

PTC 2020-004

**SNOW REMOVAL SERVICES
VARIOUS SITES
SAULT STE. MARIE, ONTARIO**

September 2020



September 3, 2020

SUBJECT: PTC 2020-004
SNOW REMOVAL SERVICES
VARIOUS SITES
SAULT STE. MARIE, ONTARIO

The *Sault Ste. Marie Housing Corporation* invites sealed tenders for **SNOW REMOVAL SERVICES** at locations listed in the enclosed documents.

In order to be considered, all tenders must be received by the *Sault Ste. Marie Housing Corporation*, 180 Brock Street, Sault Ste. Marie, ON P6A 3B7, no later than **Thursday, September 17, 2020 at 2:00 P.M.**

Please complete the tender and other related forms as applicable and return in the envelope provided.

Work shall start upon award of contract and carry out operations continuously with a completion date of **September 17, 2025**. The contract may be extended for an additional four (4) years at the same terms and conditions if both parties are in agreement.

The *Sault Ste. Marie Housing Corporation* reserves the right to award this contract to two Contractors.

The lowest or any tender not necessarily accepted.

Yours truly,

Jeff Barban,
Director of Housing Services



Ontario Works
Ontario au travail



Housing Services
Services de Logement



Early Years
Services
Services pour le
petit enfant



Paramedic
Services
Services
Paramédicaux

Housing Services
180 Brock Street
Sault Ste. Marie, ON
P6A 3B7

Tel: 705-946-2077
Fax: 705-946-5628
www.socialservices-ssmd.ca

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1. GENERAL DESCRIPTION OF WORK

Provide all materials, labour, and equipment required to:

- .1 Carry out snow plowing and removal of snow from parking lots (all paved surfaces), entrances, exits, driveways, lanes, service vehicle parking, garbage areas and other related public areas as outlined in attached **Appendices**.
- .2 Carry out snow removal from all walkways on sites as outlined in attached Appendices.
- .3 Remove snow from all exit door pads at apartment buildings, regardless of whether or not there is a walkway leading to it.
- .4 Clear a path from sidewalks/parking lots to fire hose connections to allow access for fire-fighters at the following sites:
 - .1 588 Albert Street West: West side of building to sidewalk.
 - .2 615 Bay Street: North side of building to parking lot.
 - .3 540 Albert Street East: South side of building to parking lot
 - .4 53 Chapple Avenue: East side of building through gate in chainlink fence to Albion parking lot.
 - .5 55 Chapple Avenue: North side of building to sidewalk.
 - .6 101 Chapple Avenue: North side of building to sidewalk.
 - .7 90 Chapple Avenue: West side of building to sidewalk
 - .9 345 St. George's Avenue: South side of building to sidewalk
 - .10 668/672 Second Line West: South side of Building A to parking lot.
- .5 Supply and apply sanding and/or salting of parking lots, entrances, exits, driveways, lanes, service vehicle parking, garbage areas and other related public areas as outlined in attached Appendices. When bidding snow plowing of parking lots or walkways, bidders must also bid on the application of the sand/salt to those areas.

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- .6 Provide all labour, material, equipment and transportation necessary to provide Sweeping of Parking Lots and Walkways at the end of the winter season as determined by Owner.
- .7 Supply and fill owner's on-site storage bins with sand/salt mixture on an as and when requested basis.
- .8 Provide removal of accumulated snow from sites as requested by Owner.
- .9 Document the condition of the sites before your workers leave by taking a photograph whenever work is completed on our sites. These photographs must be submitted with your monthly billing and can be electronic or hard copies.

2. SITE LOCATIONS

- .1 Projects are located at: Sault Ste. Marie, Ontario

- .1 **BLOCK 1:**

- 21-50 Boston Avenue (2 Parking Lots)
 - 53 & 55 Chapple Avenue (Shared Parking Lot)
 - 101 Chapple Avenue (Parking Lot)
 - 90 Chapple Avenue (Parking Lot)
 - 39 Chapple Avenue (Parking Lot)
 - Chapple/Albion (2 Parking Lots)
 - 553, 557, 565 Shannon/58, 62, 68, 70 Capp (9 Driveways)
 - 123 & 131 Willoughby Street (3 Driveways)
 - 159 Gibbs Street (Parking Lot)

- .2 **BLOCK 2:**

- 588 Albert Street West (Parking Lot)
 - 615 Bay Street (Parking Lot)
 - Brien/Poplar/McNabb (Parking Lot)
 - 345 St. George's Avenue (Parking Lot)
 - Second Line West Townhouses (2 Parking Lots)
 - 668 & 672 Second Line West Apartments (Parking Lot)

- Steelton Centre**

- 235 Wellington Street West Steelton Centre (3 lots – North South / North Side of Wellington Street between)

- Social Services - Ontario Works Building**

- 540 Albert Street East (3 Parking Lots – South side of Albert Street East and west side of 531 Albert Street)

Pre-Bid Information

3. SITE INQUIRIES

- .1 Bidders may obtain access to sites and address all inquiries to:
Liza Chikoski, *Infrastructure and Asset Manager*
180 Brock Street, Sault Ste. Marie, ON P6A 3B7
Telephone: (705) 759-5131 Fax: (705) 946-5628
l.chikoski@socialservices-ssmd.ca
- .2 Clarifications and or revisions will be issued to bidders by Addendum prior to bid closing.

4. BASIS FOR PAYMENT

- .1 Payment of plowing for each project shall be at the rate quoted **per time complete in its entirety**; no work shall be carried out unless the snow is at least **three (3) inches** deep.
- .2 No payment will be made for travel time to and from job.
- .3 Payment for the removal of snow from sites shall be on a per hour basis. **The hourly rate is to be based on the continuous removal of snow utilizing two (2) tandem trucks per loader**. No snow removal shall take place, other than in the case of an emergency, without the approval of the Property Manager for that site.
- .4 The Contractor shall invoice on a monthly basis for work carried out on their specific projects.

