



Roman Catholic Episcopal Corporation of St. John's

BUSINESS ADMINISTRATION

CALL FOR TENDERS

Snow Clearing and Ice Control Pastoral Center & Basilica

The Roman Catholic Episcopal Corporation (Hereinafter referred to as the Owner) wishes to invite tenders for snow clearing and ice control at the Pastoral Center and Basilica at 200 Military Road in St. John's.

Attached is a copy of the tender documents for the work. All tenders must be submitted in writing to the Corporation office by the date outlined herein at the address below.

The completion and submission of a tender in no way obligates you to complete the work nor does it obligate the Corporation to accept the tender. No contract will be created between the Corporation and any party submitting a tender until terms and conditions of a formal contract have been negotiated, reduced to writing and executed by both parties.

Neither the lowest tender or any of the tenders received shall be accepted by the Corporation and the Corporation reserves the right to withdraw at any time prior to the execution of the formal contract.

All tenders must be submitted in sealed envelopes. These will be opened in private and kept confidential to protect the privacy of all companies wishing to submit a tender.

Tenders must be submitted to the office address shown below on or before 4:00pm on Wednesday 07 July 2021. Tenders must be clearly marked "Tender for Snow Clearing & Ice Control at Pastoral Center & Basilica".



Roman Catholic Episcopal Corporation of St. John's
BUSINESS ADMINISTRATION OFFICE
Snow Clearing & Ice Control
Pastoral Center & Basilica

22 June 2021

SCOPE OF WORK:

To supply all labour, materials and equipment necessary for:

1. Daily snow clearing and ice controls on the driveways, parking areas, fire lanes, pedestrian walkways and property entrances at the following locations:
 - a. Basilica Parish and Archdiocese Offices at 200 Military Road.
 - b. Basilica Parish Pastor's residence at # 38 Boulevard.
2. Areas to be cleared of snow and ice are outlined in 'Blue' on the attached map.
3. Areas where snow can be stored are noted in 'Red' on the attached map.
4. The three catch basins by the Basilica and Archdiocese office which must be cleared are indicated by a circle on the attached map.
5. The areas around the condenser units for the heat pumps which must be kept clear of snow are indicated by an arrow on the attached maps.
6. All vehicle and pedestrian areas must be kept clear of snow and ice for church services and office functions at all times between the hours of 08:00am and 9:00pm seven days per week.
7. The contractor must continuously monitor the site conditions throughout these hours and clear snow and apply salt/sand as required to maintain a free access all around with no slipping hazards.
8. Snow must be ploughed to the property boundaries, building lines and curbs.
9. Snow must not be piled on adjacent private property.
10. Before November 1st of each year, the contractor and the Corporation staff will inspect the properties and identify baseline conditions of property against which possible damages will be measured after the winter.
11. Before April 30th of each year, the Contractor and the Corporation staff will inspect the properties and identify any damages to the property that occurred during the winter as a result of the work of this contract.
12. The Contractor will be solely responsible for any damage it causes to Corporation property. Such damages will be repaired by the Contractor at its own expense on or before May 30th of each year.
13. The Contractor shall apply salt and sand in sufficient quantities and frequency to ensure that slippery conditions are avoided at all times.
14. The Contractor is required to ensure there is no build-up of ice or snow at any time. Should a build-up occur, the contractor is required to remove it immediately.
15. If it is required to remove snow from the site, the Contractor will be responsible to obtain a disposal site and obtain the necessary permits and pay any fees required for the use of that disposal site.
16. The decision to remove snow from the site will be made in consultation with and under the direction of the Corporation.
17. The Corporation will shovel the steps to the doorways and apply salt and sand as required.
18. The Contractor shall sweep, collect and remove from the site any sand left on the site on or before May 15th of each year.

Tel. 709-726-3660 Fax 709-726-8021 200 Military Road, P.O. Box 1363 St. John's, NL A1C 5N5

www.rcsj.org

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"A Voice Crying in the Wilderness"



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DURATION OF CONTRACT & CONTRACTOR PERFORMANCE:

1. The duration of this contract is for a total of three (3) seasons. Each season beginning on November 1st and ending on April 30th the following spring. The initial contract will be issued for the first season starting on November 1, 2021.
2. The contract will be renewed for a second and third season based on satisfactory contractor performance.
3. Satisfactory performance will be measured on promptness & punctuality of the service delivery, tidiness of the work completed and promptness of repair of damage to the Owner's property.
4. The Corporation will measure contractor performance by the completion of daily log sheets, detailing contractor activity and performance levels.
5. If the Contractor fails to do the work required, the Corporation will proceed to complete the work through whatever means it can obtain and deduct costs for same from any payments that would have been due to this contractor.

