

# Infrastructure & Operations

## REQUEST FOR QUOTATIONS

Wetland Restoration Compensation, Lantz  
RFQ50185

Release date: November 30, 2017

Quotations will be received up to  
3:00:00 pm local time on Thursday, December 21, 2017

Contact: Michael Hatfield  
Procurement Officer  
Municipality of East Hants  
Telephone: (902) 883-7098, Ext 232  
Email: [mhatfield@easthants.ca](mailto:mhatfield@easthants.ca)



**EAST HANTS**  
We live it!

# Contents

|  |    |
|--|----|
| 1. INSTRUCTIONS TO BIDDERS .....                   | 3  |
| 1.1. Introduction .....                            | 3  |
| 1.2. Definitions .....                             | 3  |
| 1.3. Quotation Deadline .....                      | 3  |
| 1.4. Quotation Submission .....                    | 3  |
| 1.5. Inquiries .....                               | 3  |
| 1.6. Quotation Acceptance (Privilege Clause) ..... | 4  |
| 1.7. Quotation Openings .....                      | 6  |
| 1.8. Quotation Validity .....                      | 6  |
| 1.9. Cost .....                                    | 6  |
| 1.10. Quotation Requirements .....                 | 6  |
| 1.11. Quotation Evaluation .....                   | 7  |
| 2. STATEMENT OF REQUIREMENTS .....                 | 8  |
| 2.1. General .....                                 | 8  |
| 2.2. Available Information .....                   | 8  |
| 2.3. Delivery or Performance .....                 | 8  |
| 3: TERMS AND CONDITIONS .....                      | 9  |
| Performance .....                                  | 9  |
| Insurance .....                                    | 10 |
| Termination .....                                  | 11 |
| Safety .....                                       | 11 |
| Assignment .....                                   | 12 |
| Independent Status .....                           | 12 |
| East Hants Representative .....                    | 12 |
| Appendix A - Quotation Form .....                  | 13 |
| Appendix B - Bidder Information .....              | 14 |



## 1. INSTRUCTIONS TO BIDDERS

### 1.1. Introduction

- 1.1.1. The Municipality of East Hants (East Hants) requires a wetland restoration professional to enter into a Letter of Understanding to provide wetland restoration compensation in accordance with Wetland Alteration Approval no. 2017-106204-00 (re: Lantz Transmission Main). To this end, East Hants is seeking competitive Quotations from the marketplace to identify a Vendor to supply these Services.

### 1.2. Definitions

- 1.2.1. **Bidder:** An individual or company who submits a Quotation.
- 1.2.2. **Successful Bidder:** the Bidder whose Quotation is selected for award.
- 1.2.3. **Vendor:** registered business qualified to and capable of supplying the requested Services
- 1.2.4. **Independent Contractor:** a Bidder, successful or otherwise, or a Vendor, as defined in this RFQ, is considered to be an Independent Contractor, not an employee of East Hants.

### 1.3. Quotation Deadline

- 1.3.1. Quotations will be received up to 3:00:00 pm local time on December 21, 2017 at the address listed below:

Civic: Municipality of East Hants  
Lloyd E. Matheson Centre  
15 Commerce Court  
Elmsdale, NS B2S 3K5

Mail: Municipality of East Hants  
230-15 Commerce Court  
Elmsdale, NS B2S 3K5

Attention: RFQ50185

- 1.3.2. Quotations must be received at the Reception & Payments counter on the first floor of the Lloyd E. Matheson Centre and must have the time and date indicated on it by East Hants staff to confirm receipt prior to the stated Quotation Deadline. Please allow sufficient time to be served by staff.

### 1.4. Quotation Submission

- 1.4.1. Bidders shall submit their Quotation as one original copy.
- 1.4.2. The Quotation shall be sealed in an envelope and shall be labeled as follows:  
  
"RFQ50185 - Wetland Restoration Compensation, Lantz".
- 1.4.3. Although minor inconsistencies in labelling will not be cause to invalidate a response, the Bidder must ensure that the Competition Number is clearly visible on the outer packaging, especially when sending by courier or other means, to ensure the package is recognized as a quotation and received as described herein for consideration. East Hants will not be responsible to consider Quotations which are not clearly marked.

