

Snow Removal, Landscaping and External Building Maintenance Request for Quote

The Nova Scotia Federation of Agriculture (NSFA), a not-for-profit organization, is seeking quotes to provide property management services, including snow removal, landscaping and external building maintenance as outlined below, at its office located at 7 Atlantic Central Drive, East Mountain.

Please note the NSFA will be completing renovations in 2023, including expansion of parking, and therefore a decrease in the lawn – current and proposed parking lot drawings attached.

The request for quote can be for services over a one to three-year period beginning on April 1, 2023, ending March 31, 2026, unless otherwise terminated.

1. **Quotes must be submitted to the NSFA by March 6th, 2023 at 5pm.** Quotes may be submitted using the provided form:
 - a. Via email to smackenzie@nsfa-fane.ca
 - b. Via mail or hand delivered to 7 Atlantic Central Drive, East Mountain, NS, B6L 2Z2
2. Should any item in this request for quote be unclear or if you are interested in visiting the property, please contact Shelly MacKenzie at (902)893-2293 or smackenzie@nsfa-fane.ca for clarification prior to March 2nd.
3. The NSFA will consider separate quotes for snow removal or landscaping only if the proposed services and fees are considered to be in the best interest of the NSFA.
4. Sub-contractors are permitted and are subject to the approval of the NSFA, and there shall be no change of sub-contractors after signing the agreement without written approval. All service standards apply to sub-contractors and are the responsibility of the Contractor to meet said standards.
5. The successful Contractor will be required to sign an agreement outlining the services, standards, and applicable clauses prior to the commencement of work. The successful applicant must supply Certificates of Insurance and a Clearance letter from the Workers' Compensation Board of Nova Scotia.
6. Given the NSFA is following an open RFP process, the NSFA welcomes quotes from members of the NSFA who provide these services. Any potential or perceived conflict of interest will be noted in the Agreement for transparency purposes.
7. All applicants deemed to have a complete quote will be notified of the decision of NSFA by March 24th.

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Overview of Services

The Contractor will provide the following services:

1. Remove all snow, ice and slush from the parking lots, driveways and pedestrian walkways. In the case of snowfall during operating hours (8am – 5pm), the contractor will endeavour to keep the parking lot free of significant snow. In the case of snowfall during the night, the Contractor is to clear the parking lot by 7:30am.
2. Spread salt and/or sand, where necessary for vehicular and personal safety consistent with the weather conditions. Salt and/or sand are to be supplied by the contractor. This includes ensuring NSFA office salt bins are filled for use by NSFA staff as an interim safety measure for pedestrian walkways.
3. Complete all lawn care including mowing, whipper snipping, fertilizer and lime application, and debris removal. Fertilizer and lime are to be supplied by the Contractor.
4. Maintain all garden beds including weeding, trimming, and mulch application. Mulch is to be supplied by the contractor.
5. Clean building gutters as required and/or requested to ensure they are functioning correctly. The contractor is responsible for ensuring gutters are in good condition. Any upgrades required to the gutters will be discussed with NSFA and the NSFA will be responsible for costs associated with the maintenance upgrades.
6. Pressure wash the outside of the building at least once during the course of the agreement, as agreed by the NSFA, and up to a maximum of once per year.

Organizational Background

The Nova Scotia Federation of Agriculture (NSFA) was established in 1895 and is the sole general farm organization in Nova Scotia. As a general farm organization, the NSFA represents over 90% of primary agriculture production and brings together registered farms, industry stakeholders and government partners from across the province to ensure a prosperous and sustainable future for Nova Scotia farms and farmers. The NSFA's membership consists of registered farms in the province of Nova Scotia.

Our mission is to influence and affect change for the continual success of agriculture in Nova Scotia.

Our vision is a prosperous and sustainable future for Nova Scotia farms and farmers.

The NSFA is a not-for-profit organization and its office is home to other like-minded not-for-profit organizations.

Proposed Parking

