

APPENDIX A

National Research Council Canada

2690 Red Fife Rd.
Winnipeg, Manitoba
R0H 1E0

Specification

**Snow Clearing
And
Removal
NRC ROSSER (2690 Red Fife Rd.)**

1 November 2022 – 31 March 2025

NRC · CNRC



**Snow Clearing and
Removal**

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SECTION 1 – GENERAL REQUIREMENTS

1. NRC Representative

- 1.1. The National Research Council (NRC) contract manager in conjunction with this contract is the Site Operations Supervisor of the NRC Rosser complex or his/her designate, hereinafter referred to as NRC's Representative.

2. Areas to be Serviced

- 2.1. Access and Exit lanes
- 2.2. loading Zone
- 2.3. West and East Parking Lots
- 2.4. Sidewalks
- 2.5. Walkways
- 2.6. Emergency Exits & Paths
- 2.7. Refer to attached drawing forming Appendix "A" for Site Plan

3. Preliminary

- 3.1. Prior to snowfall, the Contractor shall flag, where feasible, corner curbs, islands, walkways, exit paths and shrub/flower beds. The Contractor must also become familiar with designated temporary piling sites.

4. Schedule

- 4.1. Snow removal shall ordinarily (i.e. on working days) commence as soon as 5 cm of snow has fallen regardless of the time or day, unless other instructions have been issued for a specific occasion by NRC's representative. First priority shall be given to the building's main entrances, including access walkways, emergency exits and paths, and fire lanes. Nighttime snowfall shall be cleared from all areas prior to 8:00 a.m. However, the Contractor shall note that due to the nature of its activities the facility is operating 24 hours on all days, although at a reduced level after regular working hours.

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- 4.2. Upon completion of any work, the Contractor shall email the NRC's representative indicating the services which have been provided, including start/end times.
- 4.3. In the event of continuing snowfall, the Contractor shall clear and remove snow so that an accumulation of snow shall not inhibit access by pedestrians, visitor and occupant vehicles and delivery vehicles. Unless other instructions have been issued by NRC's representative for a specific situation, clean up after a major snowfall (meaning in excess of 15 cm and/or heavy drifting) shall be done as soon as the snowfall has abated. However, emergency access lanes must be kept open during extended continuing snowfall conditions as long as snow clearing equipment access is possible.

5. Service Calls

- 5.1. The Contractor shall provide NRC's representative immediately upon contract award with telephone/pager numbers where the Contractor can be contacted at any time.
- 5.2. The Contractor shall not refuse any call for service requested by NRC's representative or his designate, and the time lapse between call out and start of work shall not exceed three (3) hours.

6. Scope of Work

- 6.1. The Contractor shall supply all labour, material, and equipment to perform this work efficiently without delay. The Contractor shall undertake whatever is required to protect curbs, traffic signs, islands, doors, plant and shrub beds and any other existing installation on the grounds, and the buildings against damage from snow removal operations
- 6.2. Access/exit lanes, walkways, loading zone and parking lots shall be cleared using snowblowers and clearing equipment (i.e. front end loaders and/or bobcats). Sidewalks shall be cleared only with snow blowers and as necessary with hand tools. Pathways from emergency exit doors shall be cleared with hand tools.

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- 6.3. All paved areas shall be cleared to near bare pavement, taking particular care to avoid chipping of granite pavers and concrete curbs. The Contractor shall spread a mixture of sand and salt when icy conditions occur (only calcium chloride may be used). Under no circumstances shall sodium chloride pellets be applied.
- 6.4. Temporary on-site storage of cleared snow, up to a maximum of 24 hours, is permitted at the discretion of and only in areas designated by NRC's representative.

7. Equipment

- 7.1. Equipment used to perform the work shall be in good repair and suitable for the purpose. NRC's representative reserves the right to have equipment judged unsafe, not suitable or defective, taken out of service. The Contractor shall immediately supply suitable replacement equipment at no extra cost to NRC until satisfactory repairs have been made
- 7.2. All heavy equipment shall be adequately equipped with flashing beacon, front and rear lights.
- 7.3. All equipment and its' operators shall be licensed by the authority having jurisdiction of the service for which it is used.

