



ISLAND WASTE MANAGEMENT CORPORATION

110 Watts Avenue
Charlottetown, PE C1E 2C1
Toll Free: 1 888 280 8111
Fax: 902 894 0331
www.iwmc.pe.ca

January 15, 2019

Superior Sanitation
7 Superior Crescent
PO Box 1827
Charlottetown PE
C1A 7N5

Attention: Mr. Edward Clark

As per our meetings, conversations, and your letter dated June 26, 2018 (that outlined your conditions for an extension), please be advised that Island Waste Management Corporation (IWMC) is in approval with your proposal for the extension of both the Southern Kings and Eastern Kings Waste and Compost Collection Contracts. Both of these contracts were originally executed between IWMC and Myers Industries. An agreement, effective June 1, 2017, was subsequently approved to transfer the existing contract for IWMC Waste and Compost Collection for the Southern Kings and Eastern Kings areas from Myers Industries to Superior Sanitation Services Ltd.

The details of the extension of both the Southern Kings and Eastern Kings contracts are as follows:

Superior Sanitation Services Ltd. (Superior) and IWMC hereby agree to the following:

- The existing contracts for the Eastern Kings and Southern Kings Waste and Compost Collections scheduled to expire on October 31, 2019 will be extended for an additional 5-year term. All terms and conditions of these original collection contracts, including any previous amendments, will remain in place for the duration of the contract extension scheduled to terminate on October 31, 2024.
- This agreement shall not be assigned or subcontracted in whole or in part by Superior without the prior written consent of IWMC.
- IWMC agrees to provide Superior with a Minimum Wage Adjustment payable each year with the Annual Housing and Fuel Calculations. These calculations are based on contract year of November 1 to October 31. This adjustment formula will be based on (4 employees @ 50 hour/week x 52 weeks = 10,400 hours per year) and be paid on the number of working hours per contract year that the PEI Minimum wage increases from the current rate of \$11.55 per hour. In addition to any increase to the PEI Minimum wage, a payroll burden to cover CPP, EI, WCB, health benefits, etc. of 25% will also be included on any adjustment calculation.

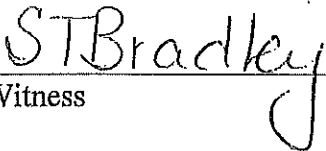

Example: PEI Minimum wage increases by \$1 for 25 weeks within the contract year of November 1 - October 31.

Calculation: (\$1 increase min wage) x (25 weeks) x (200 hours/week) x (1.25) =
Minimum Wage Adjustment of \$6,250


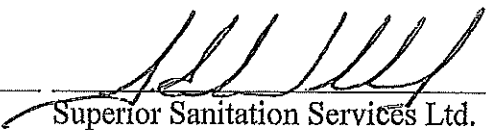
- All payments including monthly contract payments and annual housing and fuel adjustments will be processed based on the terms of the original contracts and any amendments made to the original contracts.

IN WITNESS WHEREOF the parties hereto agree to this extension of Island Waste Management Corporation's Eastern Kings and Southern Kings Waste and Compost Contracts. Both Parties have executed this AGREEMENT on January 16, 2019.

SIGNED SEALED AND DELIVERED
in the presence of:

 _____ Witness	 _____ Island Waste Management Corporation
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SIGNED SEALED AND DELIVERED
in the presence of:

 _____ Witness	 _____ Superior Sanitation Services Ltd.
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ISLAND WASTE MANAGEMENT CORPORATION

Charlottetown Office
110 Watts Avenue
Charlottetown, PE
C1E 2C1
Toll-free 1 888 280 8111
Fax (902) 894-0331
Email info@iwmc.pe.ca

June 1, 2017

Superior Sanitation
7 Superior Crescent
PO Box 1827
Charlottetown PE
C1A 7N5

Attention: Mr. Edward Clark

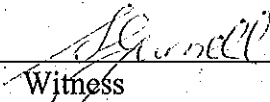
As per our meetings and conversations please be advised that Island Waste Management Corporation (IWMC) approves the transfer of the existing contracts for IWMC's waste and compost collections for the areas of Eastern Kings and Southern Kings from Myers Industries to Superior Sanitation Service Ltd. effective June 1, 2017. It is understood that all terms and conditions of these original contracts along with any extension agreements to these contracts will remain in effect. (Attached are copies of both original agreements)

