

Medicine Hat Catholic Board of Education

Request for Proposal

Grounds Maintenance 2019

RFP#2019-02-001

The Medicine Hat Catholic Board of Education (MHCBE) is seeking quotes to maintain the grounds at all of the school district's properties for the 2019 season. The successful company would be responsible for the mowing, aeration, weed control and irrigation at all of the district's schools and main office.

The contract would run from May 1, 2019 to October 31, 2019

A copy of the proposal can be viewed on the school district's website <https://www.mhcbe.ab.ca>
Inquires related to this RFP can be directed to Francis MacQuarrie @ 403 502-8358.

Sealed tenders of your proposal **must** be submitted so as to be received on or before **February 15, 2019**, by no later than **12:00pm**, at the office clearly marked:

Grounds Maintenance RFP#2019-02-001

Medicine Hat Catholic Board of Education

1251 1st Ave SW

Medicine Hat, AB T1A 8B4

The MHCBE is not bound to accept the lowest or any tender and reserves the right to reject all tenders. The Corporation also reserves the right to evaluate the tenders in any manner it deems fit.

**FACILITIES GROUNDSKEEPING SERVICES
2019 GROWING SEASON**

INSTRUCTIONS TO BIDDERS & GROUNDSKEEPING GUIDELINES

(Tender instructions 1., 2., & 6., not applicable for contract renewal)

1. INTENT

- 1.1 The intent of this tender is for the Medicine Hat Catholic Board of Education (hereinafter called The Board) to obtain a formal offer by a groundskeeping company who will act as a Contractor, to perform services to the extent indicated on the enclosed details and as specified herein.

2. TENDERS

- 2.1 Sealed Tenders fully executed, dated and endorsed will be received by:
Medicine Hat Catholic Board of Education
1251 1st Ave SW
Medicine Hat, AB T1A 8A4

Attention: Francis MacQuarrie on or before February 15, 2019 at 12:00 pm.

- 2.2 Tenders shall remain open and shall be irrevocable for a period of thirty (30) days after the tender closing date.

3. TENDERERS

- 3.1 The fact of a Contractor submitting his bid shall be construed by The Board to mean that the person bidding agrees to carry out all conditions set forth in the specifications. Should the bidder find any discrepancies, omissions, or conflict between the specifications and site conditions, this shall be brought to the attention of The Board prior to tender.
- 3.2 Before submitting a tender, bidders shall carefully examine details and specifications; check all existing conditions and/or limitations.

4. RESPONSIBILITY OF CONTRACTOR

- 4.1 The Contractor is responsible for all permits, licenses, and other fees to carry out the services specified.
- 4.2 Whereas the Work of the Contract to be carried out is on public property, the Contractor shall provide a current Criminal Records Check for the individual(s) performing the work.

5. DISCREPANCIES AND OMISSIONS

- 5.1 Failure of the Tenderer (should he become the successful bidder) to inform or bring to the attention of The Board at the time of tendering, any such discrepancy as appears obvious, shall be assumed as indicating his willingness to accept the

original intent and meaning as may be interpreted by The Board, within the reason of standard practice. The failure to bring to the attention of The Board any obvious omission or discrepancy will cause the Contractor to become responsible for completing such work without added compensation.

5.2 A Bidder, finding discrepancies in, or omissions from, the specifications or other documents, or having any doubt as to the meaning or intent of any part thereof, shall at once inform The Board who will provide written instructions by Addendum or explanations to all bidders.

5.3 For clarification prior to the tender closing date contact:
Francis MacQuarrie by phone @ 403-502-8358

6. AWARD OF CONTRACT

6.1 The Board does not bind itself to accept the lowest nor any tender.

7. TENDER

7.1 Bidders shall include all applicable taxes, excluding G.S.T., in tender.

8. SITE EXAMINATIONS

8.1 Bidders shall carefully examine the existing building sites before submitting a tender to satisfy himself/herself as to the nature and location of the work and location of the work and local conditions of the work, the means of access to the site, all necessary information as to risks, contingencies and circumstances which may affect their tender, and all other matter which can in any way affect the work. Bidders are to check in with the school's general office during working hours prior to entering the site. The Bidder is responsible for obtaining all information required for the preparation of the tender. Alternatively site visits may be arranged by contacting Francis MacQuarrie, Facilities Supervisor, at 403-502-8358 .

8.2 Claims for additional costs will not be considered with respect to conditions that would reasonably have been ascertained by an inspection of the site prior to tender closing date.

9. DAMAGES

9.1 The Contractor shall, if as a result of his/her work, repair any damage made to buildings, property, or equipment at his/her own expense and to the satisfaction of The Board.

10. START OF CONTRACTSERVICES

10.1 It is The Board's intention that the job is to commence upon signing of the Contract and shall be a continuous operation until termination of Agreement.

