

Parks, Recreation & Culture

REQUEST FOR QUOTATIONS

Snow Clearing and Ice Control, Selected Locations
RFQ50599

Release date: June 22, 2023

Quotations will be received up to
3:00:00 pm local time on July 11, 2023

Contact: Michael Hatfield
Procurement Officer
Municipality of East Hants
Telephone: 902-883-6232
Email: mhatfield@easthants.ca



EAST HANTS
We live it!

Contents

1. INSTRUCTIONS TO BIDDERS.....	5
1.1. INTRODUCTION.....	5
1.2. DEFINITIONS	5
1.3. QUOTATION DEADLINE & SUBMISSION REQUIREMENTS	5
1.4. INQUIRIES	5
1.5. SITE BRIEFING	6
1.6. WITHDRAWING OR MODIFYING A BID	6
1.7. QUOTATION ACCEPTANCE (PRIVILEGE CLAUSE).....	6
1.8. QUOTATION OPENINGS	8
1.9. QUOTATION VALIDITY.....	8
1.10. PRICE.....	9
1.11. QUOTATION REQUIREMENTS	9
1.12. QUOTATION EVALUATION	10
2. STATEMENT OF REQUIREMENTS.....	13
2.1. GENERAL	13
2.2. SERVICES	14
2.3. Selected Municipal Locations	14
2.4. QUALITY EXPECTATIONS, GENERAL	19
2.5. RESPONSE TIME, GENERAL	20
2.6. MUTUAL OBLIGATIONS	20
2.7. REPORTING REQUIREMENTS.....	22
2.9. PERFORMANCE STANDARDS.....	23
2.10. EAST HANTS REPRESENTATIVE	24
APPENDIX A - QUOTATION FORM	25
APPENDIX B - WRITTEN SUBMISSION	27
APPENDIX C - SAMPLE AGREEMENT	41



BACKGROUND	41
DEFINED TERMS	41
CONTRACT DOCUMENTS	41
INTENT	41
TERM	42
PAYMENT	42
INDEPENDENT STATUS	43
PERSONNEL	43
SUBCONTRACTOR	43
CONFIDENTIALITY	44
INFORMATION COLLECTED	44
INDEMNIFICATION	45
INSURANCE	45
ISSUE REPORTING	46
REGULATIONS	46
TAXES	47
WORKERS' COMPENSATION	47
CONFLICT OF INTEREST	47
PRIORITY	47
PERFORMANCE	47
CHANGES TO SERVICES	48
CONSUMABLES AND EQUIPMENT	49
RESPONSIBILITY FOR DAMAGE	49
SAFETY	49
TERMINATION	50
RECEIVERSHIP	50
ASSIGNMENT	50
ENTIRE AGREEMENT	50



INTERPRETATION.....	50
NOTIFICATION	51
GOVERNING LAW	51
ENUREMENT	51
SEVERABILITY	51
WAIVER	52



1. INSTRUCTIONS TO BIDDERS

1.1. INTRODUCTION

- 1.1.1. The Municipality of East Hants (“East Hants”) requires the services of a qualified Vendor to provide snow clearing and ice control at several locations for which the Municipality is responsible, as further described in Section 2, Statement of Requirements (the “Services”).
- 1.1.2. To this end, East Hants is seeking competitive Quotations from the marketplace to identify a Vendor to possibly supply these Services.

1.2. DEFINITIONS

- 1.2.1. **Bidder:** An individual or company who submits a Quotation.
- 1.2.2. **Successful Bidder:** Bidder whose Quotation is selected for award.
- 1.2.3. **Vendor:** registered business capable of supplying the requested Goods or 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 & SUBMISSION REQUIREMENTS

- 1.3.1. Quotations will be received up to 2:00:00 pm local time on **July 11, 2023** by upload only using the East Hants online procurement application.
- 1.3.2. The Bidder is responsible for uploading and submitting all documents by closing time. The Bidder must account for the time to upload documents which depends on the size of the document. East Hants shall not be liable for, and Bidder releases East Hants from, any damage or loss of any kind whatsoever related to Bidder’s failure to submit documents by closing time for any reason.
- 1.3.3. Remember to sign the bid form. Electronic signatures are acceptable.
- 1.3.4. Prior to submitting their Bid, Bidders are to review the Electronic Submission Protocol at: <https://www.easthants.ca/government/procurement/> for the latest information with respect to submissions.

1.4. INQUIRIES

- 1.4.1. 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: procurement@easthants.ca
- 1.4.2. East Hants will provide clarifications and additional information, if required, by way of Addenda.
- 1.4.3. Inquiries and questions will be accepted up until **2:00 pm** local Nova Scotia time on **July 5, 2023**.
- 1.4.4. 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.

1.5. SITE BRIEFING

- 1.5.1. A site briefing is not planned. Bidders should review the list of Locations and assess the level of effort required to complete Services at the identified Locations.

1.6. WITHDRAWING OR MODIFYING A BID

- 1.5.1. Quotations can only be withdrawn by email to procurement@easthants.ca. The Bidder must provide the unique identifying number they received when submitting the Quotation in order to withdraw the bid.
- 1.5.2. Once a Quotation has been submitted, it cannot be modified. The Bidder must submit a new Quotation and then contact East Hants as above to withdraw the Quotation which is no longer valid.
- 1.5.3. The request to withdraw a Quotation may occur at any time, but certain competitions may contain bid security or other requirements which may impact a Bidder's legal responsibilities once the competition has closed, so withdrawal of a Quotation, where possible, should occur prior to closing.
- 1.5.4. New or replacement Quotations must be submitted before the Competition Deadline.

1.7. QUOTATION ACCEPTANCE (PRIVILEGE CLAUSE)

- 1.7.1. This document and Request for Quotation process does not constitute a call for Tenders. This RFQ process will not give rise to any Contract A-based tendering law duties or legal obligations.
- 1.7.2. 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.
- 1.7.3. All Quotations become the property of East Hants once submitted.
- 1.7.4. Late Quotations will be rejected and will be returned unopened. Incomplete Quotations may be rejected.
- 1.7.5. Any Quotation that does not include all of the information required in this RFQ may be considered incomplete and may be rejected. East Hants will, in their sole discretion, determine if the missing information is material to their ability to evaluate a response; if East Hants believes they have sufficient information to evaluate, it may proceed to do so.
- 1.7.6. Bidders undertake any expenditure related to the submission of a Quotation at their own risk. 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.
- 1.7.7. East Hants may include evaluation criteria within this Request for Quotation document to be used as a guideline for Quotations. 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.
- 1.7.8. 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;
 - choose not to accept the lowest bid price;
 - alter the schedule, RFQ process, or any other aspect of the RFQ, as it may determine in its sole and absolute discretion.
- 1.7.9. Without limiting the preceding in any way, East Hants may accept any Quotation or any portion of any Quotation. East Hants reserves the right to reject any Quotation that, in its sole discretion, is not in the best interests of East Hants.
- 1.7.10. 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 compliant with the instructions in the Request for Quotations document.
- 1.7.11. 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.
- 1.7.12. East Hants reserves the right to negotiate, after the Request for Quotation's Quotation Deadline, with any Bidder and to finalize service arrangements in the best interests of East Hants.
- 1.7.13. 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.
- 1.7.14. East Hants reserves the right to interpret any and all aspects of this Request for Quotations as may be most favourable to East Hants.
- 1.7.15. 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.
- 1.7.16. 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. Insurance requirements, if any, should be reviewed by the Bidder's insurer.
- 1.7.17. 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 Bidder.
- 1.7.18. Vendors or suppliers who have been disqualified from bidding on contracts with East Hants may not respond to this RFQ and any RFQ which features a subcontractor who is disqualified from bidding may also be rejected.
- 1.7.19. 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 discuss the subject matter of a competition with any East Hants' staff member, Councilor, consultant, or any person involved in the procurement process, evaluation, or award, other than the designated contact or their designate. Under no circumstances may a Bidder extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of East Hants in connection with this or any other procurement of goods, services, or construction.
- 1.7.20. Bidders must advise East Hants of any potential conflict of interest that may affect, or appear to affect, the RFQ process, including the influence of award. East Hants may disqualify a Bidder,



rescind an invitation to negotiate, or terminate a contract subsequently entered into if East Hants determines that the Quotation has engaged in any conduct prohibited by this RFQ.

- 1.7.21. 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.
- 1.7.22. 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.
- 1.7.23. The procurement of Services, if any, resulting from this RFQ will require a written agreement between the parties. Unless otherwise agreed to in writing by East Hants, the terms and conditions of the attached sample agreement shall be the basis for such agreement. Any objections to such terms and conditions must be clearly set out in Bidders' Quotations. In the absence of such objections, East Hants will assume that the Bidder accepts such terms. The extent to which a Bidder accepts, rejects, or proposes modifications to such terms will be taken into account in evaluating Quotations. Any Quotation may, in the sole discretion of East Hants, be rejected at any time on the basis of proposed contract terms and conditions that are unacceptable to East Hants.
- 1.7.24. 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 Vendors 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.
- 1.7.25. 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. In addition, the Bidder confirms that it has, and will, comply with all policies of East Hants, including the *Procurement Policy* and *Supplier Disqualification Policy*. 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.
- 1.7.26. 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.

1.8. QUOTATION OPENINGS

- 1.8.1. There will be no public opening. Bidders may be advised of their status in the RFQ once a determination has been made.