5. CLOSING DATE - LOCATION

- .1 In order to be considered, the tender must be received on the forms and in the envelope provided at:

Sault Ste. Marie Housing Corporation
180 Brock Street
Sault Ste. Marie, ON P6A 3B7

Closing Date: Thursday, September 17, 2020 at 2:00 p.m.

6. BID ACCEPTANCE

- .1 The lowest on any bid will not necessarily be accepted.
- .2 The Owner intends to award the contract to two (2) separate Contractors, each responsible for one (1) Block. However, the Owner reserves the right to award the contract as a whole or in part as deemed to meet the operational requirements of the *Sault Ste. Marie Housing Corporation*.

Pre-Bid Information

- .3 Properly completed Appendices "A", "B", "C", "D" & "E", **must be attached** to the Tender Submission documents. Failure to return all Appendices with the Tender Submission documents will render the bid invalid
- .4 Bidders shall price complete Blocks. No bids of partial Blocks shall be accepted. Bidders cannot bid on just walkways or parking lots in each Block. **The Owner reserves the right to award the Blocks as it sees fit or as deemed to meet operational requirements.**
- .5 Notwithstanding any tender documents that may be made available for information purposes at other locations, bids will only be accepted on the *Tender Submission Form* submitted in the envelope provided in the tender package duly obtained and paid for if a charge is levied, and registered at the offices of the *Sault Ste. Marie Housing Corporation*.

END OF SECTION

1. FORM OF CONTRACT

- 1.1 The documents forming the Contract between Owner and Contractor are those contained in Article A3 of the Stipulated Price contract published by the *Canadian Construction Documents Committee (CCDC-2) 2008*.

2. TENDER SUBMISSION

- 2.1 The Bidder shall:

- .1 put the bidder's name and return address on the envelope provided for the Tender Submission Form,
- .2 complete and fully execute the Tender Submission Form supplied and all appendices in all respects with appropriate documents and all requisite information,

- 2.2 The Tender and any amendments thereto **may not** be submitted orally or by telecommunications which include but are not limited to telex, telegram and telephone transmission of facsimiles.

- 2.3 The total amount of the firm, fixed tender price shall be given in writing and numerals. All writing shall be with ink or typewriter except with signature of the bidder which shall be written with ink. Tenders that are incomplete or contain any omission, erasure, alteration, addition, condition, limitation or that show any irregularity may be rejected.

- 2.4 The tender shall be properly signed and the complete address of the bidder shall be given on the tender. If the bidder is a co-partnership, each member shall sign the tender; if a corporation, it shall execute the tender by its duly authorized officers.

- 2.5 The bidder shall include all schedules, and other information specified to enable the Owner to determine the bidder's compliance with the requirements of the Contract Documents. In the event work cannot be completed in accordance with the specified requirements, the bidder shall clearly and explicitly state what the deviations are.

- 2.6 Upon request, a bidder shall verify any information including price contained in his tender, and any tender may be rejected if the Owner is not satisfied with the information furnished.

- 2.7 The submission of a tender proposal shall indicate the acceptance by the bidder of all instructions and conditions contained in the Contract Documents and the tender shall be a firm offer binding the bidder.

- 2.8 Tenders shall not be withdrawn or modified and shall be open to acceptance by the Owner for a period of thirty days (30 days) following the date for the receipt of tender proposals. The price quoted therein shall be **FIRM FIXED PRICES** which shall remain valid and binding on the bidder in the event the tender proposal is accepted by the Owner.

- 2.9 The bidder shall submit tender proposals on the basis of using the products, materials and methods indicated or specified. Where alternatives are listed, use one only from the list.
- 2.10 Submit with the tender, under material variations, but do not include in the firm fixed tender price, all proposals to substitute other products, materials and methods for those indicated or specified. For each proposed substitution, submit the name of the manufacturer or supplier, the trade name, an explicit description, the amount by which the firm fixed tender price would be changed and all other information necessary for the evaluation of the proposal.
- 2.11 The Owner will determine which, if any, substitutions will be accepted and the Contract price will be adjusted accordingly. The accepted products, material or method will become part of the Contract.
- 2.12 The Owner reserves the right to amend or supplement the Contract Documents at any time prior to the established closing date. Additional information, changes, clarifications or corrections made by the Owner or Consultant on the Owner's behalf to the Contract Documents during the time of bidding shall be issued in the form of addenda which will become part of the Contract and shall be covered in the tender price. The bidder shall acknowledge receipt of these addenda in the space provided in the tender forms.
- 2.13 The bidder is advised that the Owner will not reimburse the bidder for any costs incurred in preparation of a tender proposal.

3. SALES TAX

- 3.1 All Provincial Sales and Excise taxes are to be included in the Tender Amount.
- 3.2 The Harmonized Sales Tax (H.S.T.) is to be included with the Total Tender Amount and is also to be shown as separate amounts itemizing 5% (G.S.T.) & 8% (P.S.T.).

4. BONDS, BID AND PERFORMANCE SECURITY

- 4.1 Section 4 not applicable.

5. EXAMINATION OF THE SITE AND CONTRACT DOCUMENTS

- 5.1 Before submitting a Tender the Bidder shall carefully examine the site of the proposed work, evaluate the existing conditions and limitations and include the amounts in the tender to cover the cost of all items required to be done to fulfill the Contract.
- 5.2 The Bidder shall report any discrepancies, errors or omissions to the Owner, the Bidder will be deemed to have accepted all such specifications and drawings as

being accurate and the Owner will not approve any extra charges subsequent to acceptance of the Tender.

- 5.3 Questions arising from the bidder's inspection at the site will be answered in addenda where deemed necessary. Existing building information may be available for inspection at the office of the owner. The bidder shall interpret this information according to his own judgment and not rely upon it as accurately descriptive of subsurface conditions which may be found to exist.
- 5.4 Any bidder who is in doubt as to the true meaning or intent of an item in the Contract Documents or who discovers any discrepancies, errors or omissions in the Contract Documents shall notify the owner and request clarification or correction thereof. All such request shall be in writing or shall be confirmed in writing. No responsibility will be accepted by the Owner for unsupported oral communications or instructions.
- 5.5 The bidder shall ascertain, from the relevant authorities, the availability and existing locations of all services to the project, and without limiting the generality of the foregoing, in particular such services as electric light, power, sewers, water supply, gas, telephone and transportation and availability of roads for traffic, and shall ascertain what prior notice will be required for the installation of the service to the project.