11. INSURANCES

11.1 Contractor's Liability Insurance of the Agreement shall be filed with The Board

and is supplemented as follows:

11.1.1 Worker's Compensation Account Number and Letter of Standing, and

11.1.2 Property Damage Insurance & Liability Insurance to a minimum of
\$5,000,000.00.

12. REQUIREMENTS OF CONTRACT

12.1 This Contract shall include everything necessary or reasonable incidental to the trade for the performance of the grass mowing services. It is hereby understood that the Contractor shall take every precaution to guard against injury to the general public. The Contractor shall be responsible for materials and equipment at the site. The Contractor shall make good any damage to the site, buildings, or exterior surfaces of the buildings and any other property caused by operation under this contract.

13. INSPECTIONS

13.1 There will be regular and/or periodic inspections by The Board's Representative during the course of the contract.

14. HOURS OF WORK

14.1 Contractor shall notify the school principal of his/her intended extent of work immediately upon arrival at the school site and also inform the principal when he is leaving the site.

14.2 At times when children are in the playground area, the contractor shall immediately park his/her equipment at the point furthest away from the children and shut the equipment down.

14.3 Contractors shall not mow grass during any activities on the playgrounds. Contractors shall immediately move equipment to a remote location and cease operation until activities are over.

GENERAL INFORMATION

1. WORK OF CONTRACT

1.1 To cut/mulch and trim all grassed areas including public property immediately adjacent; such as sidewalk areas or boulevards. See Appendix "A" for approximate area. The areas to be verified on site as per clause 8.1.

1.2 As common courtesy, please cut away from sidewalk or street for the first two to three passes.

2. PERIOD OF CONTRACT

2.1 The Contract shall be for a continuous period commencing upon signing of the contract and terminating at the end of the 2019 growing season when weather

and growing conditions are such that work is no longer required. The contract may be renewable for two additional one-year terms (approximately May through October) at the discretion of The Board.

3. METHOD OF PAYMENT

- 3.1 Payment shall be made to the Contractor monthly, based on the work verification forms and monthly invoices.
- 3.2 Payment for such invoices shall be made within 30 days of receipt of invoice.
- 3.3 A "Work Verification Form" (copy attached), **one form per cutting**, shall be submitted by the Contractor to the Facilities Supervisor at francis.macquarrie@mhcbe.ab.ca or hand-delivered to the business address in Section 2.1 of this document **within twenty-four (24) hours** of completing a cutting/mulching and trimming of a site. This form will constitute basis for approval for payment. Failure to submit this report in a timely manner may result in non-payment.

4. SAFETY

- 4.1 Comply with all requirements of the Safety Codes Act and the Workers Compensation Board provided that in any case of conflict, the more stringent requirement will apply.

5. CONTROL OF WORK

- 5.1 The work shall be executed under and subject to control and supervision of The Board's Representative.
- 5.2 Promptly comply with orders, directions, and instructions given by The Board's Representative.

6. MEETINGS

- 6.1 Attend meeting(s) when directed by The Board's Representative. One (1) meeting is required prior to commencement of contract and if necessary, further meetings(s) to review performance.

7. INSPECTIONS

- 7.1 From time to time The Board's Representative may conduct unscheduled inspections of facilities maintained under this section. The Contractor shall accompany The Board's Representative on these inspections when requested.
- 7.2 Rectify immediately all deficiencies identified by The Board's Representative on these inspections.

8. STORAGE

- 8.1 The Contractor shall not store equipment or materials on Medicine Hat Catholic Board of Education's property.

EQUIPMENT & MATERIALS

1. SUPPLY OF MATERIALS BY CONTRACTOR

- 1.1 The Contractor shall supply, at his own expense, all plants, shrubs, trees, or other materials required to replace or restore plants or grassed areas, which in the opinion of The Board, have been damaged as a result of negligence by the Contractor.
- 1.2 The Contractor shall supply, at his own expense, all fuels, lubricants, and other materials required to operate and maintain his equipment.

2. MACHINERY AND EQUIPMENT (BY CONTRACTOR)

- 2.1 Equipment used on this Contract to be designed specifically for work to be performed with the specific application methods as recommended by the manufacturer.
- 2.2 All equipment shall be maintained in proper operating order, and approved by The Board's Representative before use.
- 2.3 The Contractor shall operate all equipment in a safe and sensible manner to avoid injuries or damage.
- 2.4 Mowing machine and equipment:
- 2.4.1 Tractor units and self-propelled commercial mowers to be equipped with turf tread, low pressure tires, all standard safety devices, and the following special devices: roll bars, slow moving vehicle warning sign, ignition lock, fire extinguisher, muffler to reduce noise level to 85 or less decibels.
- 2.4.2 Self-propelled commercial mowers to be forward mount.
- 2.4.3 Cutting edges to be kept sharp at all times.
- 2.4.4 Safety signs, warning devices, restriction devices, curb ramps, and cautionary traffic devices as directed.
- 2.5 In the event of equipment failure or breakdown, the Contractor shall make due repairs or alternate arrangements to the satisfaction of The Board's Representative with no delay to the completion of required work.
- 2.6 The contractor shall provide sufficient manpower to carry out the intent of the contract.

