



**TREASURY BOARD SECRETARIAT
PROCUREMENT SERVICES**

95 Rochford Street, 2nd Floor South, Shaw Building, Room 27
PO Box 2000, Charlottetown, PEI, C1A 7N8
Telephone: (902) 368-4040 or Facsimile (902) 368-5171

ADDENDUM #

for RFP #

TO: All Bidders

FROM:

DATE:

SUBJECT:

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.



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ADDENDUM # 4

for RFP # 4476

TO: All Bidders
FROM: Gail Kennedy, Materials Management Coordinator
DATE: 09/19/2016
SUBJECT: Revisions to Schedule "W" Bid Form

The following are 2 changes that are made to Schedule "W" Bid form.

- 1) Change address for Provincial Palliative Care to;

Provincial Palliative Care
93 Murchison Lane
Charlottetown, PE C1A 0G3

- 2) Bid Form is revised to change the costing line for the Provincial Palliative Care facility. The line is now separated to show the detail for the cost of optional work.

See attached for revised form.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.

**SCHEDULE "W"
 BID FORM**

CONTRACT TERM : November 1, 2016 to April 30, 2018

SITE NAME	LOCATION	SCHEDULES	2016-2018 Season Price*
QUEEN ELIZABETH HOSPITAL	RIVERSIDE DRIVE	Schedule A	
PROVINCIAL ADDICTIONS FACILITY	MT. HERBERT	Schedule B	
KINGS COUNTY MEMORIAL HOSPITAL	409 MACINTYRE AVE, MONTAGUE	Schedule C	
MONTAGUE HOME CARE	6 HARMONY LANE, MONTAGUE	Schedule D	
WEDGEWOOD MANOR	310 BROPHY AVE. SUMMERSIDE	Schedule E	
SUMMERSET MANOR	15 FRANK MELLISH ST. SUMMERSIDE	Schedule F	
PUBLIC HEALTH	205 LINDEN AV. SUMMERSIDE	Schedule G	
STEWART MEMORIAL MANOR	6296 PORT HILL RD. TYNE VALLEY	Schedule H	
COMMUNITY HOSPITAL O'LEARY	14 MACKINNON ROAD O'LEARY	Schedule I	
LACEY HOUSE	283 FITZROY STREET CHARLOTTETOWN	Schedule J	
PRINCE COUNTY HOSPITAL	65 ROY BOATES AVE. SUMMERSIDE	Schedule K	
MAPLEWOOD MANOR	405 CHURCH STREET ALBERTON	Schedule L	
PRINCE EDWARD HOME	75 MAYPOINT ROAD CHARLOTTETOWN	Schedule M	
BEACH GROVE HOME	200 BEACH GROVE ROAD CHARLOTTETOWN	Schedule N	
WESTERN HOSPITAL	148 POPLAR AVENUE ALBERTON	Schedule O	

RIVERVIEW MANOR	14 ROSEDALE ROAD MONTAGUE	Schedule P	Not Applicable
COLVILLE MANOR	16 MACPHEE SOURIS	Schedule Q	
SOURIS HOSPITAL	17 KNIGHTS LANE SOURIS	Schedule R	
PROVINCIAL PALLIATIVE CARE	93 MURCHISON LANE CHARLOTTETOWN	Schedule S	Project Cost
			Optional Cost (Clause 8.2)
HILLSBOROUGH HOSPITAL/DEACON HOUSE	115 DEACON GROVE LANE, CHARLOTTETOWN	Schedule T	
TALBOT HOUSE	205 KENT STREET CHARLOTTETOWN	Schedule U	

***2016-2018 Season Price is to be quoted as one lump sum for the 2 year term excluding taxes. Prices are to be quoted in Canadian Dollars.**

Having examined the sites and specifications, we hereby offer to supply all equipment and labor necessary for the removal of snow from all asphalt paved areas within Health PEI - facilities listed above.

COMPANY

PER:

ADDRESS

COMPLETED BY (please print)

PHONE NUMBER

DATE



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ADDENDUM # 3

for RFP # 4476

TO: All Bidders
FROM: Gail Kennedy, Materials Management Coordinator
DATE: 09/19/2016
SUBJECT: Revisions to Schedule "H" Stewart Memorial Manor

Please see attached revisions to Schedule H.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Stewart Memorial Hospital, 6926 Port Hill Road, Tyne Valley, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** ~~Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by the Health PEI prior to use by the Contractor.~~ The Contractor shall provide snow ~~shoveling~~ **clearing** service for all ~~walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.~~
2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, ~~walkways, doorsteps and ramps.~~ Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. ~~On sidewalks, salt is to be spread with a hand spreader.~~ Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways ~~only~~ **,doorsteps and ramps.**
3. ~~Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.~~ **The Contractor is responsible to spread salt or sand during freezing rain conditions.**
4. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 3:00 p.m., and 11:00 p.m. to allow for shift change.
 - d. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - e. Contractor to supply and spread salt and sand for parking lots.

SCHEDULE "H"
STEWART MEMORIAL MANOR
Page 2

5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - ~~h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.~~

7. The timing of work performed shall be as follows.
 - ~~a. The Contractor will be on call for emergencies during a storm or after a storm.~~

SCHEDULE "H"
STEWART MEMORIAL MANOR
Page 3

- b. The Contractor will provide snow removal services immediately ~~after a major snowstorm has ceased~~ **once roads are passable**. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Stewart Memorial Manor and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Stewart Memorial Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE



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ADDENDUM # 2

for RFP # 4476

TO: All Bidders
FROM: Gail Kennedy, Materials Management Coordinator
DATE: 09/19/2016
SUBJECT: Revisions to Schedule "E" Wedgewood Manor

Please see attached revisions to Schedule E.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Wedgewood Manor, 310 Brophy Avenue, Summerside, PE . Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. ~~The preferred type of equipment is a snow blower. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor.~~ The Contractor shall provide snow shoveling service for ~~all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.~~

2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, ~~walkways, doorsteps and ramps.~~ Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. ~~On sidewalks, salt is to be spread with a hand spreader.~~ Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.

3. ~~Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.~~ **The Contractor is responsible for spreading salt and/or sand during freezing rain conditions.**

4. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 2:00 p.m., and 10:00 p.m. to allow for shift change.
 - d. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - e. Contractor to supply and spread salt and sand for parking lots.

SCHEDULE "E"
WEDGEWOOD MANOR
Page 2

5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, ~~fire exits~~, garbage container areas, and oil and propane fuel tank areas.
 - ~~b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.~~
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - ~~h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.~~
7. The timing of work performed shall be as follows.
 - ~~a. The Contractor will be on call for emergencies during a storm or after a storm.~~
 - b. The Contractor will provide snow removal services ~~immediately after a major snowstorm has ceased~~ **once roads are passable**. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "E"
WEDGEWOOD MANOR
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Wedgewood Manor and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Wedgewood Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE



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ADDENDUM # 1

for RFP # 4476

TO: All Bidders
FROM: Gail Kennedy, Materials Management Coordinator
DATE: 09/19/2016
SUBJECT: Revisions to Schedule "F" Summerset Manor

Please see attached revisions to Schedule F.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Summerset Manor, 14 Frank Mellish Street, Summerside, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. ~~The preferred type of equipment is a snow blower.~~ Health PEI reserves the right to allow substitute equipment to be used. ~~Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor.~~ The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt or sand at all locations on all driveway from main highway, parking lots, ~~walkways, doorsteps and ramps.~~ Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. ~~On sidewalks, salt is to be spread with a hand spreader.~~ Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. ~~Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.~~ **The Contractor is responsible for spreading salt and/or sand during freezing rain conditions.**
4. The work to be completed at each location:
 - a. Loading / receiving areas are to be included.
 - b. Snow must be cleared daily by 5:00 a.m., 2:00 p.m., and 10:00 p.m. to allow for shift change.
 - c. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - d. Contractor to supply and spread salt and sand for parking lots.

SCHEDULE "F"
SUMMERSET MANOR

Page 2

5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, ~~fire exits~~, garbage container areas, and oil and propane fuel tank areas.
 - b. ~~The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire-escape doorways, ramps, fire-escape routes, patio door, platforms, etc.~~
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. ~~Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.~~

7. The timing of work performed shall be as follows.
 - a. ~~The Contractor will be on call for emergencies during and after a storm.~~
 - b. The Contractor will provide snow removal services immediately ~~after a major snowstorm has ceased~~ **once roads are passable**. Snow removal will

**SUMMERSET MANOR
SCHEDULE "F"
Page 3**

otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Summerset Manor and will be replaced by a similar piece of equipment, in case of equipment failure

:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Summerset Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

Health PEI

RFP # 4476

Contract for Snow Removal Services for Health PEI

2016/2018

Closing Date September 30th, 2016 at 2:00PM

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1. ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to the Request for Proposal indicates acceptance of all the following terms.

2. INTRODUCTION AND SCOPE

Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) “Vendor” means a company that supplies goods, services or equipment to Health PEI;
- b) “Health PEI” means the Crown Corporation established pursuant to the *Health Services Act*, R.S.P.E.I. 1988, Cap. H-1.6., for the delivery of health services in accordance with the provisions of the *Health Services Act* and the Provincial health plan.
- c) “Must”, “mandatory” or “required” means a requirement that must be met in order for the proposal to receive consideration;
- d) “Respondent” means an individual or a company that submits, or intends to submit, a proposal in response to the Request for Proposal;
- e) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- f) “Contractor” means the successful respondent to the Request for Proposal who enters into a contract with Health PEI.

3. THE OPPORTUNITY

The purpose of this Request for Proposal is to inform potential respondents of business opportunities and to solicit proposals. Health PEI is inviting proposals from qualified Respondents for snow removal for the 2016-2018 years for facilities listed on Schedules A- U. Respondents may bid on any part of this RFP.

Depending on the proposals offered in response to this Request for Proposal, one or more contract(s) may be negotiated with a respondent(s).

4. REQUEST FOR PROPOSAL PROCESS AND PROCEDURES FOR EVALUATION

4.1 Requirements

This Request for Proposal contains mandatory requirements. Proposals not meeting mandatory requirements will be rejected without further consideration.

4.2 Evaluation and Selection

Committees will be formed by Health PEI to evaluate the proposals.

The evaluation teams will check proposals against the Mandatory Contractual Clauses in section 7.0. Proposals meeting the Mandatory Contractual Clauses will then be forwarded for assessment and scored in accordance with the Evaluation Criteria in section 9.2. The respondents must achieve an overall scoring of 75% or greater in the Evaluation Criteria in order to be short-listed. Any respondents that do not meet this rating will not be considered for further evaluation and consideration. References of the highest ranking short-listed respondent(s) scoring 75% or above will be checked. Providing the result of reference check is satisfactory, Health PEI may invite the respondent(s) to provide a demonstration starting with the lowest price vendor. The demonstration will allow the evaluation committee the opportunity to ensure that all the mandatory expectations and all evaluation criteria are met by the respondent.

Health PEI may enter into contract negotiations with the respondent(s) who passes the final demonstration process and are selected by the evaluation committee for final award. Subject to successful negotiation and execution of a contract, this respondent will provide the required goods or services.

Final tender awards will be subject to satisfactory 60 day evaluation of the service.

4.3 Negotiation Delay

If a written contract cannot be negotiated within thirty (30) days of notification of the successful respondent, Health PEI may, at its sole discretion at any time thereafter, terminate negotiations with that respondent. Health PEI will then either negotiate with the next qualified respondent or choose to terminate the Request for Proposal.

4.4 Site Visit

The Contractor agrees that this tender is made only after carrying out a close examination of the site of the work and after studying the said specifications in the light of such examination, and that he is satisfied as to the scope of the work and as to the labor, materials, tools and equipment that will be required to perform the work. To schedule a site visit please use facility contact and location information located on Schedule V.

5. PROPOSAL PREPARATION

This section defines the proposal preparation and submission procedures. Respondents are cautioned to carefully read and follow the procedures required by this Request for Proposal, as any deviation from these requirements may be cause for rejection.

The proposal must be signed by the person(s) authorized to sign on behalf of the respondent and to bind the respondent to statements made in response to this Request for Proposal.