1.9. QUOTATION VALIDITY

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

1.10. PRICE

- 1.10.1. The Prices provided in the Quotation must be in Canadian dollars, exclusive of harmonized sales tax (HST).
- 1.10.2. The equipment Rates submitted by the Bidder must be the total cost to operate the equipment in order to provide the Services. The cost must represent all costs related to operating the equipment including, without limitation, overhead and profit, loading and handling, travel time, delivery the site specified by East Hants, unloading, set up time (if required), placement, fuel, maintenance, equipment costs, training costs, and any other such costs that may apply. The cost must also include such labour and supervision as will be required to operate the equipment in a safe, competent, and professional manner sufficient to complete the Services in a timely fashion.
- 1.10.3. The Bidder is to provide a single Rates for snow clearing and salting operations per hour, the rate for salt per tonne, and the rate for grit per cubic metre as specified in the table in Appendix A.
- 1.10.4. East Hants has requested Rates for grit and salt for the entire Term of the agreement. We understand the cost for salt can be affected by factors outside of your control. East Hants will consider negotiating a cost escalation/de-escalation clause to apply after Year Two of the agreement, with the successful Bidder.
- 1.10.5. If the Bidder wishes to put in place an escalation clause related to fuel, they must include a description of the clause they would like to see inserted. East Hants will consider incorporation of an escalation clause if the amount of fuel at risk can be easily identified (e.g. as a portion of the equipment's operating Rate) and the escalation can be tied to a third-party source acceptable to East Hants (e.g. UARB fuel prices).

1.11. QUOTATION REQUIREMENTS

- 1.11.1. The Bidder must familiarize themselves with the existing conditions and the Requirements before submitting a Quotation. Ignorance of existing conditions will not be accepted as a basis for any claims for extra compensation during the term of the contract. Bidders are expected to understand the requirements and submit their Quotation accordingly. If something is unclear, please ask a question.
- 1.11.2. East Hants needs to understand if the Bidder has the capacity and capability to complete the Services. To do so, East Hants have included a questionnaire in Appendix B which the Bidder must fill out and which will be used when evaluating the quotation. A Bidder may provide additional information if they feel it is relevant to their response.
- 1.11.3. Bidder must provide three recent examples, in the format specified in Appendix B, of where they have provided similar services to other organizations. Examples where the most recent activity is less than two years ago are preferred.
 - 1.11.3.1. East Hants may not be used as an example in this context. However, East Hants may consider their own experiences with Bidder for this type of work when evaluating the Bidder's response and the Bidder may mention the work they do or have done for East Hants when discussing experience;
 - 1.11.3.2. The examples are to demonstrate the capability, capacity, and quality of the work the Bidder is capable to perform;

- 1.11.3.3. The companies used as examples may be contacted for references. Please include current contact information if known. If you do not know the current contact information because the contract is finished, please indicate so; and
- 1.11.3.4. If the three examples cannot be used as references for any reason, in particular if they are no longer in business or over two years old, please include additional current references whom we may contact, regardless of the nature of work.
- 1.11.4. Bidders must complete and submit with their Quotation Appendix A, the Quotation Form and Appendix B, Written Submission.
- 1.11.5. In addition, the Bidder must complete any table, Schedule or Appendix identified in the RFQ. The Bidder may include any tables or attachments it feels will help clarify their Quotations above the minimums identified in the RFQ document.
- 1.11.6. 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.
- 1.11.7. 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.
- 1.11.8. The Successful Bidder may be required to show proof of insurance. Insurance requirements form part of the Sample Agreement in Appendix C.
- 1.11.9. The Successful Bidder will be required to accept and sign the Sample Agreement included with this RFQ package. Failure to comply with the conditions in this agreement may result in the rejection of the Bidder's quotation or the cancellation of award. Please examine the sample agreement carefully and ask questions if you do not understand any of the obligations.
- 1.12. **QUOTATION EVALUATION**
 - 1.12.1. East Hants will review each compliant Quotation and assign it points up to the maximum number of points available for each criterion. The points will be assigned based on the information provided by the Bidder, East Hants' understanding of the information submitted by the Bidder, East Hants' understanding of its needs, and, in East Hants' sole opinion, how well the Quotation addresses those needs.
 - 1.12.2. In determining best value, East Hants may consider any part of the Bidders Quotation, including all attachments, omissions and submissions, as well as any references or past experience East Hants may have with the Bidder in similar circumstances. Bidder must score a minimum of 30 points on the Written Response to qualify for award.



- 1.12.3. The following table shows the criteria against which your Quotation will be reviewed and the number of points available for each criterion. The Quotation which is awarded the most points may be selected for award.

Criteria for Services Award	Available Points
Price (exclusive of HST)	50
Written Response, comprised of the following;	50
<i>Quality (Examples / Experience)</i>	10
<i>Capacity and capability (staff, equipment, methodology, training and safety information)</i>	35
<i>Value (overall value of the Bid based on an understanding of the Service levels promised and Rates)</i>	5
Total Points:	100

- 1.12.4. The Rates will be compared as follows:

- Bidders may provide pricing for grit or salt/grit mix in whatever format they wish (Cubic Metres or Tonnes). When comparing Rates, East Hants will use the conversion that one cubic metre of grit will weigh approximately 1.6 tonnes; East Hants will base its decision to convert based on the greater number of Bidders who provide prices in one unit of measure versus the other.
- Salt/grit mixture will not be compared when calculating the estimated price of services (no data on usage), but may be considered when considering Value.
- The number of hours for plow/spreader truck and operator estimated for all Locations will be multiplied by the Hourly Rate for snow clearing and ice control using plow/spreader equipment in each year to determine the labour price for that year. The labour prices for each year (including optional years, if any) will be added together to find the estimated plow labour price for the Term.
- The number of manual labour hours estimated for all Locations will be multiplied by the Hourly Rate for snow clearing and ice control using manual equipment in each year to determine the labour price for that year. The labour prices for each year (including optional years, if any) will be added together to find the estimated manual labour price for the Term.
- The total tonne of Salt which we estimate are used annually for all locations will be multiplied by the Rate for Salt in each year to determine the cost for Salt for that year. The cost for salt for each year (including optional years, if any) will be added together to determine the estimated cost of Salt for the Term.
- The estimated cost for plow/spreader labour for the Term will be added to the estimated cost for manual labour and the estimated cost for Salt for the Term to determine the Estimated Price for the Term. Price will be evaluated as described herein.

Example: Total plow/spreader hours including equipment and operator estimated to be used per year are 214 hours. The Rate for Year 1 will be multiplied by 214; the Rate for Year 2 will be multiplied by 214; and the Rate for Optional Year 3 will be multiplied by 214. The products for each year will be added together to determine the estimated cost for plow/spreader labour for the Term.

1.12.5. East Hants will assign points for Price based on the following formula:

(Lowest estimated price divided by the estimated price for the Bidder) multiplied by the Available Points

1.12.6. Any award related to this RFQ will be subject to final approval by the Chief Administrative Officer (CAO) and, in some cases, further approval by Council.



2. STATEMENT OF REQUIREMENTS

2.1. GENERAL

- 2.1.1. The Contractor will supply snow and ice control services (the “Services”) as described herein at the Rates specified at the Locations specified. The Locations include the Rawdon RCMP Satellite Office and several Public Works sites.
- 2.1.2. The Services will typically be performed between November 1st and April 30th (the winter season), if and when required, due to actual or pending weather events such as snowfall and icy conditions, or where otherwise requested by East Hants. East Hants does not guarantee that any Services will be required, nor will they pay for Services which are not performed.
- 2.1.3. The Contractor warrants that their Rates represent the total cost to provide the Services and include all costs related to delivering the Services including, without limitation, overhead and profit, loading and handling, travel time, delivery the Location specified by East Hants, unloading, set up time (if required), placement, fuel, maintenance, equipment costs, training costs, materials, and any other such costs that may apply, for which the Contractor wishes to be reimbursed. The Rates, where specified, also include such labour as will be required to provide the Services in a safe, competent, and professional manner sufficient to complete the Services in a timely fashion.
- 2.1.4. Rates will be charged based on the actual number of hours, or part there-of, or materials, or portion thereof, required to actually complete the Services.
- 2.1.5. East Hants will work with the Contractor to establish a clear understanding of the Service requirements during the initial weeks of the agreement. East Hants may, during the Term, provide additional direction or correction with respect to the frequency and quality of the work during snow events.
- 2.1.6. The Contractor shall be responsible to:
 - 2.1.6.1. Monitor weather conditions and initiate response based on the specified triggers;
 - 2.1.6.2. Develop and continually refine a snow and ice control plan for the properties. The plan will include:
 - 2.1.6.2.1. Determining the best type of ice control products to use in typical storm events;
 - 2.1.6.2.2. Determining the frequency and density of application of ice control products, being conscious of the need to efficient in the use each type of product; and
 - 2.1.6.2.3. Determining the response times and frequency of snow clearing activities based on our safety goals, desired levels of service, and the efficiency of the overall program.
 - 2.1.6.3. Direct, supervise, and perform the work in accordance with the requirements of the agreement.
- 2.1.7. The Contractor declares they understand these requirements and has thoroughly examined the existing conditions where the Services will be performed. The Contractor understands East Hants will not agree to any request for increase in rates or delay to completing the Services on the basis that the Contractor was unaware of the conditions or the requirements.