### 1.5. Inquiries

- 1.5.1. All questions or requests for additional information or clarifications regarding this Request for Quotations shall be in writing, preferably by email, to the attention of:

Michael Hatfield  
Procurement Officer  
Municipality of East Hants  
Email: mhatfield@easthants.ca

- 1.5.2. East Hants will provide clarifications and additional information, if required, by way of Addenda.
- 1.5.3. Inquiries and questions will be accepted up until **11:00:00 am** local Nova Scotia time on **December 15, 2017**.
- 1.5.4. Bidders are solely responsible to ensure that any such inquiries are received by East Hants as described above. East Hants will not be responsible if a Bidder acts based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

#### **1.6. Quotation Acceptance (Privilege Clause)**

- 1.6.1. All Quotations become the property of East Hants once submitted.
- 1.6.2. Late Quotations will be rejected and will be returned unopened. Faxed Quotations will not be accepted. Emailed Quotations will not be accepted. Incomplete Quotations may be rejected.
- 1.6.3. Any Quotation that does not include all of the information required in this RFQ may be considered incomplete and may be rejected. For greater clarity, this may include, without limitation, recommendation letters, references, insurance submissions, financial information requirements, or any information on which East Hants has stated it may evaluate the Quotation.
- 1.6.4. This document and Request for Quotation process does not constitute a call for Tenders.
- 1.6.5. Bidders undertake any expenditure related to the submission of a Quotation at their own risk.
- 1.6.6. This Request for Quotations neither expresses nor implies any obligation on the part of East Hants to enter into a contract with any party submitting a response or responses.
- 1.6.7. East Hants may include evaluation criteria within this Request for Quotation document to be used as a guideline for Bidders. East Hants reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality. Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the Quotations received and the needs of East Hants.
- 1.6.8. East Hants reserves the right to reject all or any Quotations, and to not accept the lowest Quotation. East Hants may accept any Quotation or any portion of any Quotation that may be considered to be in the best interests of East Hants. East Hants reserves the right to reject any and all Quotations that, in its sole discretion, are not in the best interests of East Hants.
- 1.6.9. East Hants reserves the right to waive formality, informality or technicality in any Quotation. This includes the right to accept a Quotation that is not strictly compliant with the instructions in the Request for Quotations document.
- 1.6.10. East Hants reserves the right to amend this Request for Quotation document at any time before the Request for Quotation's closing date and will issue an addendum in the event of a change.
- 1.6.11. East Hants reserves the right to negotiate, after the RFQ's Quotation Deadline, with any Bidder and to finalize service arrangements in the best interests of East Hants.
- 1.6.12. In applying this privilege clause, East Hants shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Quotations.



- 1.6.13. East Hants reserves the right to interpret any and all aspects of this Request for Quotations as may be most favourable to East Hants.
- 1.6.14. Should a Bidder find any discrepancies, errors, or omissions in this RFQ, or if a Bidder is unsure as to the meaning of anything in this RFQ, they are to advise East Hants in writing; East Hants may, in its sole discretion, respond to such written inquiry, to all Bidders, in an addendum.
- 1.6.15. The Bidder is responsible for all costs associated with preparing and submitting this Quotation. This includes, without limitation, any and all costs, fees, expenses (travel, accommodations or meals) or other incidentals related to preparing, printing, binding, transporting, presenting, defending, or clarifying the Quotation.
- 1.6.16. It is the responsibility of the Bidder to be sure they understand the requirements prior to submitting a Quotation and before the deadline for questions has passed.
- 1.6.17. East Hants may cancel the RFQ process at any time, for any reason, in its sole discretion. In the event that an RFQ process is cancelled, East Hants will not be obligated to pay any costs, damages, or claims of any type to any Bidder or potential Vendor or Bidder.
- 1.6.18. In providing a Quotation, the Bidder warrants that their Quotation is in all respects fair and is provided without collusion or fraud. No representative of the company from which a Quotation is to be provided may extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of East Hants. Bidders must also advise East Hants, in writing, of any potential conflict of interest that may affect, or appear to affect, the RFQ process, including the influence of award.
- 1.6.19. Bidders shall indemnify and save harmless East Hants, its officers and its employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Bidder or their servants in the preparation of their Quotation and/or in the course of delivering Services.
- 1.6.20. Bidders are advised that no commitment to purchase Goods or Services shall exist until the successful Bidder is advised by East Hants, in writing, of an award. If an award is made, the method of procurement may be, at East Hants's discretion, Procurement Card, Purchase Order, or other method of contract East Hants may identify.
- 1.6.21. This process and the procurement of Goods and Services, if any, resulting from this RFQ process will be subject to the [Atlantic Provinces Terms and Conditions, Goods and Services](#) and the terms and conditions noted herein. Where there is a conflict between the *Atlantic Provinces Terms and Conditions, Goods and Services* and this document, this document shall prevail.
- 1.6.22. East Hants does not bind itself to accept any quotation, but may accept any quotation, in whole or in part, or discuss with any Bidder different or additional terms to those described in this RFQ or in such Bidder's quotation. East Hants may:
  - reject any or all of the quotations;
  - accept any quotation;
  - if only one quotation is received, choose to accept or reject it;
  - not to accept the lowest bid price; or
  - alter the schedule, RFQ process, or any other aspect of the RFQ, as it may determine in its sole and absolute discretion.
- 1.6.23. Bidders are advised that East Hants is governed by Nova Scotia's *Freedom of Information and Protection of Privacy Act (FOIPOP)* and any information submitted to East Hants in response to this RFQ may be subject to disclosure under *FOIPOP*. Bidders may identify any confidential information in their quotations or any accompanying documentation and are advised to consult with their own