6. QUALIFICATION INFORMATION

- 6.1 The Owner reserves the right to require any Bidder to submit qualification information prior to the award of the Contract which qualification information shall include the submission of evidence of the capability of the Bidder to carry out and to maintain properly the work and the equipment, together with details of the qualifications of the Bidder's staff that may be employed in the execution of the Contract.
- 6.2 The Owner reserves the right of interpretation of qualification information and any decisions made by the Owner based upon its findings which may affect the award of the Contract shall be final.
- 6.3 The Owner reserves the right to give preference to materials, products and equipment:
- 6.3.1 of Canadian origin and manufacture,
 - 6.3.2 which are environmentally friendly,
 - 6.3.3 which are energy efficient.

7. ACCEPTANCE OR REJECTION OF TENDERS

- 7.1 Under no circumstances will the Owner consider a Tender which is:

- (i) not received at the address given in the Invitation to Tender, within the time prescribed therein;
- (ii) not properly signed,

7.2 The Owner has the unqualified right to:

- (i) accept or reject any Tender or all Tenders; and
- (ii) waive the formalities in any Tender documents as the interest of the Owner may require; without giving any reasons for any such action.

7.3 The Owner is not obliged to accept any Tender because it is the lowest tender submitted.

8. AWARD OF CONTRACT

8.1 When a Tender is called for more than one project, a Contract may be awarded on the basis of all or any one or more of the projects, unless otherwise stated in the Invitation to Tender.

8.2 The Owner has up to 30 days after the date of tender closing to notify the Bidder that his Tender is accepted.

8.3 The Contract shall be deemed to be awarded on the date that the Owner advises the Bidder in writing of such award.

8.4 If the Bidder alters or withdraws the Bidder's Tender after the date of tender closing or if the Bidder does not provide Insurance or other documents in accordance with the terms of Section 00200 and Section GC11.1 of the General Conditions within the times specified by the Owner, then the Owner may treat the Bidder's Tender and any right of the Bidder to contract or Contract as terminated, and may take such further action as the Owner deems advisable to recover any damages suffered by the Owner.

8.5 If there is any discrepancy in the Tender Submission Form or documents submitted by the Bidder, between any amount shown in writing and in figures, the Owner may choose to accept the amount shown in writing or to reject the tender.

8.6 If a contract is awarded, the following documents will all form part of the Contract:

Instruction to Bidders

Stipulated Price Contract CCDC

Supplementary General Conditions

Tender Submission Form

Specifications with Appendices and Addenda

Schedules

Award Letter

Purchase Order

9. PRICE BREAKDOWN

- 9.1 Immediately upon the opening of tenders the low bidder or bidders may be requested to submit a detailed breakdown (trade by trade) of the cost of the work. The owner will indicate the amount of detail required and the Contractor(s) must present the information promptly.

10. PROOF OF ABILITY

- 10.1 The Bidder shall be competent and capable of performing the various items of work.
- 10.2 The Bidder shall provide, when requested, the firm's latest Workers' Safety Insurance Board Experience Rating and a signed letter which states only competent personnel will be employed on this project in accordance with Occupational Health and Safety Act - Bill 208.
- 10.3 The Bidder may be required to furnish names of references conversant with bidder's performance on similar work, names and experience of senior personnel to be used on the work, and such statements of his financial resources as may be found necessary.
- 10.4 All Contractors and Subcontractors employees who work in a Corporate workplace and/or job site are required to have a valid identification card that confirms the worker has attended a "Standardized Safety Orientation Course" administered by the **Sault Safe Community Partnership**, or the *Sault Ste. Marie Construction Association* or an equal Safety Course as determined by the *Sault Ste. Marie Housing Corporation*.

END OF SECTION

Jeff Barban, Director of Housing Services
 Sault Ste. Marie Housing Corporation
 180 Brock Street,
 Sault Ste. Marie, ON P6A 3B7

Dear Sir:

RE: PTC 2020-004
LOCATION: VARIOUS SITES
SAULT STE. MARIE, ONTARIO
TENDER CLOSING: THURSDAY, SEPTEMBER 17, 2020
@ 2:00 P.M. LOCAL TIME

Having carefully examined the Contract Documents and visited the site and examined all conditions:

- 1) _____ has attached the material

 Company Name
 and information as required in the Bid Documents and agree to construct/repair/replace
 the materials/services/building components on the projects named above, owned by the
 Sault Ste. Marie Housing Corporation, at a total lump sum fixed price of:
- | | | |
|----|-----------------------------------|-----------------|
| a) | Total Lump Sum Price | \$ _____ |
| b) | Harmonized Sales Tax (13% H.S.T.) | \$ _____ |
| c) | Total | \$ _____ |

Total in writing including 13% H.S.T.

_____ Canadian Dollars

including payment of all applicable federal, provincial and municipal taxes, utility permits, etc.

- 2) I/We agree to comply in all respects with the requirements set out in the Bid Documents including ADDENDA Nos. _____ to _____. (If no addenda have been received, indicate "NIL" in the spaces provided.)

- 3) This bid will be considered accepted and a contract entered into, upon receipt of a duly authorized Purchase Order.
- 4) I/We agree to commence this work immediately upon being notified in writing to do so by the owner and that contract work will be on a continuous basis.
- 5) I/We expressly warrant that the prices contained in my/our bid, whether as unit prices or lump sums are quoted in utmost good faith on my/our part without any collusive arrangement or agreement with any other person or partnership or corporation.
- 6) I/We expressly represent that I/We are not party or privy to any deceit tending to mislead the owner into accepting my/our bid as a truly competitive bid whether to the prejudice, injury or benefit of *Sault Ste Marie Housing Corporation*.
- 7) Further to our bid, I/we propose the following substitute products listed below showing the addition to a deduction from the bid amount.

