

Fundy Ocean Research Center for Energy**SNOW REMOVAL - REQUEST FOR PROPOSAL****Snow Removal/Clearing and Sanding/Salting for Winter 2016-17****Sites**

1. FORCE Sub-Station Driveway (portion of Old Black Rock Road), FORCE Sub-Station Gateway Entrance (all Gravel) on Old Black Rock Road at 979 West Bay Road.
2. FORCE Visitor Centre Driveway and Parking Lots (Gravel), FORCE Visitor Centre Walkway, Entrances/Exits (Concrete & Wood) at 1156 West Bay Road.

(Proposals are to consider on-call Availability in Case of Emergency for both sites.)

Intent

This Request for Proposals is intended to obtain Snow Removal/Clearing and Sanding/Salting services 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 at 979 West Bay Road. The intended Contract terms will be in effect from November 1, 2016 to April 24, 2017. 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 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, as well as space for onsite meetings and research work. The FORCE Substation is an important piece of electrical 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, 979 West Bay Road

Vendors must submit a Proposal including both of the above-noted sites, described in detail herein. One Contract shall be awarded for snow removal/clearing and sanding/salting services for both sites for Winter 2016-2017. FORCE reserves the right to reject any Vendor's Proposal for any one individual site.

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 at 979 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 Black Rock Road from West Bay Road and Gateway Entrance - Snow needs to be removed from the lane of the Driveway / Old Black Rock 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 09:00. The Contractor is required to monitor the site and take action for the above areas daily by 09:00, 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 first priority.

FORCE Visitor Centre at 1156 West Bay Road - Driveway, Parking Lots, Walkway, Entrances

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 holes on the East / Northeast side of the property. Snow must be removed from the Walkway and Entrances of the Visitor Centre; this includes 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 09:00. The successful bidder is required to monitor the site and take action for the above areas daily before 09:00, and more often when snow conditions occur. Clearing of snow and applications of sand must be done on a priority basis.

Description and Scope of Work

The Contractor shall be responsible for removing snow from the specified areas, any time that the snowfall accumulates to greater than twenty (20) centimeters / eight (8) inches in the Parking Lots and Driveway areas. Any such snowfalls overnight to be removed by 09:00 the following day and during the day any accumulation greater than twenty (20) centimeters / eight (8) inches, 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 may have to enter a FORCE site (i.e. Fire Department).

In the event that snow builds up in areas where piled to the point of restricting pedestrian and vehicular access to gates, entryways or parking areas, the Contractor shall be required to remove it at own expense. All snow banks/piles at entrances must be kept at a height so as not to obstruct views of traffic using main roads or entering/exiting the sites. Any damages to FORCE sites in the delivery of snow removal/clearing services will be repaired and remedied at the expense of the Contractor.

The Contractor shall provide services using adequate equipment for both accessing the FORCE sites via the West Bay Road in winter conditions, and clearing snow from areas such as gates and approaches. Experience suggests that snow-blowing capability is important in providing services as described. Further, Vendors are advised that in heavy snow conditions, there are often delays in snow clearing services on West Bay Road by Provincial authorities.

Responding to this Request for Proposals

Responses to this Request for Proposals must include:

- Brief introduction to your company, services and history,
- Written approach, planned tasks and schedule for accessing the sites and the provision of services, including emergency scenarios,
- Your company's qualifications for and experience with work of this nature,
- Reference(s) from existing client(s),
- A detailed equipment list,
- Quotation sheet with rates to perform the tasks as outlined in the Scope of Work and a maximum cap from November 1, 2016 through April 24, 2017, as well as any discounts or other pricing/rate information,
- Signed Vendor Submission Sheet,
- Proof of Insurances (minimum \$3,000,000 Liability), and
- Proof of Good Standing with WCB (copy of letter or otherwise).

Proposals should not exceed ten (10) pages.

Deadlines

The following deadlines apply for Vendors submitting responses to this Request for Proposals. All deadlines will be enforced:

1. By 4:00pm ADT on Monday, October 17, 2016, please indicate by email/phone to the identified contact your intention to respond to this request. Site visits will be arranged the week of October 17-21, 2016, as required.
2. By 4:00pm ADT, Thursday, October 20, 2016, please address any questions about this Request for Proposals by email or phone to the specified contact. Any question and answer of general interest will be communicated to all who have indicated intent to respond. (Responses to questions will be provided by Friday, October 21, 2016.)
3. **By 4:00pm ADT, Monday, October 24, 2016, submit the proposal, electronically via email or by mail (post-marked on or before Monday, October 24, 2016).**

CLOSING DATE: Monday, October 24th, 2016

CLOSING TIME: 4:00pm ADT

CONTACT: FORCE
Mary McPhee, Facilities Manager
1156 West Bay Road, Parrsboro Roads, Cumberland County
RR1 Parrsboro, NS, B0M 1S0
Email: mary.mcphee@fundyforce.ca
Phone: (902) 254-2510

Award Process

FORCE will rank and short-list the accepted responses in terms of the viability of the Vendor (20%), the qualifications and equipment capabilities of the Vendor (30%), the rates and pricing (40%), the approach and attention to detail taken to prepare the Proposal and Quotation (10%).

FORCE may contact references and meet 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.

Vendor's Submission Sheet – Snow Removal Winter 2016-2017

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

Confirmation

I, the undersigned, hereby submit a Proposal for FORCE Snow Removal/Clearing and Sanding/Salting for Winter 2016-2017 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)