



## **REQUEST FOR PROPOSAL 01-18**

### **SNOW & ICE REMOVAL**

### **For Various KFHC Addresses, Kingston, Ontario**

Please submit ONE (1) complete proposal using the attached forms, in a sealed envelope quoting the above proposal number and closing date; and forward before 11:00:00 a.m. local time to:

Kingston & Frontenac Housing Corporation  
Attn: RFP 01-18  
119 Van Order Drive  
KINGSTON, Ontario K7M 1B9

**Closing Date:** Thursday, July 19, 2018

Proposals must be received before the above mentioned time and date, and in accordance with the attached RFP forms.

**Contact** Scott VanderSchoor, CCCA , CIHCM  
Manager of Technical Services  
(613) 546-5591 ext. 1560  
[svanderschoor@kfhc.ca](mailto:svanderschoor@kfhc.ca)

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**A. THE PROJECT AND PROPOSALS**

**1.0 INTRODUCTION**

Kingston & Frontenac Housing Corporation (KFHC) invites Proposals from vendors interested in completing all snow and ice removal activities for all properties within our portfolio as listed in Appendix B of this document. Snow and ice removal activities shall include the removal of all snow and ice from parking lots, laneways, fire lanes, common area sidewalks, (not including City owned sidewalks), application of sand and salt mixture materials as needed on all walks, parking lots, and laneways, and refilling salt/sand storage bins as required. Maximum timelines for snow removal activities are listed in B, Project Requirements, 2.0, snow removal priorities, however monitoring of the conditions of our walks, laneways, and parking lots shall be the responsibility of the contractor to keep free and clear of slippery and unsafe conditions. Snow and ice will need removal at additional times due to wind, rain, and blowing conditions. It will remain the responsibility of the contractor to keep all areas in a safe condition during the length of the contract. There are salt/sand bins located at all of the apartment buildings as indicated in Appendix B. It will be required to keep these full and ready to use by KFHC staff as needed. There are garbage areas, as indicated in Appendix D, that are required to be kept clear to allow the tenants to pile their garbage here on garbage pickup days. It will be necessary to keep these area plowed to allow garbage to be picked up at the curb. Activity logs for all properties are required to be kept, and submitted with each monthly invoice.

**2.0 TERM OF THE PROJECT**

It is planned that any contract resulting from this Request for Proposal will be issued on or about the week of July 23, 2018. The term of the resulting contract will be from **November 1, 2018 to April 30, 2019**. There will be an option to renew this contract for **two additional 6 month terms** for the 2019-2020 and 2020-2021 snow season, at the same rates if mutually agreeable by both parties.

**3.0 RFP SCHEDULE**

No officer, agent or employee of KFHC, is authorized to alter orally any portion of these documents. Any alterations required will be issued to all proponents as written addenda. Addenda shall be considered as an integral part of the contract documents. The proponent shall list in the proposal document all the addenda that were considered when the proposal was prepared. Although every effort will be made to ensure that the proponents receive all the addenda, it is the responsibility of the proponent to ensure all addenda issued have been received.

RFP sent out:	Week of June 25, 2018
Site Review:	1:00 p.m. July 9, 2018
Site Review Location:	125 Van Order Drive, Kingston, ON
Deadline for questions to this RFP	4:00 p.m. July 13, 2018
Response to questions sent out:	July 17, 2018
RFP Closes:	11:00:00 a.m. July 19, 2018
RFP Evaluations:	Week of July 23, 2018
Final Selection:	Week of July 23, 2018

**Note:** Dates are subject to change at the sole discretion of Kingston & Frontenac Housing Corporation

#### 4.0 PROJECT AUTHORITY AND INVOLVEMENT

- The **Manager of Technical services** will review and evaluate all responses to this RFP. The Manager of Technical Services will make a recommendation to the Public Tender Committee.
- A **Public Tender Committee** will review the recommendation of the Manager of Technical Services, and make a decision, should it be appropriate. The Evaluation Committee is comprised of key departmental representatives from Kingston & Frontenac Housing Corporation.
- All inquiries regarding this Request for Proposal must be directed as specified in section A 5.0 of this document.

#### 5.0 INQUIRIES

All inquiries regarding this Request for Proposal must be directed as specified. Any clarification of this document or request for additional information must be received in writing by fax or email to:

Scott VanderSchoor  
Manager of Technical Services  
Email: [svanderschoor@kfhc.ca](mailto:svanderschoor@kfhc.ca)  
Ph: (613) 546-5591 Ext 1560

#### 6.0 PROPOSAL CONTENT

The work required for the project would include but may not necessarily be limited to snow and ice removal activities.

Refer to the criterion set out in Appendix A. The main body (not including required attachments) of the submitted proposal should not exceed 10 pages and must include but not necessarily limited to:

- A full description of the proponent firm including background and previous related work
- A detailed description of the any partnerships, sub-trades, and companies associated with this proposal
- A complete list of the people and their respective experience who will be responding during the contract
- A complete and detailed list of all of the equipment that will be utilized under this contract
- A detailed description of the services supplied
- A detailed description of the methodology for reacting, completing the work, and how the required time frames will be kept, at a minimum
- Confirmation of all insurances, licences, and WSIB, that will be in place
- Complete list of all associated costs to include at a minimum Appendix C

- Form of Irrevocable offer, section D attached.
- Confirmation of acceptance of C, General Terms and Conditions, point #8, Indemnification Claims

## 7.0 EVALUATION OF PROPOSALS

The determination of which proponent will be awarded the contract shall be at the sole discretion of Kingston & Frontenac Housing Corporation, and Kingston & Frontenac Housing Corporation reserves the right to accept or to reject any or all submissions. Proponents will be considered for weighted scoring if they meet the **mandatory** criterion set out in Appendix A.

Proponents that meet the mandatory criterion will then be given a weighted scoring based on the following elements:

Proposal Evaluation	Weight
Part A - Company background and past related work	15%
Part B - Equipment, age, type of ownership, quantity	15%
Part C - Methodology, timing, personnel	20%
Part D - Price as detailed in Appendix A	50%

## 8.0 SUBMISSION OF PROPOSALS

Proposals in sealed envelopes, clearly marked as to contents, will be received no later than 11:00:00 a.m. Local Time, July 19, 2018 and shall be addressed to Kingston & Frontenac Housing Corporation, 119 Van Order Drive, K7M 1B9, Scott VanderSchoor, Manager of Technical Services, "**Request for Proposal 01-18, Snow Removal, Various Addresses**".

Proposals to receive consideration must be received prior to the specified time of closing. Electronic, telegraphic, telephone or facsimile tenders will not be accepted.