2.2. SERVICES

- 2.2.1. Once a snow or ice event commences, the Contractor will monitor and visit each Location to determine if the Services are required. The Contractor must use reasonable judgment in determining if the conditions require the Services to be performed. East Hants and the Contractor agree to work together to refine when Services are required once the Contractor has experience in the conditions.
- 2.2.2. **Snow and ice control around entrances, doorways, sidewalks and other access points:** snow will typically be cleared by use of a shovel or small powered equipment. Entrances must be cleared of snow and ice so there is clear access to all doors, so the doors may be opened fully, and so that there is no obstruction of view or movement when exiting the building. Sidewalks and walkways will be cleared of snow to a minimum width of 42" and all ramps, connections to other sidewalks, and exit points must be thoroughly cleared of snow and ice. There are two Rates for this Service. **Rate 1** includes one labourer and associated powered equipment. **Rate 2** includes one labourer and associated manual equipment (shovels, scoops, etc.).
- 2.2.3. **Snow clearing parking and driveway areas:** This includes all aspects of clearing the parking lot and driveway areas of snow (plowing, back blading, etc.) and for providing ice control (ice control product spreaders). The Rate for this Service includes one operator and all of the associated equipment and costs but does not include the ice control products.
- 2.2.4. **Salt:** This is the Rate per tonne to supply salt. The cost to apply the salt is included in the Hourly Rate(s) for snow clearing.
- 2.2.5. **Salt/grit mixture:** This is the Rate to supply a mixture of salt and grit for ice control. This product is typically only applied when the temperatures are too cold for salt to work on its own. The cost to apply the salt/grit mixture is included in the Hourly Rate(s) for snow clearing.
- 2.2.6. **Grit:** This is the Rate to supply grit for ice control. This product is typically only applied when the temperatures are too cold for salt to work. The cost to apply grit is included in the Hourly Rate(s) for snow clearing.
- 2.2.7. **Escalation, Ice Control products:** As the cost for salt can be volatile, East Hants will consider a price increase, upon written request from the Contractor, in the Rate paid for the ice control products for Year 2 or Year 3 if the Contractor can demonstrate to East Hants' satisfaction that the Contractor's price has increased more than 10% from the average cost paid in Year 1. Similarly, East Hants would expect a decrease in the stated Rate if the cost of ice control products were to reduce for either Year 2 or Year 3 by more than 10%. This increase or decrease will only be calculated on the cost of ice control products delivered after the request to change the Rate has been approved. A change in the Rate for salt or salt/grit mixture will have no impact on other Rates.

2.3. Selected Municipal Locations

RAWDON RCMP SATELLITE OFFICE

Estimated Plow/Spreader Hours per Season:	28 Hours
Estimated Salt per Season:	19 Tonne
Estimated Manual Work per Season:	5.75 Hours

East Hants requires the Contractor to perform snow clearing and ice control Services for the Rawdon RCMP satellite office located at 3945 Highway 14, Upper Rawdon, Nova Scotia. The tenants of this

property, the RCMP, provide emergency and policing services from this Location and access to this office must be maintained on 24- hour per day, seven days a week basis during the winter season.

Once a snow or ice event commences, the Contractor will monitor and visit the Location to determine if the Services are required. The Contractor must use reasonable judgment in determining if the conditions require the Services be performed. Where there is doubt, the Contractor may contact East Hants for clarification.

East Hants and the Contractor agree to work together to establish the best way to determine when Services are required once they each have experience in the conditions.

The Services to be provided by the Contractor include the following:

- The application of ice control materials prior to a storm commencing, if necessary, in order to prepare the Location for snow and ice events;
- When required, provide prompt removal of snow from, application of ice control products to and removal of any obstruction from: fire escapes, entrances and exits, and established walkways that lead to or from the building. It is expected that such Services will have to be completed manually or with suitable power equipment provided by the Contractor. Such removal must be sufficient to allow easy access to the building at all times and to maintain access for personnel to come and go safely.
- When required, provide prompt removal of snow from and application of ice control products to the driveway, public and staff parking areas. The Contractor must remove any obstructions to the parking area as a result of provincial snow clearing activities. This requirement is in place during the entirety of a snow or ice event.

Quality Expectations for This Location

The tenant (RCMP) provides emergency response and policing services in the area and therefore must be able to enter and exit both the building and the parking lot safely and efficiently at all times. The Contractor is free to coordinate monitoring and Service delivery with the tenant provided East Hants is made aware of and approves of the arrangements.

East Hants' expectation is that when snow begins to accumulate, the Contractor will commence monitoring of the Location and will perform Services when accumulation has reached the depth where the Contractor recommends commencement of the Services (<<insert from RFQ response>>); subsequent Services will be performed prior to accumulation reaching 10 centimetres. The Contractor is responsible to monitor the weather conditions and the Location to ensure Services are performed promptly so the maximum accumulation is not exceeded. In addition, the tenant or East Hants may request Services based on their best judgment of the conditions.

In the case of ice, it is expected that the Contractor will apply ice control products when there is reasonable expectation that ice may develop, in the case that they see evidence of ice forming or having formed, where they have received a report from East Hants or the tenant that there is ice, or where, in their judgment, application is required.

The goal of ice control is to ensure traction for both pedestrian (tenant and public) traffic and vehicle traffic, and to ensure the tenant and the public can safely access the Location.

The goal of snow clearing is to provide a relatively level parking and driveway surface for both pedestrian (tenant and public) traffic and vehicle traffic, and to ensure the tenant and the public can safely access the Location. It is expected the remaining amount of residual snow after snow clearing operations are complete and the snow event is over would be minimal; the best-case scenario is generally bare to pavement or concrete.



Response Time for This Location

It is expected that the Services described will be available 24 hours per day, seven days per week. The Contractor will provide contact names and telephone numbers which will allow the tenant (RCMP) or East Hants to contact the Contractor or their representatives at any times.

PUBLIC WORKS LOCATIONS

Estimated Plow/Spreader Hours per season:	163 Hours
Estimated Salt per season:	160 Tonne
Estimated Manual Work per season:	0 Hours
Estimated Grit per Season:	12.75 m ³

The following Locations require snow clearing and ice control Services:

- Enfield Water Treatment Plant, 27 Parker Place Crescent, Enfield, NS
- Enfield Bulk Water Station, 27 Old Enfield Road, Enfield, NS
- Donaldson Avenue Lift Station, 21 Donaldson Avenue, Enfield, NS
- Tavern Road Lift Station, 453A Highway 2, Enfield, NS
- Lantz Wastewater Lagoon, 35 Palley Road, Lantz, NS
- Milford Wastewater Treatment Plant, 1130 Milford Road, Milford, NS
- Shubenacadie Wastewater Treatment Plant, 19 Burgess Road, Shubenacadie, NS
 - Note that this location is being redeveloped and a new road system (see attached Exhibit 1) is being installed
 - The new roads may require snow clearing during the 2023/24 winter season if work completes during that period
 - The new roads will require services once the new plan is in operation, which will affect the number of hours and amount of materials in the remaining contract years.
- Burgess Road Lift Station, 44 Burgess Road, Shubenacadie, NS
- Maitland Road Lift Station, 2846 Highway 2, Shubenacadie, NS
- Shubenacadie Water Treatment Plant, 2682 Highway 2, Shubenacadie, NS
- The Contractor is only to provide Services to East Hants Water Towers when such Services are specifically requested by East Hants. Locations for Water Towers are as follows:
 - Enfield Water Tower, 24 Convent Road, Enfield, NS
 - Elmsdale Water Tower, 49 Venture Crescent, Elmsdale, NS
 - Lantz Water Tower, 68 Logan Drive, Lantz, NS
 - Shubenacadie Water Tower, 5 Second Street, Shubenacadie, NS
- There are two additional lift stations which are planned but may not come on stream during the initial period of the contract.

Quality Expectations for This Location

East Hants provides water, wastewater, stormwater, and infrastructure services at these Locations, and access must be maintained during the winter season. East Hants requires the Contractor to perform snow clearing and ice control Services for above noted Public Works sites.

East Hants' expectation is that snow accumulation will not exceed 10 centimetres before the Contractor performs snow clearing operations. The Contractor is responsible to monitor the weather conditions and the Locations to ensure Services are performed promptly so the maximum accumulation is not exceeded. In addition, East Hants may request Services based on their best judgment of the conditions.

In the case of ice, it is expected that the Contractor will apply ice control products when there is reasonable expectation that ice may develop, in the case that they see evidence of ice forming or having formed, where they have received a report from East Hants that there is ice, or where, in their judgment, application is required.

The goal of ice control is to ensure traction for both pedestrian and vehicle traffic, and to ensure that East Hants staff can safely access the Locations. The Contractor is free to coordinate monitoring and Service delivery with the East Hants Public Works provided East Hants is made aware of the arrangements and approves of the arrangement.

The goal of snow clearing is to provide a relatively level parking and driveway surface for both pedestrian and vehicle traffic, and to ensure the East Hants staff can safely access the Locations. It is expected the remaining amount of residual snow after snow clearing operations are complete and the snow event is over would be minimal; the best-case scenario is generally bare to pavement or concrete.

Once a snow or ice event commences, the Contractor will monitor and visit the Location(s) to determine if the Services are required. The Contractor must use reasonable judgment in determining if the conditions require the Services be performed. Where there is doubt, the Contractor may contact East Hants for clarification.

East Hants and the Contractor agree to work together to establish the best way to determine when Services are required once they each have experience in the conditions.

The Services to be provided by the Contractor include the following:

- The application of ice control materials prior to a storm commencing, if necessary, in order to prepare the Location for snow and ice events;
- When required, provide prompt removal of snow from, application of ice control products to and removal of any obstruction from: fire escapes, entrances and exits, and established walkways that lead to or from the building(s). It is expected that such Services will have to be completed manually or with suitable power equipment provided by the Contractor. Such removal must be sufficient to allow easy access to the building(s) at all times and to maintain access for personnel to come and go safely.
- When required, provide prompt removal of snow from and application of ice control products to the driveway and parking areas. The Contractor must remove any obstructions to the parking area as a result of provincial snow clearing activities. This requirement is in place during the entirety of a snow or ice event.

All building entrances, building exits and walkways will require salt. The Contractor is expected to relocate snow within the parameters of each property to maintain efficient use of space.

