



## **Description of Work – REFERENCE TO RFQ #007 – Winter Snow Clearing Contract**

### **Background:**

The Terence Bay Community Hall owned and operated by the Terence Bay Community Hall Association (TBCHA) serves as an accessible community space aimed to meet the needs and interests of Terence Bay and Lower Prospect and neighbouring communities. Our governance and activities are entirely 100% volunteer based, collaborative and community driven, and we value a collaborative, community focused approach to our work with stakeholders.

The Association requires that our parking lots (front and rear), our two thoroughfares and all 3 entry points into the building are cleared and sanded/salted following each winter weather event. This contract is for the 2019/2020 winter season.

- Front parking area (in front of bay doors) must be cleared, sanded/salted and be fully accessible.
- Rear parking area must be cleared, sanded/salted and be fully accessible.
- Both thoroughfares on each side of the building must be cleared, sanded/salted and be fully accessible.
- All 3 doors leading in/out of the building must be cleared, sanded/salted and be fully accessible for all persons (including those with limited mobility).
- The Hall requires full access to our GFL dumpster, this is off the side of the rear parking lot. It is emptied once a month and must be accessible for GFL to access. Snow cannot be pushed near or around the dumpster.

### **Requirements:**

The Supplier must complete the attached Request for Quotation (RFQ) and return by date specified on RFQ document. Please note any charitable considerations of time or discounted service provided to date in regard to this project, or any future considerations. Supplier must meet terms and conditions as outlined in RFQ document to be eligible for consideration.

### **Viewing:**

To view the property and conduct official measurements for quotation please contact: Matthew Duffy 1-902-237-7704. The Terence Bay Community Hall is located at **80 Sandy Cove Road, Terence Bay, Nova Scotia**. Only those Suppliers who contact and arrange for viewing of property for quotation will be considered.

### **Further Documentation:**

All documents submitted to TBCHA from Supplier must be stated, with document title on RFQ form.

**Notes:**

This work must be completed before winter time.

**Pictures (optics only please take your own measurements for accuracy):**



The above picture is to provide you with optics of a birds eye view of our property. Due to recent construction, our rear parking lot has a new configuration to allow for our new septic system. Rocks outline the parking lot as well as around the septic tanks, septic field, heat pumps and well head.

**Notice: Supplier must take their own measurements for accuracy. The above photo is for reference only.**



### REQUEST FOR QUOTATION (RFQ)

<b>REQUESTER INFORMATION</b>		<b>Date RFQ issued</b>	<b>RFQ Closing Date</b>
Department:	Building OPS	Oct 30 2019	Nov 12 2019
Contact Name:	Matthew Duffy		
Telephone #:	902-527-7985		<b>RFQ NO.</b> 7
Fax #:			Plowing/Sanding/Salting
e-mail:	<a href="mailto:mattduffy45@outlook.com">mattduffy45@outlook.com</a>		

**Delivery Address**

80 Sandy Cove Road, Terence Bay, Nova Scotia

Item No.	Quantity	Approx Unit of Measurement	Goods & Services Catalogue # and Description	Unit Price CDN \$	Total Price CDN \$
1	1		Front parking lot to be cleared & sanded/salted prior to each weather event		
2	1		Rear parking lot to be cleared & sanded/salted prior to each weather event		
3	1		Side thoroughfares to be cleared & sanded/salted prior to each weather event		
4	3		All doors/pathways are to be cleared and thoroughly sanded/salted		
5	1		Snow/ice/slush cleared away from onsite dumpster to allow full access		
<b>Charitable Considerations or</b>					
<b>Subtotal before taxes.</b>					
Nova Scotia Sales Tax					
<b>Grand Total including taxes.</b>					

<b>Supplier Information:</b>	The following Section must be completed by the Supplier and included in the Supplier's proposal in response to this RFQ.		
Supplier Name	Supplier Address & E-mail	Expected Delivery Time	Supplier's Quotation #
			Quotation Date

As per Terence Bay Community Hall Association standards, Suppliers must meet the below information in order to be considered for the project:  
**Suppliers must be registered with the Nova Scotia Registry of Joint Stocks and or have permanent, legal Canadian operations.**  
**Suppliers must carry appropriate certifications, insurances and coverages required to carry out their duties of the requested good or service.**  
**Suppliers must provide proof of appropriate safety documentation and use of required safety equipment while on TBCHA property while carrying out duties.**  
**All Suppliers responding to this RFQ must complete the entire document fully.**

Further documentation attached (check box if yes) <input type="checkbox"/>	Suppliers Letter of Good Standing (WCB) Check the box if Letter is attached. <input type="checkbox"/>	Supplier Contact Name
Document Title: _____		Signature

**RFQ Terms and Conditions**

- Supplier's response to this RFQ must be sent to Terence Bay Community Hall via E-mail to the attention of the Requester, as specified above.  
Note: Past, Present and Future charitable donations are a factor in our RFQ scoring process.
- The quantity specified above is provided as a best estimate only. The Association reserves the right to order the quantity that it requires.
- Prices are in Canadian dollars.
- Terms of payment shall be Net 30 days from the receipt of Supplier's invoice by Terence Bay Community Hall Association Accounts Payable.
- Supplier's proposal shall be valid for sixty (60) days from the date of Supplier's submission.
- Price may or may not be the determining factor in Supplier selection process.
- The award may be made to the Supplier(s) whose proposal(s) is (are) determined to be of highest value in terms of quality and price.
- The Association reserves the right to request the Supplier(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- The Association reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.
- The Association reserves the right to reject any or all proposals after evaluation.
- Rejection of all proposals will mean that the Association, in its own best interest at this time, has determined not to pursue the acquisition.
- Supplier who submits a proposal to the Association in response to this RFQ must be licensed and certified as required by the laws of Nova Scotia.
- Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.
- The Supplier may contact the Association to carry out required review, in person of the site (80 Sandy Cove Road) where the service or good will be carried out.