lots. Sand salt as required.

**20 Unit Congregate:**

Roadway from 8 unit cottage entrances and parking lots. Sand and salt as required.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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. Craig Butt**  
**Facilities Manager**  
**Telephone:      709-646-3215**  
**Fax:                      709-646-2375**

**SIR THOMAS RODDICK HOSPITAL**  
**STEPHENVILLE**

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

**Sir Thomas Roddick Hospital:**

Parking lots, Main Entrance, Ambulance Entrance / parking area, Palliative Care Exit, Dialysis Entrance, roadway around building and roads to the main street. Snow shall be removed from the loading zone, oxygen storage tank and from the front of the garage. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot. Sand and salt as required.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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. Craig Butt**  
**Facilities Manager**  
**Telephone:      709-643-5111 Ext. 465**  
**Fax:                      709-643-2700**





**BONNE BAY HOSPITAL**  
**NORRIS POINT**

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

**Areas to be cleared:**

- Parking lot – road around building/access to all loading areas/medical areas
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- Remove all snow that reduces the size of the parking areas
- Clear driveway for 2 Doctor's Residences. Check with David Yates or location.

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 Maintenance Department. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**COW HEAD MEDICAL CLINIC**  
**COW HEAD**

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

**Areas to be cleared:**

- Parking lot – road around building
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- Clear driveway for 1 Doctor's Residence. Check with David Yates or location.

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**CALDER HEALTH CARE CENTRE**  
**BURGIO**

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

**Areas to be cleared:**

- Parking lot – main roads
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- Four (4) Dr.'s Residence – check Site for location. Driveway only

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 Maintenance Department. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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. Lloyd Janes**  
**Team Leader**  
**Telephone:      709-886-3350**  
**Fax:                      709-8863382**

**RUFUS GUINCHARD HEALTH CARE CENTRE**  
**PORT SAUNDERS**

The clearing and removal of snow and ice, 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
- Clear driveway for 2 Doctor's Residences. Check with Ken Waddleton for location.

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 Maintenance Department. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**WESTERN MEMORIAL REGIONAL HOSPITAL,**  
**SD COOK & MONAGHAN HALL**  
**CORNER BROOK**

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

**Areas to be cleared:**

- Parking lots – all roads around buildings – roadways to Fern St. and Brookfield Avenue
- Snow needs to be removed from parking lots and not pushed forward or to the sides of the parking lots in order not to prevent access to meters, walkways, etc.
- Helicopter Pad
- Removal of large amounts of snow from side walks
- Move large amounts of snow and stock pile in areas identified by the Physical Infrastructure Support Department.
- Remove snow from identified areas such as Exits; Parking Meters; Fire Hydrants; Manholes; Propane and Oxygen Storage Tanks
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- SD Cook Parking Lot

The area must be kept clear 24 hours per day, seven (7) days per week & 365 days per year of clearing of snow and applications of sand/salt (as per section 1.7 of tender document) must be done on a priority basis in conjunction with the Security Department. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**

**HAMMOND BUILDING**  
**CORNER BROOK**

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

**Areas to be cleared:**

- Parking lot – roadways from main road
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- Saturday and Sunday as per section 2.17 of tender document.

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 Security Department. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**

**HAMPDEN MEDICAL CLINIC & DR. RESIDENCE**  
**HAMPDEN**

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

**Areas to be cleared:**

- Parking lot – roadway from main road
- Wheel Chair Ramp and entrances
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- Dr. Residence driveway only

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**JACKSON'S ARM MEDICAL CLINIC & DR. RESIDENCE**  
**JACKSON'S ARM**

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

**Areas to be cleared:**

- Parking lot – roadway from main road
- Wheel Chair Ramp and entrances
- Remove any snow that blocks the view from the building to the parking lot
- Salt and sand as required
- Dr. Residence driveway only

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**



**20 FARM ROAD**  
**DEER LAKE**

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

**Areas to be cleared:**

- Parking lot – roadway from main road
- Wheel Chair Ramp and entrances
- 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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**127 MONTANA DRIVE**  
**STEPHENVILLE (“THE ANNEX”)**

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

**Areas to be cleared:**

- Parking lots – roadway from main road
- Wheel Chair Ramp and entrances
- Remove any snow that blocks the view from the building to the parking lots
- 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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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. Craig Butt**  
**Facilities Manager**  
**Telephone:      709-643-5111 Ext. 465**  
**Fax:                      709-643-2700**

**WOODY POINT MEDICAL CLINIC**  
**WOODY POINT**

The clearing and removal of snow and ice, 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
- Clear driveway for 1 Doctor's Residence. Check with Kevin Bugden for location.