Building entrances, exits, sidewalks, and ramps are to be cleared with the use of a skid-steer loader or hand shoveled (trucks may not be utilized in these areas).

Response Time for This Location

It is expected that the Services described will be available 24 hours per day, seven days per week. The Contractor will provide contact names and telephone numbers which will allow East Hants Public Works staff to contact the Contractor or their representatives at any times.

Parking lots, parking areas, driveways, walkways, building entrances and exits at all Public Works sites must be fully cleared within 2 hours from the end of any snow event. The following specifies additional requirements by individual Locations:

- Enfield Water Treatment Plant
 - Snow clearing and ice control at driveway from Parker Place Crescent to parking lot, parking lot, and by all plant entrances/ exits by 7: 00 am every morning (seven days per week) after a storm
- Milford Wastewater Water Treatment Plant
 - Snow clearing and ice control at driveway from Milford Road to parking lot, parking lot, and by all building entrances/ exits by 7:00 am every morning (seven days per week) after a storm
- Shubenacadie Water Treatment Plant
 - Snow clearing and ice control at driveway from entrance off main road to parking lot, parking lot, and by all plant entrances/ exits by 8:00 am every morning (seven days per week) after a storm
- Shubenacadie Wastewater Treatment Plant
 - Snow clearing and ice control at driveway from Highway 2 to parking lot, parking lot, and by all plant entrances/ exits by 8:00 am every morning (seven days per week) after a storm
 - When online, this will include the snow clearing and ice control on all related roads, driveways, entrances, and parking areas by 8:00 am every morning (seven days per week) after a storm
- Lantz Wastewater Lagoon
 - Snow clearing and ice control at driveway from Palley Road to parking lot, parking lot, and by all plant entrances/ exits by 8:00 am every morning (seven days per week) after a storm
 - Note: There are residential properties which are located very close to Palley Road on the route to this Location. The Contractor must take extreme care when accessing this Location
- All Remaining Public Works Sites
 - Snow clearing and ice control at driveway (if applicable) and parking area by 11:00 am every morning (seven days per week) after a storm In the event of heavy snowfall, additional snow clearing and ice control Services may be required.

FORMER ELMSDALE ELEMENTARY SCHOOL:

Estimated Truck and Driver Hours per Season:	23 Hours
Estimated Manual Labour Hours per Season:	4 Hours
Estimated Salt per Season:	31. 5 Tonne

East Hants requires the Contractor to perform snow clearing and ice control Services for the former Elmsdale Elementary School property located at 224 Highway 214, Elmsdale, Nova Scotia. There are two tenants for this property whose hours of operation are 8:00AM until 9:00PM, though the actual open hours may vary over the course of the year. East Hants may reduce the service hours if the tenants are known to be closing early on particular days.

Once a snow or ice event commences, the Contractor will monitor and visit the Location to determine if the Services are required. The Contractor must use reasonable judgment in determining if the conditions require the Services be performed. Where there is doubt, the Contractor may contact East Hants for clarification.

East Hants and the Contractor agree to work together to establish the best way to determine when Services are required once they each have experience in the conditions.

The Services to be provided by the Contractor include the following:

- The application of ice control materials prior to a storm commencing, if necessary, in order to prepare the Location for snow and ice events;
- When required, provide prompt removal of snow from, application of ice control products to and removal of any obstruction from: entrances and exits. It is expected that such Services will have to be completed manually or with suitable power equipment provided by the Contractor. Such



removal must be sufficient to allow easy access to the building at all times and to maintain access for personnel to come and go safely.

- When required, provide prompt removal of snow from and application of ice control products to the driveways, public and staff parking areas. The Contractor must remove any obstructions to the parking area as a result of provincial snow clearing activities. This requirement is in place during the entirety of a snow or ice event.
- There is an oil tank at the rear of the property to which access must be maintained so that the fuel provider can make deliveries. This will require the Contractor to plow an appropriately-sized path to the gated enclosure, to make sure the door of the closure can be opened and to clear a path by hand or small equipment to the tank to allow room for the service provider to access the tank. Any snow accumulation near the filler tube is to be carefully removed by the Contractor.
- Adjacent to the oil tank area, there is a storage area for garbage that must be kept clear. The Contractor must clear the existing turning area so that both garbage trucks and the fuel delivery vehicles can access the area and to give access to the garbage bins.

Quality Expectations for This Location

East Hants' expectation is that snow accumulation will not exceed 5 centimetres before the Contractor performs snow clearing operations. The Contractor is responsible to monitor the weather conditions and the Location to ensure Services are performed promptly so the maximum accumulation is not exceeded. In addition, the tenant or East Hants may request Services based on their best judgment of the conditions.

In the case of ice, it is expected that the Contractor will apply ice control products when there is reasonable expectation that ice may develop, in the case that they see evidence of ice forming or having formed, where they have received a report from East Hants or the tenant that there is ice, or where, in their judgment, application is required.

The goal of ice control is to ensure traction for both pedestrian (tenant and public) traffic and vehicle traffic, and to ensure the tenant and the public can safely access the Location.

The goal of snow clearing is to provide a relatively level parking and driveway surface for both pedestrian (tenant and public) traffic and vehicle traffic, and to ensure the tenant and the public can safely access the Location. It is expected the remaining amount of residual snow after snow clearing operations are complete and the snow event is over would be minimal; the best-case scenario is generally bare to gravel.

At the end of the season and prior to May 15, the Contractor is required to remove gravel from the grass sufficiently to prevent loose rocks from being picked up by a lawn mower.

Response Time for This Location

Initial clearing must be completed at least a half hour before the first tenant is due to open and the operations must be performed so that the areas are clear until a half hour after the last tenant has closed.

The Contractor will provide contact names and telephone numbers which will allow the tenant or East Hants to contact the Contractor or their representatives at any times.

2.4. QUALITY EXPECTATIONS, GENERAL

The goal of snow and ice control is to ensure traction for both pedestrian (staff, tenants and public) traffic and vehicle traffic, and to ensure staff, tenants and the public can safely access the Location. It is expected that all paved or concreted areas will be cleared to bare to pavement or concrete when all operations are



complete. See each Location for specific triggers for service and quality expectations. In the event of a conflict with this section, the location Quality Expectations will prevail.

The Contractor is responsible to monitor the weather conditions and the Locations to ensure Services are performed promptly when required. East Hants' expectation is that the Contractor will begin snow clearing and ice control activities in accordance with their planned methodology, including place ice control products in preparation for and during a snow or ice event, and snow clearing once the event starts.

If a Location is closed due to inclement weather, the Contractor may, unless otherwise stated, defer incremental snow and ice control Services provided that the Location is prepared for the next operational period. The Contractor must take care not to allow snow and ice to accumulate to a point where removal cannot be completed efficiently when required.

In the case of ice formation, it is expected that the Contractor will apply ice control products when there is expectation that ice may develop, in the case that they see evidence of ice forming or having formed, where they have received a report from East Hants that there is ice, or where, in their judgment, understanding that not all conditions can be predicted, application is required.

Black ice may occur and dissipate quickly in the right conditions and it is not reasonable to expect the Contractor can respond to the formation of black ice. The Contractor will apply ice control products as a preventative measure in areas where they deem it likely for black ice to appear, understanding that not all conditions can be predicted.

2.5. RESPONSE TIME, GENERAL

The snow and ice control Services must be substantially completed in accordance with the requirements for each Location to ensure staff, tenants and the public may safely enter and exit the building. In the event of a conflict with this section, the Response Times specified for each Location shall prevail.

Parking lots and safe access to the entrances of the buildings are the priority.

The Contractor is expected to provide prompt response to any calls for additional Services in accordance with the response times they have provided. In the case where East Hants identifies an unsafe condition, the Contractor is expected to respond as soon as possible and in no event more later than the time they have promised for Emergency Response after the call has been received.

It is expected that the Services described will be sufficiently available in order to ensure the areas are maintained as described. The Contractor will provide contact names and telephone numbers which will allow them to contact the Contractor or their representatives at any time.

The Contractor is responsible to ensure there are sufficient operators available to cover any accidents or other events that would prevent them from completing the Services in a timely fashion. In the case where the Contractor intends to use staff not previously identified, they must promptly inform East Hants of the addition.