8. Equipment Operators

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

9. Sequence of Operation

- 9.1. Prior to commencing clearing of roadway and parking lots by front-end loader or bobcat, all sidewalk areas must be cleared by snow blower; the snow from sidewalks must be blown, and shovelled where necessary, onto the parking lot and roadways. Snow must not be shovelled or deposited on top of shrubs.

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- 9.2. After completion of sidewalk clearing, a swath adjacent to all curbs must be cleared before snow clearing of parking lots and roadways can commence by heavy equipment such as front-end loader.
- 9.3. Equipment with buckets must stay clear of curbs in order to prevent damage to concrete curbs and other obstructions.

10. Safety

- 10.1. Strictly adhere to Federal, Provincial and Municipal regulations and codes concerning the equipment, work habits and safety procedures. Protect pedestrians and vehicles against damage and injury from snow clearing operations.

11. Accidents

- 11.1. The Contractor and the Contractor's Employees shall not be considered as being Government Employees and, therefore, shall not come within the provisions of the Government Employees Compensation Act and shall not be eligible for any of the benefits provided by the Crown under this act in case of accidents during the performance of the snow clearing operations.

12. Insurance

- 12.1. The Contractor shall provide comprehensive and general liability insurance. This policy shall provide for limits of liability of not less than \$2,000,000 inclusive, for Bodily Injury and Property Damage for any one occurrence or series of occurrences arising out of one cause and not less than \$2,000,000 for personal injury.

13. Damage

- 13.1. The Contractor shall be responsible for any damage caused in the course of execution of the work under this contract, and shall at no expense to the NRC repair damage to the full satisfaction of NRC's representative. It is at the discretion of NRC's representative to have the repair work carried out at the

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expense of the snow removal Contractor where special product applications or skills are involved unless the snow removal Contractor can provide satisfactory proof that the repair Contractor chosen by him is qualified and experienced in performing the specific type of repair work required.

- 13.2. The Contractor shall take special precaution not to damage the curb sections of the plaza near the main entrance and the pavers on the sidewalks and paved roadway surfaces. When using buckets or blades to remove snow, scraping hard on surfaces shall be avoided in those areas in order to prevent dislocation and chipping of granite pavers.
- 13.3. The Contractor shall report any damage, whether caused by the Contractor's operations or found existing, immediately to NRC's representative or his designate.
- 13.4. The Contractor shall attend on site within 24 hours of being notified of damage deemed to have been caused by the Contractor's operations, and shall acknowledge in writing its repair at the earliest possible occasion.

14. Repair Time limits

- 14.1. Damage which affects the business operation or building services, i.e. fire hydrants, light standards, car plug standards, valve boxes, etc. shall be repaired immediately. Damage to curbs, fences, lawn, etc. shall be repaired in the spring during the month of May.

15. Delay, Non- Compliance

- 15.1. If the Contractor fails to comply with a direction of NRC's representative properly given or is in default in any other manner under the Contract, NRC may do such things as its representative deems necessary to correct the Contractor's default. The Contractor will reimburse NRC for all costs,

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expenses and damage incurred or sustained by NRC, by reason of the Contractor's default, or in correcting the default.

16. Term of Contract

- 16.1. This Contract shall commence on November 1, 2022. The contract shall be in effect until March 31, 2025.
- 16.2. The term of the contract may be extended at the option of the NRC by two (2) subsequent one-year periods, subject to satisfactory performance and agreement upon a satisfactory fee structure for that period(s).

17. Termination of Contract

- 17.1. Under the terms of the contract, NRC has the right to terminate the contract at any time if the Contractor does not provide the specified service in the stipulated manner.

18. Permits and By-laws

- 18.1. The Contractor shall comply with all laws and regulations relating to the work, whether Federal, Provincial or Municipal, and shall pay for all permits and certificates required in respect of performing the work.

