

## Tender or Proposal Submission Location Reference Document

The Municipality of East Hants (East Hants), from time to time, will request receipt of tenders, proposals or quotations. On such occasions, the request document may specify delivery to the East Hants Municipal Office. The following document is made available to help clarify, for those unfamiliar with the Municipality or the East Hants office location, to where the response must be submitted.

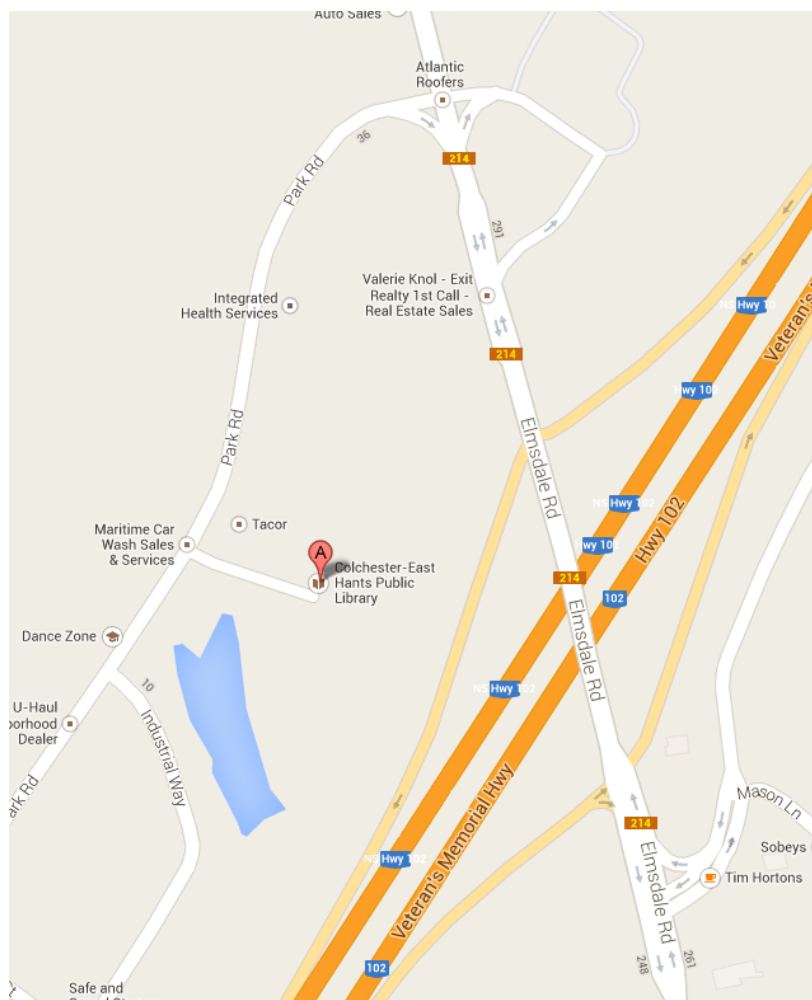
This document is provided as reference only. It remains the responsibility of the person or firm submitting their response to such a request to allow sufficient time to reach the specified location and to have their response accepted (time and date stamped) by the Administrative Services Clerk or person on duty at one of the two duty stations. As these stations serve the public, it is recommended that sufficient time be allowed in case the stations are engaged. Only responses that are time and date stamped by East Hants prior to the close of the competition will be considered for award.

### Address:

**Driving: Municipality of East Hants**  
15 Commerce Court  
Elmsdale, Nova Scotia

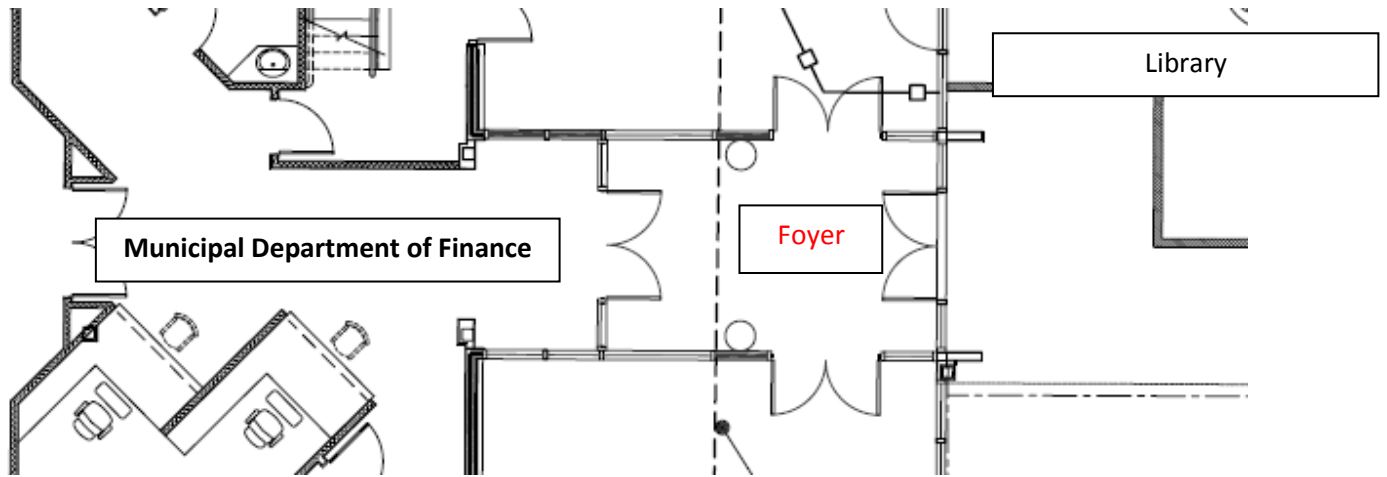
**By Mail: Municipality of East Hants**  
230-15 Commerce Court  
Elmsdale, NS B2S 3K5

For better clarity, the office is located in the Lloyd E. Matheson Centre (same location as the Colchester East Hants Public Library) located off of Park Road in the Elmsdale Business Park. If travelling using the 102 highway, please take Exit 8.



**Drop off Location:**

Access to the building is through two sets of double doors located between the two halves of the Lloyd E. Matheson Centre. Upon entering the **foyer**, look for the “**Municipal Department of Finance**” sign and enter through the double doors toward the Reception or Payments kiosks. Your submission must be received at one of the kiosks and must have the date and time indicated on it by East Hants staff to confirm receipt prior to the stated competition deadline. Please allow sufficient time to be served by staff.



If there are any questions regarding this reference document, please contact the Procurement Officer for the Municipality of East Hants.