

REQUEST FOR PROPOSALS

Maintenance Services

The Yellowknife Condominium Corporation #8 is currently seeking proposals from qualified individuals or firms to supply Maintenance Service as and when for a two-year term beginning February 1, 2012.

SCOPE OF WORK

Inspection, adjustment, repair, refurbishment, replacement, supply and installation of components in/on/around facilities, assets, grounds, and parks as requested by the Condo Corp #8 Board Members.

The majority of work will be performed in Northlands Trailer Park. Work will include (but not limited to) working with the City of Yellowknife to access valves to shut off water to YK Condo #8, breaks and/or leaks of all water and sewage lines and/or mains. Completing regular flushing of water and or sewage lines to insure adequacy of service to members as well as to examine the integrity of the existing water and sewage lines, manual labor, grounds keeping and other tasks designated by the Condo Corp #8 Board Members as incidental to the Contractor's service.

This "As & When" for General Maintenance Services shall include but is not be limited to:

- a) Repairing heat trace, water and sewer line breaks and leaks on a "As and When" required basis.
- b) Completing regular flushing of water and or sewer lines to insure adequacy of services to members as well as to examine the integrity of the existing water and sewer lines.
- c) In winter thawing water and sewer lines composes a significant portion of the maintenance cost.
- d) Repairing roads. This includes filling in potholes, as well as supervising the sanding and snow removal as required.
- e) Insuring appropriate signage is maintained.
- f) Working with any sub contractors to insure the progress over any water, sewer, or road repairs undertaken by the Condo Corporation.
- g) Maintaining the compound area and permitting access to members as required.
- h) Emptying recycle bins (mail containers) and maintains them.
- i) Maintains bobcat and generators and any other equipment owned by the Condo Corporation. This includes oiling servicing and minor repairs.
- j) Completes grounds work as needed. This includes seeding plants in planters, and watering and pruning them.
- k) Services the fire hydrants seasonally.

The Contractor shall recommend replacement of equipment that is in the Contractors reasonable estimation uneconomical or impractical to repair.

The Contractor will provide at no cost to the Condo Corp #8 Board Members an estimate for work to be undertaken for approval from one or more of the Executive for any major work prior to commencing work

The Contractor will be responsible to contact the owners/tenants directly and arrange entry and scheduling of all work.

FLAMMABLE or HAZARDOUS materials, if used, shall be promptly removed on completion of work at the end of each day's work.

The Contractor shall meet the following minimum criteria on prior to signing this agreement:

- Experienced General Labour
- Service Vehicles
- Business phone, Cellular phone/ or Pager, Fax machine, and a 24-hour access number
- And all tools and equipment relevant to the trade including; adequate hand tools and power tools, ladders and scaffolding, lawns and grounds keeping equipment (i.e. hoses, mowers, trimmers, etc).

SUB-TRADES

There will be times when additional sub-trade Contractors will be required to assist in the completion of the work. In these cases the Contractor may be responsible to hire, co-ordinate, oversee and be responsible for the work of the sub-trade Contractor. All sub-trades must be registered with WCB and must supply the Contractor with a valid WCB document.

WORK SITE

The Contractor shall, at all times, maintain the work and the work sites in a tidy condition and free from the accumulation of waste material, debris and any equipment fluid spills. In the event of a hazardous spill, the Contractor shall contact the 24 Hour Spill Report Line at: (867) 920-8130, and take the appropriate action to have the spill contained and cleaned up immediately.

If, in the sole opinion of the Condo Corp #8 Board Members, the Contractor leaves the work site untidy, the Contractor will be required to return to the site and clean up at no cost to the Condo Corp #8 Board Members. If the Contractor fails to respond and clean up the site within the time fixed by the Condo Corp #8 Board Members, the Condo Corp #8 Board Members may have the site cleaned up by whatever means he/she chooses and the cost of the same shall be paid by the Contractor.

The Contractor shall be liable to the Condo Corp #8 Board Members for any loss or damage to property caused by the Contractor during the execution of the work.

The Contractor is responsible for ensuring that all work is performed in a safe and professional manner with minimum disruption to users of the areas. The work may be required to be performed during the hours the areas are least used. The Contractor MAY, at the sole discretion of the Condo Corp #8 Board Members, be required to carry out the work involved before and after normal business hours, which may include nighttimes, weekends, and holiday periods.

QUALITY OF WORK

All work shall be performed to the full satisfaction of the Condo Corp #8 Board Members. If in the sole opinion of the Condo Corp #8 Board Members the quality of work is unacceptable, or unsuitable for the purpose intended, the Contractor shall immediately remedy, replace, re-perform or correct the services at no cost to the Condo Corp #8 Board Members within a time fixed by the Condo Corp #8 Board Members.

If the Contractor fails to respond or remedy, replace re-perform or correct the services within the time fixed by the Condo Corp #8 Board Members. The Condo Corp #8 Board Members

may remedy, replace, re-perform or correct the services, and, any damages arising from it, by whatever means it chooses and the cost of the same shall be paid by the Contractor.

REPLACEMENT MATERIALS/ PARTS

When replacing equipment/system components or parts, the Contractor should replace with Original Equipment Manufacturer (OEM) components/parts unless they are discontinued or unavailable

RESPONSE TIME

The Contractor shall respond to every service request in a timely manner. However in no case shall the maximum response time for any service request exceed the following:

- Emergency 1 hour
- Urgent 1 day
- Normal 1 week

The Contractor MUST be accessible by phone during regular Condo Corp #8 Board Members working hours (8:00 a.m. to 5:00 p.m.) and shall make provisions to be available for contact on a 24-hour basis. In the event that such contact is not possible, the Contractor may be considered non-responsive in respect to the specific service call.

Submissions must be received by January 27, 2012 at 4:00 pm to:

Yellowknife Condominium Corporation #8
P.O. Box 2135
Yellowknife, NT X1A 2P6
Attention: Wanda Anderson, President