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**JEFFREY'S MEDICAL CLINIC & DR.'S RESIDENCE**  
**JEFFREY'S**

The clearing and removal of snow and ice, the supply and spreading of sand/salt and walkways and entrances, 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
- Wheelchair Ramp and Entrances

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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. Craig Butt**  
**FacilitiesManager**  
**Telephone:      709-643-5111 Ext. 465**  
**Fax:                      709-643-2700**

**HUMBERWOOD ADDICTIONS CENTRE**  
**BOONE'S ROAD, CORNER BROOK**

The clearing and removal of snow and ice, 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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**

**PROTECTIVE COMMUNITY RESIDENCES (4)**  
**WHEELERS ROAD, CORNER BROOK**

The clearing and removal of snow and ice, 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
- Snow needs to be removed from parking lots and not pushed forward or to the sides of the parking lots in order not to prevent access to meters, walkways, etc.
- 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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**

**LOURDE'S MEDICAL CLINIC & DR.'S RESIDENCE**  
**LOURDE'S**

The clearing and removal of snow and ice, the supply and spreading of sand/salt and walkways and entrances, 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
- Wheelchair Ramps and Entrances

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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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. Craig Butt**  
**Support Services Manager**  
**Telephone:      709-643-5111 Ext. 465**  
**Fax:                      709-643-2700**

**CORNER BROOK LONG TERM CARE**  
**40 UNIVERSITY DRIVE, CORNER BROOK**

The clearing and removal of snow and ice, 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.

The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

Cleanup of Sand from all parking lots will be required commencing ASAP after snow conditions permit but no later than May 31 of each calendar year.

**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**



**DANIEL'S HARBOUR MEDICAL CLINIC**  
**DANIEL'S HARBOUR**

The clearing and removal of snow and ice, 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. The contractor shall clear snow in such a manner that it does not obstruct the view from the building to the parking lot.

**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**

**SCHEDULE “B”**

**CONTRACTOR’S SUBMISSION SHEET NOTE:** All taxes to be shown extra. (Equipment hourly cost for areas required outside this contract).

SITE	LOCATION	2019/20	2020/21	FOR AREAS NOT IN THE CONTRACT	
		PRICE FOR 1 <sup>ST</sup> YEAR	PRICE FOR 2 <sup>ND</sup> YEAR	EQUIPMENT COST PER HOUR	COST Per Ton Sand/Salt Spread
<b>Dr. Charles LeGrow Health Centre(as listed)</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Port aux Basques	\$ _____	\$ _____	\$ _____	\$ _____
<b>Calder Health Care Centre (as listed)</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Burgeo	\$ _____	\$ _____	\$ _____	\$ _____
<b>Bay St. George Senior Home (as listed)</b> Snow Clearing and Ice Control per season (Lump Sum)	Stephenville Crossing	\$ _____	\$ _____	\$ _____	\$ _____

<p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b>  Rate for Ice Control per application  \$ _____/hour  Rate for Snow removal  \$ _____/hour</p>		\$ _____	\$ _____		
<p><b>Sir Thomas Roddick Hospital</b>  Snow Clearing and Ice Control per season  (Lump Sum)  Snow Clearing and Ice Control for  Walkways and Entrances per season  (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b>  Rate for Ice Control per application  \$ _____/hour  Rate for Snow removal  \$ _____/hour</p>	Stephenville	\$ _____  \$ _____  \$ _____	\$ _____  \$ _____  \$ _____	\$ _____	\$ _____
<p><b>Daniel's Harbor Medical Clinic</b>  Snow Clearing and Ice Control per season  (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b>  Rate for Ice Control per application  \$ _____/hour  Rate for Snow removal  \$ _____/hour</p>	Daniel's Harbor	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____	\$ _____
<p><b>Jeffrey's Medical Clinic &amp; Dr.'s Residence</b>  Snow Clearing and Ice Control per season  (Lump Sum)</p>	Jeffrey's	\$ _____	\$ _____	\$ _____	\$ _____

