



Churchbridge Credit Union

Bringing Communities Together

SNOW REMOVAL CONTRACT

The undersigned, _____ (hereinafter known as the Contractor) hereby contracts with Churchbridge Credit Union (**Langenburg Branch**) (hereinafter known as the Credit Union) for the provision of snow removal services in accordance with the conditions of this agreement for the term specified.

The term "Contractor" as used in this agreement applies to the above stated and any other person employed by or appointed by the above stated as approved by the Credit Union.

The undersigned Contractor agrees to maintain the facilities covered by this agreement to the acceptable standards as determined by the Credit Union and as set out in Appendix A – List of Duties.

It is agreed by both the Contractor and the Credit Union that this agreement shall remain in force for a period of 36 months, commencing the date of this agreement and may be renewed or tendered 60 days prior to the completion of that 36 month period.

This agreement may also be terminated at any time, for any reason, by either party of the agreement, upon 60 days written notice in advance.

In any case, termination may occur at the discretion of the credit union should the Contractor fail to provide the services as outlined and directed.

Upon termination of or failure to renew this agreement, all keys, access cards, supplies and equipment held by the Contractor, belonging to the Credit Union, or supplies or equipment held by the Credit Union belonging to the Contractor shall be returned.

CONDITONS OF AGREEMENT

1. The Contractor agrees to provide the services and undertake the duties as specified in the attached Appendix A – list of duties, as well as any other duties which may from time to time be required to perform the services. Where additional duties may be required, the Credit Union will identify such additional duties in writing.
2. The Contractor agrees to maintain the below **Churchbridge Credit Union (Langenburg Branch)** facilities:
 - Back parking lot
 - Back sidewalk, steps and walk ways
 - Front steps, sidewalk and ramp
 - Front public Sidewalk
3. The Contractor agrees to meet as requested with the Credit Union to report on performance of duties and to receive instruction regarding the performance of duties.
4. The Contractor agrees to provide all necessary resources or staff to satisfy the obligations of this agreement, including relief resource and to provide all supervision and payroll requirements pertaining to that resource. Any persons employed by the Contractor to perform the services shall at all times be considered employees or contractors of the Contractor.
5. The Contractor shall notify the credit Union when supplies such as salt or de-icer need to be purchased.
6. The Credit Union shall not require the Contractor to provide any minimum or maximum hours in the completion of the duties outlined in this agreement. But, shall have the right to require the contractor to perform services at certain hours of the day.
7. The Credit Union shall require the Contractor agrees that he/she or any employee of the Contractor shall not be under the influence of any alcoholic or narcotic substance, any time during their attendance at Credit Union facilities.
8. The Credit Union has not by virtue of this agreement, appointed the Contractor or employee thereof, as an agent for, servant of or employee of Churchbridge Credit Union. This agreement is and should be considered an independent contract and the Contractor or it's employees or contractors are not employees of the Credit Union or entitled to any benefits which are afforded to employees of the Credit Union. The Contractor is responsible for payment of any and all taxes and contributions including Employment Insurance, Canada Pension which may be imposed in relation to the Agreement or in relation to any persons employed or used by the Contractor to perform services and agrees to indemnify the Credit Union in relation to any claims or payments that may be incurred by the Credit Union in this regard.
9. The Contractor shall, at all times during the term of this agreement, obtain and maintain all required insurance, including but not limited to liability, property and Workers Compensation.

10. The Contractor shall be responsible for the collection and remittance of all applicable Taxes including but not limited to GST and PST.

Payment to the contractor will be made at the end of each month for services provided in that month, based on the fee schedule in appendix A. An invoice will be presented to the Credit Union by the contractor and payment will be issued to the Contractor within 30 days.

Name: _____

Account Number: _____

Start Date of Contract: _____

I hereby agree to the terms and conditions of this agreement, together with the list of duties attached.

The CEO of Churchbridge Credit Union approves this agreement on the _____ day of _____, 20____.

Contractor

CEO

Contractor



Churchbridge Credit Union

Bringing Communities Together

Churchbridge Branch

Contractor Maintenance – Snow Removal– Appendix A – List of Duties

- Front Entrances/Sidewalks/Steps/Ramp/Public Sidewalk
 - Maintain free of snow and ice daily as required (business and non-business days) before 8:15 am.
 - Ensure necessary precautions are taken to ensure safe footing on all sidewalks and entrances
 - Salt or de-icer to be provided by the credit union

Above services for Front Entrance/Sidewalks/Steps from November to March and additional months as required based upon weather. In the event the clearings exceed 10 occurrences that month, an additional fee per occurrence can be charged.

- Back Parking Lot
 - Removal of snow 2 inches or greater on all business days (Monday – Friday excluding stat holidays) before 8:15 am.
 - Snow will be removed front between building and parking area to ensure safe access to all vehicle plug ins.
- Back Entrances/Walkways
 - Maintain free of snow and ice daily as required on all business days (Monday – Friday excluding stat holidays before 8:15 am from both back entrances
 - Ensure snow is removed from the areas surrounding the downspouts for the eaves troughs
 - Ensure snow is removed from areas in front of vehicle plugs ins to allow access.
 - Ensure necessary precautions are taken to ensure safe footing on all sidewalks and entrances

Additional fees will apply for the Removal of built-up snow piles from the back parking lot as required and requested by the credit union, in times of large snow fall.

TENDER FORM – CHURCHBRIDGE CREDIT UNION CARETAKING SERVICES

Tender Of: _____
(hereinafter referred to as the “Tenderer”)

In response to the Invitation to Tender for Churchbridge Credit Union, Langenburg Branch Snow Removal and the Tender Specifications, the Tenderer has carefully examined the scope of the proposed Service, the work specifications, and will provide all necessary labour, supervision, and all other factors as required to complete the Service as called for by these documents and in accordance with Churchbridge Credit Union’s requirements, for the prices tendered.

The amount tendered is the total price per month before taxes.

Amount Tendered: \$ _____

Please specify Tenderer’s experience in similar work:

Please list a minimum of two references and their contact information:

- 1. _____
- 2. _____
- 3. _____

The Caretaker shall at all times, during the term of this agreement, obtain and maintain all required insurance, including but not limited to liability, property and Workers Compensation.

Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

The Tenderer has read and acknowledges the conditions as set out in the attached Tender Package and has carefully examined the information.

Signature: _____

Date: _____

Return Tender by October 20, 2021 to:
Churchbridge Credit Union
Attn: Tehra Lauer
PO Box 260
Churchbridge SK S0A 0M0
tlauer@churchbridgecu.ca