Superior Sanitation Services LTD. (Superior) and Island Waste Management Corporation Hereby Agree to the following:


- Superior Sanitation shall assume the existing collection contracts for the Eastern Kings and Southern Kings IWMC collections for Compost and Waste effective June 1, 2017. All terms and conditions of these original collection contracts will remain in place for the duration of the contract scheduled to terminate on October 31, 2019. These contracts may be extended for an additional period by mutual agreement between IWMC and Superior Sanitation.
- This agreement shall not be assigned or subcontracted in whole or in part by Superior Sanitation without prior written consent of IWMC.
- All payments including monthly contract payments, annual housing and fuel adjustments will be processed based on the terms of the original contracts.
- It is acknowledged that IWMC is in receipt of security deposit in the amount of \$104,000 that is a performance deposit for both the Eastern and Southern Kings collection contracts and will be held in trust by IWMC and annual interest received from this deposit will be paid to Superior Sanitation.
- It is noted that the Fuel Adjustment Formula and base line price for both contracts remains as outlined in the original contracts.

IN WITNESS WHEREOF the parties hereto agree to this transfer of Island Waste Management Corporation's Eastern Kings and Southern Kings Collection Contracts for Compost and Waste Collections. Both Parties have executed this AGREEMENT on June 1, 2017.

SIGNED SEALED AND DELIVERED
in the presence of:

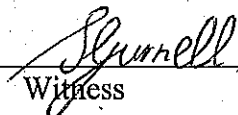


Witness

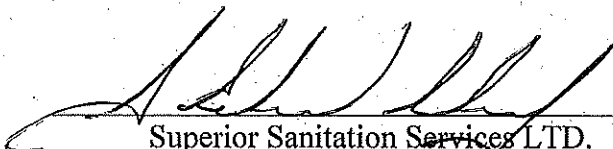


Island Waste Management Corporation

SIGNED SEALED AND DELIVERED
in the presence of:



Witness



Superior Sanitation Services LTD.



IWMC

ISLAND WASTE MANAGEMENT CORPORATION

TENDER

FOR

ISLAND WASTE MANAGEMENT CORPORATION

PROVINCE OF PRINCE EDWARD ISLAND

Sealed tenders will be received at the Island Waste Management Corporation, 110 Watts Avenue, Charlottetown, PEI, C1E 2C1 prior to 2 PM local time (ADT), Wednesday 2nd November, 2011.

Tenders will be opened at the above advertised time and place and bidders are invited to be present at the opening. Lowest or any tender will not necessarily be accepted.

**TENDERS WILL BE CLEARLY MARKED:
IWMC – SOUTH KINGS COUNTY AREA
COLLECTION & TRANSPORTATION OF
RESIDENTIAL WASTES & ORGANICS**

(OFFICIAL COPY)

4. **BIDDERS RESPONSIBILITY**

(i) **Examination of Tender Bid Package**

Before submitting a bid, each bidder shall carefully examine the complete Tender Bid Package documents and be familiar with all working conditions and take into consideration all such conditions when submitting a bid. In addition all submitted bids shall be completed and signed as indicated on the Tender Form. No allowance shall be made to any bidder because of lack of such examination or knowledge.

(ii) **Examination of Legislation**

Before submitting a tender, each bidder shall familiarize himself with all applicable legislation which governs and impacts on the performance of work including; Workers' Compensation Act, Occupational Health and Safety Act, Highway Traffic Act, PEI Environmental Protection Act, Transportation of Dangerous Goods Act. and The Canadian Environmental Protection Act.

(iii) **Independent advice**

The Bidder is responsible for obtaining, prior to submitting a tender, independent financial, legal, accounting, engineering, environmental and other technical advice.

(iv) **OH&S Program manual**

The successful bidder will be required to submit to The Corporation for examination and retention, a copy of their company Occupational Health & Safety Program Manual which satisfies the requirements as set out by PEI Workers Compensation Board OH&S Act & Regulations and with which they must comply. Refer to Appendix 9 for an example of topics to be covered. Acceptance by The Corporation does not imply that any OHS manual presented by the contractor is thus endorsed or approved by The Corporation. Failure to submit this manual may be grounds for rejection of the Tender.

