



# Sault Ste. Marie Public Library

## REQUEST FOR QUOTE WINTER MAINTENANCE SERVICE WINTER 2021-2022

The Sault Ste. Marie Public Library invites your company to submit a quote on winter maintenance service for the winter of 2021-2022.

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

### I) JAMES L. MCINTYRE 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 and stairway leading away from the emergency exit
- Sanding using a sand/salt mixture weekly or as required to maintain a proper surface grip for vehicles and pedestrians
- Hill portion of the James L. McIntyre Centennial Library delivery area must be kept clear of ice and snow during the Library's hours of operation. 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 Library CEO 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 20, 2021. Further monthly bills shall be dated for the 20<sup>th</sup> day of December 2021, January 2022, February 2022 and March 2022.

**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 2021-2022 Winter season and be inclusive of all services described above regardless of the amount of snowfall.

Please provide the following quote information:

Location	Seasonal Rate w/o HST	Rate per Visit w/o HST
Centennial Library - Plowing		
Centennial Library – Salt/Sanding		
<b>Total</b>		

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:

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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:** Wednesday, October 27, 2021 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 Matthew MacDonald, Chief Executive Officer, at 705-759-5246.