Proponents responding to the RFP do so **AT THEIR OWN RISK**. No cost for preparing this request for proposal or receiving of information will be incurred by Kingston & Frontenac Housing Corporation.

## B. PROJECT REQUIREMENTS

### 1.0 PROJECT DESCRIPTION

The contractor shall furnish all labour, materials, equipment and transportation required for the removal of snow and ice and the application of abrasives to project roadways, walks, stairs, fire routes, parking lots, entrances and exits, designated public walkways, or other areas as specified by the Manager of Technical Services, at various projects in Kingston.

Attached Appendix B gives the specifics of the applicable projects for your reference.

The contractor shall possess all licences and insurance required by law for operation of the business of snow removal. All employees used for this work shall be Class "A" employees as defined in Ontario Reg. 249,1970, Road Building Industry including all subsequent updates.

The contractor shall move in his equipment and commence the snow removal operations not later than two (2) hours after the snow fall reaches a depth of 50 mm. Snow plowing by the contractor shall continue if the snow fall is persistent, until all areas listed in Appendix B are clear of snow accumulation and base is visible i.e. pavement, bricks or concrete. If there is a dispute over the amount of snow accumulation, the Housing Corporation will verify with the local weather office. It does remain the responsibility of the contractor to initiate snow and ice removal activities in a timely manner to ensure all areas are clear of snow and ice and are safe.

The contractor shall move in his equipment when requested by the Kingston & Frontenac Housing Corporation and commence snow removal or sanding, in the event that the normal movement of vehicles or pedestrians is obstructed by drifts or ice caused by winds, storms or other natural causes, including melting which causes slushy conditions.

Conditions may arise, due to the physical locations of some of the areas designated for snow removal, that the snow cannot be banked up in that area. Every effort must be taken by the Contractor to ensure snow backs are pushed back enough to allow for larger piles of snow. In these instances, the accumulated snow shall be removed to some other area on the project that will not infringe on the normal vehicular and pedestrian traffic patterns of Kingston & Frontenac Housing Corporation personnel and residents. These areas shall be defined by Kingston & Frontenac Housing Corporation. At times it may be necessary to remove snow from the properties. Should this be necessary, the contractor shall discuss the need in advance of performing the removal. Costs associated with this, should be included in your proposal on Appendix C.

The contractor shall make certain that all fire hydrants and catch basins are clear of snow and exposed, in case of emergencies.

There are salt/sand bins located at all of the apartment buildings as indicated in Appendix B. It will be required to keep these full and ready to use by KFHC staff as needed.

There are garbage areas, as indicated in Appendix D, that are required to be kept clear to allow the tenants to pile their garbage here on garbage pickup days. It will be necessary to keep these areas plowed to allow garbage to be picked up at the curb.

Detailed activity logs are required to be kept for all properties, and are required to be submitted with the **monthly** invoice.

## **2.0 SNOW REMOVAL PRIORITIES (Minimum Required)**

The first priority after any snowfall of 50 mm or greater shall be to establish the flow of vehicular and pedestrian traffic at all projects using all of the equipment listed in your proposal as appropriate. This work includes application of abrasives as required.

**Priority One** areas are the front walks at all seniors/adult buildings, all fire routes, the centre lane at all parking lots, the front public walks at all row houses. Priority 1 work shall be completed within 4 hours of 50 mm accumulation.

**Priority Two** areas are the rear walks at all seniors/adult buildings and the complete removal of snow at all parking lots. Priority 2 shall be completed within 8 hours of 50mm accumulation.

**Priority Three** areas are the rear walks of all row houses and a return to Priority 1 and 2 areas to complete work that could not be done previously as noted below. Priority 3 work shall be completed within 12 hours of 50mm accumulation.

In the event that parked cars impede the Contractor's initial snow removal operations, the contractor shall return on the same day or a day as agreed upon by the contractor and KFHC, to remove all or any of the remaining accumulated snow, to the entire satisfaction of the Kingston & Frontenac Housing Corporation or authorized delegate. After large snowfall events, it will be necessary to schedule a parking lot clean-up. This should be scheduled by the Contractor with enough notice to KFHC to allow notices to be delivered to tenants.

In many cases it will be necessary to start snow removal activities sooner to ensure a clean base is achieved.

### **3.0 PROJECT COSTS**

The total price for supply of services as per Appendix C must be plainly identified.

Final selection will be subject to Public Tender Committee approval.

Payments will be made monthly, in no more than thirty (30) calendar days immediately following receipt of an invoice from the Contractor. The Contractor shall only submit an invoice no sooner than the last day of the month for which the invoice covers.

### **4.0 ASSUMPTIONS**

Any reference to prices in the RFP response and subsequent steps in the evaluation are to be exclusive of HST, except where HST is clearly indicated as included

The successful proponent of a proposal in response to this Request for Proposal shall be required to show WSIB coverage and compliance, and a copy of the required \$2,000,000.00 General Liability Insurance with Kingston & Frontenac Housing Corporation named as additional insured and with a thirty (30) day cancellation clause, prior to entering into a contract with Kingston & Frontenac Housing Corporation.

Kingston & Frontenac Housing Corporation welcomes proposals structured as clusters of suppliers.

The price submitted is to be considered a maximum beyond which Kingston & Frontenac Housing Corporation will not pay.

Kingston & Frontenac Housing Corporation will administer the overall contract.

There will be a designated contact person for the day-to-day operational issues.

## 5.0 MILESTONES AND RESULTS

The contract is expected to be awarded during the week of July 23, 2018. It is mandatory that a contract be awarded on or before July 27, 2018. Upon notification, that successful proponent must submit all required paperwork in a timely manner to ensure contract has been issued by this deadline.

## 6.0 FORMAL CONTRACT

If a preferred proponent is ultimately selected for service delivery, the proponent shall be prepared to enter into a contract in a form that is satisfactory to the Kingston & Frontenac Housing Corporation, that will allow the Kingston & Frontenac Housing Corporation the use of concepts, products, processes produced or resulting from the services rendered by the proponent in connection with the project or which are otherwise developed or first reduced to practice by the proponent in the performance of the services for this project. This proposal shall constitute part of the terms and conditions of the contract award. This project may not proceed without securing any available incentives.