5. **INTERPRETATION OF TENDER BID PACKAGES**

If a potential bidder is in doubt as to the meaning of any part of the Tender Bid Package, or finds discrepancies or omissions from any part of the Tender Bid Package, the bidder may request an interpretation or correction thereof at any time prior to the Tender Closing Date. Any interpretation or correction of the Tender Bid Package by The Corporation shall be made only by written Addendum and shall be mailed, faxed or delivered to each bidder. The Corporation shall not be responsible for any other explanation or interpretation of the Tender Bid Package. All communications regarding this work and the tender process shall be addressed to the attention of **Gerry Moore** at the Charlottetown office of The Corporation, gmoore@iwmc.pe.ca, phone 902-894-0333, fax 902-894-0331. All questions must be received by The Corporation at least five

- OH&S company manual
- References

The Corporation retains the right to request additional information as required to fairly assess the bids and all information presented here will be used in the tender evaluation process as further outlined in Evaluation Criteria **Appendix 1**.

8. **TENDER FORM**

In order to receive consideration, all bids shall be completed in strict accordance with the following:

(i) **Forms**

All bids shall be made upon the forms provided, properly executed and with all items completed. The wording of the Tender Form shall not be changed, and words shall not be added or subtracted except where specifically authorized by The Corporation in writing. Unauthorized conditions, limitations or provisions attached to the proposal may be cause for rejection of the proposal.

(ii) **Name of Bidder**

If the bidder is an individual, the name and address must be shown; if the bidder is a partnership, the name and address of each partner must be shown. If the bidder is a company, the name, title and phone number of all officers must be provided and the proper persons authorized to enter into contracts for the company must sign the Forms of Tender and the corporate seal must be affixed. If the successful bidder is a company, it may be required to furnish, prior to award of the contract, a copy of the resolution of the Board of Directors authorizing the signing officer(s) to sign the tender on behalf of the company.

(iii) **Submitting of Tenders**

No telegraphic/telex bid or telegraphic modification of a bid will be considered. No bids received after the Tender Closing Date and time will be considered. Late bids will be returned to the bidder unopened. The bid shall be addressed to The Corporation **with the name of the bidder on the sealed envelope** and shall be delivered/received at the Corporation's Charlottetown Office Located at 110 Watts Avenue, West Royalty Business Park Charlottetown prior to Tender Closing Date of 2 PM ADT on Wednesday 2nd November 2011. **It is the sole responsibility of the bidder to ensure that such bid is received on time.**

or completeness of this Invitation to Tender and The Corporation shall not be responsible for any action, cost or liability whatsoever arising from the Bidder's reliance or use of such documents, appendices, data, and materials presented in respect to this project.

(iii) **Unsuccessful Tenders**

Unsuccessful bidders shall be notified in writing by The Corporation no later than forty five (45) days after the Tender closing date.

(iv) **Successful Tenders**

The successful bidder shall be notified in writing by The Corporation no later than forty five (45) days after the Tender closing date.

11. EXECUTION OF AGREEMENT

The form of agreement which the successful bidder, as Contractor, will be required to execute is included in the Tender Bid Package as Contract B and shall be carefully examined by each bidder. The Successful Bidder shall, within 5 business days after notice of award and receipt of Agreement forms from The Corporation, execute and deliver to The Corporation all required copies of the Agreement together with the required insurance certificates, Occupational Health and Safety Manual, and the required contract security as outlined and any further information as may be requested by The Corporation, all in form and content acceptable to The Corporation.

12. DEFINITIONS

All definitions used in this document shall be the same as those used in Item 1 of Contract B which is part of this tender package.

13. SCOPE OF WORK

Note: The terms and provisions contained in this contract supersedes all previous cart collection contracts which may have been issued through IWMC in the past.

bags or containers of excess material with their cart, and these containers must not exceed 50 lbs gross weight and be physically sized such that they can be handled safely by one person. In the event that a container is rejected for collection, the driver must immediately indicate to the customer with an info tag or sticker and advise the Customer Service Center the reason for the rejection. Contractor must collect all materials which have been approved by The Corporation for an particular stream, including but not limited to those which are included in the Sample collection calendar/ sorting guide, attached here as **Appendix 3**.

