



## **Fundy Ocean Research Center for Energy (FORCE)**

### **SNOW REMOVAL - REQUEST FOR PROPOSALS**

#### **Snow Removal / Clearing and Sanding / Salting for Winter 2011/12**

Two (2) Sites including:

FORCE Visitor Centre Driveway and Parking Lots (Gravel) at 1156 West Bay Road

FORCE Visitor Centre Walkway, Entrances/Exits (Concrete & Wood) at 1156 West Bay Road

FORCE Sub-Station Driveway (Gravel) at Old Black Rock Road off West Bay Road

FORCE Sub-Station Gateway (exterior) Entrance (Gravel) at Old Black Rock Road off West Bay Road

On-call Availability in Case of Emergency (All)

#### **Intent**

This Request for Proposals is intended to obtain Snow Removal/Clearing and Sanding/Salting for the FORCE facilities west of Parrsboro, NS; namely the FORCE Visitor Centre at 1156 West Bay Road, and the FORCE Substation on Old Black Rock Road off West Bay Road. The intended Contract will be in effect for Winter 2011/12, specifically from December 5, 2011 to April 5, 2012. The acquisition of Snow Removal/Clearing and Sanding/Salting service is crucial to accessing the sites listed for day to day operations, and in emergency situations, as well as in continuing service and maintenance support to the sites.

#### **Client Background**

FORCE (Fundy Ocean Research Center for Energy) is Canada's leading research and testing center for in-stream tidal energy technology, located in the Bay of Fundy, Nova Scotia. FORCE works with developers, regulators, and researchers to study the potential for tidal turbines to operate within the Bay of Fundy environment. FORCE provides a shared observation facility, submarine cables, substation, grid connection, and environmental monitoring at its pre-approved test site. The FORCE Visitor Centre overlooks the test site in the Bay of Fundy. The approximately 3,000-square foot facility houses interpretive exhibits, interactive displays, a small theatre/community room, as well as space for onsite meetings and research work. The FORCE Substation is an important piece of infrastructure in the tidal energy project.

#### **Request for Proposals**

FORCE invites proposals on Snow Removal/Clearing and Sanding/Salting at their sites west of Parrsboro, NS, on West Bay Road / Old Black Rock Road. Sites included in the Tender are as follows:

1. FORCE Visitor Centre, 1156 West Bay Road
2. FORCE Substation, Old Black Rock Road, off West Bay Road

Vendors must submit a Proposal for both of the above-noted sites. One Contract shall be awarded for snow removal / clearing and sanding / salting for both locations / sites for Winter 2011/12. FORCE reserves the right to reject any Vendor's Proposal for any one individual site.

## **Description and Scope of the Work**

The Contractor shall be responsible for removing snow from the specified areas, any time that the snowfall including drifting snow accumulates to ten (10) centimeters / (3) inches or more in the Parking Lots and Driveway areas. Any snowfalls during the night to be removed by 8:00am, and during the day to be removed as required. Salting and/or sanding to be completed in order to maintain safe, accessible driveways and roadways to sites / FORCE facilities. Furthermore, the Contractor will be on-call (24-hour availability) to FORCE in the event of an emergency, especially where an emergency vehicle / service may have to enter a FORCE site (i.e. Fire Department).

In the event that snow builds up excessively in areas where piled, the Contractor shall be required to remove it at own expense. All banks at entrances to be plowed must be kept at a height so as not to obstruct view of traffic using main roads plus entranceways.

## **Site Descriptions and Specifics**

Vendors may visit the site(s) to allow them the opportunity to view the areas to be cleared and a chance to review any damage to the grounds before submitting a Proposal.

### **FORCE Sub-Station at Old Black Rock Road off of West Bay Road – Driveway, Gateway Entrance**

The clearing and removal of snow and ice and the supply and spreading of sand/salt, as required on all of the following areas: *Driveway / Section of Old West Bay Road from main road and Gateway Entrance - Snow needs to be removed from the lane of the Driveway / Old West Bay Road and from the Gateway / Entrance to the Sub-Station, with careful attention to ensuring access to the property. Salt and sand as required.*

The site must be monitored daily, and if necessary, cleared of snow & sanded before 8:00a.m. The Contractor is required to monitor the site and take action for the above areas daily before 8:00a.m., and more often when snow conditions occur. Clearing of snow and applications of sand must be done on a priority basis, with this site taking top priority.

