

MATERIAL/SERVICES SPECIFICATIONS:

1. The organization must receive priority on your snow removal schedule: 24-hour service, seven days/week.
2. *New for 2020: WDMH is responsible for the COVID-19 Assessment Centre (Lions Hall) located at 515 Albert Street in Winchester. Operational as long as required, WDMH reserves the right to cancel the contracted services at this location with two (2) weeks' notice.
3. This tender is to cover the snow plowing, salting on all walkways and entrances of hospital property, Dillabough Building, Dundas Manor, Community Care Building and COVID-19 Assessment Centre, as specified herein. The contractor must ensure that all equipment quoted for use is available and meets all safety guidelines and will pose no danger to hospital staff or the general public. The contractor must not modify equipment below above stated safety guidelines.
4. Snow is to be plowed from walkways and entrances as indicated on the attached diagram(s). The contractor is to respond automatically or at the call of the organization within **one hour**, for all snow falls over five centimeters/two inches. In instances of wind drifting, the contractor will also respond as above.
5. On walkways/entrances an environmentally safe ice melt product will be used to minimize salt tracking into the buildings.
6. With the start of black ice, sleet and ice rain, the contractor will use a salt/sand mixture of (90% salt/10% sand) product immediately. From the onset or development of said conditions, the contractor shall continuously monitor areas during a prolonged storm. The contractor will respond to the organizations' calls for any supplemental work in this category within two hours of the call.
7. Storage bins at each entrance way will be kept full of ice melt product.
8. When snow piling encroaches upon the entrances/walkways, the contractor will be responsible for blowing the snow back or carting it to designated areas. Snow may only be piled in designated areas (see attached diagram). When designated areas are full, contractor will notify Manager, Building Services and remove snow off property per contract.
9. Snow clearing will primarily take place in the late evening and early morning hours (prior to 6:00 a.m. or after 5:00 p.m.). All areas are to be ploughed, scraped and salted each day as required. Daytime ploughing, scraping and sanding/salting will be required on an ongoing basis under sudden or prolonged storm conditions and areas maintained until the storm subsides.
10. Any snow hauled from the properties will be dumped in an area permitted by the municipality or township. The organization will be held blameless in any litigation arising from this action.
10. Contractor must have sufficient manpower to remove snow/salt at all priority entrances and keep them maintained throughout prolonged snow/ice events. Priority entrances must not have more than 2"/5cm of buildup at any time.
11. Areas between cars will have the acceptable ice melt product applied as conditions require.

12. Helicopter Pad - The only acceptable product for ice melt in the Helicopter pad enclosure is Urea. No snow or ice is permitted to remain within the enclosure or the entrance to the pad. Snow may not be piled around the exterior of the enclosure.
13. Snow will be removed from areas between parking curbs.
14. Any damage resulting to the building proper or other structures (including parking equipment, signs, curbs, etc.) will be immediately reported to the Manager, Building & Support Services and corrected/repared within 48 hours. Where temporary repairs are carried out, permanent repairs will be completed before the last week period of this contract. All turf repairs required will be affected in April before the final settling of accounts.
15. In all instances, the contractor is to give way to pedestrians.
16. The contractor will assign a qualified site supervisor who will act as the primary point of contact for issues and concerns. The contractor will provide all the numbers necessary for the organization to have 24-hour access to service. This includes primary and secondary contacts. The contractor must ensure the numbers provided are supervised. Contractors are expected to maintain the accuracy of the list and notify WDMH immediately of any changes.
17. Bidding contractors must submit, with their bids, a list of equipment to be used, three references and a fixed price for the service using the attached form (Schedule A). Storage of equipment, on site, is not available.
18. Minimum equipment specifications:
 - Front end loader or equivalent for snow clearing/removal
 - Plow vehicle
 - Truck mount sander/salter or equivalent
 - Walkway clearing equipment (ie snow blower). No heavy equipment allowed on walkways. Snow blower or shovel only.
 - Snow blower for roadway
19. The contractor will maintain an activity log for each arrival and departure and submit to the hospital with the monthly invoice.
20. Contractor's workers on site must be properly supervised, trained and fully made aware of their duties and obligations under the Occupational Health and Safety Act, including current WHMIS training.
21. Contractor using workers on site, must have Workers Compensation coverage in place for those workers and provide proof of coverage upon acceptance of proposal
22. The hospital reserves the right to cancel this agreement at any time should it become dissatisfied with the contractor's performance.
23. The initial contract period is for one year with option for year 2 and 3 at the organizations' discretion. Year 2 and 3 price increase will be based on the Consumer Price Index (CPI).

Schedule A

Fixed Price

November 1, 2020 – April 30, 2021

WDMH Property \$ _____
(Map A) \$ _____

Note: This price includes all labour involved, snow removal to designated areas on property, salt/ice/sand melter, urea melter for the helipad and any property damage occurred as per detailed specifications.

Dundas Manor \$ _____
(Map B)

Community Care Building \$ _____
(Map C)

COVID-19 Assessment Centre \$ _____
515 Albert Street
(Map D)

Snow Removal from property
Price/full tri-axle dump truck load

\$ _____

The firm carries appropriate liability insurance in the amount of

Minimum \$2,000,000 with the carrier

Carrier's name

Carrier's telephone #

Carrier's address

Policy number

Years with Carrier

References:

1. _____

2. _____

3. _____

Equipment Specifications

Tender Form

From:

Firm Name

Firm Address

Telephone

Fax

To:

Manager, Building & Support Services

By Fax: 613-774-6335 OR

By Email: aarcher@wdmh.on.ca

Having reviewed the minimum specifications for the service of Snow plowing, Removal, and Salting/Sanding, we hereby agree to do the work as outlined in the general instructions and specifications. This firm does understand the conditions as outlined in the material/service specifications.

Signing Authority

Position

Bidder Instructions for Material Services

1. Tender closing is Friday September 25, 2020 @ 2:00pm. Tenders must be directed to Manager, Building & Support Services via fax: 613-774-6335 or email: aarcher@wdmh.on.ca
2. Due to COVID-19, mandatory site visit is exempt for this year. The bidder will bear the responsibility to survey the sites to accurately provide a quote.
3. Returned tenders must consist of the completed form signed by an authorized official of the tendering company plus any information requested. All information requested must be submitted with the tender form.
4. The successful bidder will be notified by telephone. A written contract will follow at which time a Certificate of Insurance must be provided to WDMH.
5. If further information is required contact: Alan Archer, Manager, Building & Support Services at 613-774-2422 ext. 6209.
6. Lowest or any tender is not necessarily accepted.