(ii) **Missed Collection Procedure - Weekly**

Customers will have up to two working days to report a missed collection. The Corporation will maintain customer call records, analyze trends, evaluate daily driver reports and determine the validity of the missed collection report. Contractors will be advised by The Corporation of valid missed collections and upon notification, are expected to return as soon as possible but will have up to two working days to provide collection. Should contractors fail to provide collection within this specified time frame, The Corporation will provide the collection and in doing so reserves the right to withhold \$60.00 per collection from the contractor's monthly payment for each missed collection.

NOTE: In the event that a collection is delayed due to extenuating circumstances such as road conditions, low branches or electrical wires, limited turning area, or road construction, the two day return time limit may be expanded. The contractor must notify The Corporation with details on the situation, and with an estimated time frame of when the collection will be completed. The Corporation retains the right to approve or reject the time limit extension.

13.3 SPRING / FALL CLEANUP COLLECTION GUIDELINES

(i) **Collection Procedure – Spring/Fall Cleanup**

Service is offered spring and autumn to customers to allow for pick-up of items not usually collected in the regular weekly collections. This will comprise a week of yard waste organics collection, a week of waste collection, and another week of yard waste organics collection. These collection schedules are determined by The Corporation and published semi-annually on the collection calendar & sorting guide attached as **Appendix 3**. The Corporation reserves the right to alter or adjust the materials collected and the weekly schedule as may become necessary during the contract term. The contractor is expected to collect these materials using a separate vehicle from the regular weekly cart collections, and all materials collected are to be delivered to the appropriate final disposal facility. Contractors must collect all materials which have been approved by The Corporation for a particular stream, including but not limited to those which are listed on the sample clean up guidelines attached as **Appendix 4**.

When the collection schedule is interrupted due to inclement weather, poor road conditions, weight restrictions, blocked vehicle access, or due to any other circumstance not the fault of the customer, an alternate collection must be provided as per procedure outlined in 13.2 (ii). There may be circumstances where access to a particular property is impractical. In such cases, The Corporation will be the sole judge on what services will be provided to resolve the issue.

13.5 EQUIPMENT

All bidders must submit their proposed equipment lists with their tender on the attached **Appendix 5**. Prior to award of Contract, The Corporation shall approve the original equipment selected for carrying out the work. It is a minimum requirement of this Tender that at any time during the contract period, that all primary collection vehicles used (those that are typically used in year-round day-to-day collections) meet or surpass the Emission Standards for Heavy Duty Engines as issued for the year 2007 by Environment Canada and that all vehicles used will be maintained throughout the contract period. In addition any spare and or seasonal trucks used for any collections may be older than 2007, however they must be maintained and equipped as outlined in the specifications and be inspected and approved by IWMC prior to being used in the collection area. Any exceptions to this will require prior approval and inspection from The Corporation as outlined in below.

The Contractor will indicate in his Equipment List (**Appendix 5**) the original number of Primary and Spare collection vehicles he will supply to perform the collection of the various source-separated solid waste streams within the area(s) in the time period prescribed. At any time after the beginning of the Contractor's operations and at no additional cost to the Corporation, The Corporation reserves the right to instruct the Contractor to increase the number of collection vehicles (which meet the above primary vehicle standards) to ensure adequate performance. The Contractor will be required to supply whatever additional collection vehicles are necessary to adequately handle weekly and/or seasonal variations in the amount of material placed for collection. It shall be the Contractor's responsibility to provide for adequate fleet to reflect growth in serviced units and seasonal fluctuations in amount of materials to meet the requirements of the contract. **The Corporation or its designate may inspect the collection equipment of the Contractor at any time and the contractor is required on demand to immediately deliver the vehicle to a designated inspection facility as determined by The Corporation.**

The collection vehicles are to be properly constructed and maintained to eliminate the depositing of waste or organics onto the road or street during the performance of the Contract. It is the Contractor's responsibility to immediately clean up any debris caused as a result of spillage from containers while handling materials or which falls from the collection vehicles onto the road or street. Open-top container loads must be secured and covered in accordance with the Highway Safety Act.

well as cycle time within the manufacturer's specifications. The Corporation reserves the right to examine or test the equipment at any time.