legal advisors regarding the appropriate way to identify such information. East Hants will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under *FOIPOP* or any disclosure requirements imposed by law or by order of a court or tribunal. Bidders are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by East Hants to advise or assist with the RFQ process, including the evaluation of quotations. Bidders are further advised that East Hants may make public the names of any or all Bidders and intends to publish the name of the successful Bidder and the total value of any contract entered into with the successful Bidder. If a Bidder has any questions about the collection and use of information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

- 1.6.24. In submitting a Quotation, the Bidder has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same. Except as expressly and specifically permitted in these Instructions to Bidders, no Bidder shall have any claim for compensation of any kind whatsoever as a result of participating in this RFQ and by submitting a Quotation each Bidder shall be deemed to have agreed that it has no claim.
- 1.6.25. Submitting a Quotation shall be deemed proof that the Bidder was aware of and understood the requirements, the terms and conditions, and all other provisions of the RFQ. East Hants will not be liable for claims made by a Bidder that they were uninformed or unaware of the requirements, terms or conditions of this RFQ.

### 1.7. Quotation Openings

- 1.7.1. East Hants will proceed with private openings for this RFQ. Bidders may be advised of their status in the RFQ once a determination has been made.

### 1.8. Quotation Validity

- 1.8.1. Quotations shall remain valid for acceptance for a period of thirty (30) days from the Quotation Deadline or such additional time as may be mutually agreed upon in writing.

### 1.9. Cost

- 1.9.1. The cost provided in the Quotation must be in Canadian dollars, exclusive of harmonized sales tax (HST).
- 1.9.2. The Bidder will provide a Lump Sum Price to complete the Services which includes all costs, fees, expenses, and/or disbursements for which the Bidder expects to be paid, except HST. Such Lump Sum Price must ensure the successful Bidder will provide the Services in a safe, competent, and professional manner sufficient to complete the Services in a timely fashion.

### 1.10. Quotation Requirements

- 1.10.1. The Services required are described in Section 2, Statement of Requirements.
- 1.10.2. Bidders must have experience completing at least one wetland restoration project in order to be considered for award. Bidders must include a summary of their experience performing these Services, including contact names for the client organizations receiving the Services (contact name, phone number and email address). The summary must include sufficient information to identify the project and demonstrate the experience is valid.
- 1.10.3. Bidders must complete and submit with their Quotation Appendix A, the Quotation Form, and Appendix B, Bidder Information.
- 1.10.4. Bidders must indicate whether they are the sole undertakers of the work or whether other Vendors or service providers will be used. All vendors and service providers shall be subject to approval by East Hants.

- 1.10.5. East Hants may, without creating an obligation to any Bidder, request clarifications, additional information, supporting documentation not otherwise supplied, up to including a request for a meeting or presentation, for any Quotation or from any Bidder, prior to award.
- 1.10.6. The Successful Bidder may be required to show proof of insurance. Insurance requirements, if any, will form part of Section 3.
- 1.10.7. Regardless of the method of purchase for the Services associated with this RFQ, the successful Contractor must abide by the Terms and Conditions in Section 3; failure to comply with these conditions may result in the rejection of the Bidder's quotation or the cancellation of award.

**1.11. Quotation Evaluation**

- 1.11.1. East Hants may contact any of the references provided by the Bidder and may consider the experience and the information learned from references when determining award.
- 1.11.2. Once experience has been demonstrated to East Hants' satisfaction, East Hants will consider the lowest cost compliant response for award.
- 1.11.3. Award is subject to approval by the Chief Administrative Officer (CAO) for East Hants. In some cases, additional approvals from Council may be required.



