



Sault Ste. Marie
Public Library

www.ssmpl.ca

"One stop...endless possibilities"

REQUEST FOR QUOTE WINTER MAINTENANCE SERVICE WINTER 2017-2018

The Sault Ste. Marie Public Library invites your company to submit a quote on winter maintenance service for the winter of 2017-2018.

Winter maintenance service is required at the following location and consists of:

I) CENTENNIAL LIBRARY- 50 EAST STREET

Location of Work: Bay St. Driveway, Staff Upper & Lower Parking Lots & Delivery Entrance

Scope of Work:

- Snowplowing 7 days a week as required after a snowfall of 2 inches and as required to maintain access to the parking lot
- Snowplowing to be completed by 8:00 am Monday to Saturday and by 12:00 noon on Sunday*
- Snow removal as required to maintain access and parking spaces. Contractor may push snow unto grass areas, but must remove snow if and when snow pile starts to infringe unto parking spots
- Contractor must maintain access to all waste bins located in the areas to be cleared of snow, by carefully snowplowing around those bins and by back-blading any snow buildup as required
- Contractor must always maintain access to stairway from lower parking lot
- Sanding using a sand/salt mixture weekly or as required to maintain a proper surface grip for vehicles and pedestrians
- Hill portion of Centennial Library Delivery area must be kept clear of ice and snow during the Library's hours of operation and this may require sanding during the day depending upon usage and weather conditions.

II) CONTRACT TERMS AND CONDITIONS

Documentation: The contractor must maintain a log of all winter maintenance activities carried out on library property as part of this contract. This log must identify the date, time and the work performed. The contractor must provide a copy of the log to the Director of Public Libraries upon his request and a complete log for the year at the end of the winter season (insurance purposes).

Contract Period: Service shall begin with the first snowfall of the season and end with the last snowfall of the season.

Invoicing: The successful contractor shall submit 5 monthly billings in equal amounts starting with November 15, 2017. Further monthly bills shall be dated for the 15th day of December 2017, January 2018, February 2018 and March 2018.

Insurance: The successful contractor must provide proof of liability insurance in the amount of at least \$2,000,000 and, in accepting the contract, will agree to hold the Sault Ste. Marie Public Library Board and the Corporation of the City of Sault Ste. Marie harmless from claims due to the act of the contractor(s).

Quotes: Quotes should be on a contract basis for the duration of the 2017-2018 Winter season and be inclusive of all services described above regardless of the amount of snowfall.

Please provide the following quote information:

Plowing Location	Seasonal Rate w/o HST	Rate per Visit w/o HST
Centennial Library		

Please confirm that if additional winter services (eg. snow ploughing or sanding) are required during the day that:

- You will be able to respond to the Library's call for additional winter services within ½ hour of the Library making the request ___ Yes ___ No.
- You can complete the requested additional services within 2 hours of receiving the request ___ Yes ___ No.
- This work would be included in the seasonal rate listed above ___ Yes ___ No.

Please provide any additional comments of clarification as appropriate:

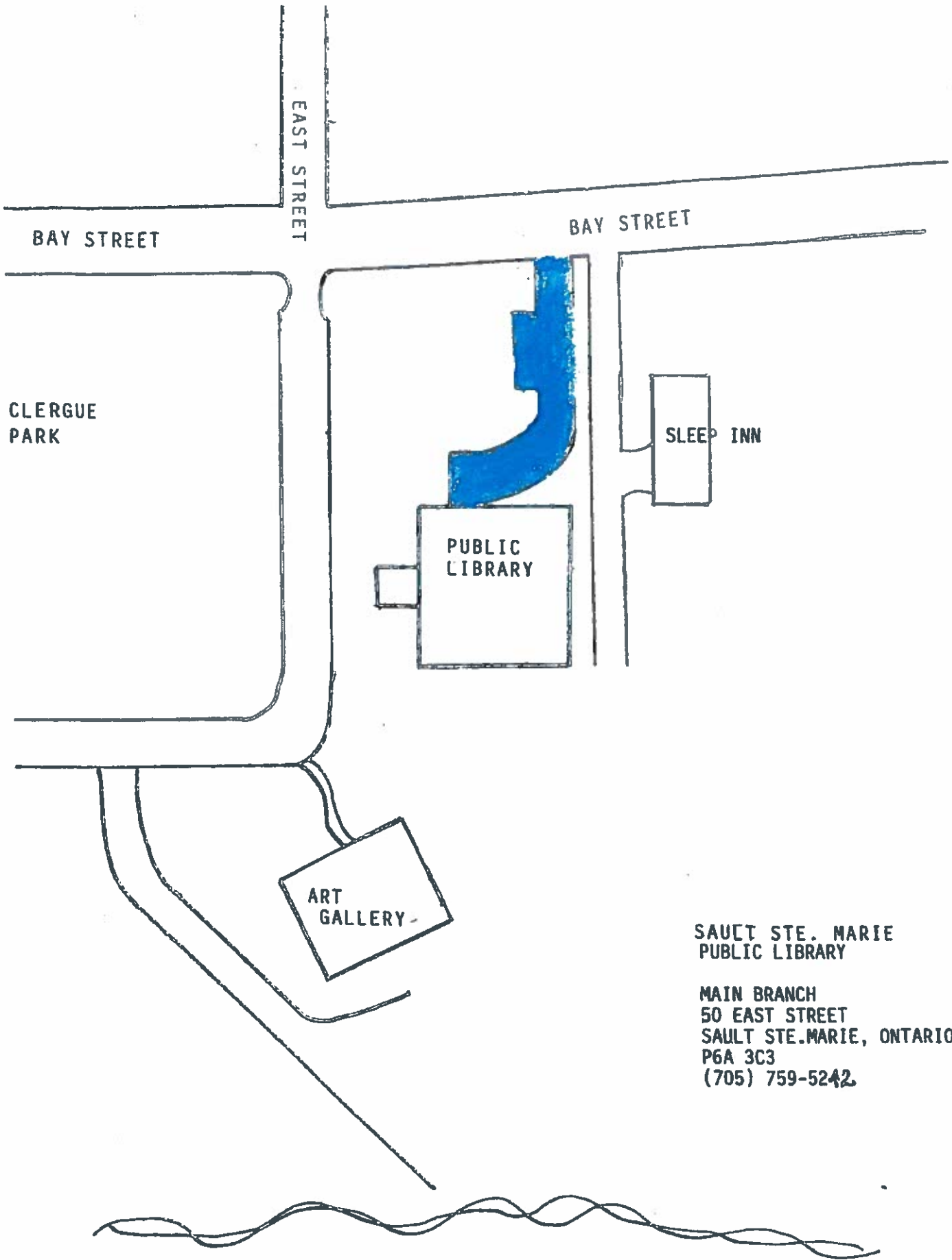
Please submit quotes in a sealed envelope marked Winter Maintenance Service to:

Sault Ste. Marie Public Library
Administration Office
50 East Street
Sault Ste. Marie ON P6A 3C3

Deadline for submissions: Friday, October 20, 2017 at 4:00 p.m.

The Sault Ste. Marie Public Library Board reserves the right to accept or reject any or all of the quotes submitted. The lowest or any quote will not necessarily be accepted.

For further information please contact Roxanne Toth-Rissanen, CEO/Director of Public Libraries, at 705-759-5246.



BAY STREET

EAST STREET

BAY STREET

CLERGUE
PARK

SLEEP INN

PUBLIC
LIBRARY

ART
GALLERY

SAULT STE. MARIE
PUBLIC LIBRARY

MAIN BRANCH
50 EAST STREET
SAULT STE. MARIE, ONTARIO
P6A 3C3
(705) 759-5242

ST. MARY'S RIVER