19. Terms of Payment

- 19.1. Payment shall be made for work performed thirty (30) days after receipt of invoice and certification by NRC's representative that the work has been satisfactorily carried out.
- 19.2. Invoices shall be submitted monthly. The invoice must include the service provided and the corresponding rate. Invoices must include the contract number.
- 19.3. An individual allowance of 1/2 hour at the applicable equipment rate will be made per daily deployment of equipment such as bobcats, front-end loaders and trucks, In consideration of travel

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time, in particular after logging out to haul the final load of snow. This allowance does not apply to snowblowers and manual labour.

- 19.4. A seasonal equipment and service standby fee will be paid in five (5) equal monthly increments upon invoicing at the end of November, December, January, February and March of each winter season.

20. Subcontracting

- 20.1. Subcontracting of the work is not permitted with the exception of snow hauling by truck and sanding. The names and address of hauling subcontractors and sanding applicators must be submitted upon contract award.

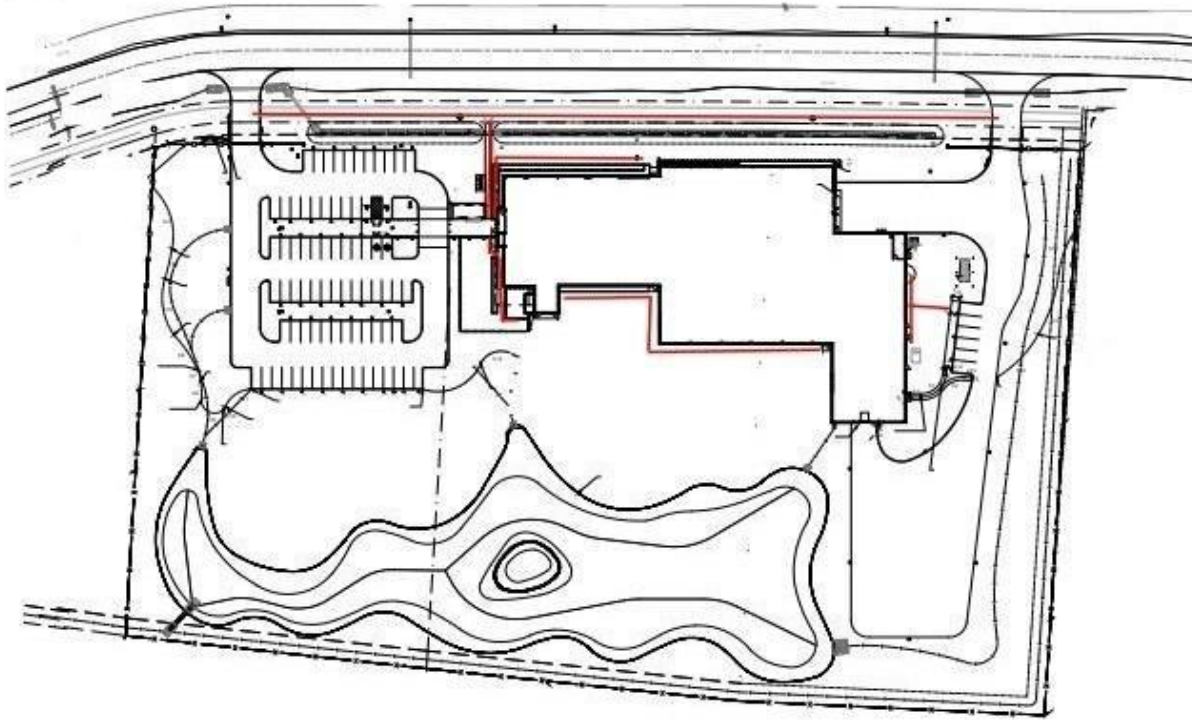
21. Special Instructions

- 21.1. The Contractor and/or the Contractor's Employees shall follow the directions by NRC's representatives in order to minimize the impact of snow clearing operations on the institute's operations with respect to vehicular and pedestrian access and parking.

22. Pre-Tender Site Visit

- 22.1. A pre-tender site review visit will be held on location at 2690 Red Fife Road, Rosser, MB. Time and date will be indicated on Invitation to tender. Attendance at the pre-tender meeting is mandatory. Tenders of bidders not attending the pre-tender site meeting will be rejected.

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Walkways marked in red