Note: Appendix 6 shows Industrial Cart Tipper model C220 which is a universal tipper that handles both domestic and European style carts. IWMC currently utilizes SSI Schaefer 240 and 140 litre carts which require European style cart tipper. Contractors must ensure that the cart tipper can operate with these types of carts. The main point of the Appendix 6 is to highlight the cycle time which is measured from the point the cart leaves the ground to the point the cart is returned to the ground (no stopping) – this cycle must be maintained between 8 – 10 seconds. The maximum weight limit of SSI Schaefer carts is 220 lbs. Appendix 6 outlines the specifications model C220 which is able to handle the 140, 240 and 360 litre cart size. The 400 lb reference in this appendix refers to the 360 litre cart maximum. All tippers shall be set with to lift a maximum of 220 lbs and have a lift cycle of no less than 8 seconds.

The Corporation reserves the right to require the contractor to install GPS units (or any such similar equipment) in their vehicles with a connection to the Corporation's CSC to allow tracking. The Corporation will negotiate with the contractor to offset associated costs.

13.6 CURBSIDE INSPECTIONS & EDUCATION/ LOAD INSPECTIONS

(i) Curbside Inspection and Education

Customer Education must be a priority in the driver's daily routine. It is paramount that drivers leave customers the proper education tags or stickers on their carts, excess bags/containers and/or material. An effective education campaign will secure the program's integrity and ensure that the customer can make appropriate sorting decisions in the future.

Drivers shall inspect each cart and excess bag/container curbside prior to dumping it and judge the level of contamination on the viewable portion of the cart or bag/container. If the contamination level is more than five percent (percentage is subject to change), the driver shall reject the contaminated cart/bag/container and leave it curbside. When a cart/bag/container is rejected, the driver must leave a sticker/tag with the cart/bag/container indicating the reason(s) it was rejected. The education tags/stickers will be provided by IWMC. It is the contractor's responsibility to ensure drivers have adequate supply of tags or stickers. All such tags and stickers can be picked up by drivers at all IWMC final disposal sites.

If the contamination level is judged to be below five percent but there are contaminating items, the driver shall empty the cart/container and accept the bag (if the appropriate bag for the stream being collected i.e. clear plastic bag for waste or paper bag for compost) and leave behind an education sticker/tag indicating to the customer what the contaminating item(s) is/are so that the customer can correct the problem in the future.

The contractor may request the load be reloaded into the collection vehicle, if possible; The Corporation will co-operate in this but may choose to charge a fee for the loading services.

If it is not possible to reload onto the collection vehicle, the contractor may choose to send an alternate vehicle that can be loaded; The Corporation will hold these loads for a maximum of 24 hours, and will assist in loading these for the contractor but may choose to charge a fee for the loading services. Should the contractor fail to remove the load within the 24 hour period, the entire load will be charged to the contractor at the current mixed waste disposal rate.

(iv) **Rejected Loads**

In the event that a load is rejected, the contractor is to have the load removed from the facility. The vehicle it arrived on will be re-loaded if possible or within 24 hours an alternate vehicle must sent and a reloading fee may apply in all cases.

(v) **Collection Routes**

Prior to the termination of the contract or during a Contractor change the Contractor agrees that it will work with The Corporation to ensure a transition that has little impact with the customer base serviced in the area. **This may entail allowing IWMC representatives to ride in collection vehicles and/or to provide collection routes and truck scheduling to the Corporation when requested.**

13.7 **COMMUNICATION**

The Corporation requires that the contractor designate a dispatch office where he (or representative) will be available and respond to daily communications from the Customer Service Center. This will assist in dealing with collection related complaints from customers by allowing the CSC to discuss the issue with the Contractor and quickly respond to the customer. The contractor is to equip all collection vehicles such that he can have immediate communication with all drivers throughout the collection routes. The contractor is required to maintain a functioning telephone, internet access, email and fax machine in the dispatch office. The successful Bidder will be required to provide the following at the time of the Contract signing:

- Contractor Representative (dispatcher);
- mailing address phone, fax and email address.