## 2. STATEMENT OF REQUIREMENTS

### 2.1. General

- 2.1.1. The Municipality of East Hants (East Hants) requires a wetland restoration professional (WRP) to enter into a Letter of Understanding to provide wetland restoration compensation in accordance with Wetland Alteration Approval no. 2017-106204-00 (re: Lantz Transmission Main).
- 2.1.2. In accordance with Wetland Alteration Approval no. 2017-106204-00, the WRP will provide Nova Scotia Environment (NSE) with a detailed compensation plan for wetland restoration. The total area of compensation is approximately 0.46 hectares or 4,788m<sup>2</sup>. This compensation plan is based upon a signed Letter of Understanding (LOU).
- 2.1.3. The WRP is solely responsible to implement the compensation plan, including all monitoring and other activities that may be specified in their plan or as identified by NSE.
- 2.1.4. The following link provides information from NSE on the requirements of a suitable compensation plan and letter of understanding: -

<https://www.novascotia.ca/nse/wetland/compensation.asp>

### 2.2. Available Information

- 2.2.1. The following is a list of documents and other materials that East Hants suggests the Bidder review prior to submitting a Quotation that may be material to the Quotation they are going to provide.
  - Approval for Construction – Wetland Alteration. Approval No. 2017-106204-00
  - Wetland alteration application, prepared by McCallum Environmental Ltd. dated June 23, 2017.

### 2.3. Delivery or Performance

- 2.3.1. The compensation plan and LOU must be acceptable to NSE and payment will be subject to written confirmation from NSE that these are acceptable. In accordance with Wetland Alteration Approval no. 2017-106204-00, the LOU must be submitted to NSE by February 8<sup>th</sup>, 2018.

### 3: TERMS AND CONDITIONS

The primary contract with the Wetland Restoration Professional (WRP) will be a Letter of Understanding (LOU) based on the example LOU available here:

<https://www.novascotia.ca/nse/wetland/compensation.asp>

The following Terms and Conditions will apply to any agreement with respect to providing these Services:

The WRP is identified as the “Third Party Wetland Restoration Professional” in the example LOU. East Hants is identified as the “Proponent” in the LOU.

The WRP shall comply with all Federal, Provincial and Municipal regulations and other authorities having jurisdiction.

The WRP will pay all Federal and Provincial Taxes as required by the appropriate enactments.

The WRP must indicate on their invoice, as a separate amount, the Harmonized Sales Taxes that East Hants is legally obligated to pay. This amount will be included in payments to the WRP.

East Hants requires that Invoices related to Services:

- Must be supported in such detail as East Hants may request;
- will be reviewed by East Hants for completeness in a timely manner and, if acceptable, will be approved for payment;
- Where there is a discrepancy, error, or other anomaly, East Hants may reject an Invoice, request clarification or additional information, or otherwise require the Invoice to be made acceptable prior to approval. The WRP will have a duty to make corrections to the Invoice or Services to ensure they are acceptable to East Hants;
- Payment will be made on a net thirty (30) days basis from receipt of an acceptable Invoice;
- No payment made by East Hants will constitute acceptance of work or products that are not in accordance with the requirements of the WRP's Quotation or the terms of this document; and
- Registration with the Workers' Compensation Board of Nova Scotia (WCBNS) is required as a condition of providing these Services; a valid Clearance Letter must be included with the project invoice.

#### Performance

The WRP is solely responsible to develop a restoration plan describing the compensation for the wetlands which is acceptable to Nova Scotia Environment (NSE). East Hants will make no payment to the WRP until the compensation plan and the LOU are accepted by NSE.

NSE has sole discretion over the acceptability of the plan and the performance of the work to implement the planned compensation. East Hants has discretion over the terms of the LOU, but the ultimate acceptance of the LOU is at the discretion of NSE.

The WRP agrees to perform the Services to a high standard of quality and safety, at minimum to the satisfaction of Nova Scotia Environment (NSE) or their representative. Where the performance of a Service is not satisfactory to NSE, their representative, or East Hants, the WRP may be required to repair or re-perform the Services (or part thereof) to the satisfaction of NSE, their representative, or East Hants, in accordance with the terms of this agreement



or, in the case of the wetland restoration, the Letter of Understanding (LOU) and the restoration plan accepted by NSE.

The WRP will provide the results of their monitoring efforts to NSE in a timely manner as specified in their plan.