2.6. MUTUAL OBLIGATIONS

2.6.1. The Contractor must, without limitation:

- 2.6.1.1. Perform winter snow and ice control services in accordance with the requirements of this agreement;

- 2.6.1.2. Properly train all staff engaged in winter maintenance activities. Employees must fully understand the requirements, in particular the quality and response time expectations. East Hants may verify training at any time by speaking to employees performing the Services;
- 2.6.1.3. Have and maintain sufficient staff and resources to carry out snow and ice control activities at any time (24 hours a day, 7 days a week), including during extended weather events.
- 2.6.1.4. Supply all the necessary equipment, labour, and materials required to undertake snow and ice control activities. It is the Contractor's full responsibility to determine the equipment, labour, and material needs to meet the requirements of the agreement and to be prepared for such events with stockpiled materials, repair resources, and contingency in the case of labour or equipment shortages. The Contractor shall have equipment inspected regularly by a competent authority to ensure proper working order and performance.
- 2.6.1.5. Monitor all specified locations and areas where Services are to be performed when there is a forecast or chance of snow, freezing rain, or ice conditions. The Contractor must keep a log of inspections and work performed. This log should be available for inspection by East Hants at any time and a copy must be provided with each invoice.
- 2.6.1.6. Initiate, organize, direct, and supervise the necessary resources to achieve the prescribed Performance Standards;
- 2.6.1.7. Comply with the Nova Scotia Work Place Traffic Control Manual and providing, when so required, traffic control and protection during snow clearing operations;
- 2.6.1.8. Cooperate fully with East Hants as they investigate and respond to complaints and inquiries from the East Hants concerning winter snow and ice control operations. The Contractor is to direct any inquiries from the public to East Hants for response;
- 2.6.1.9. Provide a high level of customer service. This will include, at minimum, provision of sufficient contact points so that East Hants can reach the Contractor at any time (24/7). Preference is for the Contractor to provide a dedicated contact or contacts. There must be a primary contact who will be responsible to day-to-day customer service related to invoices, complaints and other general contract administration;
- 2.6.1.10. Remain in contact with their operators at all times in order to provide tracking or service updates. The Contractor may use any contact method they choose provided it is reliable and reasonable;
- 2.6.1.11. Select and use equipment and methods that minimize the potential for damage to property when completing the Services.
- 2.6.1.12. Complete all repairs of any damage to East Hants' property and private property as a result of their snow and ice control activities by the date and to the extent specified in this agreement. Without limiting the foregoing in any way, the Contractor is required to repair or reinstate grassed areas, trees, shrubs, asphalt and concrete sidewalk, curbs, fences, sewer and water access hatches, etc. that may have been damaged as a result of the Contractor's operations.
 - 2.6.1.12.1. All repairs must be completed to East Hants' satisfaction by May 15th of the year in which Services have just ended. East Hants may complete any repairs which the Contractor has not completed by May 15th and the Contractor will be responsible to



compensate East Hants for their time and material at the Rates specified in the MAINTAINING SECURITY section of the agreement.

2.6.2. East Hants will:

- 2.6.2.1. Provide the initial understanding of the requirements and timely feedback to the Contractor on their performance;
- 2.6.2.2. Provide guidance to the Contractor in matter of compliance to the terms of the agreement;
- 2.6.2.3. Discuss the frequency or quality of the Services regularly and document any changes to verify the acceptance of reduced or increased performance; and
- 2.6.2.4. Record, investigate, and respond to inquiries and complaints from the public.

2.7. REPORTING REQUIREMENTS

2.7.1. The Contractor shall maintain complete and accurate records of work completed by the Contractor and events that occur within the contract. The following information shall be documented and copies provided to East Hants Representative when requested. The Contractor will keep records with respect to:

- 2.7.1.1. Weather throughout the days (record dates) on which they provide Services;
- 2.7.1.2. When work was commenced and completed during the day and what Locations were completed;
- 2.7.1.3. Labour and material used during the day;
- 2.7.1.4. Any discussions or calls with or from East Hants; and
- 2.7.1.5. Equipment breakdowns.

2.7.2. Accidents or damage to Municipal property must be reported according to the provisions of this agreement.

2.7.3. The invoice will include a line item for each of the Rates being used in the Services and quantities for each. The Contractor will work with East Hants to finalize an acceptable invoice format. The intent is for East Hants to reasonably differentiate between the plow/spreading services, manual labour, power labour, salt, grit, and salt/grit mix.

2.7.4. Invoices must be provided for each of the following Locations separately:

2.7.4.1. Municipal Water Utility Locations, as follows:

- 2.7.4.1.1. Enfield Water Treatment Plant,
- 2.7.4.1.2. Enfield Bulk Water Station and,
- 2.7.4.1.3. Shubenacadie Water Treatment Plant

2.7.4.2. Municipal Wastewater Locations, as follows:

- 2.7.4.2.1. Milford Wastewater Treatment Plant
- 2.7.4.2.2. Lantz Wastewater Lagoon



- 2.7.4.2.3. Shubenacadie Wastewater Treatment Plant
- 2.7.4.2.4. Burgess Road Lift Station
- 2.7.4.2.5. Maitland Road Lift Station
- 2.7.4.2.6. Donaldson Avenue Lift Station
- 2.7.4.2.7. Tavern Road Lift Station

- 2.7.4.3. Rawdon RCMP Satellite Office

- 2.7.4.4. Elmsdale School

- 2.7.5. Invoices may be delivered in the same envelope/ email when mailed/ emailed but must clearly indicate which Location they refer to and must be referenced to the attention of the appropriate contact for the Location.

- 2.7.6. Invoices sent electronically must be sent to vendors@easthants.ca.

- 2.7.7. At the end of each winter season, provide a summary that shows:
 - 2.7.7.1. Total hours used during the season for each type of equipment (plow, manual, and power equipment);
 - 2.7.7.2. Total usage of grit;
 - 2.7.7.3. Total usage of salt; and
 - 2.7.7.4. Total usage of salt/grit.
 - 2.7.7.5. While these summaries would ideally be by Location, a total usage would be acceptable across all Locations.

2.9. PERFORMANCE STANDARDS

- 2.9.1. The following Performance Standards are the minimum requirements that the Contractor must meet:
 - 2.9.1.1. The Contractor shall report all vehicle accidents or property damage to East Hants within one business day of the occurrence.
 - 2.9.1.2. The Contractor's equipment should allow for the adjustment of salt dispersal and the contractor's staff must be experienced in the appropriate application of salt. Efficient use of salt and other deicing products is important to cost-effective delivery of these services;
 - 2.9.1.3. All vehicles must be operated in a safe manner, respecting legal speed limits and the Contractors and their employees are to be respectful and aware at all times of the users of sidewalks, roadway, and at intersections;
 - 2.9.1.4. The Contractor may not block driveways, roadways or other obvious access points when performing the Services;
 - 2.9.1.5. The Contractor must, as much as is reasonable in the circumstances, avoid placing or packing snow at intersections such that it affects the visibility from the roadway by drivers;



2.9.1.6. The Contractor will clear snow from municipal infrastructure (hydrants, access points) which may be affected by their operations; and

2.9.1.7. The Contractor shall not engage in any confrontation with the general public.

2.10. EAST HANTS REPRESENTATIVE

2.10.1. Changes to the terms and conditions of the agreement may only be made through written amendment signed by representatives of the parties who legal authority to bind the parties. Only the Chief Administrative Officer (CAO) has the authority to bind East Hants.

2.10.2. Different Locations where Services are performed may have different individuals who are the designated contacts for those areas and who may provide direction for those Locations. The contacts are specified in the table that follows.

Designated Contact	Phone	Title
Les Parker	902-883-6109	Supervisor of Wastewater Operations
Dwayne Lightle	902-883-6107	Supervisor of Drinking Water Operations
Chad Greenham	902-883-6102	Manager of Water & Wastewater Services
Evan MacDougall	902-883-6140	Manager of Parks and Buildings

2.10.3. Changes to the terms and conditions of the agreement may only be made through written amendment signed by representatives of the parties who legal authority to bind the parties.

2.11. EQUIPMENT AND MATERIALS

2.11.1. The Contractor is responsible to provide all labour, equipment and materials necessary to complete the Services.

2.11.2. Such equipment must be safe, in compliance with any applicable regulation related to operating the type or class of equipment, reliable, suitable to complete the Services and, notwithstanding any additional requirements we may require, properly insured.

2.11.3. The Contractor is responsible to ensure the equipment is operated safely, in compliance with the manufacturer's guidelines and best practice for the industry. Where applicable, the Contractor will ensure all safety mechanism are working properly, that staff are trained in their use, and that guards are in place.

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

2.11.5. Any materials used to complete the Services must be appropriate to the requirement and compatible with the surfaces on which they are being used.

2.11.6. The Contractor may, by prior arrangement with East Hants and where possible, stockpile or store equipment and materials on the Location for use in performing the Services. The Contractor would do so at their own risk and neither East Hants, nor their tenants, will be responsible in any way for lost, stolen or damage materials or equipment.

APPENDIX A - QUOTATION FORM

1. Contact information for Bidder:

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

The Bidder must complete the following table of Rates to be submitted with their Quotation.

Rates	Year 1	Year 2	Year 3 (Optional)
Snow Clearing and Ice Control (sidewalks, entrances, exits) - Power Equipment and Labourer - Hourly Rate			
Snow Clearing and Ice Control (sidewalks, entrances, exits) - Manual Equipment and Labourer - Hourly Rate			
Snow Clearing and Ice Control - Plow and/or Spreader Equipment and Operator - Hourly Rate			
Salt, per Tonne			
Grit, per Cubic Metre or Tonne			
Salt/grit Mix, Per Cubic Metre or Tonne			



The Bidder hereby agrees to supply the Services described in Section 2, Statement of Requirements at the Rates indicated in the table 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 they have examined the existing conditions, understand the requirements, and agree to be bound by the terms of the Sample Agreement included in this RFQ document.

Authorized Signature

Name (Printed)

Title (Printed)

Date



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	

a) Does your company have specific experience clearing snow and providing ice control for properties? If so, how many properties do you Service annually? How many years of experience do you have with respect to this type of work?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- b) 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

- c) Supervisors and other Key Personnel

Employee name	Position	Years of Experience	Skilled Trade/ Certifications/Training

- d) How will you monitor the Location to ensure Services are completed as required under the agreement?

- e) How will you verify that the Services have been completed and the relative quality of the performance?



- f) Accuracy of invoices is very important to us. How do you verify the hours used and the how much salt and grit are used?

- g) The quality of the Services is important to us. How do you plan the verify the quality of the Services performed? What happens if we are unsatisfied?

- h) Describe the weather monitoring technology you will use in the performance of these Services?



-
- i) What is the Response Time you will provide when a snow event commences? When Emergency Services are requested? To complete the Services after the storm is over? Indicate the unit of measure (minutes or hours). Describe typical frequency of monitoring (visiting site) during a storm.