## C. GENERAL TERMS AND CONDITIONS

**The following terms and conditions are deemed accepted by all submitters of proposals in response to this RFP:**

1. **Improper Delivery** - Electronic, telegraphic, telephone, or facsimile submissions in response to this RFP will not be accepted. Late submissions in response will also not be accepted.
2. **KFHC Not Liable for RFP Costs** - Kingston & Frontenac Housing Corporation is not liable for any costs incurred by the submitter of a proposal in responding to this Request for Proposal.
3. **Required Warranties** - Each submitter of a proposal is deemed to expressly declare and warrant in the proposal that;
  - i. The prices in this Proposal have been arrived at independently from those of any other submitter of a proposal,
  - ii. The prices in this Proposal have not been knowingly disclosed by the submitter of a proposal, and will not knowingly be disclosed by the submitter of a proposal prior to award, directly or indirectly, to any other submitter of a proposal or competitor,
  - iii. No attempt has been made, nor will be made, to induce any other person to submit or not to submit a proposal for the purpose of restricting competition,
  - iv. This proposal is in all respects fair and without collusion or fraud.
  - v. There has been no violation of copyrights or patent rights in manufacturing, producing or selling the materials and/or services shipped or ordered as a result of this proposal, and the seller agrees to hold the purchaser harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.



- vi. All materials and/or services proposed to be supplied to Kingston & Frontenac Housing Corporation conform in all respects to the standards set forth by Federal, Provincial, and municipal agencies.
  - vii. The submitter of the proposal is:
    - a. Competent to perform the work described in this RFP, “the work”;
    - b. Has the necessary qualifications, including knowledge, skill and experience to perform the work, together with the ability to use those qualifications effectively for that purpose;
    - c. Shall supply everything necessary for the performance of the work;
    - d. Shall carry out the work in a diligent and efficient manner;
    - e. Ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.
- 4. No Obligation to Contract** - Submissions made in response to this Request for Proposals do not constitute the acceptance of a contract with Kingston & Frontenac Housing Corporation.
- 5. Contract Payments** - Unless otherwise specified, should Kingston & Frontenac Housing Corporation enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of either the date on which the materials and/or services have been accepted to the satisfaction of Kingston & Frontenac Housing Corporation, or the date on which the invoice is received, whichever is later.
- 6. Limitation of Liability** - Unless otherwise agreed, should Kingston & Frontenac Housing Corporation enter into a contract relating to the Project, the other contracting party shall agree to hold Kingston & Frontenac Housing Corporation harmless from any and all liability, claim, loss, expense, action or suit arising from the Project.
- 7. Insurance** - Any selected proponent shall be required to take out sufficient Commercial General Liability Insurance, in the amount of no less than two million dollars (\$2,000,000.00), to cover all risks. KFHC to be named as an additional insured. WSIB coverage shall be provided as required by law. Policies shall be in a form satisfactory to KFHC and shall be kept in full force during the complete period with proof of which provided to the KFHC on demand. Kingston & Frontenac Housing Corporation shall be named as an additional Insured on the policy, and any successful proponent shall provide evidence of all insurance coverage’s required before the KFHC shall enter into a contract in relation to this RFP. Any successful proponent shall provide proof of WSIB coverage before the KFHC shall enter into a contract in relation to this RFP.
- 8. Indemnification Claims** - Contractor will indemnify and save harmless the Owner from all claims relating to labour and material furnished or supplied in executing the Contract and from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor in performing the Contract, or to an infringement or an alleged infringement by the Contractor of a patent of invention.

**D. FORM OF IRREVOCABLE OFFER**

I hereby offer to provide the requirements under this RFP to the Kingston & Frontenac Housing Corporation according to the terms set out in this proposal as well as in the RFP including the requirement for and acceptance by a formal contract acceptable to the Kingston & Frontenac Housing Corporation. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of sixty (60) days from the closing date for the receipt of proposals.

**WITNESS** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

OR

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Affix Company Seal if Applicable

**VENDOR NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, PROV.** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**FAX NO.** \_\_\_\_\_

## APPENDIX A – Format for Responses

**Company** – Mandatory that all requirements are addressed within this section (mandatory, weighted 15%)

### Part A

1. Please identify all company history relevant to the RFP
2. Proponent to confirm that all suppliers, sub-trades, and companies associated with their proposal
3. Quantity and experience of those personal responsible for responding during the contract

**Support** – Mandatory that all requirements are addressed within this section within your proposal document

### Part B

- A detailed description all of the equipment to be used under this proposal. Description shall include if the equipment is owned by the proponent, owned by a partner of the proponent, or is rented. Kingston & Frontenac Housing Corporation staff to inspect visually prior to final selection. The description shall also include age and size of the equipment proposed. **(mandatory, weighted 15%)**
- A detailed description of the Services supplied. **(mandatory)**

### Part C

- A detailed description of proposed methodology, response time, and ability to meet those times as referred to under Section B, Project Requirements. **(mandatory, weighted 20%)**
- A confirmation of all insurances, certificates, which will be in place during the length of the contract, and confirmation of WSIB compliance. **(mandatory)**

**Functional Requirements** – Mandatory that all aspects are addressed within this section by attachment to your proposal

### Provide Comments for Clarification if needed

1. Pricing as shown in appendix C, broke down by property **(mandatory, weighted 50%)**
2. All above points fully addressed and identified for clarity **(mandatory)**
3. Form of irrevocable Offer **(mandatory)**
4. Proof of compliance with WSIB **(mandatory)**
5. Confirmation of Insurance **(mandatory)**
6. Confirmation of acceptance of C, General Terms and Conditions, as per #8, Indemnification Claims **(mandatory)**

