



**Town of Wolfville**  
**Request for Quote WOL018-2025**  
**2025-26 Front Street Parking Lot Snow and Ice Removal**

The Town of Wolfville invites quotations for the clearing of snow and ice from the parking lot located at the east end of Front Street from November 2025 to April 2026.

Submissions for this project will only be received by emailing [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca).

CLEARLY MARKED as follows:  
**"2025-2026 Front Street Parking Lot Snow and Ice Removal".**

**All Quotes must be submitted via email by closing time  
2:00 p.m., local time, Wednesday, October 22, 2025.**



## Front Street Parking Lot Specifications for Snow & Ice Removal Contract

---

This document provides specifications for a contract to remove snow and ice from a collection of parking lots on the South of Front Street in Wolfville, outlined in red below:





## Front Street Parking Lot Specifications for Snow & Ice Removal Contract

---

### Terms of Contract

1. The properties subject of this specification and herein referred to as the property owners, include those of:
  - { Carl's Independent Grocer
  - { Town of Wolfville
  - { Anvil Beverage Room
  - { MacKay Real Estate
  - { Parsons Investments Limited
2. The contractor shall remove snow and ice from the parking area as required to maintain the lot, and all parking spaces therein, in a condition that will allow for its safe use for parking by the public during the term of the contract. Salt and sand shall be applied as required to prevent slippery conditions. Plowing must be completed before 7:00am for overnight snow events. During the day, the contractor will be expected to plow and salt driving lanes as practical.
3. All snow stockpiled on site during storm events shall be removed from the site within 48 hours after the cessation of snowfall for the storm event. *(Note: In extenuating circumstances due to unusually heavy snow amounts, the contractor may be given latitude to extend this time.)*
4. The contractor is responsible for removal of snow from the site. The property owners (including the Town of Wolfville) are not responsible for the provision of a snow disposal site.
5. The term of the contract shall be from November 1, 2025, to April 30, 2026.
6. Payment shall be on a lump sum basis, as per the contractor's quote, for snow removal during the term of the contract.
7. No overnight parking will be permitted in the subject parking lots and the contractor may make arrangements with the Wolfville RCMP to have offending vehicles removed after 3:00 a.m. Limited exceptions will be made to this to accommodate residential tenants. Vehicles so exempted will have license plates reported to the contractor. The contractor will not be responsible for snow removal where parked vehicles prevent removal of snow
9. The contractor shall invoice each property owner separately for their portion of the total cost as per the following percentages:

Town of Wolfville	39.0%
Carl's Independent Grocer	23.0%
Parsons Investments Ltd.	15.0%
MacKay Real Estate	12.0%
Anvil Beverage Room	11.0%



## **Front Street Parking Lot Specifications for Snow & Ice Removal Contract**

---

10. For the lump sum portion of the costs the contractor may bill each party monthly for one sixth of the cost beginning November 30, 2025 and at the end of each subsequent month. The contractor may choose to invoice on a less frequent basis. Costs for time and materials invoicing may be invoiced at the end of the month in which the work is performed.
11. The property owners retain the right to discontinue the service with the contractor when work is not being performed to specifications of Clauses 2 and 3 above and when written notice of the deficiency has been delivered and no improvement is seen. In the event the property owners determine to cancel the contract, they shall give fifteen (15) days' notice to the contractor.
12. 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.
13. 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).
14. Contractor to provide a 24-hour contact phone number.



**Front Street Parking Lot  
Specifications for Snow & Ice Removal Contract**

---

**Quotation for Front Street Parking Lot  
Snow & Ice Removal 2025-2026  
(THIS IS NOT AN ORDER)**

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Price for snow removal & ice control as per attached specifications:

November 1, 2025 to April 30, 2026: \$\_\_\_\_\_ (+ HST)

Signature: \_\_\_\_\_

**All Quotes must be submitted via email to [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca) , by closing time  
2:00 p.m., local time, Wednesday, October 22<sup>nd</sup>, 2025**

# **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



# **Town of Wolfville**

## **Occupational Health and Safety**

### **Contractor Health and Safety Requirements**



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