Description of Proposed Alternative	Addition to Contract	Deletion to Contract

I/We acknowledge that each of the above proposed alternative[s] is subject to the written approval of the *Sault Ste. Marie Housing Corporation*.

- 8) I/We agree to complete the work acceptable to the Corporation.
- 9) If our tender is accepted it is our intention to employ subcontractors in accordance with the General Conditions of the contract. All portions of the work, other than those to be placed with the subcontractors will be executed by ourselves with our own workforce. List of subtrades for trade work is listed below.

SECTION	TRADEWORK	SUBCONTRACTOR

9.1 There is to be no change to the above list without the written consent of the subcontractor concerned or the Owner.

10) **WHEN THE TENDER IS CALLED FOR MORE THAN ONE PROJECT, THE HOUSING CORPORATION RESERVES THE RIGHT TO AWARD THE WHOLE PROJECT OR PART THEREOF. NOTE: NO PARTIAL BIDS WILL BE ACCEPTED.**

SIGNED AND SEALED THIS _____ DAY OF _____, 20 _____

*CONTRACTOR: _____

AUTHORIZED SIGNING OFFICER: _____

TITLE: _____

SIGNATURE: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

WITNESS: _____ (Must be witnessed if no seal)

NOTE: BIDDERS ARE ADVISED THAT FAILURE TO COMPLETE THIS FORM WILL BE CAUSE FOR DISQUALIFICATION OF THE BID.

***Affix Corporate Seal**

1. DEFINITIONS

- .1 The word "**Owner**" means the *Sault Ste. Marie Housing Corporation*.
- .2 The word "**Day**" means a calendar day unless otherwise stated.

2. Article GC 10.2 LAWS, NOTICES, PERMITS AND FEES

- .1 Amend Clause 10.2.2 to read "The Owner shall pay for permanent easements and rights of servitude. The Contractor will be responsible for the Building Permits, electrical permit, and other permits, licenses, or certificates necessary for the performance of the Work which were in force at the date of bid closing.

3. LIABILITY INSURANCE

- .1 Commercial General Liability insurance shall be with limits of not less than **\$5,000,000** per occurrence, an aggregate limit of not less than **\$5,000,000** within any policy year with respect to completed operations, and a deductible not exceeding \$5,000. The insurance coverage shall not be less than the insurance provided by IBC Form 2100 (including an extension for a standard provincial and territorial form of non-owned automobile liability policy) and IBC Form 2320. To achieve the desired limit, umbrella or excess liability insurance may be used. Subject to satisfactory proof of financial capability by the Contractor, the Owner may agree to increase the deductible amounts.
- .2 Commercial General Liability insurance providing third party bodily and personal injury and property damage coverage in an amount of not less than **\$5,000,000** per occurrence, stating *Sault Ste. Marie Housing Corporation* is an additional insured and containing a Cross Liability and/or Severability of Interest Clause, protecting each insured to the same extent as if they were separately insured.

4. LIABILITY AND INDEMNITY

The snow removal contractor shall indemnify, save harmless and defend *Sault Ste. Marie Housing Corporation*, its officials, officers, employees and agents against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses including defense costs or loss which *Sault Ste. Marie Housing Corporation* may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to any persons by reason of, arising out of, or in connection with the work covered by this contract, or by reason of or arising out of the use of the premises in connection with the work covered by this contract.

5. W.S.I.B.

- .1 The contractor shall produce a valid W.S.I.B. Certificate of Clearance Form at the commencement of the contract and updated copies as renewed.

END OF SECTION

SNOW PLOWING, SNOW REMOVAL, SANDING & SALTING

PART 1 - GENERAL**1.1 Scope:**

- .1 Provide materials, labour, equipment, and transportation to:
 - .1 Carry out snow plowing and removal of snow from parking lots (all paved surfaces), entrances, exits, driveways, lanes, service vehicle parking, garbage areas and other related public areas as outlined in attached Appendices.
 - .2 Carry out snow removal from all walkways on sites as outlined in attached Appendices.
 - .3 Remove snow from all exit door pads at apartment buildings, regardless of whether or not there is a walkway leading to it.
 - .4 Clear a path from sidewalks/parking lots to fire hose connections to allow access for fire-fighters at the following sites:
 - .1 588 Albert Street West: West side of building to sidewalk.
 - .2 615 Bay Street: North side of building to parking lot.
 - .3 540 Albert Street East: South side of building to parking lot
 - .4 53 Chapple Avenue: East side of building through gate in chainlink fence to Albion parking lot.
 - .5 55 Chapple Avenue: North side of building to sidewalk.
 - .6 101 Chapple Avenue: North side of building to sidewalk.
 - .7 90 Chapple Avenue: West side of building to sidewalk
 - .8 345 St. George's Avenue: South side of building to sidewalk
 - .9 668/672 Second Line West: South side of Building A to parking lot.
 - .5 Supply and apply sanding and/or salting of parking lots, entrances, exits, driveways, lanes, service vehicle parking, garbage areas and other related public areas as outlined in attached Appendices. When bidding snow plowing of parking lots or walkways, bidders must also bid on the application of the sand/salt to those areas.
 - .6 Provide all labour, material, equipment and transportation necessary to provide Sweeping of Parking Lots and Walkways at the end of the winter season as determined by Owner.
 - .7 Supply and fill owner's on-site storage bins with sand/salt mixture on an as and when requested basis.

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- .8 Provide removal of accumulated snow from sites as requested by Owner.
- .9 Document the condition of the sites before your workers leave by taking a photograph whenever work is completed on our sites. These photographs must be submitted with your monthly billing and can be electronic or hard copies.

1.2 Standards & Workmanship

- .1 The Contractor shall possess all licences required by law for the operation of the business of **Snow Plowing and Removal**.
- .2 The Contractor shall comply with the *Employment Standards Act* and Regulations and all other applicable codes and regulations.
- .3 The Contractor shall provide sufficient supervision to ensure prompt and efficient service to carry out the work to the satisfaction of the Owner.
- .4 All work shall be performed by skilled tradesmen in accordance with the best modern practice.
- .5 In the event that for any reason the Contractor fails to plow and remove snow in accordance with the above specification to the satisfaction of the Owner, the *Sault Ste. Marie Housing Corporation* reserves the right to engage any other qualified contractor to complete the work as specified at the expense of the Contractor.