**APPENDIX B – List of Properties**

Address	Salt/Sand Bin Y/N	Type of Project	No. /Type of Units	Area of Work
111 Van Order Drive	Y	Apartment	51/Adult	Parking Lot, Walks, Fire Routes, Entrances
119 Van Order Drive	Y	Office		Parking Lot, Walks, Fire Routes, Entrances
123 Van Order Drive	Y	Apartment	30/Adult	Parking Lot, Walks, Fire Routes, Entrances
125 Van Order Drive	Y	Apartment	30/Adult	Parking Lot, Walks, Fire Routes, Entrances
129 Van Order Drive	Y	Apartment	49/Senior	Parking Lot, Walks, Fire Routes, Entrances
36 Cliff Crescent	Y	Apartment	30/Adult	Parking Lot, Walks, Fire Routes, Entrances
300 Conacher Drive	Y	Apartment	61/Family	Parking Lots, Fire Routes, Walkways, Roadways
312 Conacher Drive	N	Row Housing	40/Family	Parking Lots, Fire Routes, Walkways, Roadways
1130 Montreal Street	Y	Row Housing/ 2, 2 story Apartments	71/Family	Parking Lots, Common Walkways
40 Cliff Crescent	Y	Apartment	39/adult	Parking Lots, Fire Route, Common Walkways
28 Cliff Crescent	N	Row Housing	50/Family	Parking Lots, Fire Route, Common Walkways
Nickle Drive & Curtis Crescent	N N	Row Housing	72/Family	Parking Lots Common Walkways
233 Queen Mary Road	Y	Seniors	27/Seniors	Parking Lots, Walkways, Fire Routes, Entrances
381 Bagot Street	Y	Apartment	104/Adult	Parking Lot, Walkways, Front Driveway
*205 Bagot Street	Y	Apartment	51/Adult	Driveway, Walkways
<b>*Keep Area Clear at Front Entrance – For Emergency i.e. Fire, Ambulance, Handicap Use</b>				
176 Wilson Street	Y	Apartment	53/Adult	Parking Lot, Walks, Fire Routes, Entrances
94 Compton #7, Sat. office	Y	Single unit	KFHC Satellite office	Keep front walk and front stairs clear of ice and snow
199, 215, & 227 Weller; 140, 70, 94, 100, 106, 110, 41, 51, 61, 71, 81 & 16 Compton; 190, 200, 210, & 220 Wilson	N N N N N	Row Housing	246/Family	Parking Lots, Common Walkways Fire Routes
645 Brock Street	Y	Apartment	29/Family	Parking Lot, Walkways

**APPENDIX C – Breakdown by Property**

	<b>Total Lump Sum/Property/Month</b>
111 Van Order Drive	\$
119 Van Order Drive	\$
123 Van Order Drive	\$
125 Van Order Drive	\$
129 Van Order Drive	\$
36 Cliff Crescent	\$
28 Cliff Crescent	\$
40 Cliff Crescent	\$
Nickle Drive/Curtis Crescent	\$
233 Queen Mary Road	\$
381 Bagot Street	\$
205 Bagot Street	\$
176 Wilson Street	\$
300/312 Conacher Drive	\$
1130 Montreal Street	\$
Wilson/Weller/Compton Streets	\$
645 Brock Street	\$
<b>Total Monthly Cost</b>	\$
<b>SUBTOTAL Monthly Cost X Six (6) months</b>	\$
<b>HST</b>	\$
<b>GRAND TOTAL (including HST)</b>	\$

<b>Snow Removal per Load</b>	<b>\$</b>
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Tender will be awarded a lump sum bid. Bids on partial areas will not be accepted.

Appendix C must be included in your proposal.

Contractor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

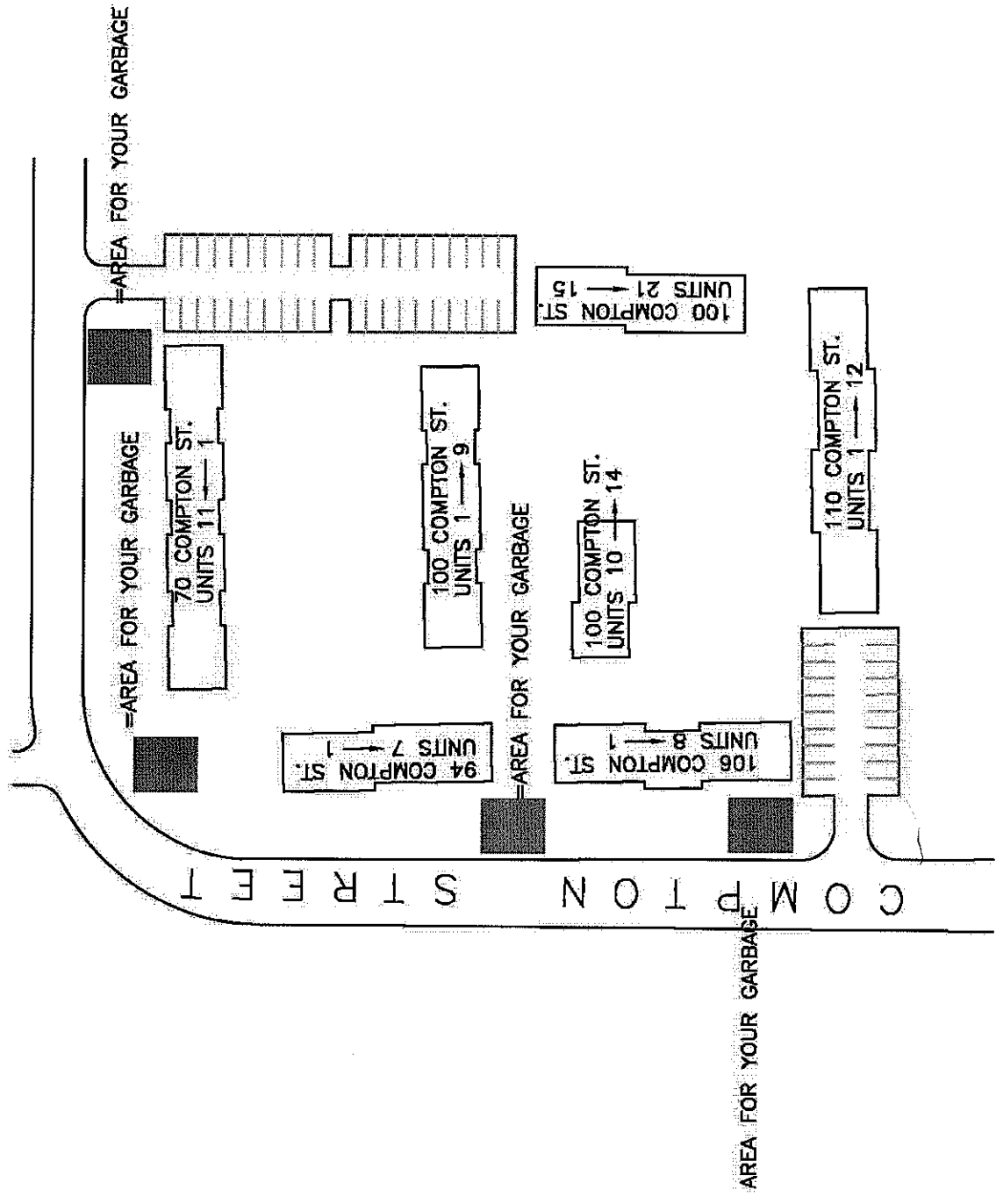
**APPENDIX D – Garbage Pile Locations**

**Next 8 Pages**

REMEMBER...

- BAGS ONLY!
- PILES ONLY!