The Corporation reserves the right to schedule meetings with contractors and drivers to resolve issues, provide information or communicate changes. These meetings would not normally exceed a maximum of three per year and within reason, contractors and drivers must attend these sessions. No compensation from The Corporation to the contractor will be provided for such meetings.

13.10 SPECIAL SERVICES

The Corporation may approve special residential collection services and these will be forwarded to the contractor. This may include, but is not limited to, back yard collections for residents whose medical or other condition limits their ability to place material curbside. Upon notification from The Corporation of these locations, the contractor is required to collect the carts from the backyard storage area, complete the collection, and return the emptied carts to their original location. **There are currently 14 such properties in the South Kings County Area.**

In certain situations, variations to the collection frequency may be agreed upon between the customer and contractor but all such variations must be pre-approved by The Corporation.

13.11 CHURCH PROPERTIES

Church properties may be approved by The Corporation for residential collection: Residential carts will be provided and the Contractor notified to commence service at the property. **There are currently 11 such properties in the South Kings County area** and all are accounted for in the Year Round Household Count. Upon request, the successful contractor will be provided a list of the church locations.

13.12 CHRISTMAS TREES

The contractor will provide a separate vehicle to collect Christmas trees during the one week each year as designated by The Corporation on the collection calendar. All trees collected are the property of The Corporation and will usually be delivered to the Central Compost Facility, although The Corporation retains the right to direct these to EPWWMF or other approved facilities or locations. Historically the area has produced an average of **18 metric tonnes per year**. Typically trees longer than eight feet shall be cut in half for collection purposes. When a customer reports a missed collection of a Christmas tree, The Corporation will apply the procedure outlined in Section 13.3 (ii).

13.13 CART / MATERIAL PLACEMENT CURBSIDE

Contractors and drivers are advised that the following are guidelines only, and the overriding factor at all times is to provide the service to residents.

Under normal weather conditions, residents must place carts (and or material) curbside within 1.8 meters (6 feet) of the curb. During winter conditions, these should be placed within 5.5 meters (18 feet) of the curb.

14. FINAL DISPOSAL FACILITIES

For the purposes of this contract, there are two types of final disposal sites, Primary and Secondary. For this contract, materials will usually be delivered to one of the Primary Disposal sites. The Corporation retains the right to divert materials to a secondary facility at any time, and compensation for any additional mileage will be negotiated at such time.

Contractors may request that facilities be opened earlier or kept open later on a particular day, but all such requests must be approved by The Corporation. All such requests must be made to The Corporation no later than noon on the previous day. The Corporation reserves the right to amend the hours of operation for any of the above sites at any time throughout the contract term, or to add or delete sites as may become necessary.

Primary Final Disposal Facilities

Wastes

PEI Energy Systems
Riverside Dr, Charlottetown

Monday - Friday 7:00 am - 4:30 pm
Saturday - 7:00 am - 12:30 pm

Organics

Central Compost Facility
Rte 226, Brookfield

Monday - Friday 8:00 am - 5:30 pm
Saturday – **CLOSED**

Secondary Final Disposal Facilities

Wastes

East Prince Waste Management Facility
Rte 2, Wellington Center

(Winter – mid September - April)
Monday - Friday 8:00 am - 4:30 pm
Saturday - 8:00 am - 12:30 pm
(Summer – May – mid September)
Monday - Fri. - 7:00 am - 4:30 pm
Saturday - 7:00 am - 12:30 pm

Organics

East Prince Waste Management Facility (See above)

17. **INSURANCE REQUIREMENTS**

The Contractor shall, without limiting his obligations or liabilities herein, and at his own expense, provide and maintain the following insurances in forms and amounts acceptable to The Corporation.

(i) **Comprehensive General Liability**

Comprehensive General Liability in an amount not less than \$5,000,000.00 inclusive per occurrences against bodily injury and property damage. The Corporation and the Government of Prince Edward Island are to be added as insured's under this policy and such insurance shall include, but not be limited to:

- (a) Blanket Written Contractual Liability including this agreement;
- (b) Personal Injury Liability;
- (c) Non-owned Automobile Liability;
- (d) Cross-Liability; and
- (e) Product and/or Completed Operations.