1.3 Communications

- .1 The successful Contractor for an area shall, at commencement date of the contract, establish a local 24 hour telephone contact within the area which will be a point of instant communication between the contractor and the owner. This local point of contact shall remain in force during the term of the contract. When the contractor commences snow plowing of parking lots or walkways under their own initiative notice must be given to the Owner.

1.4 Protection

- .1 The Contractor is responsible for keeping all projects under his responsibility clear and safe for all staff, tenants, and members of the public.

1.5 Removal of Vehicles

- .1 The Contractor is responsible for making all necessary arrangements for the removal of residents and visitors vehicles to facilitate snow clearing of entire parking areas.

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PART 2 - PRODUCTS**2.1 Equipment**

- .1 All equipment shall be pneumatic mounted or rubber tracked to avoid site surfaces from being marred, scored, indented or damaged in any manner.
- .2 The Contractor shall ensure that suitable equipment is made available to perform to the satisfaction of the *Sault Ste. Marie Housing Corporation* in accordance with the Snow Plowing and Removal service specifications.
- .3 Snow plowing shall be carried out using equipment capable of plowing, lifting, and placing snow only.

PART 3 - EXECUTION**3.2 Snow Plowing of Parking Lots and Walkways**

- .1 The first priority shall be establishing the flow of vehicular traffic throughout the project, clearing of snow from front entrances and at fire exit doors including ramps and garbage entrances.
- .2 The second priority shall be the plowing of the remaining snow from all the specified areas for each project to a **maximum 1 cm, solid, passable surface.**
- .3 In the event of extremely heavy snowfall, the Contractor shall be required to give first priority to more than one project, but with the understanding that they are to immediately return to the original projects to complete the snow plowing.
- .4 The Contractor shall commence the snow plowing operations on their own initiative, but no later than two (2) hours after the snow fall or drifting snow reaches a depth of **three (3) inches.**
- .5 Snow plowing of parking lots/walkways shall continue until all specified areas on the projects are bare and clear of snow accumulation.
- .6 The Contractor shall ensure that snow is cleared from all areas before it becomes compacted.
- .7 Snow plowing operations shall be completed as soon as possible, but within eight (8) hours after commencement of this operation. For heavy snow falls in excess of six (6) inches, completion time of the snow clearance shall be extended two (2) hours for each additional one (1) inch of snow fall.
- .8 The Contractors shall be responsible to have **parked cars removed** as a convenience to plowing otherwise the snow removal between and around cars

SNOW PLOWING, SNOW REMOVAL, SANDING & SALTING

shall be carried out in a manner as to ensure a clear and clean appearance of the parking lots. **Snow build-up around cars will not be acceptable.**

3.3 Snow Removal

- .1 Removal of snow shall take place **only upon request** of the Owner. It is the Contractor's responsibility to notify the Owner when snow removal is required to be undertaken.
- .2 Snow removal shall be carried out on a regular basis to ensure that unsightly build-ups and hazards do not occur.
- .3 The Contractor shall ensure that sufficient personnel, equipment, and vehicles are provided to remove snow on a continuous basis once commenced. **(Note: Before proceeding, the Contractor shall provide an estimate of the time required to remove snow accumulations identified for removal off-site).**
- .4 The accumulated snow shall be removed off the sites to an area acceptable to the Municipality and shall be the sole responsibility of the Contractor to make prior arrangements and receive authorization to do so.
- .5 The price for snow removal shall include for two (2) tandem trucks and loader c/w operators.

3.4 Sand and Salt Application

- .1 The Contractor shall supply and apply sand and/or salt to all areas forming part of this contract when conditions warrant, **after snow clearing**, or as instructed by the Owner. **(Note: The Contractor must pay particular attention to the need to sand/salt more frequently when freeze/thaw conditions prevail).**
- .2 Sand and/or salt shall be spread utilizing a mechanical spreader on parking lots, walkways, entrances and exits only after these areas have been cleared of snow.

3.5 Sand/Salt Supply

- .1 **S.S.M.H.C. On-Site Bins:** The Contractor shall supply sand/salt mixture to Owner's storage bins on an as and when requested basis.
- .2 The sand/salt stored in the bins or other areas is for the **Owner's use only and shall not be used by the Contractor** without the prior approval of the Owner.

3.6 Making Good & Completion

- .1 The Contractor shall make good, at his own expense any damage caused by his work to any material, equipment & property located on the project.
- .2 Any excess of materials shall be removed off the site in the early spring.

END OF SECTION

SWEEPING OF PARKING LOTS & WALKWAYS**PART 1 - GENERAL****1.2 Scope**

- .1 Provide all labour, materials, equipment, transportation and any other incidentals required for sweeping and cleaning of all hard surfaces.
- .2 This work will include parking lots, all walkways/sidewalks on various housing and apartment complexes owned by *Sault Ste. Marie Housing Corporation*.
- .3 Walkways leading to individual housing units must also be swept as part of this Contract.
- .4 All sand, gravel and other debris collected from site shall be removed and disposed of. Under no circumstances is anything to be swept onto turf areas.
- .5 All work to be performed during regular work days between the hours of 8:00 a.m and 5:00 p.m. In no event shall work be performed at **OVERTIME RATES** without prior authorization of the *SSMHC*. The schedule is to be coordinated with the *SSMHC*.
- .6 The Contractor is responsible for any damages caused to persons, animals, property and plant material during the execution of the work.