NOT BEFORE 5pm ON THE NIGHT  
BEFORE YOUR GARBAGE DAY



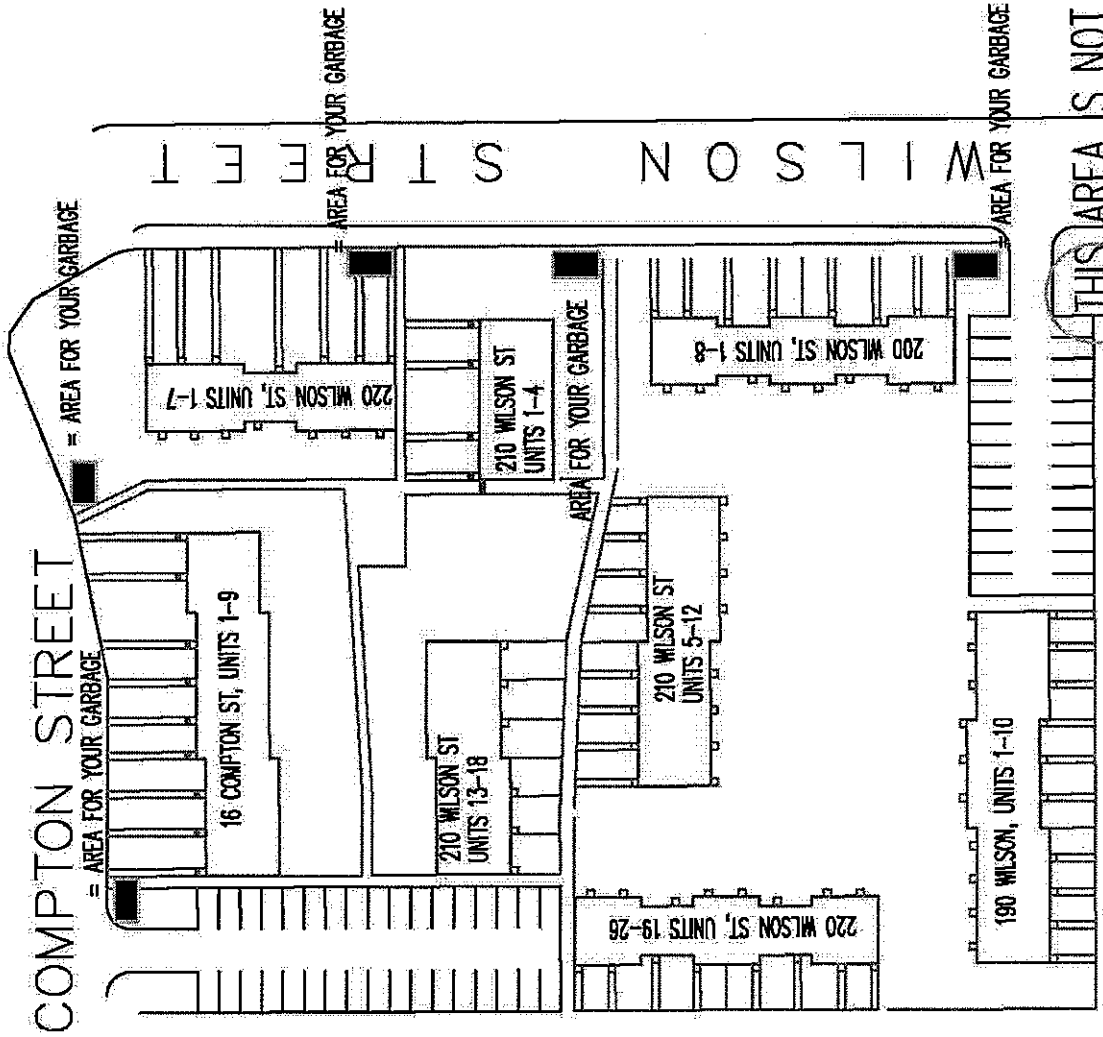
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BAGS ONLY!

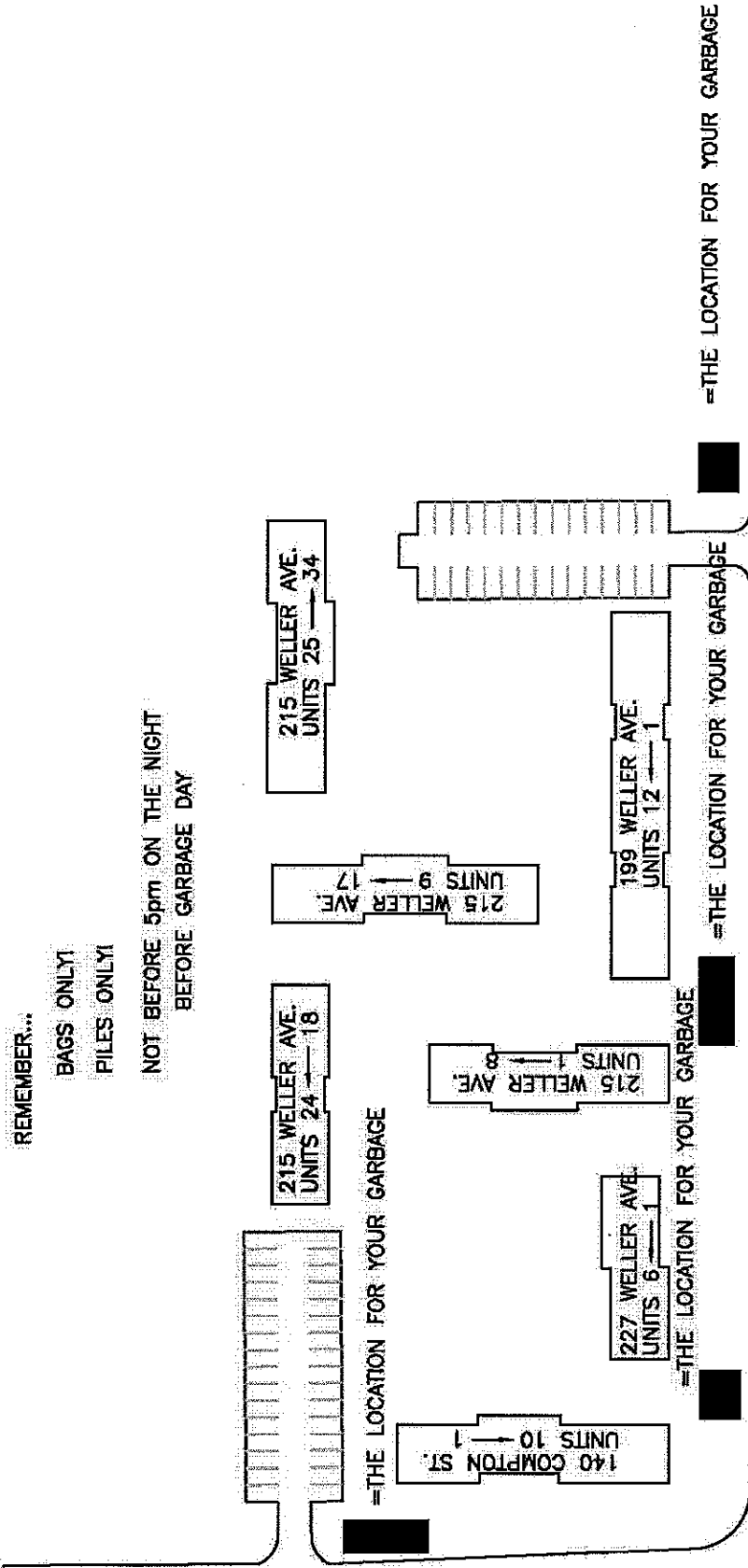
PILES ONLY!