5.1 Proposal Acknowledgment and Authorization Form

Respondents are advised to fill out and return the attached Proposal Acknowledgement and Authorization Form (Appendix #1) prior to proposal submission. Forms must be emailed or faxed to:

PEI Procurement Services
2nd Floor, Shaw Building
95 Rochford Street
Charlottetown, PE, C1A 7N8
Attention: Mark Kays
R.F.P. No. 4476
Email: procurementservices@gov.pe.ca
Fax# 1-902-368-5171

All subsequent information regarding this Request for Proposal will be directed only to those respondents who return the form with indication that they intend to submit a proposal. Subsequent information will be distributed by the method authorized on the Proposal Acknowledgement and Authorization Form.

5.2 Full Disclosure of Financial Contribution Form

Respondents are required to complete and return the attached Financial Contribution Form (see Appendix# 2) with proposal submission.

5.3 Inquiries and Proposal Submission

For Tender Inquiries:

Gail Kennedy, Materials Management Coordinator
Health PEI
Prince County Hospital
65 Roy Boates Avenue
Summerside, PE
C1N 2A9
Tel: (902) 438-4275
E-mail: gjkennedy@ihis.org

5.4 Closing Date

Two (2) complete original hard copies of the proposal **must be received by September 30th, 2016 at 2:00 PM.**

Proposals must be sent to:	PEI Procurement Services 2 nd Floor, Shaw Building 95 Rochford Street Charlottetown, PE C1A 7N8 Attention: Lori Richard R.F.P. No. 4476
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Proposals must not be sent by facsimile or email. Proposals and their envelopes should be clearly marked with the name and address of the respondent, the Request for Proposal number, and the proposal title and the closing date.

5.5 Late Proposals

Late proposals will not be accepted and will be returned unopened to the Respondent. Please note proposals are considered accepted at date and time of receipt in PEI Procurement Services office, not date and time sent by respondents.

5.6 Additional Information

Health PEI realizes there may be features of a solution or added value items that are easily offered by a respondent that were not specifically requested in the RFP. Respondents are invited to introduce items which they deem to add significant value to Health PEI and are offered as their proposed solution, even though a correlating requirement was not specifically identified or stated in the proposal. Respondents must outline their added value component in an appendix to their proposal.

Note: Value added components may be direct financial or indirect financial (in kind, or service) in nature and may include, but are not restricted to, capital equipment, educational materials and programs, staff training, discounts, loaner equipment, and other donations. Value added components must be directly related to the Proposal.

5.7 Notification of Changes

All recipients of this Request for Proposal who have returned the Proposal Acknowledgement and Authorization Form will be notified of any changes made to this document.

5.8 Changes to Proposal Wording

The respondent will not change the wording of its proposal after the closing date and any words or comments will not be added to the general conditions or detailed specifications unless requested by Health PEI for purposes of clarification.

5.9 Respondents Expenses

Respondents are solely responsible for their own expenses in preparing a proposal, providing demonstrations and for subsequent negotiations with Health PEI.

5.10 Pricing

Proposals must be open for acceptance for at least one hundred and twenty (120) days after the closing date. Upon acceptance, prices will be firm for the entire contract period unless otherwise specified.

The pricing section of the response shall contain the quoted price for the contract term.

5.11 Completeness of Proposal

By submission of a proposal the respondent warrants that all components required to have the equipment function have been identified in the proposal or will be provided by the contractor at no charge.

5.12 Schedule of Events

The following table outlines the proposed schedule of events for this project.

Date	Event
September 14th, 2016	Release of RFP to market
September 23rd, 2016, 4:00 PM	Last date for RFP inquiries
September 27th, 2016, 2:00 PM	Close date of RFP

NOTE: Dates are subject to change and written notification will be given to those who provide a signed Proposal Acknowledgement and Authorization Form.

5.13 Tender Submission

Failure to provide required information may result in the submitted tender being declared invalid.

Potential respondents will submit tender submissions in the following format:

Contractors are to select a Schedule(s) for submission(s). Each Schedule will be considered a individual submission. For each Schedule submitted the following documents are required to be included with your submission to make up a tender package;

- Section 1: Authorized Tender Document (Page 16 of tender document)
- Section 2: Schedule (select schedule(s) A – U)
- Section 2: Proposal Acknowledgement Form (Appendix #1)
- Section 3: Full Disclosure of Financial Contribution Form (Appendix #2)
- Section 4: Bid Form (Schedule W)
- Section 5: Confirmation of Insurance
- Section 6: WCB Clearance Letter
- Section 7: References (Appendix #4)

5.14 Addenda

- 1) Health PEI reserves the right to issue addenda at any point during the tender period. All addenda become part of the bid documents.
- 2) Addenda issued by Health PEI will be available for viewing on the procurement website at www.gov.pe.ca/finance .
- 3) All bidders are responsible for ensuring that they are aware of, include copy (s) of the addenda in their response, and have complied with any addenda issued by Health PEI.

5.15 Payment Schedule

Payments shall be made in six equal increments. The first increment is to be paid in December, then monthly concluding in May. Where there is a question of non-performance involved, payment in whole or in part against which to charge back any adjustment required will be withheld.

6 ADDITIONAL TERMS

6.1 Independent Contractor Status In Law

For all purposes related to the contract and work contemplated by this RFP, the successful respondent and its employees, and agents, will be deemed to be independent contractors relative to Health PEI. The successful respondent will ensure that all subcontractors or other agents engaged in relation to the Project satisfy all the relevant requirements for this RFP as fully as if required by the successful respondent directly. Nothing in this RFP or in the Service Agreement will be treated as giving rise to a direct contractual relationship between Health PEI and any subcontractors of the successful respondent.

6.2 Acceptance of Proposals

Health PEI reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

This Request for Proposal should not be construed as a contract to purchase goods or services. Health PEI is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria. Should any be received, proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other respondent.

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the respondents, but there will be no obligation to receive further information, whether written or oral, from any respondent or to disclose the nature of any proposal received.

Upon a proposal being accepted by Health PEI, the successful bidder will be required to sign a standard Services Agreement with Health PEI (attached as Appendix #3) within five business days. Health PEI will not be obligated in any manner to any respondent whatsoever until a written contract has been duly executed relating to an approved proposal.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, legal district or municipal statute,

regulation or bylaw.

6.3 Definition of Contract

A notice in writing to a respondent of Health PEI's acceptance of its proposal serves as notice of acceptance only and does not entitle the respondent to any legal or equitable rights or privileges relative to the goods or services pursuant to this RFP. Upon receiving notification of acceptance of its proposal, the successful respondent will be required to sign the standard Services Agreement with Health PEI. No respondent will acquire any legal or equitable rights or privileges relative to the goods or services until such time as the Service Agreement has been fully executed.

6.4 Proposals as Part of Contract

Proposals may be negotiated with respondents, and if accepted, may form part of a Supply / Service Agreement. A sample of a Service Agreement that may apply is included as Appendix #3.

6.5 Liability for Errors

While Health PEI has used considerable efforts to ensure an accurate representation of information of this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by Health PEI, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

6.6 Acceptance of Terms

All the terms and conditions set out in this Request for Proposal are assumed to be accepted by the respondent and incorporated into its proposal by virtue of the respondent submitting a proposal.

6.7 Financial Stability

The successful respondent may be required to demonstrate financial stability and may be required to register to conduct business in Prince Edward Island, Canada.

6.8 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to PEI Procurement Services become the property of Health PEI. They will be received and held in confidence by Health PEI, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

6.9 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

6.10 Confidentiality of Information

Information pertaining to any Health PEI department obtained by the respondent as a result of participation in this project is confidential and must not be disclosed without written authorization from Health PEI.

6.11 Environmental Requirements

In order to contribute to waste reduction and promote environmental responsibility, Health PEI will endeavour to acquire goods and services that support these principles wherever possible. Therefore, product(s) quoted should address:

- Minimal packaging (initial shipping and with regard to associated reagent and consumable products used in day-to-day operations).
- Minimal environmental hazards and waste generation (with regard to associated reagent and consumable products used in day-to-day operations).
- Maximum energy efficiency
- Minimal disposal costs
- Must not reduce the quality of the product required or affect the intended use of the product.
- Must not significantly impact the acquisition cost

7 MANDATORY CONTRACTAL CLAUSES

7.1 Registration with Workers Compensation Board of Prince Edward Island

The successful respondent will be required to provide proof that the successful respondent and any approved subcontractors are registered with Workers Compensation Board, and such coverage must be maintained for the duration of the contract. Prior to receiving any payment, the successful respondent is required to submit a clearance certificate indicating that all assessments have been paid.

7.2 Insurance

The successful respondent shall maintain, as a minimum, general liability insurance providing not less than Five Million Dollars (\$5,000,000) coverage per occurrence and shall add the Health PEI as an additional insured with respect to its liability under this agreement and provide whatever information Health PEI may require on the insurance

that is available. The policy shall include, but not be limited to, bodily and personal injury, property damage, non-owned automobile liability, cross liability and blanket contractual liability.

The successful respondent is also required to have no less than \$2,000,000 Automobile Liability Insurance on all equipment used by the Contractor to fulfill this contract. A copy of the Certificate of Insurance must be provided prior to the awarding of a contract.

The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of Health PEI nor any other means of indemnity such as the Prince Edward Island Self Insurance and Risk Management Fund. The policies required by this Agreement shall be in a form and with insurers satisfactory to the Health PEI. A certified copy of the policies shall be delivered to the Health PEI prior to execution of the agreement. Default of delivery or receipt by the Health PEI shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this agreement. Furthermore, Health PEI shall have the right, but not the obligation, to review the original(s) of any required insurance policy(ies) in any of its offices. Such review by or on behalf of Health PEI shall not be construed as acknowledgement that there has been compliance with the terms of this agreement.

All required insurance must be endorsed to provide Health PEI with 60 days' advance written notice of cancellation or material change.

7.3 Indemnity Clause

The Contractor will, at all times, indemnify and save harmless Health PEI and its employees, volunteers, agents and other representatives, successors and assigns (collectively, the "Indemnified Parties") from and all claims, demands, losses, costs, damages (including incidental, indirect and consequential damages), causes of action, suits or other proceedings of any kind or nature and expenses (including legal fees on a solicitor and solicitor's own client basis) by whomever made, brought or prosecuted in any manner based upon, occasioned by, or attributable to the activities of the owner under this contract. The Contractor shall maintain insurance as outlined in Insurance Section. The Contractor shall deliver to Health PEI certificates of such coverage before performing services. If such insurance is to expire during the terms of this contract, the Contractor shall provide a new certificate.

7.4 Compliance with Laws

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all federal, provincial and regional laws applicable to the work or performance of the contract.

8 PROJECT REQUIREMENTS

8.1 General Common Conditions

For Institutions operating on a 24 hour basis, all access roads and parking lots **MUST BE PASSABLE** by an automobile at all times during a snowfall. The snow removal contractor shall ensure that there is never any snow accumulated on parking (paved and unpaved) areas. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks, exits or at any location required to maintain the safe and functional operation of the facility. Snow shall be removed from and piled off all parking areas. The contractor shall push snow back from the perimeter of lots in a manner that will keep all parking areas/spaces fully clear at all times throughout the day. For Facilities not operating on a 24 hour basis please refer to Facility schedules and Site Specification notes.

The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.

8.2 Contract Term

Subject to the termination clause, the contract term covers the period of November 1st, 2016 to April 30th, 2018 for all sites.

8.3 Equipment

- A) All snow removal equipment must meet all standards as stated in Occupational Health and Safety Act and Regulations Section 33.1 Powered Mobile Equipment.
- B) All heavy equipment shall be adequately equipped with flashing beacon and front and rear lights, and audible automatic back-up alarm.
- C) All equipment shall be licensed by the authority having jurisdiction for the service for which it is used.
- D) Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
- E) All equipment will be in good repair and provide safe operation.
- F) Equipment will not be left running unattended.
- G) Only rubber tired power equipment shall be used for snow clearing operations on areas of work.

H) Debris, discarded containers, etc., will not be left or stored at the site.

8.4 Operators

All equipment operators shall be qualified and experienced with the equipment being operated and licensed by the authority having jurisdiction.

8.5 Damage

The Contractor shall be responsible for any damage incurred during the execution of the work under this contract, and shall, at no expense to Health PEI repair the damage to the satisfaction of Health PEI. Damage to curbs, fencing, lawn area, etc. shall be repaired in the spring in the month of May. Damage which affects the building service as deemed necessary by the facility manager (i.e. fire hydrants, mail boxes, valve boxes, parking gates, light standards, vehicle/pedestrian signage, etc.) shall be repaired immediately under the direction of the Maintenance/Support Services Manager(s).