(ii) **Automotive Liability**

Of all vehicles owned, leased, operated or licensed for use on public highways in the name of the Contractor shall be in an amount not less than \$5,000,000.00

(iii) **Primary Insurance**

All of the foregoing insurance policies shall be primary and not require the sharing of any loss by any insurer of the Province nor by any other form of recovery available such as the Provincial Self Insurance and Risk Management Fund.

(iv) **Proof of Insurance**

A certified copy of the required insurance shall be furnished to The Corporation along with the Tender Form, and shall be considered as an essential part to constitute a legitimate bid. Approval by The Corporation of any insurance policy of the Contractor shall in no way relieve the Contractor of his obligations to provide the insurance referred to in the contract nor shall it imply that the policies are in accordance with the terms of this agreement.

20. **THE CORPORATION'S RIGHT TO DO WORK**

If, in the opinion of The Corporation, the Contractor neglects to execute the work properly or fails to perform any provisions of this Contract, The Corporation may without prejudice to any other right or remedy it may have, **immediately** make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor including any surety or other Bond filed by the Contractor.

21. **TERM OF CONTRACT**

This contract shall commence on 1 November 2012 and shall be complete on 31 October, 2019 (Seven Year Contract). The contract may be extended for an additional period by mutual agreement between the two parties. Failure by the two parties to reach such agreement will result in termination of the contract on 31 October 2019. This agreement shall not be assigned or subcontracted in whole or in part by the Contractor without the prior written consent of the Corporation.

3. PRICE ALLOCATION

Unit numbers will be updated each year as provided by PEI Property Tax assessments and calculations will be based on the new Unit count at the beginning of each contract year. **At the end of each year of the contract, a housing count adjustment will be calculated. This calculation will adjust the number of residence/cottage additions/deletions on a yearly basis. The calculation will be at a rate of 50% of the net change, and the majority of new customers are usually added after June in each calendar year.**

As a baseline, effective 31 March 2011, the estimated number of year round residences and cottages were as follows:

Residences – 4750 Cottages – 782, Extended Cottages – 37

For the purposes of calculating the bid, the above figures are to be used, but it is recognized that they will be adjusted at the end of each year to reflect the actual count.

<u>ESTIMATED NUMBER</u>			<u>UNIT PRICE</u>	<u>AMOUNT</u>
YEAR 1				
Residences	4750	X	\$ <u>64.62</u>	306,945.00 \$ 306,945.00
Cottages	782	X	\$ <u>21.57</u>	\$ <u>16,867.74</u>
Ext cottages	37	X	\$ <u>41.57</u>	\$ <u>1,538.09</u>
				2013 Total (A) \$ <u>325,350.83</u>
YEAR 2				
Residences	4750	X	\$ <u>64.62</u>	\$ <u>306,945</u>
Cottages	782	X	\$ <u>21.57</u>	\$ <u>16,867.74</u>
Ext cottages	37	X	\$ <u>41.57</u>	\$ <u>1,538.09</u>
				2014 Total (B) \$ <u>325,350.83</u>
YEAR 3				
Residences	4750	X	\$ <u>64.62</u>	\$ <u>306,945.00</u>
Cottages	782	X	\$ <u>21.57</u>	\$ <u>16,867.74</u>
Ext cottages	37	X	\$ <u>41.57</u>	\$ <u>1,538.09</u>
				2015 Total (C) \$ <u>325,350.83</u>

5. **OFFICERS OF COMPANY (if bidder is a Company)**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NO.</u>
Garth Myers	Owner 51 shares	838-5001
Diane Myers	Owner 39 shares	838-5001
Clinton Myers	owner 10 shares	838-5001

6. **BIDDERS MUST SUBMIT**

In accordance with the Evaluation Criteria (Appendix 1)

- Bid deposit
- Proof of insurance
- List of proposed equipment
- Company structure, years in business and officers
- Incorporated certificates
- List of key management personnel who will be responsible for carrying out the contract and their prior experiences
- Statement covering corporate experience in similar work
- Statement of financial resources
- OH&S company manual
- References

Failure to provide all the requested information can result in a total bid rejection.