NOT BEFORE 5pm ON THE

NIGHT BEFORE GARBAGE DAY



COMPTON STREET



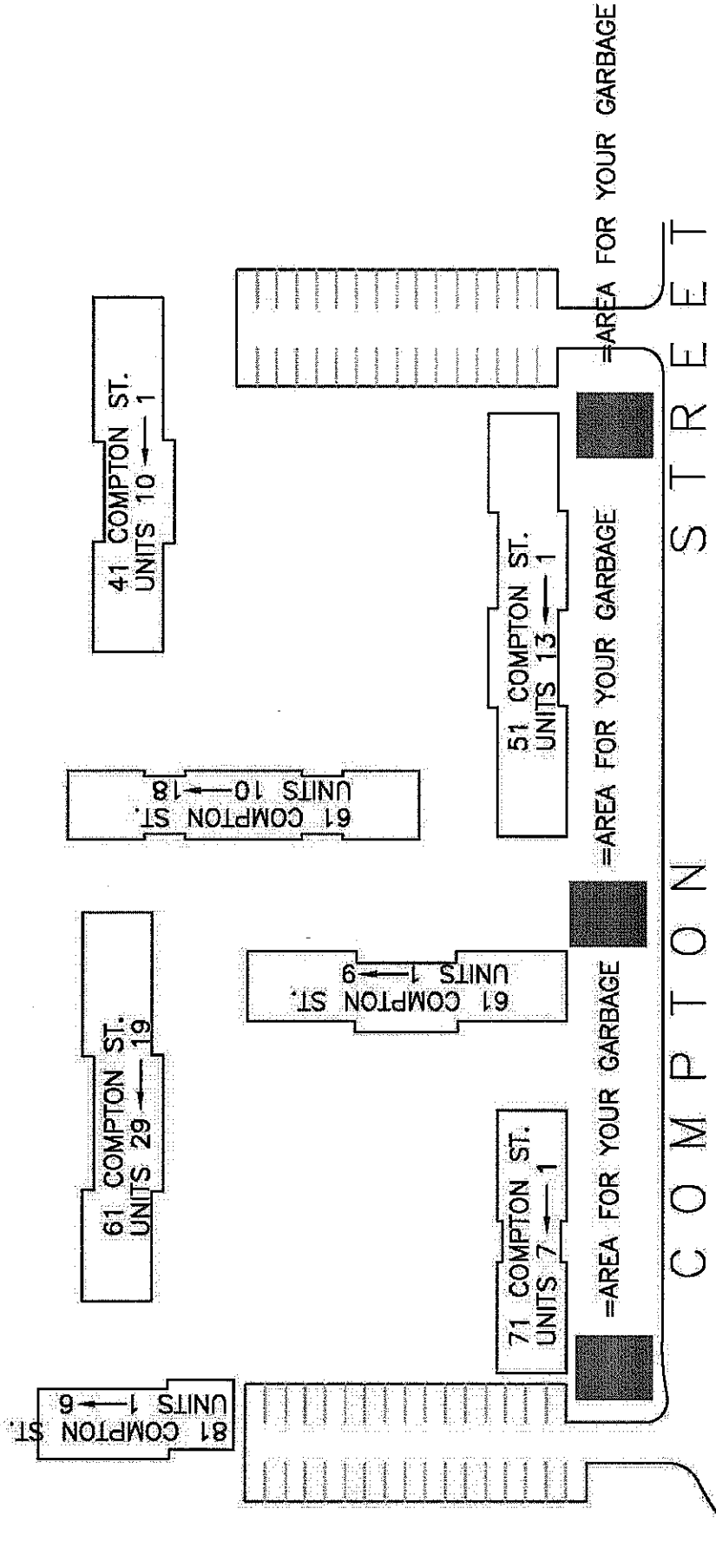
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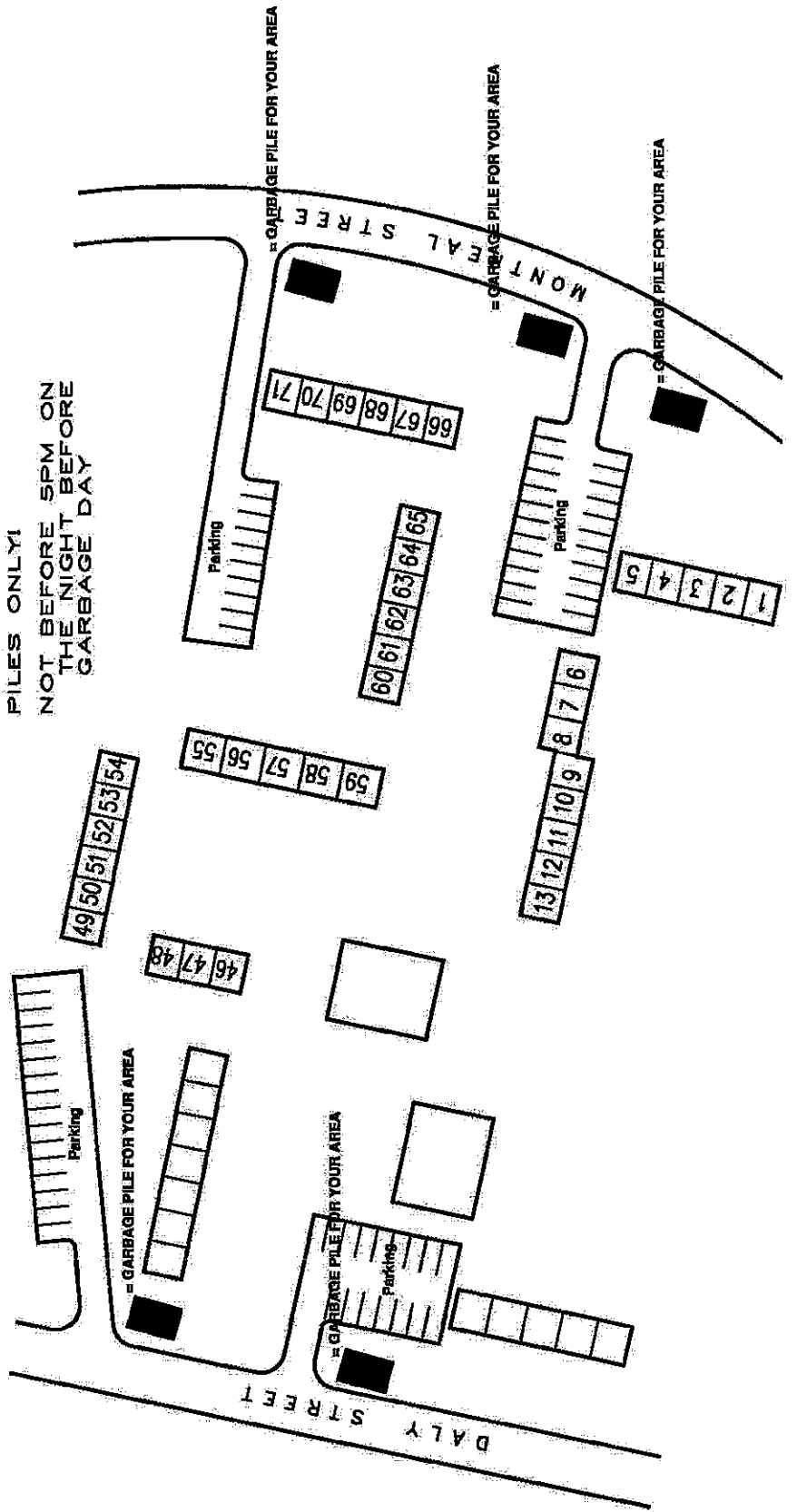
WELLER AVENUE