The satisfaction of any such repair shall be determined by the Facilities Maintenance or Support Services Managers.

8.6 Time Limits

Damage to curbs, fencing, lawn areas, etc., shall be repaired in the spring, during the month of May. Damage which affects the building services (i.e. hydrants, valve boxes, parking gates, kiosk(s), light standards/bases, vehicle/pedestrian signage, etc.,) shall be repaired immediately.

8.7 Termination

Health PEI may terminate with just cause its contractual arrangements with the Contractor(s) if the Contractor fails to perform the work as specified in this contract at any time. Each of the facilities, which are divisions of Health PEI, shall be the sole judge of performance. The Contractor may terminate his contractual arrangements if Health PEI fails to pay the specified amounts for the work, in the specified period of time. In Either case, thirty (30) days notice of termination will be given in writing.

8.8 Disputes

In the event of a dispute, the parties agree to negotiate in good faith in order to find a resolution. In the case of a serious dispute where no resolution is reached within 30 days, the parties agree to resolve their dispute in accordance with the Arbitration Act, R.S.P.E.I. 1988, Cap.A-16.

8.9 Verification of Work

Contractor must complete and submit the “Verification of Work” form (Appendix #5) with their hours of performance of work when invoicing. Verification of Work Form must be received with invoicing before payment will be issued.

9 EVALUATION

9.1 Process

Although Health PEI representatives will act in a collaborative and coordinated manner, the final decision as to an award will be made by Health PEI based on the tender evaluation process. Health PEI reserves the right to purchase from more than one respondent.

9.2 Criteria

- 45% - Tender price (excluding applicable taxes).**
- 25 % - Suitability of dedicated equipment proposed**
- 15% - Suitability of auxiliary equipment proposed**
- 15% - References and reputation of contractor**

Please note that respondents must achieve a 75% overall scoring or greater. Any respondents that do not meet this rating will not be considered for further evaluation and consideration.

10. END RESULT

Notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal if necessary. All approvals and permits for disposal shall be the responsibility of the Contractor.

COMPANY

AUTHORIZED REPRESENTATIVE

DATE



APPENDIX #1

**Proposal Acknowledgement and Authorization Form
PROPOSAL ACKNOWLEDGMENT AND AUTHORIZATION FORM
FOR CONTRACTING FOR SUPPLY FOR SNOW REMOVAL SERVICES FOR
HEALTH PEI**

The undersigned hereby acknowledges that he/she, as an officer of the stated corporation, has read and understands the specifications, requirements, and proposed agreement regarding the contracting for supply for Snow Removal Services for Health PEI for 2016-2018. He/she further acknowledges that the seller's proposed equipment, materials, and services fully meet or exceed those as specified in the Corporation's Request for Proposal (RFP) dated _____. Additionally, the respondent agrees that all its proposal documents and responses to the aforementioned RFP will, at the option of the Health PEI, become a legally binding and essential portion of the final contract between the successful respondent and Health PEI.

Signature: _____

Name: _____

Title: _____

Phone No.: _____ Fax No.: _____

E-mail: _____

R.F.P. Contact Name (if different from above): _____

Title: _____

Phone No.: _____ Fax No.: _____

E-mail: _____

E-mail will be the preferred mode of communication for additional information to be exchanged with respondents.



Appendix #2

Full Disclosure of Financial Contribution Form (Mandatory that this be completed and returned with submission)

Respondent:

Covering Period From: **August 1st, 2015 to July 31st, 2016**

Type of Funding	Facility	Department	Recipient	Estimated Market Value
Capital Equipment				
Seminars				
Respondent Sponsored Off Site Hospital Visits				
Supplies				
Educational Support				
Research Support (ie) * Drug Trials * Projects * Publications * Other				
Major Donations				
Other Funding				
TOTAL				

HEALTH PEI

FULL DISCLOSURE OF FINANCIAL CONTRIBUTION

We, the undersigned company, represent we are a vendor of products, equipment, and/or services to Health PEI. As a privilege of conducting business with Health PEI, we agree to the following terms and conditions:

1. We understand and agree to comply with Health PEI Purchasing Policies.
2. We understand and agree to provide, in Appendix #2 of this document, a statement of full Funding Disclosure. This statement fully and accurately discloses all funding provided to any employee, staff member, or other individual of the Health PEI mentioned for the time period indicated. Necessary documentation detailing the type and level of funding is attached to Appendix #2. The time period to be reporting is for the past twelve months.
3. We understand and agree to provide a revised Statement of Full Disclosure at a minimum every 12 months or when a contract is renewed. The onus is on our company to ensure that this regular reporting is completed.
4. We understand and agree that failure to identify all funding support in this Statement of Full Funding Support may result in cancellation of any or all contracts in force with no penalty to Health PEI.

Respondent: _____

Address: _____

Period covered: From: August 1st, 2015 To: July 31, 2016

(Note: Must cover at a minimum the past 12 months).

Signed: _____ Date: _____

Full Name: _____ Title: _____

Appendix #3 – Service Contract (Sample)

Contract for Services

THIS AGREEMENT made this ____day of _____, 2016.

BETWEEN: Health PEI, as represented by the

(hereinafter referred to as "Health PEI")

OF THE FIRST PART

AND:

(hereinafter referred to as the "Contractor")

OF THE SECOND PART

WHEREAS Health PEI wishes to engage the services of the Contractor to carry out the work described in the proposal: _____ attached hereto as Schedule "A": Work Plan;

AND WHEREAS the Contractor has agreed to provide Health PEI with these services on certain terms and conditions;

NOW THEREFORE the parties agree that the terms and conditions of their relationship are as follows:

Covenants of the Contractor and Health PEI

1. The Contractor shall perform the services, assume all those responsibilities and diligently execute all those duties described in the attached *Schedule "A": Work Plan* (the "work"), in a manner satisfactory to Health PEI.
2. Subject to the termination clause, the term of this agreement shall commence on

the _____(time period)

Payments

3. Health PEI shall make payments to the Contractor in the following manner:
 - (a) Payment for work rendered under this agreement shall be for a maximum of \$XX,XXX by facility, excluding all applicable taxes.
 - (b) The payment described herein shall be made in four equal increments. The first increment to be paid in _____ DATES _____ with the Contractor providing a detailed statement or invoice, together with all necessary receipts. Such statements shall be submitted to Health PEI and Health PEI shall pay the amount owing within thirty (30) days of receipt.

Conditions

4. (a) The parties agree that the Contractor shall act as an independent contractor and that it is entitled to no other benefits or payments whatsoever than those specified in Payments hereof.
 - (b) The parties agree that entry into this Agreement will not result in the appointment or employment of the Contractor as an officer, clerk or employee of Health PEI.
5. (a) The Contractor agrees to accept sole responsibility to submit any applications, reports, payments or contributions for Sales Taxes, Income Tax, Canada Pension Plan, Employment Insurance, Workers' Compensation assessments, Goods and Services Tax or any other similar matter which the Contractor may be required by law to make in connection with the work to be performed under this agreement.
 - (b) The Contractor agrees to accept sole responsibility to comply with all Federal, Provincial and Municipal legislation which may have application to the work being performed under this Agreement.

- (c) The Contractor, before undertaking any work under this Agreement, will be asked by Health PEI to provide a certificate of good standing by the Workers Compensation Board.
- (d) The Contractor shall comply with all provincial and federal legislation affecting conditions of work and wage rates including the *Employment Standards Act* R.S.P.E.I. 1988, Cap E-6.2, the *Workers Compensation Act* R.S.P.E.I. 1988 Cap W-3 or any other laws that impose obligations in the nature of employers' obligations.
- (e) The Contractor agrees to accept the full cost of doing those things required under sub-paragraphs 5(a), 5(b), 5(c) and 5(d) above, and will not charge or seek reimbursement from Health PEI in any way, such costs having been taken into consideration and included in the rates of payment stipulated in Payments above.

Administration

- 6. Health PEI shall provide such support, direction, decisions and information as it deems necessary or appropriate under this Agreement and may appoint a person to administer this Agreement and direct the activities of the Contractor.

Termination of Agreement

- 7. Notwithstanding other provisions of this Agreement, Health PEI may terminate with just cause this Agreement in its entirety, or any part thereof, at any time by a notice in writing, signed by or on behalf of Health PEI and either delivered to the Contractor or mailed to the Contractor's address at the last-known place of business if the Contractor fails to perform the work as specified in this contract at any time. This Agreement shall be determined to have ended upon the date of delivery, sending by electronic communications or mailing of such notice in which event the Contractor shall have no further claim against Health PEI, except for the following: Firm commitments made by the Contractor prior to the receipt of the notice and for which the Contractor is liable for payment, less any sums paid by Health PEI or the Contractor on account. The ___FACILITY___, a division of Health PEI shall be the sole judge of performance.

8. Notice in this Agreement is deemed to have been effected on the day of delivery in person, facsimile, electronic communication, or upon mailing of the notice.

Confidentiality and Copyright

9. Any and all information, knowledge or data made available to the Contractor as a result of this Agreement shall be treated as confidential information. The Contractor will not directly or indirectly disclose or use it for purposes unrelated to the Agreement at any time without first obtaining the written consent of Health PEI, unless the information, knowledge or data is generally available to the public.
10. The parties agree that all lists, reports, information, statistics, compilations, analyses, and other data generated or collected in any way as a result of this Agreement are the exclusive property of Health PEI and shall not be distributed, released, transmitted or used in any way, via any media, outside the purposes of this Agreement, by the Contractor, its employees, agents, servants or others for whom the Contractor is responsible, without the written consent of Health PEI.

Freedom of Information and Protection of Privacy Act

11. Any information provided on this Agreement may be subject to release under the *Freedom of Information and Protection of Privacy Act*. The Contractor may be consulted prior to release of any information.
12. Contractors or consultants whose work for Health PEI involves the collection or use of personal information are subject to the *Freedom of Information and Protection of Privacy Act*. Personal information may not be released to any third party or unauthorized individual.

Indemnification and Assumption of Liability

Indemnity

13. The Contractor shall indemnify and hold harmless Health PEI, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind

whatsoever arising out of or resulting from the performance of work (herein called the "claims"), provided that any such claim is caused in whole or in part by any act, error, or omission, including, but not limited to, those of negligence, of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whom the Contractor may be liable. For further clarification, this indemnity shall not be limited in any way or degree by any insurance the Contractor may have, nor by the limits of any such insurance and it shall endure after termination of this contract or any renewal thereof.

Insurance

14. The successful respondent shall maintain, as a minimum, general liability insurance providing not less than Five Million Dollars (\$5,000,000) coverage per occurrence and shall add the Health PEI as an additional insured with respect to its liability under this agreement and provide whatever information Health PEI may require on the insurance that is available. The policy shall include, but not be limited to, bodily and personal injury, property damage, non-owned automobile liability, cross liability and blanket contractual liability.

The successful respondent is also required to have no less than \$2,000,000 Automobile Liability Insurance on all equipment used by the Contractor to fulfill this contract. A copy of the Certificate of Insurance must be provided prior to the awarding of a contract.

The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of Health PEI nor any other means of indemnity such as the Prince Edward Island Self Insurance and Risk Management Fund. The policies required by this Agreement shall be in a form and with insurers satisfactory to the Health PEI. A certified copy of the policies shall be delivered to the Health PEI prior to execution of the agreement. Default of delivery or receipt by the Health PEI shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this agreement. Furthermore, Health PEI shall have the right, but not the obligation, to review the original(s) of any required insurance policy(ies) in any of its offices. Such review by or on

behalf of Health PEI shall not be construed as acknowledgement that there has been compliance with the terms of this agreement.

All required insurance must be endorsed to provide Health PEI with 60 days' advance written notice of cancellation or material change.

Workers Compensation Coverage:

The Contractor must be registered with Workers Compensation Board in which case coverage must be maintained for the duration of the contract. Prior to receiving any payment, the Contractor will be required to submit a clearance certificate indicating that all assessments have been paid.