The cost provided by the WRP must be inclusive of all costs to develop and implement the restoration plan. The WRP may not request, and East Hants will not pay, any additional fees or compensation with respect to these Services.

### **Indemnification**

The WRP shall defend, indemnify and save harmless the Municipality of the District of East Hants its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the WRP, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the WRP in accordance with this agreement, and shall survive this agreement.

### **Insurance**

Good Standing with the Workers' Compensation Board of Nova Scotia is a requirement of this contract. Failure to obtain or maintain valid coverage, or to obtain or maintain an alternative form of coverage acceptable to East Hants, will make any award of Services null and void.

The WRP shall, without limiting its obligations or liabilities, maintain Commercial General Liability insurance on an occurrence basis with a minimum limit of \$5,000,000.00 for bodily injury including death, personal injury and property damage including loss of use, and shall include provisions for: Blanket contractual liability; Owners' and contractors' protective liability; Broad form property damage; Hostile fire; Tenant's legal liability; Non-owned automobile liability; Contingent employer's liability; and Products and completed operations liability.

The WRP must provide a certificate of insurance from their insurer for this coverage. The Certificate, at a minimum, must:

- a. List the Municipality of the District of East Hants as an additional insured and contain both cross-liability and severability of interest clauses;
- b. The WRP's insurance must provide for bodily injury or property damage that may result from the WRP's performance of the Services; and
- c. Excess or umbrella insurance may be used to achieve the required insurance limits noted in this section.

The WRP's insurance must include provisions for contractors' pollution liability (environmental impairment liability) and will include Difference in Conditions, Difference in Limits, products, and completed operations.

The WRP must have and must maintain automobile insurance in the amount of \$2,000,000.00 for the duration of the agreement and must provide a certificate of insurance confirming this coverage.

The certificate of insurance must provide for 30 days' written notice of cancellation or material change for Commercial General Liability insurance and 15 days written notice in the case of automobile insurance. The WRP must provide a new certificate of insurance each time the insurance is renewed and for the duration of this contract.



If so required, the WRP will comply with any requirements which NSE may have with respect to providing proof of insurance.

The WRP is responsible to have and to maintain insurance on the equipment and materials used to provide the Services for the duration of the agreement. East Hants will not be responsible in any way for lost, damaged or stolen equipment.

In addition:

- a. The WRP's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to East Hants.
- b. In the case where the WRP will use subcontractors to perform some or all of the Services, the subcontractor must obtain and, when required to by East Hants, provide proof of insurance coverage equal to that required of the WRP under this agreement, including requirements to list East Hants as an additional insured.
- c. Failure to maintain the required insurance coverage may be grounds for termination of the agreement;
- d. If a WRP no longer is in Good Standing with WCBNS, the WRP must disclose the change in WCB status immediately. Inability to return to Good Standing before the next performance of the Services may result in the termination of the agreement; and
- e. Changes to insurance coverage must be disclosed to East Hants prior to the next performance of Services after the change and the WRP must provide a revised certificate. The amended coverage must be in accordance with the requirements of this agreement or otherwise acceptable to East Hants.

### Termination

East Hants may terminate the Services of the WRP at any time or for any reason by providing the WRP with thirty days' written notice. In the event of such termination, East Hants will only be responsible to pay the WRP for such reasonable administrative costs incurred up to the time the Termination occurs. East Hants will not be responsible, in any way, to pay for any costs associated with the implementation of a restoration plan which is not yet approved by NSE or where the restoration plan, even if approved by NSE, has not been implemented or where the implementation (or part thereof) will not be considered by NSE as compensation in East Hants' favour

### Safety

Prior to the commencement of any Services, the Contractor, with the cooperation of East Hants where necessary, must:

- Perform a hazard assessment;
- Have a plan for addressing all known hazards;
- Post any required warning signs or install any necessary guards or barriers;
- Locate and mark any municipal or other services such as water, sewer, electrical, communications, etc. that may be affected by the work as identified in the hazard assessment. East Hants is responsible for any fees associated with location of services;
- Locate and confirm clearances from nearby structures and overhead obstructions such as power lines;

- Design and provide traffic control, if required; and
- Identify and removal of any other potential hazards which might result in damage or harm to public property or individuals.

The Contractor is responsible to manage their employees, including, without limitation, training, ensuring their licenses, if any, are up to date, and to monitor safe work practices.

#### **Assignment**

The Contractor may not transfer or assign this agreement without the express prior written permission of East Hants. Assignments or transfers which are attempted to be made to this agreement without such permission will be void.