<p>Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b>  Rate for Ice Control per application  \$ _____ /hour  Rate for Snow removal  \$ _____ /hour</p>		<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>		
<p><b>Lourde's Medical Clinic &amp; Dr.'s Residence</b>  Snow Clearing and Ice Control per season (Lump Sum)  Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b>  Rate for Ice Control per application  \$ _____ /hour  Rate for Snow removal  \$ _____ /hour</p>	<p>Lourdes</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p><b>Bonne Bay Hospital</b>  Snow Clearing and Ice Control per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b>  Rate for Ice Control per application  \$ _____ /hour  Rate for Snow removal</p>	<p>Norris Point</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>

\$ _____ /hour					
<b>Cow Head Medical Clinic</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Cow Head	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____  \$ _____
<b>Corner Brook Long Term Care</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Corner Brook	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____  \$ _____
<b>Rufus Guinhard Health Centre &amp; Residences</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Port Saunders	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____  \$ _____

<p><b>Western Memorial Regional Hospital, SD Cook and Monaghan Hall (as listed)</b> Snow Clearing and Ice Control per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour</p>	<p>Corner Brook</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p><b>Hammond Building</b> Snow Clearing and Ice Control per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour</p>	<p>Corner Brook</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p><b>Hampden Medical Clinic &amp; Dr.'s Residence</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal</p>	<p>Hampden</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>

<b>\$ _____ /hour</b>					
<b>Jackson's Arm Medical Clinic &amp; Dr.'s Residence</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application <b>\$ _____ /hour</b> Rate for Snow removal <b>\$ _____ /hour</b>	Jackson's Arm	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____	\$ _____
<b>20 Farm Road</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application <b>\$ _____ /hour</b> Rate for Snow removal <b>\$ _____ /hour</b>	Deer Lake	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____	\$ _____
<b>127 Montana Drive (The Annex)</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for Walkways and Entrances per season	Stephenville	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____	\$ _____

(Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour		\$ _____	\$ _____		
<b>Woody Point Medical Clinic &amp; Dr's Residence</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Woody Point	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____	\$ _____
<b>Humberwood Addictions Centre</b> Snow Clearing and Ice Control per season (Lump Sum)  <b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour	Corner Brook	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____	\$ _____
<b>Protective Community Residences (4)</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for	Corner Brook	\$ _____  \$ _____	\$ _____  \$ _____	\$ _____	\$ _____



<p>Walkways and Entrances per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour</p>		<p>\$ _____</p>	<p>\$ _____</p>		
<p><b>Cottages (1 – 116)</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)</p> <p><b>Total:</b></p> <p><b>Please provide an hourly rate.</b> Rate for Ice Control per application \$ _____ /hour Rate for Snow removal \$ _____ /hour</p>	<p>Corner Brook</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p><b>Shamrock Crescent Complex</b> Snow Clearing and Ice Control per season (Lump Sum) Snow Clearing and Ice Control for Walkways and Entrances per season (Lump Sum)</p>	<p>Corner Brook</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>

<b>Total:</b>  <b>Please provide an hourly rate.</b> Rate for Ice Control per application \$_____ /hour Rate for Snow removal \$_____ /hour		\$_____	\$_____		
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Please enter on this line your total bid for the year 2019/20  
Please enter on this line your total bid for the year 2020/21

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**APPENDIX "A"**

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

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**APPENDIX "B"**

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

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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: \_\_\_\_\_

## List of Equipment.

List your existing equipment by Manufacturer, Model and Serial Number.

Item	Manufacturer	Model	Serial Number

### Insurance:

Contractor shall be insured for Public Liability in the amount of a minimum of \$2,000,000.

### Complete the following:

Name of Insurance

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

Policy Number: \_\_\_\_\_ Expiry Date:

\_\_\_\_\_

Attach a photocopy of insurance to quotation.