The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of Health PEI nor any other means of indemnity such as the Prince Edward Island Self Insurance and Risk Management Fund. The policies required by this Agreement shall be in a form and with insurers satisfactory to Health PEI. A certified copy of the policies shall be delivered to Health PEI prior to execution of the agreement. Default of delivery or receipt by Health PEI shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this agreement.

Equipment

- 15.(a) All snow removal equipment must meet all standards as stated in Occupational Health and Safety Act and Regulations Section 33.1 Powered Mobile Equipment.
- (b) All heavy equipment shall be adequately equipped with flashing beacon and front and rear lights, and audible automatic back-up alarm.
- (c) All equipment shall be licensed by the authority having jurisdiction for the service for which it is used.
- (d) All equipment will be in good repair and provide safe operation.
- (e) Equipment will not be left running unattended.
- (f) Only rubber tired power equipment shall be used for snow clearing operations

on areas of work.

- (g) Debris, discarded containers, etc., will not be left or stored at the site.
- (h) Please refer to Schedule B for a List of Equipment to be used by the Contractor to fulfill the requirements of this Contract.

Operators

- 16. All equipment operators shall be qualified and experienced with the equipment being operated and licensed by the authority having jurisdiction.

Damage

- 17. The Contractor shall be responsible for any damage incurred during the execution of the work of this contract, and shall, at no expense to the ___FACILITY, a division of Health PEI, repair damage to the satisfaction of the ___FACILITY___, a division of Health PEI.

Entire Agreement

- 18. Except as provided in Schedule "A": Work Plan, this Agreement shall not be assigned or subcontracted in whole or in part by the Contractor without the prior written consent of Health PEI.
- 19. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and, subject to above assignment and subcontracting clause, their executors, administrators, successors and assigns.
- 20. This Agreement shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.
- 21. This Agreement, including Schedule "A": Work Plan and Schedule "B": Equipment List, constitutes and expresses the entire agreement of the parties hereto and any amendment or addition thereto shall be in writing and signed by the respective parties.
- 22. The headings are inserted in this Agreement for reference only and shall not form part of the Agreement.

IN WITNESS WHEREOF the parties thereto have executed this Agreement as of the day and year above written.

SIGNED, SEALED & DELIVERED)	Health PEI
in the presence of:)	Per:
_____)	_____
Witness (Print Name)		Health PEI Representative

SIGNED, SEALED & DELIVERED)	Vendor
in the presence of:)	Per:
_____)	_____
Witnesss (Print Name)		Name (Print)
		Title

Schedule “ ”

Work Plan

To correspond to work as described in tender document.



Appendix #4

REFERENCES

REFERENCES:

Health PEI will not enter into contract negotiations with any respondent whose references are found to be unsatisfactory.

The following people can provide a reference related to our performance, in relation to snow plowing and removal for commercial or institutional parking lots:

NAME OF REFERENCE	COMPANY REPRESENTED	PHONE NUMBER

COMPANY

PER:

DATE

SCHEDULE "A"
QEH - FACILITIES MANAGEMENT
Page 1

SITE SPECIFICATIONS

1. Because the QEH operates on a 24 hr basis, all access roads and parking lots **MUST BE PASSABLE** by an automobile at all times during a snowfall. The snow removal contractor shall ensure that there is never any snow accumulated on parking (paved and unpaved) areas.
2. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks, exits or at any location required to maintain the safe and functional operation of the facility. Snow shall be removed from and piled off all parking areas.
3. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snowfall exceeds 10 centimetres.
4. The Contractor shall push snow back from the perimeter of lots in a manner that will keep all parking areas/spaces fully clear at all times throughout the entire day.
5. Due to the large extent of parking areas at the Queen Elizabeth Hospital, snow will have to be pushed, blown back and/or removed from roadways and all parking areas to ensure full parking counts are maintained. Parking counts are as follows: Parking Lot #1 Main Visitors Lot – 520; Lot #2 Dialysis – 20; Lot#3 main Front Entrance Drop-off Loop – 10 barrier free; Lot#4 Doctors Parking – 76; Lot#5 & #6 Emergency & Emergency Overflow – 38; Lot#7 Emergency Vehicle – 7; Lot#8 Main Staff back Lot – 700; Lot#9 Service Vehicle Lot – Shipping and Receiving.
6. Continuous availability of all parking spaces at the Queen Elizabeth Hospital is critical for physicians, staff, patients and visitors. Contractors must have sufficient resources to provide adequate snow removal service at all times to ensure continuous availability of all spaces.
7. The Contractor shall remove accumulated slush and ice from roadways, driveways and parking lots. It is the expectation that lots be scraped down to bare pavement during each clearing.
8. The Contractor shall load and truck snow from premises when the QEH Maintenance Manager and/or his/her designate determines that snow removal is necessary and instructs the Contractor to do so. In general, it is anticipated that snow will need to be removed from the premises when there is no space left on the site to store snow safely

SCHEDULE "A"
QEH - FACILITIES MANAGEMENT
Page 2

and/or parking space numbers are impacted.

9. It is the responsibility of the Contractor to stake out and mark curbs. Markers shall be wooden and/or fiberglass markers only, be a minimum of 6 feet above the paved surface, and be clearly marked with fluorescent paint so that they are visible at all times.
10. The Contractor agrees that this tender is made only after carrying out a close examination of the site of the work and after studying the said specifications in the light of such examination, and that they are satisfied as to the scope of the work and as to the labor, materials, tools and equipment that will be required to perform the work.
11. Notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal necessary. All approvals and permits for disposal shall the responsibility of the Contractor.

EQUIPMENT DEDICATED TO QEH SNOW REMOVAL

The following equipment shall be dedicated (cannot be used for work off QEH site) to snow removal at Queen Elizabeth Hospital, and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

SCHEDULE "A"
QEH - FACILITIES MANAGEMENT
Page 3

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at QEH as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "B"
PROVINCIAL ADDICTIONS FACILITY, MT. HERBERT
Page 1

SITE SPECIFICATIONS

1. Because the Addiction Center operates on a 24 hour basis, all access roads and parking lots **MUST BE PASSABLE** by an automobile at all times during a snowfall. The snow removal contractor shall ensure that there is never any snow accumulated on parking areas.
2. Provincial Addictions Facility, Mt. Herbert requires clearing of parking lots, Receiving/Loading docks and a 6 foot wide path must be maintained to the oil tanks and to the RBC (Sewage Treatment Plant) located behind the facility.
3. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
4. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks, exits or at any location required to maintain the safe and functional operation of the facility. Snow shall be removed from and piled off all parking areas.
5. The contractor shall push snow back from the perimeter of lots in a manner that will keep all parking areas/spaces fully clear at all times throughout the entire day.
6. Continuous availability of all parking spaces at the Addiction Center is critical for physicians, staff, patients and visitors. Contractors must have sufficient resources to provide adequate snow removal service at all times to ensure continuous availability of all spaces.
7. The contractor shall remove accumulated slush and ice from roadways, driveways, and parking lots, It is the expectation that lots be scraped down to bare pavement during each clearing.
8. The Contractor shall load and truck snow from premises when the Maintenance Manager and/or his/her designate determines that snow removal is necessary and instructs the Contractor to do so. In general, it is anticipated that snow will need to be removed from the premises when there is no space left on the site to store snow safely and/or parking space numbers are impacted.
9. It is the responsibility of the Contractor to stake out and mark curbs. Markers shall be wooden and/or fiberglass markers only, be a minimum of 6 feet above the paved surface, and be clearly marked with fluorescent paint so that they are visible at all times.

SCHEDULE "B"
PROVINCIAL ADDICTIONS FACILITY, MT. HERBERT
Page 2

10. The Contractor agrees that this tender is made only after carrying out a close examination of the site of the work and after studying the said specifications in the light of such examination, and that they are satisfied as to the scope of the work and as to the labor, materials, tools and equipment that will be required to perform the work.
11. Notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal necessary. All approvals and permits for disposal shall the responsibility of the Contractor.

EQUIPMENT FOR SNOW REMOVAL AT PROVINCIAL ADDICTIONS FACILITY

The following equipment shall be used for snow removal at the Provincial Addictions Facility and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

SCHEDULE "B"
PROVINCIAL ADDICTIONS FACILITY, MT. HERBERT
Page 3

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Provincial Addictions Facility as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER

DATE

SCHEDULE "C"
KINGS COUNTY MEMORIAL HOSPITAL
Page 1

SITE SPECIFICATIONS

1. The Contractor shall provide complete mechanized snow removal service from all driveways (including Harmony Lane) and parking lots for Kings County Memorial Hospital, 409 MacIntrye Avenue, Montague, PEI. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labour and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. ***The preferred type of equipment is a snow blower.*** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shovelling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator, maintenance sheds, smoke area, access fuel tanks and to all outside garbage bins and waste watch carts. The Contractor shall supply and spread salt or sand on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product as sand use can be too messy. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader.
2. Such snow shovelling service and salt or sanding spreading service will include all labour, equipment, and tools.
3. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
4. The performance of the work shall be as follows:
 - (a) The Contractor will provide mechanized snow removal from all driveways (including Harmony Lane) and parking lots, driveway areas, fire exits, garbage container areas, and all fuel tank areas.
 - (b) The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snowfall exceeds 10 centimetres.
 - (c) The Contractor shall make arrangements with the staff of the building to ensure cars can be moved to clean all areas of the parking lot.

SCHEDULE "C"
KINGS COUNTY MEMORIAL HOSPITAL
Page 2

- (d) The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - (e) The Contractor shall remove accumulated slush and ice from driveways and parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - (f) Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - (g) The Contractor will supply and spread sand or salt at all locations. Salting and sanding will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt or sand will improve walking conditions.
 - (h) Sand is not to be used on sidewalks, landings, steps or ramps as it makes too much mess. Only rock salt is to be used on sidewalks.
 - (i) Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.
5. The timing of work performed shall be as follows:
- (a) The Contractor will be on call for emergencies during a storm or after a storm.
 - (b) The Contractor will provide snow removal services immediately after a major Snow storm has ceased. Snow removal will otherwise occur according to the following schedule (all times are Atlantic Standard Time):

Kings County Memorial Hospital - Snow must be cleared daily at 5:30 a.m., 2:30 p.m., and 10:30 p.m. to allow for staff shift changes. Snow must be cleared by 8 a.m. to allow for non-shift workers arrival.
 - (c) Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "C"
KINGS COUNTY MEMORIAL HOSPITAL
Page 3

EQUIPMENT DEDICATED TO KINGS COUNTY MEMORIAL HOSPITAL SNOW REMOVAL

The following equipment shall be used for snow removal at the Kings County Memorial Hospital and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Kings County Memorial Hospital as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "D"
MONTAGUE HOME CARE
Page 1

SITE SPECIFICATIONS

1. The Contractor shall provide complete mechanized snow removal service from all driveways and parking lots (excluding Harmony Lane) for Montague Home Care, 6 harmony Lane, Montague, PEI. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labour and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. *The preferred type of equipment is a snow blower.* Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shovelling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access fuel tanks and to all outside garbage bins and waste watch carts. The Contractor shall supply and spread salt or sand on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product as sand use can be too messy. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader.
2. Such snow shovelling service and salt or sanding spreading service will include all labour, equipment, and tools.
3. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
4. The performance of the work shall be as follows:
 - a) At Montague Home Care the Contractor will provide mechanized snow removal from all and parking lots, driveway areas (excluding Harmony Lane), fire exits, garbage container areas, and fuel tank areas.
 - b) The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snowfall exceeds 10 centimetres.
 - c) The Contractor shall make arrangements with the staff of the building to ensure cars can be moved to clean all areas of the parking lot.
 - (d) The Contractor shall load and truck snow from premises when Health PEI determines that snow removal is necessary.

SCHEDULE "D"
MONTAGUE HOME CARE

Page 2

- (e) The Contractor shall remove accumulated slush and ice from driveways and parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - (f) Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - (g) The Contractor will supply and spread sand or salt at all locations. Salting and sanding will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt or sand will improve walking conditions.
 - (h) Sand is not to be used on sidewalks, landings, steps and ramps as it makes too much mess. Only rock salt is to be used on sidewalks.
 - (i) Mechanized equipment may be used to clear walk ways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.
6. The timing of work performed shall be as follows:
- (a) The Contractor will be on call for emergencies during a storm or after a storm.
 - (b) The Contractor will provide snow removal services immediately after a major snow storm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

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Montague Home Care - snow must be cleared Monday to Friday, inclusively, by no later than 7 a.m. and kept clean until 9 p.m. On Saturday and Sunday, snow must be cleared once in the morning and once in the afternoon.

