



**Town of Wolfville
Request for Quotation
WOL003-2023: 2023/2024 Bulk Salt Hauling**

The Town of Wolfville is accepting quotes for the hauling
of bulk road salt from Pugwash, Nova Scotia
to
Wolfville, Nova Scotia
for the 2023/2024 season.

CLEARLY MARKED as follows:
“WOL003-2023: 2023/2024 Bulk Salt Hauling Quotation”

**All Quotes must be submitted by email by closing time 2:00 p.m., local time,
October 3rd, 2023**



Town of Wolfville Request for Quote

200 Dykeland St, Wolfville, NS B4P 1A2
Jeremy Sharpe, Manager of Public Works. (902) 698-0858

Specifications for 2023/2024 Bulk Salt Hauling

Intent: The intent of this specification is to provide for the transportation of bulk highway salt from the Canadian Salt Company plant at Pugwash, NS to the Town of Wolfville salt bin at **200 Dykeland Street**, Wolfville, NS.

Vehicle: The contractor shall provide a vehicle or vehicles which meet all licensing requirements of the Province of Nova Scotia and which has/have the following capabilities:

1. Minimum load: 20 tonnes.
2. Ability to discharge the load by dumping into the Town's **new** storage dome. Proponents are encouraged to arrange to visit the Town's Public Works yard to inspect the new storage dome.

Insurance: Submissions must include current WCB Clearance Letter, NSCSA (or equivalent) Certificate of Recognition, \$5,000,000 General Liability insurance with the Town of Wolfville named as additional insured.

Safety: Submissions must include completed Contractor Health & Safety Checklist, and successful bidder must adhere to all elements in the Town of Wolfville Contractor Health & Safety requirements (attached).

Requirements for Salt:

The normal requirement of the Town for salt is estimated at approximately 900 metric tonnes per year, depending on weather conditions. The Town storage bin will hold approximately 200 tonnes. The contractor will supply salt as requested throughout the winter. In no case shall the contractor delay longer than 72 hours in replenishing the bin when advised that salt is required.

The Town reserves the right to require that any or all loads of salt be reweighed before they are dumped into the bin. If a discrepancy occurs between the Salt Company weigh slip and the reweigh slip, payment will be based on the lesser amount.



**Town of Wolfville
Engineering & Public Works**

Jeremy Sharpe, Manager of Public Works. (902) 698-0858

QUOTATION FOR 2023/24 BULK SALT HAULING
(THIS IS NOT AN ORDER)

Date: _____

Name of Firm: _____

Contact Person: _____

Address: _____

Phone: _____

Price per metric tonne for hauling salt as per attached specifications: \$ _____ (+ HST)

Signature: _____

**All Quotes must be submitted by email by closing time 2:00 p.m., local time,
October 3rd, 2023**

Please include the following subject line:
"WOL003-2023: 2023/2024 BULK SALT HAULING QUOTATION"

**Town of Wolfville
Occupational Health and Safety
Contractor Health and Safety Requirements**



CONTRACTOR HEALTH & SAFETY REQUIREMENTS

OVERVIEW

The Town of Wolfville has set high standards for health and safety performance, and requires those same high standards from all contractors.

All contractors are required to read and comply with this program.

GENERAL RESPONSIBILITIES

Responsibilities of the Town of Wolfville:

- Ensure that the scope of work is clearly outlined to contractors before the start of any contract.
- Inform contractors of any extraordinary hazards associated with the work.

Responsibilities of Contractors:

- Have the training, knowledge and experience to perform the work safely and properly.
- Possess, and maintain current, all necessary licenses, permits, registrations and insurances (including workers' compensation insurance).
- Comply with all relevant occupational health and safety and environmental laws, including:
 - the Nova Scotia Occupational Health and Safety Act and regulations, and
 - the Transportation of Dangerous Goods Act and other relevant federal legislation.
- Ensure that all sub-contractors hired by them to perform work for the Town of Wolfville comply with all relevant occupational health and safety laws and this program.

SELECTION OF CONTRACTORS

1. Health and safety performance will be strongly considered by the Town of Wolfville when selecting contractors. Based on previous experience, observations, and references, all contractors must be competent to perform the work safely and properly.
2. The Town of Wolfville may request proof of compliance with the relevant health and safety laws. Contractors may need to provide copies of a safety policy and/or program and proof that they have established a safety representative and/or a health and safety committee.

