

**St. Pius X Parish**  
**106 St. Peter's Road**  
**Charlottetown, P.E.I. C1A 5P2**  
**Ph. 902-894-8380 Fax: 902-894-8899**  
**E-mail: admin@stpiusxpei.com**

## **TENDER SPECIFICATIONS FOR SNOW REMOVAL and SALTING for ST. PIUS X PARISH 2025-26, 2026-27 and 2027-28**

### **Snow Removal - Front Parking Lot and Church Driveway:**

Snow shall be cleared from the front parking lot including Church and Office driveways on **weekdays** (driveways and front parking lot) before 8:00 A.M. Clear the front lot again as necessary before 6:00 P.M. daily.

**Snow from the front and back parking lots shall be plowed to the grass area between the front and back parking lots for the whole season. The lined parking spaces in front of the grassed area must be accessible at all times.**

**Snow Removal - Back Parking Lot:** The back parking lot, behind the Church, will be closed from Monday-Friday, with a chain across the entrances. The back lot shall be cleared of snow for the weekends as part of the contract price for snow removal. **Snow in the back parking lot shall be plowed to the grassed area between the front and back parking lots. The lined parking spaces in front of the grassed areas must be accessible at all times.**

No Snow is to be pushed toward the grassed area of the graveyard and any other neighboring properties. A penalty will be assessed for any lawn damage in these two areas. Or the contractor will take direct responsibility for lawn repair in these areas, if the need arises.

**Snow Removal - Back Parking Lot, weekdays when directed:** Provide a separate price on a per trip basis for snow removal from the back parking lot when requested by a parish representative e.g. in the event of a weekday funeral. A day's notice shall be provided.

**Snow Removal - Parish House Driveway:** Driveway should be cleared as soon as possible after snowfall or in morning before 7:00 A.M. and in emergencies as necessary. This portion of the contract may be awarded separately.

**Church:**

**Saturdays**, driveways shall be cleared first; front lot before 8:00 A.M. and back parking lot before 3:00 P.M. On **Sundays** all lots and driveways shall be cleared before 7:00 A.M.

Contractor shall be responsible for any damage to Church property in the performance of contract duties. We recommend the use of Farm tractors and 1/2 to 3/4 ton trucks or equivalent in performing part of the contract duties until frost fully sets.

**Salting:** Submit a price for Per Application for the Salting of the Front and/or Back parking lots. Salting will be at the discretion of the contractor however it will be monitored on a regular basis by the parish. A parish representative may call and request additional salting if a situation dictates. If any issues arise on salting procedures, a meeting between the parish representatives and the contractor will be held to review and rectify the situation.

**PAYMENT:** shall be made by the 15th of the following month in equal installments based on tender price and invoiced accordingly. (Salting, back lot work during the week and other costs will be invoiced monthly and paid accordingly).

**The tender price (December 1 - April 30, annually) shall indicate:**

A) A lump sum price for snow removal for each year (HST extra) as described.

B) A separate price per trip to clear snow from back parking lot from Monday to Friday when requested by the Parish.

C) A separate lump sum price to clear snow from the house driveway for the season. This portion of the contract may be awarded separately.

D) An hourly rate if snow needs to be removed from the premises. The Contractor shall provide an hourly cost for loader and a separate hourly rate for tandem truck to haul snow.

E) **Salting** - as per application to salt Church driveway and both parking lots. Contractors are asked to provide separate prices to salt:

- 1) Front parking lots and driveways
- 2) Back parking lot.

The house driveway will not be salted as part of this contract

F) All equipment to be used on this contract work shall be listed, and an updated list shall be provided annually.

**The successful bidder shall provide the following mandatory documentation enclosed within the bid document. This information is to be updated annually over the term of the contract and submitted no later than November 15th:**

A) Proof that the bidding Contractor has run and maintained a reputable business for a minimum of two (2) calendar years. **References may be required upon request.**

B) An up-to-date **Worker's Compensation Clearance Certificate** shall be required of the successful bidder and must be provided, before commencement of contract duties and kept up to date before each payment for the duration of the contract.

C) A **Certificate of Insurance** showing proof of liability to a minimum of \$2,000,000 and listing all vehicles to be used in the performance of this contract work shall be submitted by the successful bidder and remain in force for the duration of the contract.