SCHEDULE "D"
MONTAGUE HOME CARE

Page 3

EQUIPMENT FOR SNOW REMOVAL AT MONTAGUE HOME CARE FACILITY

The following equipment shall be used for snow removal at the Montague Home Care Facility and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Montague Home Care as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

SCHEDULE "E"
WEDGEWOOD MANOR
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Wedgewood Manor, 310 Brophy Avenue, Summerside, PE . Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.
4. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 2:00 p.m., and 10:00 p.m. to allow for shift change.
 - d. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - e. Contractor to supply and spread salt and sand for parking lots.
5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

SCHEDULE "E"
WEDGEWOOD MANOR
Page 2

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.

7. The timing of work performed shall be as follows.
 - a. The Contractor will be on call for emergencies during a storm or after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "E"
WEDGEWOOD MANOR
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Wedgewood Manor and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Wedgewood Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "F"
SUMMERSET MANOR
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Summerset Manor, 14 Frank Mellish Street, Summerside, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt or sand at all locations on all driveway from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.
4. The work to be completed at each location:
 - a. Loading / receiving areas are to be included.
 - b. Snow must be cleared daily by 5:00 a.m., 2:00 p.m., and 10:00 p.m. to allow for shift change.
 - c. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - d. Contractor to supply and spread salt and sand for parking lots.
5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

SCHEDULE "F"
SUMMERSET MANOR
Page 2

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.

7. The timing of work performed shall be as follows.
 - a. The Contractor will be on call for emergencies during and after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

**SUMMERSET MANOR
SCHEDULE "F"
Page 3**

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Summerset Manor and will be replaced by a similar piece of equipment, in case of equipment failure

:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Summerset Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

SCHEDULE "G"
PUBLIC HEALTH
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Public Health, 205 Linden Avenue, Summerside, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.
4. The work to be completed at each location:
 - a. Parking lots, driveway and walkways must be cleared prior to 6:00 a. m.
 - b. Contractor to supply and spread salt and sand for parking lots
 - c. Health PEI to supply salt for walkways and door steps.
 - d. Snow shoveling to be done by contractor staff (doorways, walkway, steps, etc.)
5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
6. The performance of the work shall be as follows:

SCHEDULE "G"
PUBLIC HEALTH
Page 2

- a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.
7. The timing of work performed shall be as follows.
- a. The Contractor will be on call for emergencies during a storm or after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "G"
PUBLIC HEALTH
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Public Health and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Public Health as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "H"
STEWART MEMORIAL MANOR
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Stewart Memorial Hospital, 6926 Port Hill Road, Tyne Valley, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by the Health PEI prior to use by the Contractor. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.
4. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 3:00 p.m., and 11:00 p.m. to allow for shift change.
 - d. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - e. Contractor to supply and spread salt and sand for parking lots.
5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

SCHEDULE "H"
STEWART MEMORIAL MANOR
Page 2

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.

7. The timing of work performed shall be as follows.
 - a. The Contractor will be on call for emergencies during a storm or after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "H"
STEWART MEMORIAL MANOR

Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Stewart Memorial Manor and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Stewart Memorial Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

SCHEDULE "I"
COMMUNITY HOSPITAL O'LEARY
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways, parking lots, fire lanes, fire exits and ramps for Community Hospital O'Leary, 14 MacKinnon Drive, O'Leary, PE. Manual removal of snow will be completed in those areas where mechanized removal is not possible. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. The preferred type of equipment is a snow blower. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by the Health PEI prior to use by the Contractor.
2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.
4. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 3:00 p.m., 7:30 p.m. and 11:00 p.m. to allow for shift change.
 - d. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
 - e. Contractor to supply and spread salt and sand for parking lots.
 - f. Snow Shoveling to be done by Manor staff (doorways, walkways, etc.)

SCHEDULE "I"
COMMUNITY HOSPITAL O'LEARY
Page 2

5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots and driveway areas.

 - b. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.

 - c. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.

 - d. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.

 - e. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.

 - f. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.

7. The timing of work performed shall be as follows.
 - a. The Contractor will be on call for emergencies during & after a storm.

 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

COMMUNITY HOSPITAL O'LEARY
SCHEDULE "I"
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Community Hospital O'Leary and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Community Hospital O'Leary as required for snow blowing or hauling:

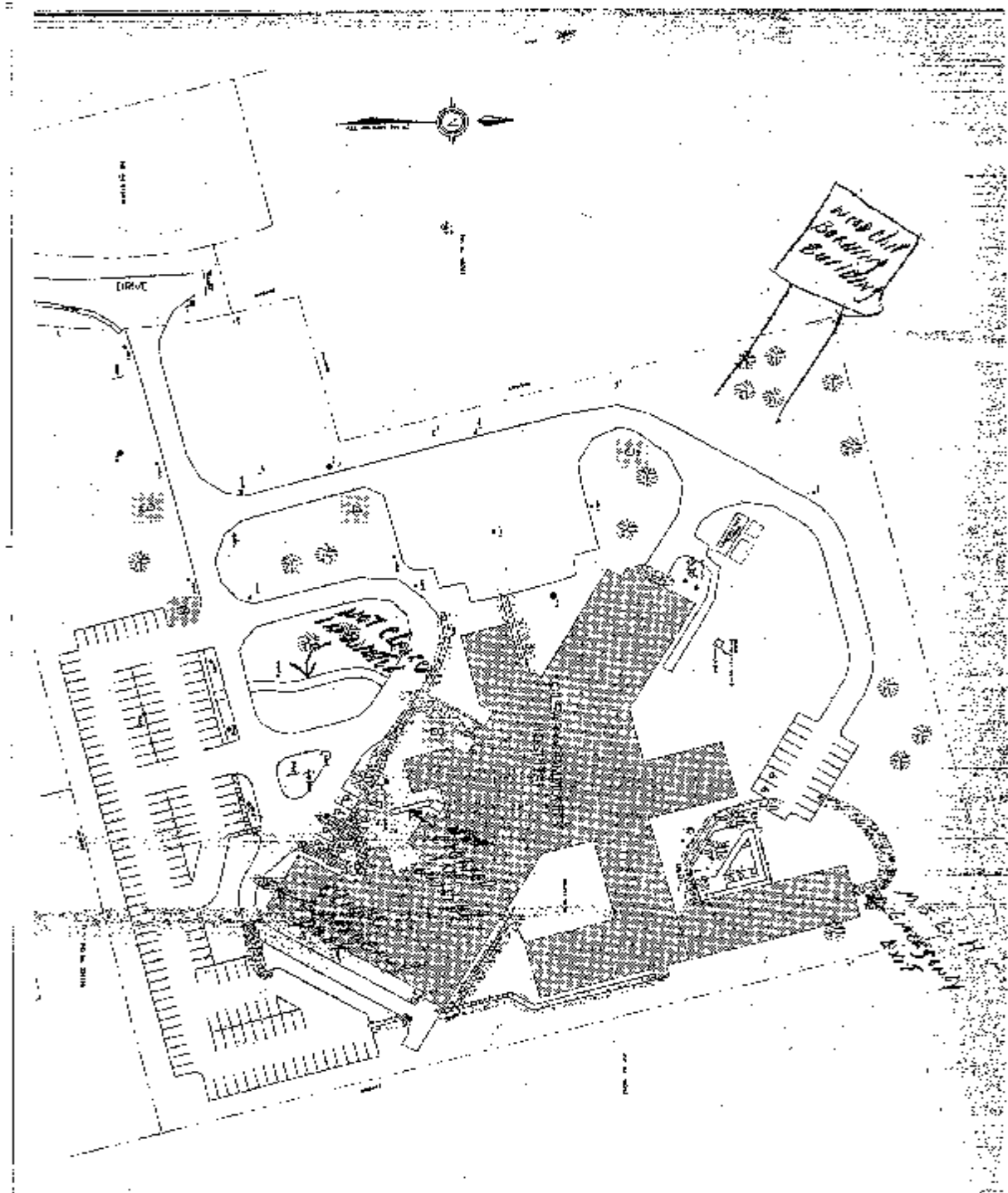
EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

COMMUNITY HOSPITAL O'LEARY
SCHEDULE "I"
Page 4



SCHEDULE "J"
LACEY HOUSE
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways, parking lots, fire lanes, fire exits and ramps for Lacey House, 283 Fitzroy Street, Charlottetown, PE. Manual removal of snow will be completed in those areas where mechanized removal is not possible. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway.
2. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. The preferred type of equipment is a snow blower. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by the Health PEI prior to use by the Contractor.
3. The Contractor shall provide snow shoveling service at all locations except as noted in paragraph 6 (a) of Schedule, for all walkways, doorsteps, fire escapes doorways, ramps, fire escape routes, patio door platforms and balconies, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts. Such snow shoveling service will include all labor, equipment and tools.
4. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sanding spreading service will include all labor, equipment and tools. Health PEI shall provide the salt for walkways only.
5. The performance of the work shall be as follows:
 - a) The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters or 4 (four) inches.
 - b) Sand is not to be used on sidewalks. Only rock salt is to be used on sidewalks.

SCHEDULE "J"
LACEY HOUSE
Page 2

- c) Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds, ramps, walkways or rails. Hand operated snow blowers or shovels are to be used wherever possible.
 - d) The Contractor shall make arrangements with the tenants of the building to ensure cars can be moved to clean all areas of the parking lot.
 - e) The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f) The Contractor shall remove accumulated slush and ice from driveways and walk ways, it is the expectation that lots be scraped down to bare pavement during each clearing.
 - g) Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
6. The timing of work performed shall be as follows:
- a) The Contractor will be on call for emergencies during storm or after a storm.
 - b) The Contractor will provide mechanized snow removal services and shoveling services immediately after a major snow storm has ceased or, where the storm ceases during the night will complete removing snow before 8:00 a.m. on the following morning. Snow removal will otherwise occur according to the following schedule (at all times are Atlantic Standard Time).
 - c) Salting and sanding will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt or sand will improve walking conditions.

SCHEDULE "J"
LACEY HOUSE
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Lacey House and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Lacey House as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "K"
PRINCE COUNTY HOSPITAL
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service and ice control for Prince County Hospital, 65 Roy Boates Avenue, Summerside, PE.
2. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).
3. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. It is anticipated that all areas except the Helicopter Pad will be cleared with a snowplow. The Helicopter Pad and associated walkways must be cleared with snow blower, as per requirements of Transport Canada. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor.
4. Such services will be for the snow season and defined from the first day of November, 2016 until the 30th day of April, 2018.
5. Because the Prince County Hospital operates on a 24 hour and emergency basis, all access roads and parking lots **MUST BE PASSABLE** by an automobile **at all times** during a snowfall, and safety ensured through proper ice control methods at all times.
6. Salting and de-icing shall commence immediately upon the event of freezing rain or upon the removal of accumulated snow.
7. The contractor shall ensure that there is never any snow accumulated on paved areas and that appropriate ice control measures have been instituted so that there is no ice on the paved areas.
8. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks or exits, the Helicopter Pad, Emergency Entrance or exit, or Ambulance Entrance or exit. Snow shall be removed from and piled off all paved areas.

SCHEDULE "K"
PRINCE COUNTY HOSPITAL
Page 2

9. The Contractor shall push snow back from the perimeter of lots in a manner that will keep all parking spaces available for the entire season.
10. There will be NO snow piled on the property around the perimeter of the Helicopter Pad (ie. Entrance to Emergency, Ambulance Entrance and Exit) at any time. Snow shall not be stock-piled on any property outlined by these roadways.
11. The Contractor shall remove accumulated slush and ice from roadways, driveways and parking lots. It is the expectation that lots be scraped down to bare pavement during each clearing.
12. The Contractor shall load and truck snow from premises when the Prince County Hospital Maintenance Manager determines that removal is necessary and instructs the Contractor to do so. In general, it is anticipated that snow will need to be removed from the premises when there is no space left on the site to store snow and/or adequate clearance of snow around the Helicopter pad cannot be maintained. However, there may be other times that snow will have to be removed from the premises as well. When it has been determined by Prince County Hospital Maintenance Manager that it is necessary for snow to be removed from the premises, the Maintenance manager, or someone directed by him/her on his behalf, will inform the Contractor of the requirement for snow to be removed from the premises and the time line for such removal to be completed.
13. The labor, equipment loading, trucking, and all other costs associated with the removal of snow from the Prince County Hospital premises will be at the expense of the Contractor. For more clarity, notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal, if necessary. All approvals and permits for disposal shall be the responsibility of the Contractor, and are included in bid submission.
14. The Helicopter Pad will be cleared using a snow blower only, as required by Transport Canada. Snow is to be cleared from the entire paved surface and walkway on and around the Helicopter Pad. In addition, 20 feet from the edge of the paved area onto the

SCHEDULE "K"
PRINCE COUNTY HOSPITAL
Page 3

grassed area shall be cleared (the "Safety zone"). At the edge of the 20-foot safety zone snow banks shall not exceed 4 feet.