Storm commences: _____

Storm ends: _____

Emergency Services: _____

Frequency of monitoring: _____

3. EQUIPMENT:

- a) What equipment do you intend to use for this work? Please describe the equipment and include the snow clearing and salting/gritting mechanisms. Please also include the quantity of equipment you plan to use for the Services.

- b) Describe how you maintain your equipment? Describe your preventative maintenance process, including what is completed (oil changes, etc.), how often it is completed, and what other checks are completed.



- b) Do you have your own repair facilities or do you have a third-party supplier? Are repair facilities available at all times? If not, what are the limitations?

- d) How will you deploy equipment to complete the Services? Do you have a staging area?

- e) If the equipment is shared between multiple contracts, please confirm how many contracts and discuss the potential impact this may have on your ability to perform the Services (distances that the equipment must be transported, conflicts in timing, etc.).



- f) What is your contingency plan in the event equipment breaks, is lost or stolen? Do you have spare equipment or access to alternative equipment and, if so, what is the impact to Services?

4. PERSONNEL:

- a) Do you subcontract any of the work performed? If so, the subcontractor must meet the same requirements as the primary contractor. Please have each subcontractor complete this form and include their responses with your response (indicate the subcontractor(s)'s name(s) below).

- b) Do you have a 24/7 dedicated customer service person? East Hants recognizes that in order to operate efficiently, some of the customer service duties may have to be performed by operators. However, we prefer that, where possible, customer service activities will be performed by a supervisor or other employee not actively engaged in performing the Services.



- c) As not all positions necessary to complete the Services may be staffed when completing this bid, describe the typical skills and experience you expect each employee to have when completing the Services?

- d) How are staff recruited? What are the skills/experience requirements? How are staff retained, especially in a seasonal business like this?

- e) Describe the training that employees will receive, the frequency and verify if it will be updated annually.



f) What methods of discipline are used and for what offences?

g) How do you verify the quality of the work performed and the hours used?

h) Do you have sufficient staff currently? If not, how do you plan to get sufficient staff to complete the Services?

SAFETY:



- a) What are some of the hazards/risks you typically identify for this type of Services and how do you mitigate them?

- b) Does your company have any non-compliance or outstanding issues with the Nova Scotia Labour, Skills and Immigration or any other provincial jurisdiction, such as stop work orders, pending charges/prosecutions, or recent (within the last year) convictions or fines? If yes, describe below, including the current status or resolution.

- f) Are there specific safety routines which will be performed during the services (e.g. tool-box meetings, inspections)? Describe them.



- d) Is your company Safety Certified? If so, provide a copy of your Certificate of Recognition ("COR").

- e) Describe any policies your company may have for the following with respect to safety. You may attach the actual policy document, but please provide a list of inclusions here:

- a. Cell phone and radio use;
- b. Personal protective equipment (PPE); and
- c. Alcohol and drug use.

METHODOLOGY:

- a) Provide a general overview of how you intend to provide the Services. In particular, please make clear how the various pieces of equipment will be used to achieve the Performance Standards.



b) How will you monitor the Locations to ensure Services are completed as required under the contract?

c) How will you deploy equipment to complete the Services? Do you have a staging area?

d) How do you plan to perform the spring repairs at the Location and adjacent areas? What is included in this?



- e) If additional Services are required such as trucking of snow, do you have equipment available to provide such Services? Note: not having additional equipment will not disqualify a Bidder, but the availability of additional equipment does build the value proposition of a Bidder's quotation.

- f) List current training or proposed training for operators and Supervisors with respect to salt management.

- g) List equipment to be used and the degree to which the salt spreading mechanisms can be adjusted.



- h) List procedures for decision making with respect to whether to apply salt or not and to what extent.

- i) Describe your salt and grit storage procedures, where salt and grit are stored and in what volume, how salt and grit are obtained, and the lead-times for salt and grit if an extended weather event depletes inventory.

- j) What methods do you use to document how the work needs to be completed (e.g. Work Instructions, Standard Operating Procedures, Checklists)? How often are they reviewed by staff? By Management? How do you verify they are followed?



Note: You may complete these questions on this form or on a separate piece of paper. If using a separate piece of paper, indicate so on this form and write the letter assigned to the question by the appropriate response.



APPENDIX C - SAMPLE AGREEMENT

THIS AGREEMENT is effective <<date>>, 2023 ("Effective Date")

Between

THE MUNICIPALITY OF THE DISTRICT OF EAST HANTS, a body corporate pursuant to the *Municipal Government Act* (SNS 1998, c. 18), having its chief place of business at Elmsdale, in the District of East Hants, Nova Scotia, hereinafter called "East Hants"

-and-

<<LEGAL NAME>>, a body corporate under the laws of <<jurisdiction>> (the "Contractor")

BACKGROUND

East Hants wishes to retain the Contractor to provide <<>> (the "Services"), more fully explained in Section 2, Services Description.

IN CONSIDERATION of mutual obligations and agreements specified herein, the parties agree as follows:

DEFINED TERMS

- 1 **Services** means the services supplied by the Contractor as specified within this agreement.
- 2 **East Hants Representative** means the employee of the Municipality of East Hants, or their designate, assigned by East Hants to be responsible for managing this agreement.
- 3 **Schedule** means the timeline, including deadlines, review dates and any other milestones or dates established by East Hants for the delivery of the Services. The Schedule may only be modified with written permission from East Hants.

CONTRACT DOCUMENTS

- 4 This agreement consists of the following documents: (NTD: These are the documents that define the agreement. If accepting a proposal, be sure the proposal is included. If the requirements were modified by addenda, these will be included or the modifications made to the documents will be incorporated.)
 - a. This Agreement;
 - b. Section 2, Services Description;
 - c. <<insert proposals, confidentiality agreements, etc. as applicable>>; and
 - d. <<insert additional documents as applicable>>.

INTENT

- 5 East Hants hereby engages the Contractor to supply the Services described herein and the Contractor agrees to provide these Services.
- 6 East Hants expects that any Contractor capable to perform the Services will perform the Services in a manner consistent with the degree of care, skill, and diligence normally provided by members of the same profession performing the same or comparable services in respect of projects of a similar nature in similar circumstances. East Hants expects the Contractor to act with good faith and in the interests of East Hants.
- 7 The Contractor warrants that it has the necessary resources to complete the Services in a safe, competent and professional manner. Such resources shall include, without limitation, qualified,

skilled, and sufficient personnel, plant, equipment, materials, adequate financial resources, and any other unique or general resources necessary to complete the Services.

TERM

- 8 This agreement shall commence on the Effective Date and shall end:
 - a. <<date>>, unless extended for an additional period by East Hants, in writing; or
 - b. Termination in accordance with the terms of this agreement.

PAYMENT

- 9 East Hants shall remunerate the Contractor <<insert applicable means of remuneration>>.
- 10 In addition:
 - a. Remuneration, or part thereof, is only payable when the Contractor, as determined by East Hants, has satisfactorily delivered the Services or part thereof. Payment for any part of the Services shall not be deemed a waiver of East Hants' rights of set-off at law or under contract for costs or expenses arising from default or negligence of the Contractor.
 - c. All invoices submitted by email must be sent to vendors@easthants.ca. Invoices submitted by mail or hand-delivered must be to the attention of the Payables Administrator. When a Purchase Order is specified by East Hants, the invoice must reference this Purchase Order in order to be processed for payment. Include the name of the East Hants Representative on the invoice.
 - b. Invoices must be submitted in accordance with the schedule established by East Hants at the beginning of the contract, typically monthly, and must be supported in such detail as East Hants may request. **NTD: This section may be modified to establish the preferred schedule for invoices.**
 - c. NTD: if a fuel surcharge forms part of the contract, insert: "The Fuel Surcharge must be specified separately on an invoice and is to be reconciled on a frequency as specified in the Fuel Surcharge subsection.">>
 - d. East Hants will review each invoice for completeness in a timely manner and, if acceptable, will approve such invoice 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.
 - e. East Hants may reject an invoice on the basis that the Services it refers to were not performed in accordance with the requirements of the agreement. In the case where the Services are deemed unsatisfactory, the Contractor will be required to make changes to the Services that are acceptable to East Hants at no additional cost. If the Services cannot be made satisfactory, in East Hants' sole opinion, East Hants may terminate the agreement.
 - f. No payments will be made by East Hants to the Contractor unless their invoice is accompanied by a valid Clearance Letter confirming they are in good standing with WCBNS.
 - g. Payment will be made on a net thirty (30) days basis from receipt of an acceptable invoice.
 - h. No payment made by East Hants under this agreement shall constitute acceptance of work or products that are not in accordance with the requirements of the agreement.
 - i. All expenses and disbursements are considered to be included in the total cost unless authorized, in writing, by East Hants to be reimbursed separately. Disbursements and expenses so authorized shall be reimbursed to the Contractor at actual cost plus a nominal mark-up to cover the administrative cost associated with the disbursement or expense.

- j. The Contractor shall not be entitled to payment in respect of costs incurred by the Contractor in remedying errors and omissions in the Services that are attributable to the Contractor, the Contractor's employees, or persons for whom the Contractor had assumed responsibility in performing the Services.
- k. In the event the agreement is terminated before the satisfactory completion of the Services, East Hants shall only be liable to pay, and the Contractor shall accept in full settlement, an amount for Services satisfactorily performed up to the date of termination. Upon payment for services completed in accordance with this agreement to the date of termination, the Contractor will have no further claim against East Hants for any damages related to termination of this agreement.
- l. The Contractor shall be solely responsible to pay all costs and expenses arising out of this agreement, whether or not they may qualify for reimbursement. The Contractor is responsible to maintain a thorough cumulative record of all costs, fees, expenses and disbursements over the term of the Contract. The Contractor must provide East Hants with an electronic copy of such record upon request.