TERMINATION OF THE CONTRACT:

1. In the event of a breach of the contract by one party, the other party will be entitled to terminate the contract without notice to the breaching party.
2. If the Contractor becomes insolvent, files a petition for bankruptcy, is declared bankrupt, winds up its business, liquidates substantially all its assets, is dissolved as a body corporate or if creditor takes possession of the business, this contract may be terminated without notice to the contractor.
3. The contract can be cancelled by either party without penalty upon 90-days written notice to the other party.

CONTRACT REQUIREMENTS:

1. The Contractor shall maintain Commercial General Liability Insurance to the limit of \$5,000,000.00 and naming the Corporation as additionally insured under this policy. The Contractor must provide the 'Insurance Certificate' proving this insurance coverage.
2. The contractor agrees to indemnify and hold harmless the Corporation from and against any loss, including without limitation for any and all damages, fines, liabilities, losses and expenses, including costs associated with litigation, which the Corporation may sustain or incur resulting from any negligent or willful action or omission by the contractor or their legal representatives, or any breach by the Contractor of this agreement, any applicable law, regulation, order or decree.
3. Before award of the contract, the Contractor must 'Good Standing' with WHSCC.
4. All work shall be performed according to The Occupational Health & Safety Act.
5. The contractor shall maintain Public Liability Insurance on all owned and leased vehicles and equipment used in the execution of this work.

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22 June 2021

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6. The Contractor will be solely responsible for any damage it causes to the Corporation's property. Such damages will be repaired by the Contractor at its own expense.
 7. The Contractor shall report to the Corporation all accidents causing personal injury and/or property damage. Such reports must be made on the same day as the accident occurs and all required WHSCC documentation and reports must be completed the same day.

TENDERING & TENDER EVALUATIONS:

1. The completion and submission of a tender is no way obligates the tenderer to complete the work nor does it obligate the Corporation to accept a tender. No contract will be created between the Corporation and any party submitting a tender until terms and conditions of a formal contract have been negotiated, reduced to writing and executed by both parties.
2. Tenders will be evaluated on price, related experience, Contractor's labour & equipment resources. Tenderers must have proven experience specific to the nature of the work.
3. Tenderers are required to visit and inspect the site with the Corporation's representative before submitting a tender for this work.
4. The Corporation does not bind itself to accept the lowest or any tender.
5. Tenders are required to be submitted to the Corporation's office no later than the date specified in the 'Call For Tenders'. Tenders must be contained in a sealed envelope and marked with the name of the tender and who it is directed to.
6. The Tenderer will submit a seasonal lump sum prices for snow clearing and ice control using whatever equipment is most appropriate for the conditions. This could mean, truck plough, loader, blower or any combination thereof.
7. The term for this lump sum price will be from November 1st to April 30th of each season.
8. All tenders must be accompanied by the Contractor's Certificate of Insurance, proving a valid insurance policy is in place for the planned duration of the contract. Failure to include this with the tender may result in disqualification of the tender.

TERMS OF PAYMENT:

1. The Corporation will make monthly payments for the snow clearing & ice control as follows: 10% each for the months of November and April and 20% each for the months of December, January, February & March.
2. At the end of each month, the Contractor will submit their invoice for the work done in that month.
3. The Corporation will make monthly payments at the end of each month for the work done in that month. This will be upon receipt of acceptable invoice from the Contractor.
4. Payments for exceptional snow clearing outside the normal November to April period or for snow removal will be determined through negotiated lump sum pricing and invoiced separately.