#### **Independent Status**

The Contractor will provide the Services to East Hants as an Independent Contractor and not as an employee.

Accordingly:

- a. The parties acknowledge that the Contractor and any subcontractor they may engage, and their respective employees, are not, nor are they deemed to be, employees of East Hants within the meaning set out in any employment legislation that may be applicable, or otherwise.
- b. The Contractor agrees that East Hants shall have no liability or responsibility for the withholding, collection, or payment of any payroll taxes, employment insurance premiums, or Canada Pension Plan contributions, or any other relevant payroll deductions on any amounts paid by East Hants to the Contractor or amounts paid by the Contractor to its employees or contractors.
- c. The Contractor also agrees to indemnify East Hants from any and all claims in respect to East Hants's failure to withhold and/or remit any payroll taxes, employment insurance premiums, Canada Pension Plan contributions, or similar payroll deductions.
- d. Further, the Contractor shall be solely and entirely responsible for all payments under the applicable Workers' Compensation legislation as it relates to their ability to provide service and receive payment.
- e. The Contractor agrees that as an Independent Contractor, the Contractor, and any person for whom it is legally responsible, will not be qualified to participate in or to receive any employee benefits that East Hants may extend to its employees.
- f. The Contractor shall not have any power to accept an obligation, incur any liability, promise any performance, and/or request or obtain any credit on behalf of East Hants except as described herein.

#### **Governing Law**

The laws of Nova Scotia shall govern this agreement. If any dispute should arise under the terms of this agreement, the Courts of Nova Scotia shall have exclusive jurisdiction to such dispute.

#### **East Hants Representative**

The East Hants Representative for these Services is Derek Normanton, Project Engineer. East Hants may, through the Representative or their designate, supply either verbal or written instructions to a Contractor with respect to the Services to be completed.



Appendix A - Quotation Form

Quotation completed by: \_\_\_\_\_  
(Print name)

Phone: \_\_\_\_\_

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

Receipt of the following addenda is hereby acknowledged:

|                 |              |
|-----------------|--------------|
| Addendum: _____ | Dated: _____ |
| _____           | _____        |
| _____           | _____        |

RFQ50185 - Wetland Restoration Compensation, Lantz:

Lump Sum Price to complete the Services: \$\_\_\_\_\_ + HST

The Bidder hereby agrees to supply the Services described in Section 2 at the Lump Sum Price indicated above, inclusive of, without limitation, all fees, expenses or costs for which the Bidder may wish to be reimbursed, except HST. By signing this Quotation Form, the Bidder agrees to be bound by the Terms and Conditions included in this RFQ document.

Name of Firm submitting Quotation: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title (Printed)

\_\_\_\_\_  
Date



## Appendix B - Bidder Information

### 1. Contact information for Bidder:

|                                       |  |
|---------------------------------------|--|
| Name of Primary Bidder Firm           |  |
| Address                               |  |
| Phone Number (office)                 |  |
| Fax Number                            |  |
| Primary Project Contact Name          |  |
| Email Address for Primary Contact     |  |
| Cell Phone Number for Primary Contact |  |

### 2. Experience/ References:

Provide three references for similar work completed by your company in the format illustrated below. If using subcontractors, please include three references for each subcontractor as well.

| Location Work Performed | Client Name | Service Provided | Contact name | Contact Phone Number |
|-------------------------|-------------|------------------|--------------|----------------------|
|                         |             |                  |              |                      |
|                         |             |                  |              |                      |
|                         |             |                  |              |                      |



## 3. Minimum Qualifications.

|           | Qualification  | Obtained (Yes or No) |
|-----------|--|----------------------|
| MANDATORY | Registered with Workers' Compensation Board of Nova Scotia and in Good Standing (proof acceptable to East Hants provided)? |                      |
|           | Insurance certificate provided and acceptable to East Hants?   |                      |
|           | Business is Registered with Registry of Joint Stocks in Nova Scotia?   |                      |
|           |  |                      |
| OPTIONAL  | WCBNS Safety Certified?  |                      |
|           |  |                      |
|           |  |                      |
|           |  |                      |
|           |  |                      |
|           |  |                      |

5. Insurance (declare intention to comply):

---

6. Workers' Compensation (attach Clearance Letter or declare intention to comply):

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Please review this RFQ document to confirm you have met all of the requirements for the Quotation, including, without limitation, the labeling requirements. Please verify that all of the schedules, sections and signatures have been completed before sealing the envelope.