All employee wages, benefits and insurance, plus related licenses and permits are the responsibility of the contractor.

All documentation must be attached in order for tender submission to be accepted. Failure to comply will void submission.

## **TENDER CHECKLIST**

**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 QUESTIONS.**

**BIDDER'S INFORMATION FORM**

**Failure to submit this signature page will render the bid NON-COMPLIANT and bid will be disqualified.**

We hereby offer to sell and/or supply to the Central Regional Health Authority upon the terms and conditions set out herein and on the attached sheets hereof, the supplies and/or services listed and on any attached sheets at the price(s) set out.

**Required Signature:**

\_\_\_\_\_  
Authorized Company Representative (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Date

**Vendor Information:**

Company Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

H.S.T. # \_\_\_\_\_

**IN SIGNING THIS PAGE AND SUBMITTING YOUR BID, BIDDER ACKNOWLEDGES HAVING READ, UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS IN THIS DOCUMENT.**

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**SCHEDULE “C”**  
**Privacy/ Confidentiality Oath or Affirmation for Contractors/Vendors**

This Privacy/Confidentiality Oath or Affirmation (the “Oath or Affirmation”) encompasses confidential, private, personal and personal health information (the “Information”) concerning patients, clients, residents, staff and the business of Central Health. As a contractor/vendor to Central Health, \_\_\_\_\_, its agents, employees, or representatives (collectively, the “Company”) may be granted access to such information. This access will be gained through appropriate authorization and shall be used only for the purpose for which the access was granted. The Company recognizes that in the provision of goods or services or generally acting during the course of its contract with Central Health (the “Contract”), the Company may also inadvertently gain access to information. All information must be protected to ensure maintenance of full confidentiality and privacy.

As a contractor/vendor, I \_\_\_\_\_, (name), an officer or director of the Company hereby swear [or affirm] on behalf of the Company:

- (a) to have read in its entirety and understand Central Health’s policy on Privacy and Confidentiality, including responsibilities regarding the protection of Information obtained during and after the Contract with Central Health.
- (b) to not at any time divulge to any person(s) within or outside Central Health, any information except as may be required in the course of the duties and responsibilities associated with the Contract, and then, any disclosure of information will only be the minimal amount required in the particular situation. Further, to acknowledge and agree that any information obtained during the life of the Contract shall not be divulged upon completion of the Contract.
- (c) to communicate Central Health’s Privacy/Confidentiality requirements to the Company’s employees, contractors, subcontractors or any other party that the Company may engage to assist in any part of the completion of the Contract and to bind them to comply with the terms of Central Health’s Privacy/Confidentiality Policy.
- (d) to immediately notify Central Health if the Company becomes aware of a breach or possible breach of confidentiality, whether the awareness of the breach is by an officer, director, employee, agent, representative, contractor or subcontractor or any other party that the Company may engage to assist in any part of the completion of the Contract.



- (e) At the expiration of the Contract, to provide documentation of the secure and safe destruction of any information acquired through the Contract, if destruction is required by Central Health.
- (f) to comply with all obligations imposed under any applicable privacy laws, which may include the Personal Health Information Act SNL 2008 c.P-7.01 (PHIA) and the Access to Information and Protection of Privacy Act (ATIPPA) as such apply to the collection, use, disclosure, storage, retention and transfer of information.
- (g) In particular, the Company is aware of its obligation:
- (i) to comply with the requirements of applicable legislation, which may include the PHIA (<http://assembly.nl.ca/Legislation/sr/statutes/p07-01.htm>), to protect the confidentiality of personal health information about individuals and the privacy of the individuals who are the subject of that information;
  - (ii) to protect the confidentiality of the information that is in the Company's custody or control and the privacy of any individual who is the subject of that information;
  - (iii) to provide for the secure storage, retention and disposal of personal health information to minimize the risk of unauthorized access to or disclosure of the personal health information of individuals.

SWORN TO [or AFFIRMED] at the \_\_\_\_\_ of \_\_\_\_\_, in the Province/State of \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Before me:

\_\_\_\_\_  
 Notary Public or Commissioner  
 of Oaths

\_\_\_\_\_  
 Person Swearing/Affirming

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

(who shall affix his/her seal)