1.2 Standards & Workmanship

- .1 The Contractor shall possess all licences required by law for the operation of the business of **Sweeping of Parking Lots & Walkways**.
- .2 The Contractor shall comply with the *Employment Standards Act* and Regulations and all other applicable codes and regulations.
- .3 The Contractor shall provide sufficient supervision to ensure prompt and efficient service to carry out the work to the satisfaction of the Owner.
- .4 All work shall be performed by skilled tradesmen in accordance with the best modern practice.
- .5 In the event that for any reason the Contractor fails to sweep parking lots and walkways in accordance with the above specification to the satisfaction of the Owner, the *Sault Ste. Marie Housing Corporation* reserves the right to engage any other qualified contractor to complete the work as specified at the expense of the Contractor.

1.3 Communications

- .1 The successful Contractor for an area shall, at commencement date of the contract, establish a local 24 hour telephone contact within the area which will be a point of instant communication between the contractor and the owner. This local point of contact shall remain in force during the term of the contract. When

SWEEPING OF PARKING LOTS & WALKWAYS

the contractor commences sweeping of parking lots and walkways under their own initiative, notice must be given to the Owner.

1.4 Protection

- .1 The Contractor is responsible for keeping all projects under his responsibility clear and safe for all staff, tenants, and members of the public.
- .2 Protect all property including vehicles, buildings etc. from damage that may be caused by this Contract.

1.5 Removal of Vehicles

- .1 It will be the Contractor's responsibility to have all vehicles moved from the parking lots before sweeping. The *Sault Ste. Marie Housing Corporation* will supply names and phone numbers for tenants with vehicles in parking lots.

PART 2 - PRODUCTS**2.1 Equipment**

- .1 Contractor must utilize equipment of size, quality and quantity to complete the work. All equipment is to be maintained as per manufacturer's instructions. All equipment is to be used for its intended purpose and with regard to the safety of property, staff, tenants and the operator. Any onsite maintenance to equipment must be performed with due diligence and in an area away from tenants.
- .2 Machinery shall be appropriate for the size of area being swept and the standard of finish specified.
- .3 All equipment shall be pneumatic mounted or rubber tracked to avoid site surfaces from being marred, scored, indented or damaged in any manner.
- .4 The Contractor shall ensure that suitable equipment is made available to perform to the satisfaction of the *Sault Ste. Marie Housing Corporation* in accordance with the service specifications.

PART 3 - EXECUTION**3.1 Scheduling**

- .1 Sweeping of parking lots and walkways is to be scheduled once snowfall is deemed to be complete for the season.
- .2 Contractor is to submit a schedule to the Owner for approval, outlining which sites will be completed on what days.

SWEEPING OF PARKING LOTS & WALKWAYS**3.2 Sub-Contracting**

- .1 No part of this bid or any resulting award shall be sub-contracted without the prior written approval of the *S.S.M.H.C.*

3.3 Making Good & Completion

- .1 The Contractor shall make good, at his own expense any damage caused by his work to any material, equipment & property located on the project.
- .2 Any excess of materials shall be removed off the site in the early spring.

END OF SECTION

SNOW PLOWING OF PARKING AREAS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<u>21-50 BOSTON AVENUE</u> Two (2) Parking Lots & Entrances	\$	36	\$
<u>53/55 CHAPPLE AVENUE</u> Shared Parking Lot & Entrance	\$	36	\$
<u>101 CHAPPLE AVENUE</u> Parking Lot & Entrance	\$	36	\$
<u>39 CHAPPLE</u> Parking Lot & Entrance	\$	36	\$
<u>90 CHAPPLE</u> Two (2) Parking Lots & Entrances off Chapple Street (Prior to 7:00 AM)	\$	36	\$
<u>CHAPPLE/ALBION</u> Two (2) Parking Lots & Entrances (off Albion Street)	\$	36	\$
<u>SHANNON ROAD/CAPP AVENUE</u> Nine (9) Driveways serving: 553,557,565 Shannon Road & 58,62,68,70 Capp Avenue	\$	36	\$
<u>159 GIBBS STREET</u> Parking Lot & Entrance	\$	36	\$
<u>123 & 131 WILLOUGHBY ST.</u> Three (3) Driveways (off Willoughby Street & Allard Street)	\$	36	\$
TOTAL COST OF SNOW PLOWING PARKING AREAS FOR <u>BLOCK 1</u> (TO BE ENTERED ON APPENDIX "C")			\$

SNOW REMOVAL FROM WALKWAYS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
* 53/55 CHAPPLE AVENUE * All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	15	\$
101 CHAPPLE AVENUE All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	36	\$
39 CHAPPLE All walkways plus all exit door pads plus all exit door pads	\$	36	\$
90 CHAPPLE All walkway plus all exit door pads (Prior to 7:00 AM)	\$	36	\$
CHAPPLE/ALBION All Common Walkways on site	\$	36	\$
SHANNON ROAD/CAPP AVENUE Walkways serving: 553,557,565 Shannon Road & 58,62,68,70 Capp Avenue	\$	36	\$
159 GIBBS STREET All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	36	\$
123 & 131 WILLOUGHBY ST. All walkway plus all exit door pads	\$	36	\$
TOTAL COST OF SNOW REMOVAL FROM WALKWAYS FOR BLOCK 1 (TO BE ENTERED ON APPENDIX "C")			\$

Note: Sites designated with an * are to be done only outside of regular working hours during the week, on weekends, on statutory holidays or when requested by the Owner (Normally done by Building Custodians Monday – Friday from 8:30 a.m. – 4:30 p.m.)