15. The Contractor is responsible for ice control on all paved areas. The provision of ice control includes labor, equipment and the supply of such ice control product as necessary, including salt, sand. And any specialized non-salt de-ice product that may be required. Salt is the preferred product for paved areas, except for the specified areas which require a non-salted de-ice product. At such times when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. Such salt or sanding spreading service will include all labor, equipment and tools.
16. The roadway at the main entrance, the Emergency Entrance, and the Helicopter Pad shall be de-iced with a non salt de-ice product. The non-salt de-ice product shall be submitted to the Prince County Hospital Maintenance Manager for approval prior to use by the Contractor. The Contractor shall not use any non-salt de-ice product on these areas unless the product has been approved by the Prince County Hospital Maintenance Manager.
17. The Contractor shall supply and spread ice control products at all locations specified in this schedule including parking lot locations listed in the diagram below. The Contractor is not responsible for snow clearing and ice control on sidewalks. Sidewalk snow clearing and ice control is the responsibility of Prince County Hospital.
18. It is the responsibility of the Contractor to stake and mark curbs.
19. The Contractor shall be responsible for any damage incurred during the execution of the work under the Agreement, and shall, at no expense to Health PEI, repair the damage to the satisfaction of Health PEI. The satisfaction of any such repair shall be determined by the Prince County Hospital Maintenance Manager.

SCHEDULE "K"
PRINCE COUNTY HOSPITAL
Page 4

EQUIPMENT FOR SNOW REMOVAL AT PRINCE COUNTY HOSPITAL FACILITY

The following equipment shall be used for snow removal at the Prince County Hospital Facility and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Prince County Hospital as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "K"
PRINCE COUNTY HOSPITAL PARKING LOTS
 Page 5



PLEASE CLIP AND SAVE
PRINCE COUNTY HOSPITAL
PARKING AND ENTRANCES

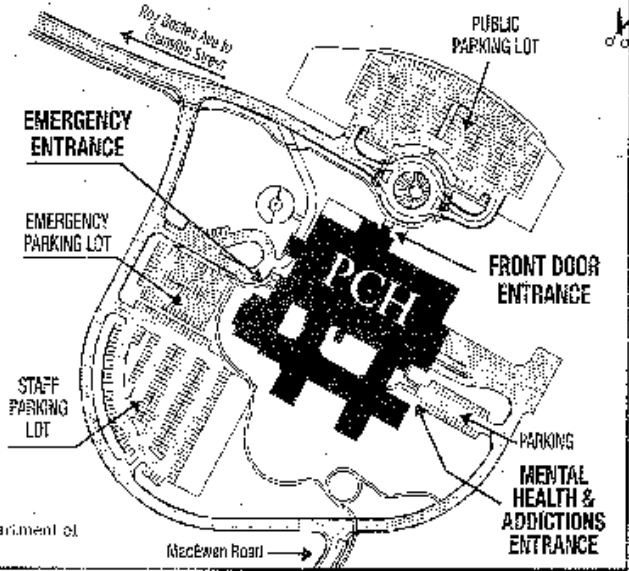
EMERGENCY ENTRANCE: Please use this entrance when you urgently need to see a physician. This department used to be called "outpatients", but is now called the Emergency Department. Please park in the emergency parking lot and enter through the double glass doors.

MAIN ENTRANCE: The front or main public parking lot is used for all scheduled appointments and when visiting patients. Physical therapy and Occupational Therapy services are also accessed through the main entrance. Visiting hours are 11 a.m.-1 p.m. and 2:30 p.m.-5 p.m.

Scheduled appointments include: Diagnostic imaging (X-rays, Mammograms, CT Scans, Ultrasound), Lab (for bloodwork), Ambulatory clinics (such as oncology, endoscopy, asthma, respiratory, ECG testing or minor surgery clinic).

COMMUNITY MENTAL HEALTH & ADDICTIONS ENTRANCE: Please park and use this entrance on the east side of the building, near MacEwen Road.

Prince County Hospital is a division of the Department of Health and Wellness.



SCHEDULE "L"
MAPLEWOOD
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways, parking lots, fire lanes, fire exits and ramps for Maplewood Manor, 405 Church Street, Alberton, PE. Manual removal of snow will be completed in those areas where mechanized removal is not possible. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. The preferred type of equipment is a snow blower. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, fire escape routes, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sand spreading service will include all labor, equipment, and tools. Health PEI shall provide the salt for walkways only.
3. Such snow shoveling service and salt spreading service will include all labor, equipment, and tools.
4. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 3:00 p.m., and 11:00 p.m. to allow for shift change.
 - d. Contractor to supply and spread salt and sand for parking lots.

SCHEDULE "L"
MAPLEWOOD
Page 2

5. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.

6. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, drive way areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, fire escape routes, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used wherever possible.

7. The timing of work performed shall be as follows.
 - a. The Contractor will be on call for emergencies during & after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "L"
MAPLEWOOD MANOR
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Maplewood Manor and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Maplewood Manor as required for snow blowing or hauling:

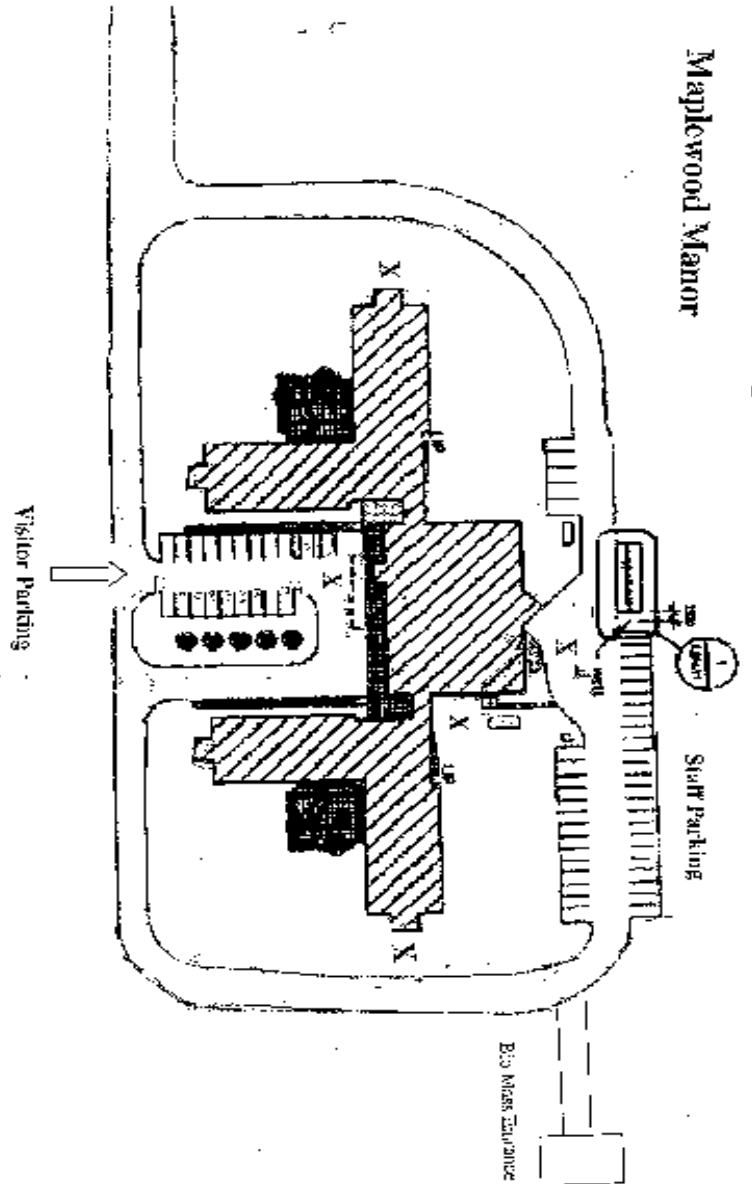
EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

SCHEDULE "L"
MAPLEWOOD MANOR
Page 4



X Symbol is Location of Facility Entrances/ Exits

Contact on Location : Ronnie O'Halloran

SCHEDULE "M"
PRINCE EDWARD HOME
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Prince Edward Home, 75 Maypoint Road, Charlottetown. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor.
2. The contractor shall supply and install markers for all curbs and driveways.
3. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:30 a.m., 2:30pm, 6:30pm, and 10:30 p.m. to allow for shift change.
4. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
5. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire access road around exterior of the building
 - b. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - c. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.

SCHEDULE "M"
PRINCE EDWARD HOME
Page 2

- d. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - e. The Contractor shall supply and spread salt or sand on all driveways and parking lots on facility premises. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. Such salt or sand spreading service will include all labor, equipment, and tools.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
6. The timing of work performed shall be as follows.
- a. The Contractor will be on call for emergencies during a storm or after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).
7. The Contractor shall be responsible for any damage incurred during the execution of the work under this contract, and shall, at no expense to Health PEI, repair the damage to the satisfaction of Health PEI. Damage to curbs, fencing, lawn area, etc. shall be repaired in the month of May. Damage which affects the building service (i.e. fire hydrants, mail boxes, etc.) shall be repaired immediately.

SCHEDULE "M"
PRINCE EDWARD HOME
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Prince Edward Home and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Prince Edward Home as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "N"
BEACH GROVE HOME
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Beach Grove Home, 200 Beach Grove Road, Charlottetown, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor.
2. The contractor shall supply and install markers for all curbs and driveways.
3. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:30 a.m., 2:30pm, 6:30 pm and 10:30 p.m. to allow for shift change.
4. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
5. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire access road around exterior of the building
 - b. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.
 - c. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - d. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.

SCHEDULE "N"
BEACH GROVE HOME
Page 2

- e. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - f. The Contractor shall supply and spread salt or sand on all driveways and parking lots on facility premises. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. Such salt or sand spreading service will include all labor, equipment, and tools.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
6. The timing of work performed shall be as follows.
- a. The Contractor will be on call for emergencies during a storm or after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).

SCHEDULE "N"
BEACH GROVE HOME
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Prince Edward Home and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Prince Edward Home as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "O"
WESTERN HOSPITAL
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Western Hospital, 148 Poplar Street, Alberton. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. The preferred type of equipment is a snow blower. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt on all driveways from the main highway, parking lots, walkways, doorsteps and ramps. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader.
3. Such snow shoveling service and salt spreading service will include all labor, equipment and tools.
4. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
5. The performance of the work shall be as follows:
 - a) At Western Hospital (which is a 24 hr operation) the Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tanks areas.
 - b) The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
 - c) The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in cases when snowfall exceeds 10 centimeters.

SCHEDULE "O"
WESTERN HOSPITAL
Page 2

- d) The Contractor shall make arrangements with the staff of the building to ensure cars can be moved to clean all areas of the parking lot.
 - e) The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f) The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g) Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h) The Contractor will supply and spread salt at all locations. Salting will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt will improve walking conditions or as requested by the Facility.
 - i) Only rock salt is to be used on sidewalks.
 - j) Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used whenever possible.
6. The timing of work performed shall be as follows:
- a) The Contractor will be on call for emergencies during a storm or after a storm.
 - b) The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to the following schedule (all times are Atlantic Standard Time):
- Western Hospital** – Snow must be cleared daily at 5:00 a.m., 2:00 p.m. and 7:00 p.m. to allow for staff shift changes. Snow must be cleared by 8:00 a.m. to allow for non-shift workers arrival.