The Contractor and driver(s) shall meet with a parish representative before tender work commences to tour the property and mark the boundaries of the parking lots and driveways.

The Contractor shall provide a contact name and cell number to the parish as their contact. If the contact name or cell number changes the contractor must notify the parish at its earliest convenience.

**The parish reserves the right to cancel the remainder of the three (3) year contract at any time if the contractor fails to honor any of the conditions as outlined in this tender.**

### **Option to Extend Contract:**

The contractor grants St. Pius X Parish the irrevocable option to extend the term of the contract by up to two (2) additional years under the same terms and conditions.

St. Pius X Parish may exercise this option at any time by sending a written notice to the contractor at least thirty (30) days before the contract expiry date.

### **Evaluation Procedures and Criteria:**

Method of Selection – Lowest cost (Once Mandatory Requirements Have Been Met)

The evaluation process is designed to identify the most qualified contractor to provide services as outlined in these tender documents.

The mandatory requirements will be evaluated on a compliant/non-compliant basis. The tender must include the necessary documentation to demonstrate this compliance.

To be considered compliant, a proposal must meet all the mandatory requirements specified within.

Failure to comply with any of the mandatory requirements may render the tender non-compliant the tender will receive no further consideration.

### **Determination of Successful Bidder**

The Bidders will be ranked according to the total price of the bid; the total is the cumulative value of the contract term (3 years). The Bidder who best demonstrates they meet all mandatory requirements with the lowest cost will be awarded the contract.

Direct any inquiries to: Devlin Bruce at 902-213-5070 or [finances@stpiusxpei.com](mailto:finances@stpiusxpei.com)

**Please submit sealed Tender clearly marked “Snow Removal Tender” to the St. Pius X Parish Office by 3:00 pm local time on Thursday, November 13, 2025.**

**Bid Form:**

**Project:** St. Pius X Parish Snow Removal

**From (Bidder):**

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Street Address or postal box number

\_\_\_\_\_  
City/Town, Province and Postal Code

**To (Owner):**

St. Pius X Parish  
106 St. Peters Road  
Charlottetown, PE C1A 5P2

We, the undersigned, having examined the Bid Documents for the above-named project/contract, including Addendum Number(s) \_\_\_\_\_ N/A \_\_\_\_\_, and having visited the Place of the Work, hereby offer to perform the Work in accordance with the Bid Documents, for the stipulated price of:

\$ \_\_\_\_\_ in Canadian dollars, excluding Value Added Taxes,  
*amount in figures*

We, the undersigned, declare that:

- (a) we agree to the terms of this proposal for a total of three (3) years after contract award,
- (b) we have arrived at this bid without collusion with any competitor,
- (c) this bid is open to acceptance by the Owner for a period of 30 days from the date of bid closing, and
- (d) all bid form supplements called for by the Bid Documents form an integral part of this bid.

**Signatures:**

Signed and submitted by:

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Company name

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Name and title of authorized signing officer

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Signature of authorized signing officer

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Name of witness

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Signature of witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

## **Appendix A to Bid Form**

**Project:** St. Pius X Parish Snow Removal

### Schedule of Prices

| <b>Item No.</b> | <b>Description of Work</b>                                                                                                                                                            | <b>Price</b>                                         |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>A</b>        | A lump sum price for snow removal for each year (HST extra) as described                                                                                                              | 2025-2026 \$<br><br>2026-2027 \$<br><br>2027-2028 \$ |
| <b>B</b>        | A separate price per trip to clear snow from back parking lot from Monday to Friday when requested by the Parish.                                                                     | \$                                                   |
| <b>C</b>        | A separate lump sum price to clear snow from the house driveway for the season. This portion of the contract <u>may</u> be awarded separately.                                        | \$                                                   |
| <b>D</b>        | An hourly rate if snow needs to be removed from the premises. The Contractor shall provide an hourly cost for loader and a <u>separate</u> hourly rate for tandem truck to haul snow. | Loader: \$<br><br>Tandem: \$                         |
| <b>E</b>        | Salting as per application to salt Church driveway and both parking lots.                                                                                                             | Front Lot: \$<br><br>Back Lot: \$                    |

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