INDEPENDENT STATUS

- 11 The Contractor will provide the Services to East Hants as an Independent Contractor and not as an employee. 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.
- 12 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.
- 13 The Contractor is free to provide services to other clients, so long so long as there is no interference with the Contractor's contractual obligations to East Hants.

PERSONNEL

- 14 The Contractor is advised that East Hants expects personnel having the skills, training, and appropriate qualifications to perform the Services indicated. The Contractor must obtain written permission from East Hants before changing the training or qualifications required for the work team. In the case of personnel being changed, the new personnel being assigned must have a similar skills, training, and qualifications as the personnel being replaced and they must be acceptable to East Hants.
- 15 East Hants reserves the right to require the Contractor to remove an employee from the Services if that employee acts contrary to the terms of this agreement. Certain behaviors, including, without limitation, swearing, smoking in areas other than those approved for smoking, inappropriate language, comments or gestures, unsafe work practices, alcohol-related convictions or revocations, or demonstrated incompetence may be cause to have an employee removed.
- 16 East Hants reserves the right to request drivers' abstracts for any drivers the Contractor may propose to use to provide the Services and to reject drivers who have alcohol-related convictions or revocations in their drivers' abstract within 5 years of the Effective Date. In the event that the Contractor wishes to use a new driver for this work, they must provide the drivers' abstract for the driver to be added. Abstracts must be provided in a reasonable time prior to the driver performing the Services.

SUBCONTRACTOR

NTD: Remove subsequent clauses if no subcontractors are proposed and replace with "Subcontractors will not be used to complete the Services. In the event that the Contractor wishes to use subcontractors for some or all of the Services, they must make such a request in accordance with the CHANGE provisions of the agreement and additional conditions may apply."

- 17 The Contractor is advised that the subcontractor listed in the Contractor's proposal and their work scope cannot be changed without the written permission of East Hants. Failure to comply with this provision will be considered a breach of contract and may result in termination of the agreement.
- 18 If the Contractor finds that a subcontractor named in this agreement cannot perform some or all of the Services for which they were named, the Contractor may request permission from East Hants to engage an alternative subcontractor for such Services. In making such a request, the Contractor must:
 - a. Identify the reasons why the named subcontractor cannot complete the Services;
 - b. Provide the name, qualifications and experience of the proposed replacement subcontractor;
 - c. Make such request in writing; and
 - d. Must select a replacement who is in all respects equal to the subcontractor being replaced.
- 19 Permission to replace a subcontractor will not be unreasonable withheld. However, East Hants reserves the right to, in its sole discretion, reject any proposed replacement subcontractor the Contractor may name. The rejection of a replacement subcontractor shall not relieve the Contractor of their obligation to perform the Services under this agreement.

CONFIDENTIALITY

- 20 In the course of discharging its duties under this agreement, the Contractor, its subcontractors, its agents, and/or employees will hear, see and/or otherwise come to know, possess or have access to confidential information about and/or belonging to East Hants, its clients and/or third parties interacting with East Hants or the Contractor, including but not limited to contact lists, personal information about identifiable individuals, security information, and information about East Hants' clients, methods and processes (the "Confidential Information").
- 21 The Contractor agrees not use, disclose, reproduce or otherwise make available, Confidential Information to any person, firm or enterprise (other than to the Contractor's employees or agents who have a need to know such information for the purposes of this Agreement) unless specifically authorized in writing to do so by East Hants.
- 22 The Contractor agrees to exercise all due care and diligence and take all reasonable precautions to prevent any unauthorized collection, use, disclosure, retention, destruction or disposal of Confidential Information. All Confidential Information in the possession of the Contractor must be destroyed or returned to East Hants upon Termination of the contract.
- 23 The use and disclosure of the confidential information shall not apply to information which
 - a. Was known to the Contractor before receipt of same from East Hants; or
 - b. Becomes publicly known other than through the Contractor; or
 - c. Is disclosed pursuant to the requirements of a governmental authority or judicial order.
- 24 The Consultant shall utilize reasonable precautions, including administrative, physical, and technical safeguards, to protect the information and data associated with the Services from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Contractor shall adhere to any applicable law relating to data security. The Contractor shall not disclose such information and data associated with the Services to any third party except where required by law.

INFORMATION COLLECTED



- 25 All information and material produced by the Contractor in the course of the Services, including, but not limited to, calculations, design notes, criteria, graphs, figures, maps, reports, drawings, analysis, profiles, and plans, will become the property of East Hants and an electronic copy of such information must be turned over to East Hants upon completion or termination of the Services.
- a. The Contractor understands that East Hants intends to use such collected information to perform the business of the Municipality of East Hants; to that end, the Contractor agrees that East Hants may, without limitation, use, distribute, reproduce, and/or publish such information without penalty or exclusion; and
 - b. East Hants reserves the right to amend such collected information whenever and for whatever purposes it chooses to do so.

INDEMNIFICATION

- 26 The Contractor shall defend, indemnify and save harmless the Municipality of the District of East Hants, its elected officials, officers, and employees from and against claims, actions, causes of action, losses, expenses, fines, costs (including reasonable legal defence costs), interest or damages, 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, to the extent reasonably attributable to the negligent acts, errors, or omissions, fraud or willful misconduct of the Contractor, 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 Contractor in accordance with this agreement, and shall survive this agreement.

INSURANCE

- 27 The Contractor 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.
- 28 The Contractor 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 Contractor's insurance must provide for bodily injury or property damage that may result from the Contractor's performance of the Services; and
 - c. Excess or umbrella insurance may be used to achieve the required insurance limits noted in this section.
- 29 The Contractor must have and must maintain automobile insurance in the amount of \$5,000,000.00 for the duration of the agreement and must provide a certificate of insurance confirming this coverage. This insurance shall not contain any endorsement that excludes the operation of attached machinery.
- 30 The COI for Commercial General Liability insurance must provide for 30 days' written notice of cancellation and the automobile insurance must provide for 15 days' written notice of cancellation. The Contractor must provide a new certificate of insurance each time the insurance is renewed, for the duration of this contract.
- 31 The Contractor 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.

32 In addition:

- a. The Contractor'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 Contractor will use subcontractors or third-party suppliers, such subcontractors and third-party suppliers must obtain and provide proof of insurance coverage that is applicable to the services they will provide and which is acceptable to East Hants, including, at minimum, Commercial General Liability insurance.
- c. Failure to maintain the required insurance coverage may be grounds for termination of the agreement;
- d. If a Contractor no longer is in Good Standing with WCBNS, the Contractor 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;
- e. East Hants will not accept any provisions which seek to limit the liability of the Contractor with respect to these insurance requirements;
- f. Changes to incorporation information must be disclosed within a reasonable time of the change; and
- g. Changes to insurance coverage must be disclosed to East Hants prior to the next performance of Services after the change and the Contractor must provide a revised certificate. The amended coverage must be in accordance with the requirements of this agreement or otherwise acceptable to East Hants.

ISSUE REPORTING

- 33 The Contractor shall establish methods acceptable to East Hants for communicating issues and concerns to East Hants with respect to the Services.
- 34 The Contractor will report any issues to the East Hants Representative with respect to the performance of the Services, the condition where the Services are performed, or that have been communicated to them by the third parties. The frequency of reporting will be determined by the relative urgency of the issue:
 - h. Emergency or condition-related issues affecting the condition of premises, affecting safety or security, or other issue where immediate response is required shall be reported to the East Hants Representative by email or telephone. Where East Hants has in place an agreement with a third party to supply after-hours assistance, the Contractor or their representative shall contact the third-party Service provider in accordance with the terms of that agreement;
 - i. Issues where a response is required within one to three business days shall be communicated to the East Hants Representative by email;
 - j. Issues where the response is not urgent shall be communicated to East Hants at the next possible opportunity; and
 - k. The Contractor must be prepared to periodically review and discuss the status of issues.

REGULATIONS

- 35 The Contractor shall comply with all applicable Federal, Provincial and Municipal laws and regulations and the regulations of any other authorities that may have jurisdiction. The Contractor shall also comply

with any policies or other requirements related to occupational health and safety or security that may be in place or implemented during the course of the agreement.

TAXES

- 36 The Contractor shall pay all Federal and Provincial Taxes as required by the appropriate enactments.

WORKERS' COMPENSATION

- 37 The Contractor must be registered and in good standing with the Workers' Compensation Board of Nova Scotia (WCBNS) regardless of their jurisdiction of incorporation, location of premises, or typical status with WCBNS.

CONFLICT OF INTEREST

- 38 The Contractor must promptly bring to the attention of East Hants, in writing, any possible conflict of interest related to delivering these Services. For greater clarity, any business relationships between East Hants staff and Contractor, either direct or through a third party, which may appear to create an unfair advantage for the Contractor or where it may appear that an employee of East Hants may personally benefit from this agreement, must be identified.

PRIORITY

- 39 The Services and infrastructure affected by this agreement are critical to the operation of East Hants. The Contractor understands that the requirements under this agreement will take priority over other contracts the Contractor may have, if and when a conflict around timing and resources were to occur.