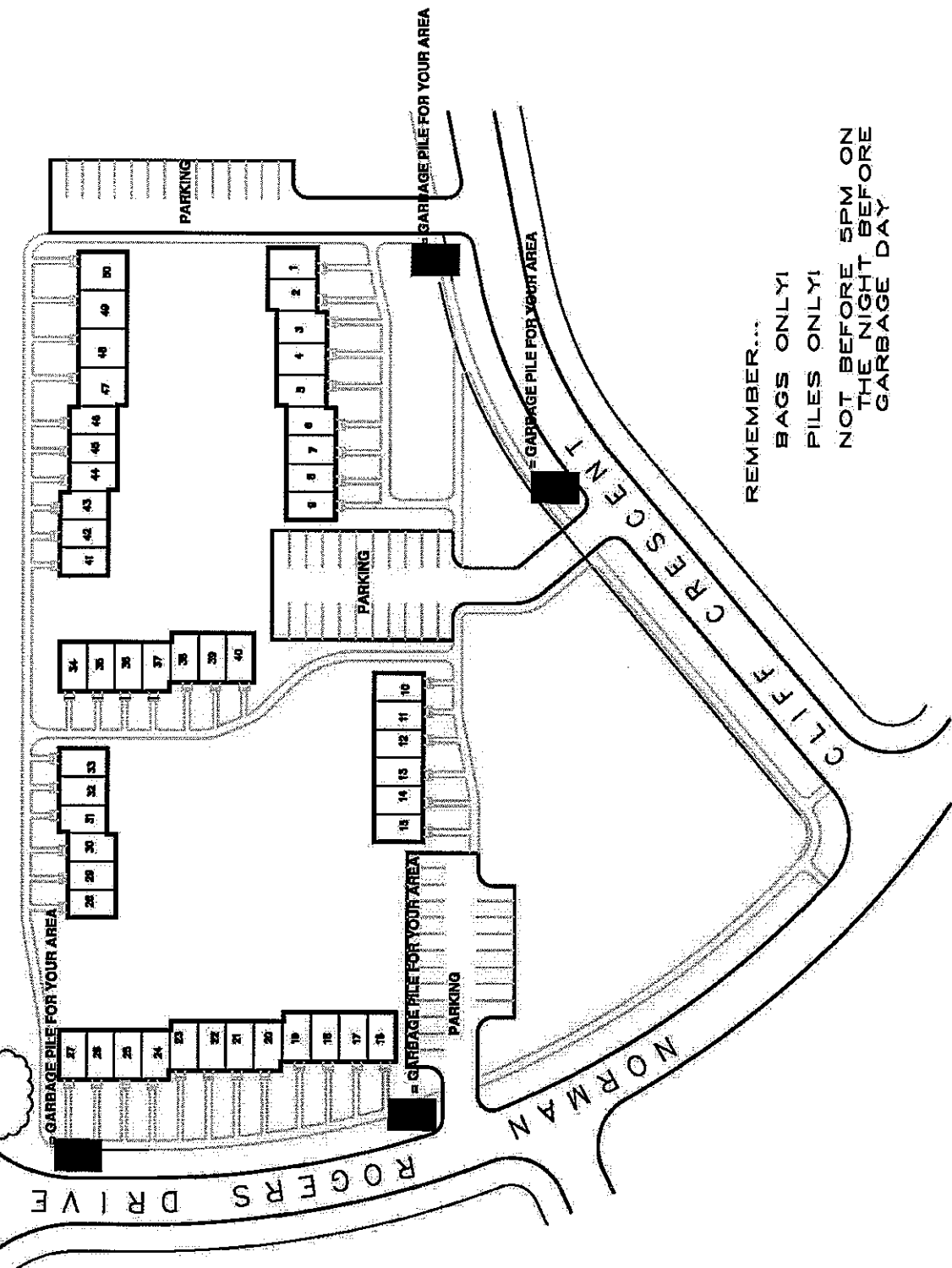
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PILES ONLY!  
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THE NIGHT BEFORE  
GARBAGE DAY



SIR JOHN A. MACDONALD BLVD.