APPENDIX "A" – BLOCK 1

SANDING & SALTING OF PARKING AREAS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<u>21-50 BOSTON AVENUE</u> Two (2) Parking Lots & Entrances	\$	51	\$
<u>53/55 CHAPPLE AVENUE</u> Shared Parking Lot & Entrance	\$	51	\$
<u>101 CHAPPLE AVENUE</u> Parking Lot & Entrance	\$	51	\$
<u>39 CHAPPLE AVENUE</u> Parking Lot & Entrance	\$	51	\$
<u>90 CHAPPLE AVENUE</u> Two (2) Parking Lots & Entrances (off Chapple Avenue) (Prior to 7:00AM)	\$	51	\$
<u>CHAPPLE/ALBION</u> Two (2) Parking Lots & Entrances (off Albion Street)	\$	51	\$
<u>SHANNON ROAD/CAPP AVENUE</u> Nine (9) Driveways serving: 553,557,565 Shannon Road & 58,62,68,70 Capp Avenue	\$	51	\$
<u>159 GIBBS STREET</u> Parking Lot & Entrance	\$	51	\$
<u>123 & 131 WILLOUGHBY ST.</u> - Three (3) Driveways (off Willoughby Street & Allard Street)	\$	51	\$
TOTAL COST OF SANDING & SALTING OF PARKING AREAS FOR <u>BLOCK 1</u> (TO BE ENTERED ON APPENDIX "C")			\$

APPENDIX "A" – BLOCK 1

SANDING & SALTING OF WALKWAYS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<p>* <u>53/55 CHAPPLE AVENUE</u> * All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$	15	\$
<p><u>101 CHAPPLE AVENUE</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$	51	\$
<p><u>39 CHAPPLE AVENUE</u> All walkway plus all exit door pads</p>	\$	51	\$
<p><u>90 CHAPPLE AVENUE</u> All walkway plus all exit door pads (Prior to 7:00 AM)</p>	\$	51	\$
<p><u>CHAPPLE/ALBION</u> All Common Walkways</p>	\$	51	\$
<p><u>SHANNON ROAD/CAPP AVENUE</u> Walkways serving: 553,557,565 Shannon Road & 58,62,68,70 Capp Avenue</p>	\$	51	\$
<p><u>159 GIBBS STREET</u> All walkways <u>plus</u> all exit door pads</p>	\$	51	\$
<p><u>123 & 131 WILLOUGHBY ST.</u> All walkways <u>plus</u> all exit door pads</p>	\$	51	\$
<p>TOTAL COST OF SANDING & SALTING OF WALKWAYS FOR <u>BLOCK 1</u> (TO BE ENTERED ON APPENDIX "C")</p>			\$

Note: Sites designated with an * are to be done only outside of regular working hours during the week, on weekends, on statutory holidays or when requested by the Owner (Normally done by Building Custodians Monday – Friday from 8:30 a.m. – 4:30 p.m.)

APPENDIX "A" – BLOCK 1

SWEEPING OF PARKING LOTS & WALKWAYS

SITE ADDRESS	PROJECT TOTAL (excluding H.S.T.)
<p><u>21-50 BOSTON AVENUE</u> Two (2) Parking Lots & Entrances Front & Rear Walkways to the <i>Community Centre</i> at <u>46 Boston</u></p>	\$
<p><u>53/55 CHAPPLE AVENUE</u> Shared Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>101 CHAPPLE AVENUE</u> Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>39 CHAPPLE AVENUE</u> Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>90 CHAPPLE AVENUE</u> Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>CHAPPLE/ALBION</u> Two (2) Parking Lots & Entrances (off Albion Street) All Common Walkways on site <u>plus</u> Front & Rear Walkways to the <i>Community Centre</i> at <u>73A Chapple</u>.</p>	\$
<p><u>SHANNON ROAD/CAPP AVENUE</u> Nine (9) Driveways & Walkways serving: 553,557,565 Shannon Road & 58,62,68,70 Capp Avenue</p>	\$
<p><u>159 GIBBS STREET</u> Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>123 & 131 WILLOUGHBY ST.</u> Three (3) Driveways (off Willoughby Street & Allard Street) Walkways</p>	\$
<p>TOTAL COST OF SWEEPING OF PARKING LOTS & WALKWAYS FOR <u>BLOCK 1</u> (TO BE ENTERED ON APPENDIX "C")</p>	\$

APPENDIX "B" – BLOCK 2

SNOW PLOWING PARKING AREAS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<u>588 ALBERT STREET WEST</u> Parking Lot & Entrance	\$	36	\$
<u>615 BAY STREET</u> Parking Lot & Entrance	\$	36	\$
<u>540 ALBERT STREET EAST</u> Two (2) Parking Lots & Entrances (Prior to 7:30 AM)	\$	36	\$
<u>BRIEN/POPLAR/McNABB</u> Parking Lot & Entrance (off McNabb Street)	\$	36	\$
<u>345 ST. GEORGE'S AVENUE</u> Parking Lot & Entrance	\$	36	\$
<u>SECOND LINE WEST TOWNHOUSES</u> Two (2) Parking Lots & Entrances (off Second Line West & St. Basil's Drive)	\$	36	\$
<u>SECOND LINE WEST APARTMENTS 668 & 672</u> Parking Lot & Entrance	\$	36	\$
<u>STEELTON CENTRE 235 Wellington Street West</u> North/ South and North & Entrance North West Parking Lot – North side of Wellington Street	\$	36	\$
TOTAL COST OF SNOW PLOWING PARKING AREAS FOR <u>BLOCK 2</u> (TO BE ENTERED ON APPENDIX "C")			\$

APPENDIX "B" – BLOCK 2
SNOW REMOVAL FROM WALKWAYS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<u>588 ALBERT STREET WEST</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	36	\$
* <u>615 BAY STREET</u> * All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	15	\$
<u>540 ALBERT STREET EAST</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	36	\$
<u>BRIEN/POPLAR/McNABB</u> All Common Walkways on site <u>plus all</u> Walkways to unit entrances.	\$	36	\$
<u>345 ST. GEORGE'S AVENUE</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	36	\$
<u>SECOND LINE WEST TOWNHOUSES</u> All Common Walkways on site <u>plus</u> Front & Rear Walkways	\$	36	\$
<u>SECOND LINE WEST APARTMENTS 668 & 672</u> Parking Lot & Entrance <u>plus</u> front and rear entrances to the Community Hub	\$	36	\$
<u>STEELTON CENTRE 235 Wellington Street West</u> North/ South and North & Entrance North West Parking Lot – North side of Wellington Street	\$	36	\$
TOTAL COST OF SNOW REMOVAL FROM WALKWAYS FOR BLOCK 2 (TO BE ENTERED ON APPENDIX "C")			\$