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CONTRACTOR'S TENDERED INFORMATION:

Season One: November to April

Tender Item	Base Price	Taxes	Total
General Snow Clearing & Ice Control – Lump Sum Per Season			

Season Two: November to April

Tender Item	Base Price	Taxes	Total
General Snow Clearing & Ice Control – Lump Sum Per Season			

Season Three: November to April

Tender Item	Base Price	Taxes	Total
General Snow Clearing & Ice Control – Lump Sum Per Season			

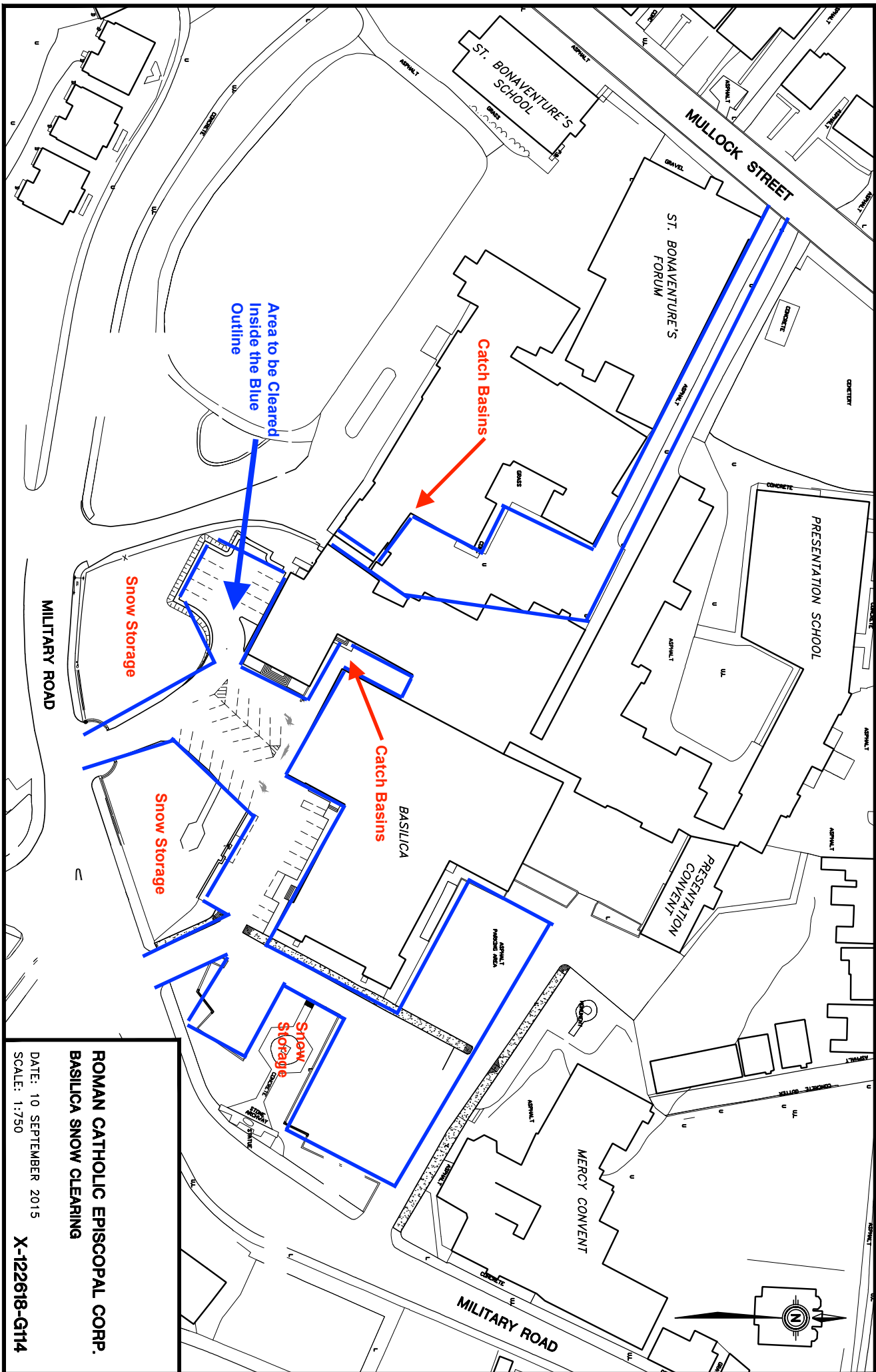
Contractor Signature

Date

Contractor Name & Address

Acceptance by RC Episcopal Corporation

Date



Area to be Cleared
Inside the Blue
Outline

Catch Basins

Catch Basins

Snow Storage

Snow Storage

Snow Storage

ROMAN CATHOLIC EPISCOPAL CORP.
BASILICA SNOW CLEARING
DATE: 10 SEPTEMBER 2015
SCALE: 1:750
X-122618-G114