CONTRACTING OUT BY CONTRACTORS

1. Contractors must inform the Town of Wolfville if they intend to sub-contract any part of the work.

Town of Wolfville

Occupational Health and Safety

Contractor Health and Safety Requirements



2. The Town of Wolfville must approve all sub-contractors before work begins on a job, or as soon as the need for sub-contracting arises.
3. Contractors must ensure that their own sub-contractors are aware of and comply with all Town of Wolfville health and safety requirements and relevant health and safety laws.
4. The Town of Wolfville has the right to require the removal and/or replacement of sub-contractors to ensure acceptable health and safety performance. If that occurs, the Town of Wolfville will suffer no penalty.

BEFORE WORK BEGINS

Before work begins, contractors must:

- perform a hazard assessment and ensure that proper controls are in place (for example: establishing safe work procedures and use of appropriate safety materials, equipment, devices and clothing).
- discuss with the Town of Wolfville any special considerations necessary to perform the work safely.
- sign and return the Contractor Safety Checklist to the Town of Wolfville OHS Coordinator to indicate that the safety requirements are understood and will be complied with. Contractors will be expected to complete and return the checklist, and all required documentation, on an annual basis.
- provide the OHS Coordinator with a copy of a current clearance letter from the Workers' Compensation Board of Nova Scotia verifying that coverage is in place.
- provide satisfactory proof of licenses, permits, registrations, Certificate of Recognition, certificates of competency, other insurances, etc.

WORKPLACE RESPONSIBILITIES

1. Contractors are responsible to provide and properly use all safety materials, equipment, devices and clothing prescribed by regulations and necessary to do the work in a safe, healthy, and environmentally responsible manner.
2. Contractors must provide adequate supervision of their employees and their sub-contractors, and ensure that they are properly trained to perform the work safely. This includes possessing all required certificates of competency and training, and meeting all requirements to designate competent persons.
3. Contractors shall ensure that their employees receive adequate rest so that they are able to perform their tasks safely and properly.
4. Contractors must perform ongoing hazard assessments to ensure that work is performed safely.
5. Contractors shall provide instructions on how to perform specific work tasks and provide training and ongoing supervision in the activities for which such contractors have been hired

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Occupational Health and Safety

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and shall not expect such instruction, training or supervision to be provided by the Town of Wolfville.

6. The Town of Wolfville or its representatives may inspect contractors' facilities, equipment, and work practices at any time to confirm that health and safety requirements are being met.
7. If contractors are not meeting the health and safety requirements outlined in this program, the Town of Wolfville Chief Administrative Officer, OHS Coordinator and/or department heads have the authority to intervene. Contractors may be required to take steps such as provide additional training, supervision, materials, equipment, devices, or clothing. If necessary, The Town of Wolfville may stop the work until contractors have corrected the situation. If the non-compliance continues, the contract may be cancelled. There will be no penalty to The Town of Wolfville for any of these actions taken to ensure a safe and healthy workplace.

REPORTING ACCIDENTS, LEGAL ACTIONS & ORDERS

1. Contractors must immediately investigate and report to the Town of Wolfville all lost-time accidents, all environmental spills, and all equipment/property damage in excess of \$500 relating to work performed on behalf of the Town of Wolfville. Serious near-misses should also be investigated by contractors.
2. Contractors must immediately report to the Town of Wolfville all legal actions (including orders or charges laid by compliance officers) relating to work performed on behalf of the Town of Wolfville.
3. Contractors are responsible to indemnify the Town of Wolfville for any losses, including fines and legal expenses, arising from their health, safety or environmental liability or the health, safety or environmental liability of their sub-contractors while performing work for the Town of Wolfville.

**Town of Wolfville
Occupational Health and Safety
Contractor Health and Safety Checklist**



CONTRACTOR HEALTH & SAFETY CHECKLIST

Contractors must review the attached information and complete this checklist before performing work for the Town of Wolfville. This checklist will be required on an annual basis.

Return completed checklist and required documents to:

OHS Coordinator
Town of Wolfville
200 Dykeland Street
Wolfville, NS B4P 1A2

Name of contractor/company: _____

Name of health and safety contact: _____

- **Are you currently registered and in good standing with the Workers' Compensation Board of NS?** Yes No

If yes, include copy of current clearance letter when returning this checklist.

- **Are you currently carrying business liability insurance?** Yes No

Amount of coverage: _____

- **Copies of other documents (licenses, permits, registrations, Certificate of Recognition, certificates of competency, proof of insurances) required by the Town of Wolfville:**

**Town of Wolfville
Occupational Health and Safety
Contractor Health and Safety Checklist**



I confirm that I have received a copy of the Town of Wolfville Contractor Health & Safety Requirements, that I have reviewed and will comply with that document, and that I will provide to the Town of Wolfville, on an ongoing basis, copies of the documents described above as being required by it.

Authorized signature

Date