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APPENDIX "B" – BLOCK 2

SANDING & SALTING OF PARKING AREAS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<u>588 ALBERT STREET WEST</u> Parking Lot & Entrance	\$	51	\$
<u>615 BAY STREET</u> Parking Lot & Entrance	\$	51	\$
<u>540 ALBERT STREET EAST</u> Two (2) Parking Lots & Entrances	\$	51	\$
<u>BRIEN/POPLAR/McNABB</u> Parking Lot & Entrance (off McNabb Street)	\$	51	\$
<u>345 ST. GEORGE'S AVENUE</u> - Parking Lot & Entrance	\$	51	\$
<u>SECOND LINE WEST TOWNHOUSES</u> - Two (2) Parking Lots & Entrances (off Second Line West & St. Basil's Drive)	\$	51	\$
<u>SECOND LINE WEST APARTMENTS 668 & 672</u> Parking Lot & Entrance	\$	51	\$
<u>STEELTON CENTRE 235 Wellington Street West</u> North/ South and North & Entrance North West Parking Lot – North side of Wellington Street	\$	51	\$
TOTAL COST OF SANDING & SALTING OF PARKING AREAS FOR <u>BLOCK 2</u> (TO BE ENTERED ON APPENDIX "C")			\$

APPENDIX "B" – BLOCK 2

SANDING & SALTING OF WALKWAYS

SITE ADDRESS	PRICE PER TIME	EST. # OF TIMES	PROJECT TOTAL (excluding H.S.T.)
<u>588 ALBERT STREET WEST</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	51	\$walk
* <u>615 BAY STREET</u> * All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	15	\$
<u>540 ALBERT STREET EAST</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	51	\$
<u>BRIEN/POPLAR/McNABB</u> All Common Walkways on site <u>plus</u> all Walkways to unit entrances.	\$	51	\$
<u>345 ST. GEORGE'S AVENUE</u> All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.	\$	51	\$
<u>SECOND LINE WEST</u> All Common Walkways on site	\$	51	\$
<u>SECOND LINE WEST APARTMENTS 668 & 672</u> Parking Lot & Entrance plus front and rear entrances to the Community Hub	\$	51	\$
<u>STEELTON CENTRE</u> <u>235 Wellington Street West</u> North/ South and North & Entrance North West Parking Lot – North side of Wellington Street	\$	51	\$
TOTAL COST OF SANDING & SALTING OF WALKWAYS FOR BLOCK 2 (TO BE ENTERED ON APPENDIX "C")			\$

Note: Sites designated with an * are to be done only outside of regular working hours during the week, on weekends, on statutory holidays or when requested by the Owner (Normally done by Building Custodians Monday – Friday from 8:30 a.m. – 4:30 p.m.)

APPENDIX "B" – BLOCK 2

SWEEPING OF PARKING LOTS & WALKWAYS

SITE ADDRESS	PROJECT TOTAL (excluding H.S.T.)
<p><u>588 ALBERT STREET WEST</u> Parking Lot & Entrance all walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>615 BAY STREET</u> Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>540 ALBERT STREET EAST</u> Two (2) Parking Lots & Entrances</p>	\$
<p><u>BRIEN/POPLAR/McNABB</u> Parking Lot & Entrance (off McNabb Street) All Common Walkways on site <u>plus all</u> Walkways to unit entrances.</p>	\$
<p><u>345 ST. GEORGE'S AVENUE</u> Parking Lot & Entrance All walkways <u>plus</u> all exit door pads regardless of whether or not there is a walkway leading to it.</p>	\$
<p><u>SECOND LINE WEST</u> Two (2) Parking Lots & Entrances (off Second Line West & St. Basil's Drive) All Common Walkways on site</p>	\$
<p><u>SECOND LINE WEST APARTMENTS</u> <u>668 & 672</u> Parking Lot & Entrance plus front and rear entrances to the Community Hub</p>	\$
<p><u>STEELTON CENTRE</u> <u>235 Wellington Street West</u> North/ South and North & Entrance North West Parking Lot – North side of Wellington Street</p>	\$
<p>TOTAL COST OF SWEEPING OF PARKING LOTS & WALKWAYS FOR <u>BLOCK 2</u> (TO BE ENTERED ON APPENDIX "C")</p>	\$

APPENDIX "C"
SUMMARY OF WORK

TOTALS BROUGHT FORWARD FROM APPENDICES (excluding H.S.T.)	
<u>APPENDIX "A" – BLOCK 1</u>	
Snow Plowing Parking Areas	\$
Snow Removal From Walkways	\$
Sanding & Salting of Parking Areas	\$
Sanding & Salting of Walkways	\$
Sweeping of Parking Lots & Walkways	\$
<u>APPENDIX "B" – BLOCK 2</u>	
Snow Plowing Parking Areas	\$
Snow Removal From Walkways	\$
Sanding & Salting of Parking Areas	\$
Sanding & Salting of Walkways	\$
Sweeping of Parking Lots & Walkways	\$
<u>TOTAL COST TO BE ENTERED ON SUBMISSION FORM (excluding H.S.T.)</u>	\$

APPENDIX "D"
ADDITIONAL RATES

Please provide the following additional rates (excluding H.S.T.):

1.0 SAND & SALT SUPPLY

.1 Supply and fill *Sault Ste. Marie Housing Corporation* on-site storage bins:

Cost to fill one (1) bin: \$ _____

2.0 HOURLY RATE

.1 Removal of snow from sites to be carried out with two (2) trucks and one (1) loader:

Hourly Rate: \$ _____

APPENDIX "E"

Proponents who have not undertaken work of this nature with this office in the past two (2) years are required to complete Appendix "E" giving a brief description of their company and a list of recently completed projects of this nature complete with references from Owners or Consultants involved in the installations.

Tender Award will be made on the basis of verified acceptable references, completed projects, and tender price, notwithstanding the owner's right to reject any or all of the submitted tender.

COMPANY NAME: _____

BRIEF DESCRIPTION:

PROJECT:
(Include Location & Date Completed)

REFERENCES:

OWNER OR CONSULTANT
(Include Name & Address)