SCOPE OF WORK

1. MOWING AND TRIMMING

- 1.1 Equipment
 - 1.1.1 Equipment should be utilized in such a manner as to accomplish the task in accordance with efficient cultural practices.
- 1.2 Grass areas shall be cut to a height of 2.5 inches (6.35 cm).
- 1.3 At each mowing, areas not accessible to mowers along buildings, fences, curbs, bleachers, shrubs, and trees, shall be trimmed to the same height using hand clippers or power trimmers. 'Round-up' or equivalent may be used at Contractor's expense to kill a 2" strip of grass along fences, baseball backstops, and around goal posts in lieu of trimming, in accordance with the manufacturers recommendations and by appropriate personnel. 'Round-up' may not be used along buildings, curbs, shrub beds, walks, or trees.
- 1.4 All clippings longer than 1" must be removed from the playing fields. Grass is to be mulched to 1" or less in length and may be left on the field. However, The Board retains the right to have all clippings and grass clumps removed immediately upon request if excess product remains visible.
- 1.5 Cutting may not be undertaken on very wet grounds.
- 1.6 Debris and litter must be removed prior to mowing.
- 1.7 Frequency of land care services will be provided on the property (ies) listed. All fence line and playground area weed-eating and weed control spraying, if permitted, of problem areas will be included.
- 1.8 Core Aeration - Every field shall receive one core aeration and cores to be broken up.
- 1.9 Irrigation - To include fill and blow out each season. Blow out to be completed by October 1. Any repairs to all irrigation lines will be billed separately. **Provide a separate labour rate per hour for this item.**
- 1.10 Weed Control - Selective broadleaf weed control to all turf areas when warranted; maximum of one application. Non-selective application of herbicide to non-turf areas when warranted; minimum of one application and maximum of two. One chemical application by a licensed applicator per school is required and to be done in July.
- 1.11 Fertilization - Application of slow release fertilizer to all turfgrass areas minimum of one application and maximum of two.
- 1.12 Sweeping - Mechanical removal of leaves and grass from fronts, fields, and fence lines in spring and fronts and fence lines in the fall.
- 1.13 All properties require cutting once per week.
- 1.14 All sidewalks are to be cleared after each mowing.

APPENDIX A

Facility	Location	Approximate Area
Monsignor McCoy High School	202 8 Street NE	8.09 hectares
Mother Teresa School	235 Cameron Road SE	6.65 hectares
Notre Dame Academy	646 Spruce Way SE	8.93 hectares
St. Francis Xavier School	318 8 Street NE	Combined with McCoy
St. Louis School	861 4 Street SE	.67 hectares
St. Mary's School	155 11 Street SW	3.40 hectares
St. Michael's School	856 Black Boulevard	2.20 hectares
St. Patrick's School	241 Stratton Way SE	2.80 hectares
St. Thomas School	1970 19 Avenue SE	2.12 hectares
Catholic Education Center (CEC)	1251 1 Avenue SW	1.31 hectares

FEE DOCUMENT

It is understood and agreed that:

1. The unit prices, set out below, forms the basis of the service price and that the amount set herein will be checked and, if necessary, arithmetically corrected by MHCBE.
2. The unit prices include all costs and charges, including overhead and profit.
3. The hectares specified must be verified by Contractor prior to bid closing, when applicable. It is the intent of the MHCBE that the entire grounds be maintained.

Medicine Hat Catholic Board of Education (MHCBE)		
School Site	Hectares (Approximate)	Total Price Per Cut
Monsignor McCoy & St. Francis Xavier School	8.09	
Mother Teresa School	6.65	
Notre Dame Academy	8.93	
St. Louis School	.67	
St. Mary's School	3.40	
St. Michael's School	2.20	
St. Patrick's School	2.80	
St. Thomas School	2.12	
Catholic Education Centre (CEC)	1.31	



Medicine Hat Catholic Board of Education

Grounds Maintenance

Work Verification Form

School: _____

Contractor: _____

Date of Work: _____

Hours Spent Clearing: _____

Areas of Work: _____

Contractor Comments (list any deficiencies):

This work verification form constitutes basis for payment of invoice for work performed. This is NOT an invoice, a monthly invoice is still required for payment. Submit copy by fax or email to the Facilities Department at 403-502-8358 / francis.macquarrie@mhcbe.ab.ca, or in person to the Facilities Office, 1521 1st Ave. SW, Medicine Hat, AB.

For Office Use Only:

Date: _____

Comments: _____

Signature: _____