Municipality of Shelburne
Request for Quote

Overnight/Early Morning Snow Removal & Ice Control
414 Woodlawn Drive, Shelburne, NS

Posted on: November 25, 2026
Closing on: December 4, 2026

1. Overview

The Municipality of Shelburne is requesting quotes for overnight/early-morning snow removal and ice control at the Municipal Administration Building, 414 Woodlawn Drive, Shelburne, NS. This request applies to this location only. The service period is from December 15th to March 31st.

Daytime snow removal and salt application will be completed by Municipal staff. The successful proponent will be responsible for overnight and early-morning snow removal so that all Municipal driveways and parking areas are clear of snow and ice **prior to 8:00 a.m.**, when the building opens.

The contract term is from the date of award until March 31, 2028, with the option to extend for two additional years. Pricing can be for the season or by event, see the attached bidding sheet.

2. Scope of Work

- Clear snow and ice from the driveways and parking areas at 414 Woodlawn Drive on an as-needed basis, work to be completed before 8:00 a.m.
- Apply salt and/or sand when ice has formed or is forecast.
- Pile snow where it will not interfere with parking. Do not push snow onto sidewalks or across any streets. Remove snow from the site when required.
- Supply all labour, equipment, salt and sand required.
- Operate equipment safely, with amber flashing lights in use during operations.
- Repair or reimburse the Municipality for any damage caused by the contractor's operations.

3. Requirements

- Certificate of liability insurance (minimum $2,000,000) submitted prior to contract execution.
- Certificate of good standing with the Workers' Compensation Board before contract execution, if applicable.
- Prices must exclude HST and be firm for the contract term.

- Invoices are to be submitted monthly and must include a record of the date of each visit. If the seasonal contract is selected the Municipality requires a record of site visits, payment can be monthly or other as discussed.

The Municipality may cancel the contract for poor performance and is not obligated to accept the lowest or any quote. All attempts will be made to rectify performance issues; contract cancelation will be a last resort.

4. Pricing

Please complete the table below.

Location	**Price per Snow and Ice Event (site visit) (excluding HST)**	**All in contract price for the season-December 15th to March 31st (excluding HST)**
414 Woodlawn Drive, Shelburne Municipal Administration Building driveway & parking areas.	Year 1 (2026/2027) _____ Year 2 (2027/2028) _____	Year 1 (2026/2027) _____ Year 2 (2027/2028) _____

5. Submission

Quotes must be received by **2:00 p.m. local time on Friday, December 4, 2026**, by email to marcia.deon@municipalityofshelburne.ca, or delivered to the Municipality of Shelburne, 414 Woodlawn Drive, PO Box 280, Shelburne, NS B0T 1W0.

Attention: Marcia d'Eon, Director of Operations, please direct any questions to the same contact.

7. Bidder Information

Company name: _____

Phone: _____

Email: _____

Address: _____

Contact Name and Title: _____

Signature: _____

Date: _____