SCHEDULE "O"
WESTERN HOSPITAL
Page 3

EQUIPMENT FOR SNOW REMOVAL AT WESTEN HOSPITAL FACILITY

The following equipment shall be used for snow removal at the WESTERN HOSPITAL Facility and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at WESTERN HOSPITAL as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "Q"
COLVILLE MANOR
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways and parking lots for Colville Manor, 16 MacPhee Avenue, Souris, PE. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. **The preferred type of equipment is a snow blower.** Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor. The Contractor shall remove fire escape doorways, ramps, fire escape routes, access to generator sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The work to be completed at each location:
 - a. Constant access to all emergency doors.
 - b. Loading / receiving areas are to be included.
 - c. Snow must be cleared daily by 5:00 a.m., 3:00 p.m., and 11:00 p.m. to allow for shift change.
 - d. Snow shoveling to be done by manor staff (doorways, walkway, etc.)
3. Operators are to have a valid Prince Edward Island driver's license appropriate to the type of equipment being operated.
4. The performance of the work shall be as follows:
 - a. The Contractor will provide mechanized snow removal for parking lots, driveway areas, fire exits, garbage container areas, and oil and propane fuel tank areas.
 - b. The Contractor shall remove snow from fire escape doorways, ramps, fire escape routes, etc.
 - c. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters.

SCHEDULE "Q"
COLVILLE MANOR
Page 2

- d. The Contractor must visit the site when conditions are doubtful to make sure there will be no impediment to vehicle and pedestrian traffic.
 - e. The Contractor shall load and truck snow from premises when Health PEI determines that removal is necessary.
 - f. The Contractor shall remove accumulated slush and ice from driveways/parking lots. The Contractor must have equipment with the capabilities (hydraulic down pressure) to scrape the specified areas clear at all times.
 - g. Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
 - h. Mechanized equipment may be used to clear fire exits if the machinery will not damage the grounds.
5. The timing of work performed shall be as follows.
- a. The Contractor will be on call for emergencies during a storm or after a storm.
 - b. The Contractor will provide snow removal services immediately after a major snowstorm has ceased. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).
6. Such services will be for the snow season and defined from November 1st, 2016 until April 30th, 2018.

SCHEDULE "Q"
COLVILLE MANOR

Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Colville Manor and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Colville Manor as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER:

DATE

SCHEDULE "R"
SOURIS HOSPITAL
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service for Souris Hospital, 17 Knights Lane, Souris, PE. The preferred type of equipment is a snow blower.
2. Snow removal will otherwise occur according to Project Requirements Section 8, Clause 8.1 "General Common Conditions" for work to be completed (all times are Atlantic Standard Time).
3. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. It is anticipated that all areas will be cleared with a Snow Blower/ Bucket for scraping. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by Health PEI prior to use by the Contractor.
4. Such services will be for the snow season and defined from the first day of November 1st, 2016 until April 30th, 2018.
5. Because the Souris Hospital operates on a 24 hour and emergency basis, all access roads and parking lots **MUST BE PASSABLE** by an automobile **at all times** during a snowfall, and safety ensured.
6. The contractor shall ensure that there is never any snow accumulated on paved areas.
7. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks or exits, Emergency Entrance or exit, or Ambulance Entrance or exit. Snow shall be removed from and blown/ piled off all paved areas.
8. The Contractor shall push/blow snow back from the perimeter of lots in a manner that will keep all parking spaces available for the entire season.
9. There will be NO snow piled on the property around the perimeter (ie. Entrance to Emergency, Ambulance Entrance and Exit) at any time. Snow shall not be stock-piled on any property outlined by these roadways.

SCHEDULE "R - Revision"
SOURIS HOSPITAL
Page 2

10. The Contractor shall remove accumulated slush and ice from roadways, driveways and parking lots. It is the expectation that lots be scraped down to bare pavement during each clearing.
11. The Contractor shall load and truck snow from premises when the Souris Hospital Maintenance Manager determines that removal is necessary and instructs the Contractor to do so. In general, it is anticipated that snow will need to be removed from the premises when there is no space left on the site to store snow and/or adequate clearance of snow around the building cannot be maintained. However, there may be other times that snow will have to be removed from the premises as well. When it has been determined by Souris Hospital Maintenance Manager that it is necessary for snow to be removed from the premises, the Maintenance manager, or someone directed by him/her on his behalf, will inform the Contractor of the requirement for snow to be removed from the premises and the time line for such removal to be completed.
12. The labor, equipment loading, trucking, and all other costs associated with the removal of snow from the Souris Hospital premises will be at the expense of the Contractor. For more clarity, notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal, if necessary. All approvals and permits for disposal shall be the responsibility of the Contractor, and are included in bid submission.
13. The Contractor is not responsible for snow clearing and ice control on sidewalks. Sidewalk snow clearing and ice control is the responsibility of Souris Hospital.
14. It is the responsibility of the Contractor to stake and mark curbs.
15. The Contractor shall be responsible for any damage incurred during the execution of the work under the Agreement, and shall, at no expense to Health PEI, repair the damage to the satisfaction of Health PEI. The satisfaction of any such repair shall be determined by the Souris Hospital Maintenance Manager.
16. Damage to curbs, fencing, lawn area, etc, shall be repaired in the month of May. Damage which affects building services (ie. Hydrants, valve boxes, etc.) shall be repaired immediately.

SCHEDULE "R - Revision"
SOURIS HOSPITAL
Page 3

EQUIPMENT FOR SNOW REMOVAL AT SOURIS HOSPITAL FACILITY

The following equipment shall be used for snow removal at the Souris Hospital Facility and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR/BLOWER

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Souris Hospital as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

SCHEDULE "S"
PROVINCIAL PALLIATIVE CARE
Page 1

SITE SPECIFICATIONS

1. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks, exits or at any location required to maintain the safe and functional operation of the facility. Snow shall be removed from and piled off all parking areas.
2. The Contractor shall push snow back from the perimeter of lots in a manner that will keep all parking areas/spaces fully clear at all times throughout the entire day.
3. The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking difficult and in cases when snowfall exceeds 10 centimeters.
4. Continuous availability of all parking spaces for the Palliative Care Facility is critical for physicians, staff, patients and visitors. Contractors must have sufficient resources to provide adequate snow removal service at all times to ensure continuous availability of all spaces.
5. The Contractor shall remove accumulated slush and ice from roadways, driveways and parking lots. It is the expectation that lots be scraped down to bare pavement during each clearing.
6. The Contractor shall load and truck snow from premises when the Maintenance Manager and/or his/her designate determines that snow removal is necessary and instructs the Contractor to do so. In general, it is anticipated that snow will need to be removed from the premises when there is no space left on the site to store snow safely and/or parking space numbers are impacted.
7. It is the responsibility of the Contractor to stake out and mark curbs. Markers shall be wooden and/or fiberglass markers only, be a minimum of 6 feet above the paved surface, and be clearly marked with fluorescent paint so that they are visible at all times.
8. The Contractor agrees that this tender is made only after carrying out a close examination of the site of the work and after studying the said specifications in the light of such examination, and that they are satisfied as to the scope of the work and as to the labor, materials, tools and equipment that will be required to perform the work.

SCHEDULE "S"
PROVINCIAL PALLIATIVE CARE

Page 2

9. Notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal necessary. All approvals and permits for disposal shall be the responsibility of the Contractor.
10. Salting and de-icing shall commence immediately upon the event of freezing rain or upon the removal of accumulated snow.
11. The Contractor will supply and spread salt at all locations. Salting will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt will improve walking conditions or as requested by the Facility.

8.2 Optional Site Specifications for Walkways, Doorsteps, Ramps, etc.

1. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door platforms, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts.
2. The Contractor shall supply and spread salt on all walkways, doorsteps and ramps. On sidewalks, salt is to be spread with a hand spreader.
3. Such snow shoveling service and salt spreading service will include all labor, equipment and tools.
4. The Contractor shall provide snow shoveling service for all walkways, doorsteps, fire escape doorways, ramps, fire escape routes, patio door, platforms, etc.
5. The Contractor will supply and spread salt at all locations. Salting will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt will improve walking conditions or as requested by the Facility.
6. Only rock salt is to be used on sidewalks.

SCHEDULE "S"
PROVINCIAL PALLIATIVE CARE

Page 3

7. Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds. Hand operated snow blowers or shovels are to be used whenever possible.

8. Salting and de-icing shall commence immediately upon the event of freezing rain or upon the removal of accumulated snow.

EQUIPMENT FOR SNOW REMOVAL AT PROVINCIAL PALLIATIVE CARE FACILITY

The following equipment shall be used for snow removal at the Provincial Palliative Care Facility and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Provincial Palliative Care Facility as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

COMPANY

PER

DATE

SCHEDULE "T"
Hillsborough Hospital/Deacon House
Page 1

SITE SPECIFICATIONS

1. Because the Hillsborough Hospital and Deacon House operates on a 24 hr basis, all access roads and parking lots **MUST BE PASSABLE** by an automobile at all times during a snowfall. The snow removal contractor shall ensure that there is never any snow accumulated on parking (paved and unpaved) areas.
2. Snow shall not be piled in any location that will block access to fire hydrants, fuel storage tanks, exits or at any location required to maintain the safe and functional operation of the facility. Snow shall be removed from and piled off all parking areas.
3. The Contractor shall push snow back from the perimeter of lots in a manner that will keep all parking areas/spaces fully clear at all times throughout the entire day.
4. Due to the large extent of parking areas at the Hillsborough Hospital, snow will have to be pushed, blown back and/or removed from roadways and all parking areas and receiving bays to ensure parking areas are maintained.
5. Continuous availability of all parking spaces at the Hillsborough Hospital is critical for physicians, staff, patients and visitors. Contractors must have sufficient resources to provide adequate snow removal service at all times to ensure continuous availability of all spaces.
6. The Contractor shall remove accumulated slush and ice from roadways, driveways, parking lots and receiving bays. It is the expectation that lots be scraped down to bare pavement during each clearing.
7. The Contractor shall load and truck snow from premises when the Hillsborough Hospital Manager and/or his/her designate determines that snow removal is necessary and instructs the Contractor to do so. In general, it is anticipated that snow will need to be removed from the premises when there is no space left on the site to store snow safely and/or parking space numbers are impacted.
8. It is the responsibility of the Contractor to stake out and mark curbs. Markers shall be wooden and/or fiberglass markers only, be a minimum of 6 feet above the paved surface, and be clearly marked with fluorescent paint so that they are visible at all times.

SCHEDULE "T"
Hillsborough Hospital/Deacon House
Page 2

9. The Contractor agrees that this tender is made only after carrying out a close examination of the site of the work and after studying the said specifications in the light of such examination, and that they are satisfied as to the scope of the work and as to the labor, materials, tools and equipment that will be required to perform the work.
10. Notwithstanding the generality of the foregoing, the parking original surface shall not be used for snow storage to any extent. The Contractor will take whatever measures necessary to achieve this end result, including haul-out and disposal necessary. All approvals and permits for disposal shall the responsibility of the Contractor.
11. Owner shall be responsible for the salting and sanding of sidewalks and clearing snow on sidewalks and around entrances.
12. Business Hours for Administration, non-nursing clinical staff if 8:00 am – 4:00 pm.
13. Nursing shift changes are at 7:00am and 7:00 pm. At the latest, the roadways and parking lots would need to be cleared 30 minutes prior to shift change.
14. Dietary staff would be coming in a 5:00am and leaving at 1:30 pm. Next Dietary shift would be a t 10:00 am leaving at 6:00 pm.
15. Ploughing must be completed before 5:00 am
16. All invoicing to be submitted to;
Hillsborough Hospital
C/O David Berrigan
PO Box 1929
115 Deacons Grove Lane
Charlottetown, PEI
C1A 7N5

SCHEDULE "T"
Hillsborough Hospital/Deacon House
Page 3

EQUIPMENT FOR SNOW REMOVAL AT HILLSBOROUGH HOSPITAL/DEACON HOUSE

The following equipment shall be used for snow removal at the Provincial Hillsborough Hospital Facility and Deacon House and will be replaced by a similar piece of equipment, in case of equipment failure:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use Hillsborough Hospital Facility and Deacon House as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER

 DATE

SCHEDULE "U"
TALBOT HOUSE
Page 1

SITE SPECIFICATIONS

1. The contractor shall provide complete mechanized snow removal service from all driveways, parking lots, fire lanes, fire exits and ramps for Talbot House, 205 Kent Street, Charlottetown, PE. Manual removal of snow will be completed in those areas where mechanized removal is not possible. Fire exit doors that do not have sidewalks leading from them are to have snow removed to a clear area such as a parking lot or driveway.
2. Snow removal service will include all labor and equipment. The Contractor will advise Health PEI of the type of equipment being used at each location. The preferred type of equipment is a snow blower. Health PEI reserves the right to allow substitute equipment to be used. Any and all substitute equipment must be approved by the Health PEI prior to use by the Contractor.
3. The Contractor shall provide snow shoveling service at all locations except as noted in paragraph 6 (a) of Schedule, for all walkways, doorsteps, fire escapes doorways, ramps, fire escape routes, patio door platforms and balconies, access to generator sheds, smoke sheds, fuel tanks, and to all outside garbage bins and waste watch carts. Such snow shoveling service will include all labor, equipment and tools.
4. The Contractor shall supply and spread salt or sand at all locations on all driveways from main highway, parking lots, walkways, doorsteps and ramps. Salt is the preferred product. At such time when salt has no effect due to extreme cold temperatures, sand is to be used. On parking lots, salt is to be spread with a salt spreader. On sidewalks, salt is to be spread with a hand spreader. Such salt or sanding spreading service will include all labor, equipment and tools. Health PEI shall provide the salt for walkways only.
5. The performance of the work shall be as follows:
 - a) The Contractor will remove snow when fallen or drifted snow has accumulated so as to make walking or automobile travel difficult and in all cases when snow fall exceeds 10 centimeters or 4 (four) inches.
 - b) Sand is not to be used on sidewalks. Only rock salt is to be used on sidewalks.