PERFORMANCE

- 40 If any part of the Services is found to be deficient or not in accordance with the terms of this agreement, East Hants may, at its sole discretion:
- a. Require the Contractor to re-perform the Services or make any required corrections to the work, at its own expense, to comply with the terms of the agreement; or
 - b. If the Contractor cannot or will not make such corrections or re-performance, or if the proposed delay in making such corrections or re-performance may compromise health, safety, or the ability of East Hants to perform the business of the Municipality in any way, East Hants may choose either to engage a third party to correct the work or to perform the Services or to perform such corrections or to perform such Services themselves. The cost of such action will be deducted from any monies owing to the Contractor until the entire amount is offset or, where there is not amount to offset, the Contractor must pay any remaining cost back to East Hants in the form of credits of payments already made; or
 - c. Where the deficiency is embedded in the work or Services, East Hants may deduct an amount from any monies owing, or the agreement value, that is equivalent to the difference between the value of the defective work and what was specified in the Contract. Such amount shall correspond to the costs that would reasonably be incurred to correct the deficiency; and
 - d. East Hants may terminate the agreement in accordance with the Termination clauses herein.
- 41 East Hants may document performance and advise the Contractor when equipment, methods, or performance are not meeting the established standard or performance requirements and why. The Contractor shall be given adequate time to investigate the determinations made by East Hants and shall have reasonable time to effect corrections. East Hants may, at its discretion:
- a. Audit or inspect any aspect of the Contractor's performance with respect to the Services, including observing the performance of the Services, requesting reports or information from the direct recipients of the Services or using third party evaluation tools;

- b. Request, and the Contractor may not unreasonably withhold, vehicle inspection records, maintenance logs or other vehicle records in order to verify that the equipment is in good running order and is being properly maintained;
- c. Request, and the Contractor may not unreasonably withhold, licenses, training records or other employee records related to the employee's eligibility or competence in completing the Services; and
- d. Investigate and document reports, whether solicited or unsolicited, with respect to the driving, conduct, or performance of the Contractor's equipment or employees, whether or not that equipment or employee was engaged in performing Services for East Hants.

CHANGES TO SERVICES

- 43 If instructions provided by East Hants are interpreted by the Contractor as increasing or decreasing the scope of the Services, they must inform East Hants prior to acting on these instructions. At minimum, any change in scope that affects the cost of the Services or the Schedule must be approved by East Hants in writing and the Contractor must provide, at minimum:
 - a. A description of the change in Services as a result of the instructions;
 - b. The impact, if any, on the Schedule;
 - c. The amount, exclusive of HST, by which the cost will either be increased or decreased; and
 - d. A summary of the activities and costs which make up the amount of increase or decrease.
- 44 East Hants may, at its sole discretion, discontinue all or a portion of the Services by providing the Contractor with 30 days' written notice of such discontinuation.
 - a. The Contractor will only invoice for Services up until the point they were discontinued, but may include any reasonable direct costs provided they are specific to the discontinued Services and cannot be off-set through material credits, use elsewhere in the contract, or through use in other contracts.
 - b. Once notified that a Service will be discontinued, the Contractor must identify, in writing, any consumable or equipment items which are stored at the location and which will be removed once Services are discontinued.
- 45 East Hants wishes the Contractor to be efficient in the way the Services are performed and recognizes that the activities specified in the requirements may not always reflect the most efficient way of completing the Services. In the event that an activity can or needs to be changed or that the frequency associated with an activity is either excessive or insufficient, East Hants and the Contractor will work together to update the applicable requirements with the following to apply:
 - a. Where possible, increases or decreases in the time associated with one activity may be offset by an increase or decrease in another activity at the same location, though never to the detriment of the quality of the Services at that location or any other;
 - b. Requests for changes to the Services must be submitted in writing by the party requesting the change. Changes to the Services may only be made when the other party approves the change in writing and submits the approval to the party requesting the change. No verbal agreement or conversation between any officer, agent or employee of a party shall affect or modify any of the terms or obligations specified in the agreement;
 - c. If a change requested by either party will impact the cost of the Services to be changed, the increase or decrease in cost must be clearly identified on the change request. The Contractor must provide an explanation of any price increase they may request. Such increases must be reasonable and reflective of the actual increase in the Contractor's cost brought about by the

change. When a change can be shown to decrease the scope of Services, a reasonable decrease in the cost of Services is expected;

- 46 East Hants recognizes that there may be instances where the Contractor cannot perform all of the activities in a location in a given instance of performing the Services. It is the Contractor's responsibility to document any activities which cannot be completed, the reason they cannot be completed, and then to complete the activities as soon as possible.
- a. The inability of the Contractor to complete an activity in an instance will not, under any circumstances, constitute acceptance by East Hants to a change to the Services, nor will acceptance of a delay act as a waiver of East Hants' rights under this agreement.

CONSUMABLES AND EQUIPMENT

- 47 The Contractor will supply and distribute all salt and grit, as part of the Services, for the rates established herein. The contractor is also responsible for all costs relating to the procurement, warehousing, handling and the supply of such consumables.
- 48 The Contractor shall be solely and entirely responsible for any loss or damage to their materials, consumables, supplies, and equipment.

RESPONSIBILITY FOR DAMAGE

- 49 The Contractor shall, at their sole expense, repair and restore to its original condition any material or surface damaged by their operations.

SAFETY

- 50 Prior to the commencement Services, the Contractor, with the cooperation of East Hants where necessary, must:
- Perform a hazard assessment;
 - Remove or mitigate all known hazards;
 - Post any required warning signs or install any necessary guards or barriers;
 - Identify and, if necessary, mark any municipal or other services such as water, sewer, electrical, communications, etc. that may be affected by the Services as identified in the hazard assessment;
 - Locate and confirm clearances from nearby structures and overhead obstructions such as power lines;
 - Design and provide traffic control, if required; and
 - Identify and remove any other potential hazards which might result in damage or harm to public property or individuals.
- 51 The Contractor must, over the Term of the Contract, advise East Hants if the information submitted on their Safety Questionnaire changes.
- 52 Failure to consistently use appropriate personal protective equipment (PPE) in the performance of this work may result in Termination of the agreement for these Services. This may include, depending on the Services, safety footwear, protective eyewear, hearing protection, and high visibility clothing.



TERMINATION

- 53 East Hants may terminate this agreement at any time, for any reason, by providing thirty days' written notice to the Contractor. This notice period may be increased by written agreement between the parties. Agreement to extend this notice period does not release the Contractor of their duty to remedy and, under no circumstances will East Hants be responsible for interest or other charges or fees related to the process of remedy.
- 54 Notwithstanding the above, East Hants may terminate this agreement without notice if the Contractor makes changes to the approved list of Contractor's personnel tasked to complete the Services or to the subcontractor engaged to complete the Services without first obtaining the written permission of East Hants.
- 55 East Hants may terminate this agreement if the performance of the Services, or portion thereof, is found to be unacceptable. Both East Hants and Contractor agree that each will attempt to remedy the situation and to find a way to make the Services, or portion thereof, acceptable. Under no circumstances may such remedy represent additional cost to East Hants. If no remedy can be found within thirty days of the initial communication to the Contractor by East Hants that the performance of the Services is unacceptable, such notice shall be considered notice to terminate the agreement.
- 63 East Hants reserves the right to terminate this agreement if the Contractor fails to act in accordance with their safety protocols or where, in East Hants' sole opinion, there have been an unreasonable number of safety violations, near misses, or orders/corrective actions issued to the Contractor by government officials.
- 57 East Hants reserves the right to terminate this agreement, without penalty of any kind, if the Contractor is judged to be bankrupt or makes general assignment for the benefits of its creditors.
- 58 Termination of the agreement by East Hants shall not relieve that Contractor of any obligations or liability it may have to East Hants except as provided for herein.

RECEIVERSHIP

- 59 In the event that a Receiver is appointed to manage the affairs of the Contractor, East Hants reserves the right to enter into an agreement with another party to perform the Services. Under no circumstances shall East Hants be responsible for any losses suffered by the Contractor.

ASSIGNMENT

- 60 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.

ENTIRE AGREEMENT

- 61 The agreement, together with the Exhibits, Schedules, and Contract Documents, form the complete agreement between the parties and shall supersede any and all previous communications, oral or written, express or implied, between the parties. This agreement may only be amended in writing, with such amendment being signed by authorized representatives for each party and clearly indicating this specific agreement.

INTERPRETATION

- 62 The headings introducing each paragraph or section are for reference only and shall not affect the interpretation of the agreement. Any numbers or changes of gender will be interpreted in context.

NOTIFICATION

- 63 Any notifications of a general nature related to this agreement may be provided by any written means, including email. It remains the responsibility of the sender to ensure the notification has been received and acknowledged by the intended recipient. Material notifications such as relate to clauses covering termination or changes to personnel shall be delivered by registered mail, courier requiring the signature of the person specified in this clause, or in person where the person specified in this clause may confirm acceptance in writing.
- 64 The Notifications shall be addressed as follows:
- a. By mail, in person or courier to East Hants:

Municipality of East Hants
RFQ50599 - SNIC, Selected Locations
Box 230, Suite 170
15 Commerce Court
Elmsdale, NS B2S 3K5

Attention: Manager of Administrative Services
 - b. By email to East Hants:

Email: procurement@easthants.ca
 - c. By mail to the Contractor:

<<Company Name>>
RFQ50599 - Selected Locations
<<Address>>

Attention: <<Name>>
 - d. By email to Contractor:

Email: <<email address>>

GOVERNING LAW

- 65 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.

ENUREMENT

- 66 This agreement shall ensure to the benefit of and be binding upon the parties and their lawful heirs, executors, administrators, successors and assigns.

SEVERABILITY

- 67 If a provision of this agreement is deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

WAIVER

- 68 Any failure by East Hants to enforce or require the strict compliance and performance of any of the terms or conditions of this agreement shall not constitute a waiver of such terms or conditions and shall not affect or impair such terms or conditions in any way or the right of East Hants to enforce same and/or to avail itself of such remedies as it may have for any breach or breaches of such terms or conditions.

SIGNED hereunder by representatives of the parties with authority and capacity to do so:

MUNICIPALITY OF THE DISTRICT OF EAST HANTS	<<CONTRACTOR LEGAL NAME>>
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