### **FORCE Visitor Centre at 1156 West Bay Road - Driveway, Parking Lots, Walkway, Entrances/Exits**

The clearing and removal of snow and ice and the supply and spreading of sand/salt, as required on all of the following areas: *Driveway from main road, round-about, and Parking Lots - Snow needs to be removed from the lane of the Driveway and the Parking Lots, and not pushed forward or to the sides of the lane of the Driveway or Parking Lots in order not to prevent access to underground components and access manholes on the East / Northeast side of the property. Snow must be removed from the Walkway and Entrances of the Visitor Centre; this includes the south-facing deck surface, and the gravel / concrete walkway, and doorways. Salt and sand as required.*

The site must be monitored daily, and if necessary, cleared of snow & sanded before 8:00a.m. The successful bidder is required to monitor the site and take action for the above areas daily before 8:00a.m., and more often when snow conditions occur. Clearing of snow and applications of sand must be done on a priority basis.

### **Request for Proposal Responses**

RFP Responses must include:

- Brief introduction to your company, services and history,
- Signed Vendor Submission Sheet
- Your understanding of FORCE's requirements and objectives of this work,
- Approach, planned tasks and schedule for performing the work,
- A detailed equipment list,
- Your company's qualifications for and experience with work of this nature,
- Three references (one must be an existing client), and
- Your rate to perform the tasks as outlined in the Scope of Work and a maximum cap from December 5, 2011 to April 5, 2012.

**Proposals should not exceed 10 pages excluding references.**

**CLOSING DATE:** Thursday, December 1<sup>st</sup>, 2011

**CLOSING TIME:** 4:00pm (local time)

### **CONTACT:**

**(for notification, questions, site visits, and proposal delivery via electronic or paper submission)**

FORCE

Attn: Jennifer Matthews

Director of Operations and Research, FORCE

PO Box 2573

Halifax, NS B3J 3N5

Email: [jennifer.matthews@fundyforce.ca](mailto:jennifer.matthews@fundyforce.ca)

Phone: 1.902.424.2493

Fax: 1.902.428.2200

### **Award Process**

Before 4:00pm AST on Friday, November 25th, 2011 please indicate by email to the identified contact your intention to respond to this request. Before 4:00pm AST, Tuesday, November 29<sup>th</sup>, 2011 address any questions about this request by email to the identified contact. Any question and answer of general interest will be communicated to all who have indicated intent to respond.

**Submit the Proposal on or before 4:00pm AST on Thursday, December 1<sup>st</sup>, 2011 electronically, or by paper copy as noted above.**

FORCE will rank and short-list the responses in terms of the viability of the Vendor (40%) the qualifications of the assigned Vendor (50%), the approach and attention to detail taken to prepare the plan (10%). We may contact references and conduct interviews with the shortlisted Vendor(s) as part of the selection process. Vendors should understand that FORCE is not obligated to make any award as a result of this request.

Prior to awarding of the Contract, the successful Vendor must provide proof of insurance and certifications upon request.

**Vendor's Submission Sheet**

<b>COMPANY INFORMATION SHEET</b>	
<b>Company Name:</b>	
<b>CRA Business #:</b>	<b>HST #:</b>
<b>Local Address:</b>	<b>Company Contact:</b>
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>

**Confirmation**

I, the undersigned, hereby submit a Proposal for FORCE Snow Removal/Clearing and Sanding/Salting for Winter 2011/12 as indicated and if accepted, will provide all necessary equipment, and perform all necessary work in accordance with the work as described, as per the price quoted. I confirm that this Proposal meets or exceeds the specifications detailed in the Request for Proposals. I also confirm that all specifications are included in the quoted price. Any items that are optional are noted accordingly.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(printed name)