SCHEDULE "U"
TALBOT HOUSE
Page 2

- c) Mechanized equipment may be used to clear walkways if the machinery will not damage the grounds, ramps, walkways or rails. Hand operated snow blowers or shovels are to be used wherever possible.
 - d) The Contractor shall make arrangements with the tenants of the building to ensure cars can be moved to clean all areas of the parking lot.
 - e) The Contractor shall load and truck snow from premises when health Pei determines that removal is necessary.
 - f) The Contractor shall remove accumulated slush and ice from driveways and walkways, it is the expectation that lots be scraped down to bare pavement during each clearing.
 - g) Health PEI will provide a "Verification of Work" form to the Contractor and the Contractor must submit the completed form with their hours of performance of work when invoicing.
6. The timing of work performed shall be as follows:
- a) The Contractor will be on call for emergencies during storm or after a storm.
 - b) The Contractor will provide mechanized snow removal services and shoveling services immediately after a major snow storm has ceased or, where the storm ceases during the night will complete removing snow before 8:00 a.m. on the following morning. Snow removal will otherwise occur according to the following schedule (at all times are Atlantic Standard Time).
 - c) Salting and sanding will occur at such times as when the conditions are slippery enough to present a hazard and when weather and temperatures are such that salt or sand will improve walking conditions.

SCHEDULE "U"
TALBOT HOUSE
Page 3

EQUIPMENT FOR SNOW REMOVAL

The following equipment shall be used for snow removal at the Talbot House and will be replaced by a similar piece of equipment, in case of equipment failure

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

AUXILIARY EQUIPMENT AVAILABLE FOR SNOW BLOWING OR HAULING

The following equipment would be available as required for use at Talbot House as required for snow blowing or hauling:

EQUIPMENT DESCRIPTION	EQUIPMENT HORSE POWER	MODEL, YEAR	TYPE OF PLOW GEAR

 COMPANY

 PER:

 DATE

Snow Removal Locations

Health PEI Tender Contact
 Gail Kennedy 902-438-4275
[E-mail: gjkennedy@ihis.org](mailto:gjkennedy@ihis.org)

Contact: Accounts Payable
 Donna McAleer 902-894-2481
[E-mail: drmcAleer@ihis.org](mailto:drmcAleer@ihis.org)

Facility	Facility Contact for Technical Enquiries and site Visits	Additional Contact Information
Queen Elizabeth Hospital 60 Riverside Drive PO Box 6600 Charlottetown, PE C1A 8T5	Kevin Barry Facilities Management Department Telephone : 902-894-2032 E-mail: kpbarry@ihis.org	
Provincial Addictions Centre RR No. 5 Mount Herbert, PE C1A 7J8 CA	Kevin Barry Facilities Management Department Telephone : 902-894-2032 E-mail: kpbarry@ihis.org	
Kings County Memorial Hospital 409 MacIntyre Avenue Montague, PE C0A 1R0 CA	Lane Mingo Maintenance Coordinator Telephone: 902-687-7150 E-mail: lamingo@gov.pe.ca	
Montague Care Home 6 Harmony Lane Montague, PE C0A 1R0 CA	Lane Mingo Maintenance Coordinator Telephone: 902-687-7150 E-mail: lamingo@gov.pe.ca	
Wedgewood Manor 310 Brophy Avenue Summerside, PE C1N 5N4 CA	Pat Gallant Maintenance Manager Telephone: 902-888-8058 Email: pdgallant@ihis.org	David Gallant 1-902-888-8358 or 1-902-8888340 Wayne Doyle 1-902-888-8358 or 1-902-8888340
Summerset Manor 14 Frank Mellish Street Summerside, PE C1N 0H3 CA	Pat Gallant Maintenance Manager Telephone: 902-888-8058 Email: pdgallant@ihis.org	Stephen DesRoche 1-902-888-8333 or 1-902-8888310 Bernie Cameron 1-902-888-8333 or 1-902-8888310
Public Health Building 205 Linden Avenue Summerside, PE C1N 2K4 CA	Pat Gallant Maintenance Manager Telephone: 902-888-8058 Email: pdgallant@ihis.org	
Stewart Memorial Manor No. 6926 Port Hill Road Tyne Valley, PE C0B 2C0 CA	Pat Gallant Maintenance Manager Telephone: 902-888-8058 Email: pdgallant@ihis.org	Julien Gallant 1-902-831-7900 Ext 222
Community Hospital O'Leary 14 MacKinnon Drive O'Leary, PE C0B 1V0 CA	Debbie Currie Support Services Manager Telephone: 902-859-3912 Email: dlcurrie@gov.pe.ca	Russell Jones 902-206-0148 Centrex #0365 Hartley Leard 902-206-0152 Centrex#0365
Lacey House 283 Fitzroy Street Charlottetown, PE C1A 6A5 CA	Joan Flynn Administration Supervisor Telephone: 902-368-4026 Email: jmflynn@ihis.org	
Prince County Hospital 65 Roy Boates Avenue Summerside PE C1N 6M8 CA	Don Vaniderstine Facilities Manager Telephone: 902-438-4263 Email: drvaniderstine@ihis.org	
Maplewood Manor 405 Church Street Alberton, PE C0B 1B0 CA	Debbie Currie Support Services Manager Telephone: 902-859-3912 Email: dlcurrie@gov.pe.ca	Ronnie O'Halloran Cell 902-206-1113 or 902-853-8685
Prince Edward Home 75 Maypoint Road Charlottetown, PE C1E 3H1 CA	Colleen VanWesterneng Support Services Manager Telephone: 902-368-4612 Email: cvwesterneng@ihis.org	
Beach Grove Home	Colleen VanWesterneng	

Schedule "V"

200 Beach Grove Road
Charlottetown PE C1A 1L3 CA

Western Hospital

148 Poplar Street
Alberton, PE C0B 1B0 CA

Riverview Manor

14 Rosedale Road
Montague, PE C0A 1R0 CA

Colville Manor

16 MacPhee Avenue
Souris, PE C0A 2B0 CA

Souris Hospital

17 Knights Lane
Souris, PE C0A 2B0 CA

Provincial Palliative Care

93 Murchinson Lane
Charlottetown, PE C1A 0G3

Hillsborough Hospital / Deacon House

115 Deacon Grove Lane
Charlottetown, PE C1A 7N5 CA

Talbot House

205 Kent Street
Charlottetown, PE C1A 1P1 CA

Health PEI

Support Services Manager
Telephone: 902-368-4612
Email: cwesterneng@ihis.org

Mary Perry-Lavina

Support Services Manager
Telephone: 902-853-8650/853-0421
Email: mperry@ihis.org

N/A

Lane Mingo

Maintenance Coordinator
Telephone: 902-687-7150
E-mail: lamingo@gov.pe.ca

Lane Mingo

Maintenance Coordinator
Telephone: 902-687-7150
E-mail: lamingo@gov.pe.ca

Kevin Barry

Facilities Management Department
Telephone : 902-894-2032
E-mail: kpbarry@ihis.org

David Berrigan

Manager Administration/Finance
Telephone: 902-368-5405
Email: daberrigan@ihis.org

Joan Flynn

Administration Supervisor
Telephone: 902-368-4026
Email: jmflynn@ihis.org

Updated September 8th/2016

N/A

**SCHEDULE "W"
BID FORM**

CONTRACT TERM : November 1, 2016 to April 30, 2018

SITE NAME	LOCATION	SCHEDULES	2016-2018 Season Price*
QUEEN ELIZABETH HOSPITAL	RIVERSIDE DRIVE	Schedule A	
PROVINCIAL ADDICTIONS FACILITY	MT. HERBERT	Schedule B	
KINGS COUNTY MEMORIAL HOSPITAL	409 MACINTYRE AVE, MONTAGUE	Schedule C	
MONTAGUE HOME CARE	6 HARMONY LANE, MONTAGUE	Schedule D	
WEDGEWOOD MANOR	310 BROPHY AVE. SUMMERSIDE	Schedule E	
SUMMERSET MANOR	15 FRANK MELLISH ST. SUMMERSIDE	Schedule F	
PUBLIC HEALTH	205 LINDEN AV. SUMMERSIDE	Schedule G	
STEWART MEMORIAL MANOR	6296 PORT HILL RD. TYNE VALLEY	Schedule H	
COMMUNITY HOSPITAL O'LEARY	14 MACKINNON ROAD O'LEARY	Schedule I	
LACEY HOUSE	283 FITZROY STREET CHARLOTTETOWN	Schedule J	
PRINCE COUNTY HOSPITAL	65 ROY BOATES AVE. SUMMERSIDE	Schedule K	
MAPLEWOOD MANOR	405 CHURCH STREET ALBERTON	Schedule L	
PRINCE EDWARD HOME	75 MAYPOINT ROAD CHARLOTTETOWN	Schedule M	
BEACH GROVE HOME	200 BEACH GROVE ROAD CHARLOTTETOWN	Schedule N	

WESTERN HOSPITAL	148 POPLAR AVENUE ALBERTON	Schedule O	
RIVERVIEW MANOR	14 ROSEDALE ROAD MONTAGUE	Schedule P	Not Applicable
COLVILLE MANOR	16 MACPHEE SOURIS	Schedule Q	
SOURIS HOSPITAL	17 KNIGHTS LANE SOURIS	Schedule R	
PROVINCIAL PALLIATIVE CARE	6 HARMONY LANE MONTAGUE	Schedule S	
HILLSBOROUGH HOSPITAL/DEACON HOUSE	115 DEACON GROVE LANE, CHARLOTTETOWN	Schedule T	
TALBOT HOUSE	205 KENT STREET CHARLOTTETOWN	Schedule U	

***2016-2018 Season Price is to be quoted as one lump sum for the 2 year term excluding taxes. Prices are to be quoted in Canadian Dollars.**

Having examined the sites and specifications, we hereby offer to supply all equipment and labor necessary for the removal of snow from all asphalt paved areas within Health PEI - facilities listed above.

COMPANY

PER:

ADDRESS

COMPLETED BY (please print)

PHONE NUMBER

DATE



REQUEST FOR PROPOSALS

Tender Number: 4476

Closing Date: Sept 30, 2016

Closing Time: 2:00PM

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website or phone our office to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL** Addenda.

2. Give your business information (please print)

Name of Company: _____
(if you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Follow any special instructions

The full RFP document is attached to this PDF.

4. Review the following documents, which will form part of your proposal

(All documents can be found on the Procurement Services website at <http://www.gov.pe.ca/tenders>)

○ [Atlantic Standard Terms and Conditions](#)

○ [Applicable Trade Agreements](#)