THIS AREA IS NOT FOR GARBAGE DUMPING HERE IS ILLEGAL



REMEMBER...  
BAGS ONLY!  
PILES ONLY!  
NOT BEFORE 5PM ON  
THE NIGHT BEFORE  
GARBAGE DAY

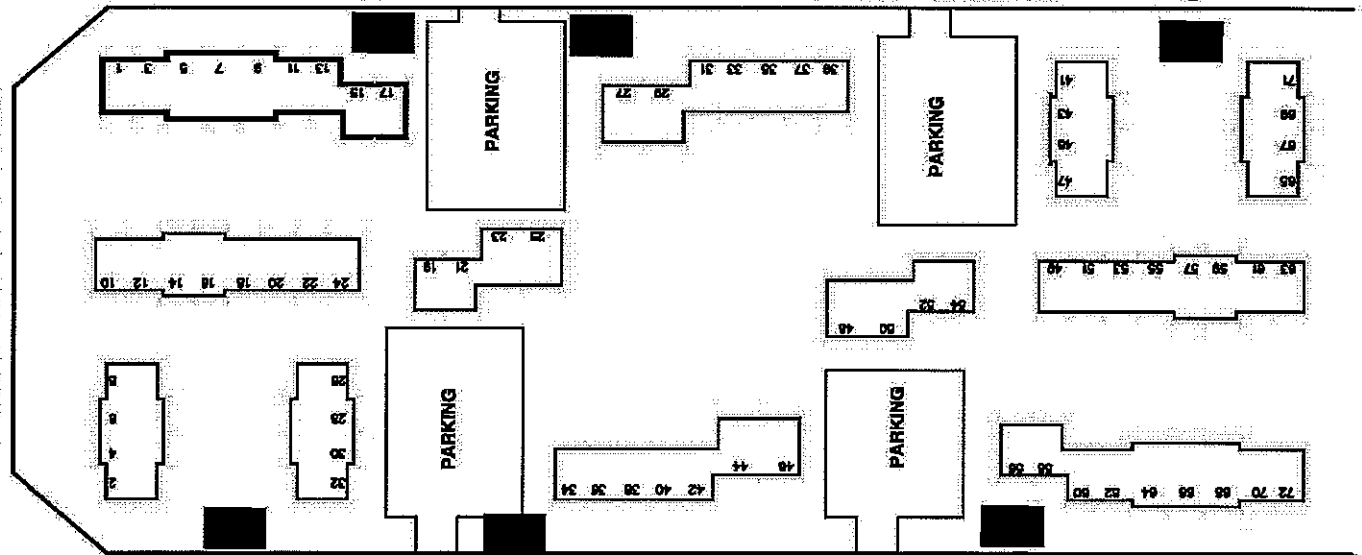
REMEMBER...

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THE NIGHT BEFORE  
GARBAGE DAY

PORTSMOUTH AVE.



GARBAGE PILE LOCATION

GARBAGE PILE LOCATION

GARBAGE PILE LOCATION

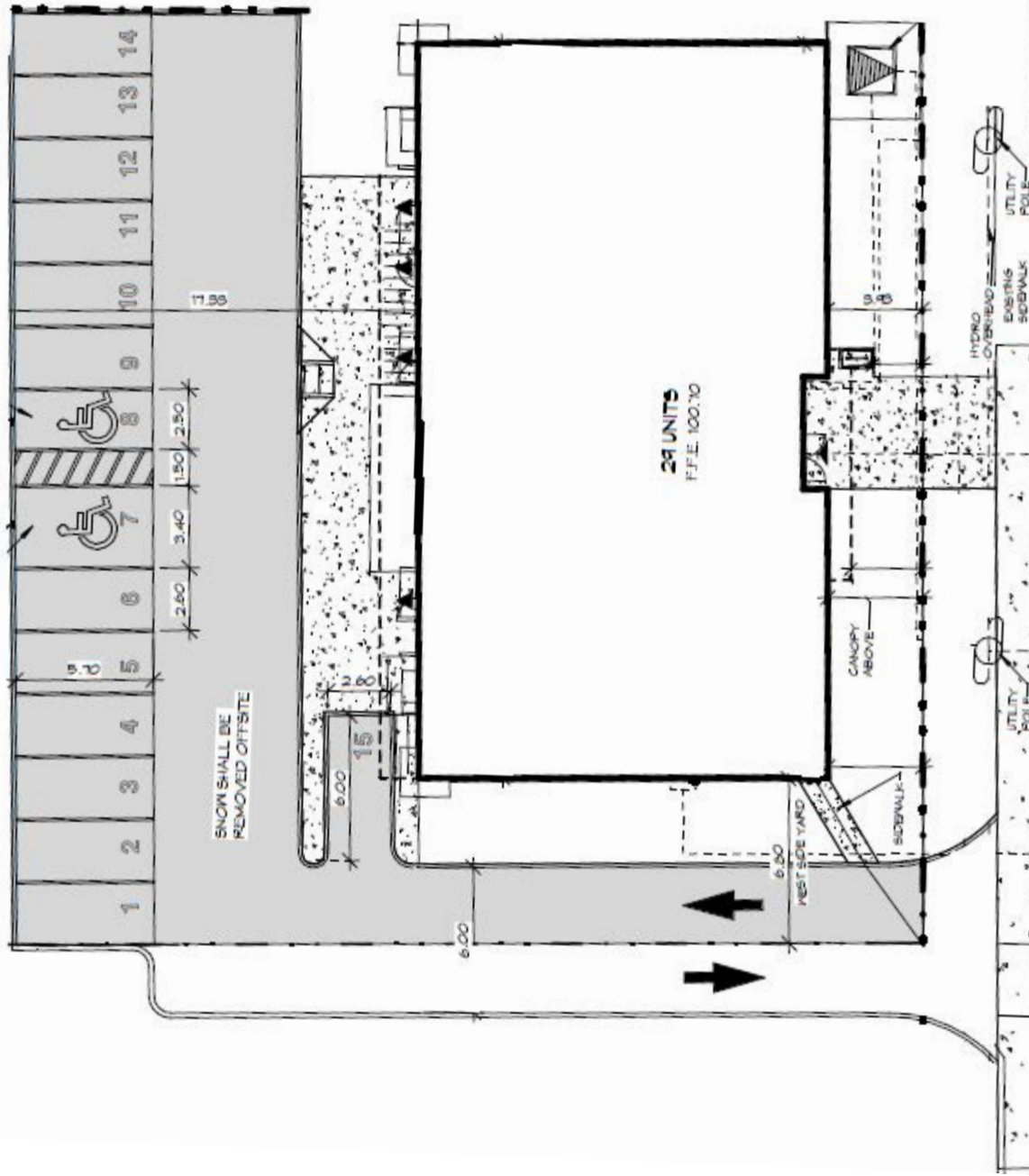
GARBAGE PILE LOCATION

NICKLE STREET

CLIFFS GARDENS

GARBAGE PILE LOCATION

GARBAGE PILE LOCATION



BROCK STREET