

INVITATION TO TENDER

FOR

LANDSCAPING & SNOW REMOVAL

SERVICES

AT

NEUANLAGE GRACE MENNONITE

CHURCH

OCTOBER 2021

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## SECTION A: BIDDER'S INSTRUCTIONS AND INFORMATION

### A.1 INTRODUCTION

Neuanlage Grace Mennonite Church is seeking a contractor to provide all labour, equipment, tools, and supplies required to perform Landscaping and Snow Removal Services. NGMC is issuing this invitation to Tender in seeking tenders that would identify the Contractor offering NGMC best value in providing the services required. It is important that the successful Contractor understands that a high degree of quality workmanship will be expected from him/her.

### A.2 PERIOD OF CONTRACT

The period for this contract is 1 year starting November 1,2021 and ending October 31,2021 with the option to renew. If for any reason the successful contractor cannot fill the requirements of the contract, NGMC reserves the right to ask the next lowest qualified bidder to take over the contract.

### A.3 BIDDER'S CONFERENCE (SITE VISIT)

Bidders must attend a site visit at Neuanlage Grace Mennonite Church located at 50 Pembroke Road, Neuanlage, Saskatchewan.

### A.4 MANDATORY REQUIREMENTS

Bidder must meet NGMC contractor requirements by submitting the proof of insurance.

### A.5 LOCATION AND DATE FOR SUBMISSION OF TENDERS

Bids shall be delivered to the address specified below or emailed to:

Neuanlage Grace Mennonite Church

50 Pembroke Road

Neuanlage, Saskatchewan

S0K 1X1

Attn: Finance Committee (office@gracech.ca)

Contracting Authority

All bids must be delivered to the address specified above, on or before the closing date.

Closing Date: October 31,2021

### A.6 JOINT VENTURES

The Bidder/Company should clearly state whether the bidding entity is or is not a joint venture.

## A.7 NEGOTIATIONS

NGMC reserves the right to negotiate with Bidders prior to contract award.

## A.8 EVALUATION OF BIDS

Bids from Companies not represented at the mandatory site visit will be deemed non-compliant and will not be evaluated. Bids also not providing insurance will also not be evaluated.

NGMC reserves the right to:

- select pricing method that will offer best value to the church
- verify references provided by the Bidder
- inspect the Bidder's place of business and equipment
- ask any Bidder to provide proof that they have the necessary skilled personnel, experience, and equipment to complete the work under this contract.

## A.9 NOTIFICATION, AWARD AND DEBRIEFING

Once the successful Bidder and the Finance Committee of Neuanlage Grace Mennonite Church has executed a contract, NGMC will make the name of the successful Bidder's name available and provide a debriefing to the unsuccessful Bidders.

## SECTION B: TENDER PREPARATION INSTRUCTIONS

### B.1 COMPLETION OF TENDER

Failure to submit your tender with the following documents may render your Tender non-compliant. Bidders shall submit hard copies of: Insurance Document, WCB coverage with letter of good standing, Pricing Related Documents, Joint Venture (if applicable), and the forms attached to this document.

In the event that a Bidder wishes to withdraw the bid before the closing date, the Bidder must notify the Contracting Authority immediately.

### B.2 ACCEPTANCE OF TENDER

NGMC may accept any Tender, whether it is the lowest or not, or may reject any of all Tenders. NGMC Finance Committee may reject any tenders based on an unfavorable assessment of:

- the adequacy of the tendered price to permit the work to be carried out and whether such price reflects the cost of performing the part of the work to which that price applies.
- the Bidder's ability to provide the necessary skilled personnel, experience, and equipment to perform competently the work needing to be done.
- the Bidder's performance on other contracts.

In assessing the Bidders performance on other contracts, NGMC may consider such matters as:

- the quality of workmanship of the Bidder performing the work.
- the timeliness of completion of the work

NGMC may reject a bid where any of the following circumstances are present:

-the Bidder or any employee of the Bidders company have been convicted of fraud or any other government related crimes.

-the Bidder's bidding privileges are suspended or are in the process of being suspended.

### B.3 PERFORMANCE EVALUATION

Bidder shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Contacting Authority. The evaluation will be based on the quality of workmanship, timeliness of completion of work, and the contractor's overall management of the work required. Should the contractor's performance be considered unsatisfactory, the contractor's bidding privileges on future contracts may be suspended indefinitely.

## SECTION C: SCOPE OF SERVICES

### C.1 GENERAL

The contractor shall supply all labour, equipment, materials, tools and permits necessary to meet the requirements of this contract. It is the responsibility of the contractor to ensure that all staff is properly trained.

### C.2 QUALITY STANDARDS OBJECTIVES

Perform work with minimum disturbance to building occupants, the public, the normal use of the premises and its operations.

Correct defective work as soon as possible after it becomes apparent weather/season permitting.

### C.3 CODES AND REGULATIONS

Grounds maintenance, snow removal and ice control operations shall be carried out in accordance with all applicable federal, provincial, and municipal standards, codes, and regulations.

### C.4 ENVIRONMENTAL STANDARDS

The contractor shall ensure that all operations and procedures are performed with consideration to the environment, which includes the handling, storage, transportation, and disposal of hazardous substances. All chemical compounds including not limited to insecticides, pesticides, herbicides, fertilizers will be used upon approval of NGMC. The contractor is responsible for conformance to all safety regulations at all times. Application is to be done outside under normal working hours. The contractor shall be responsible to pay any and all fees associated with disposal of snow.

Burning of litter and debris is not permitted on site.

### C.5 DAMAGES

Any damage or negligence to the property including plants and exterior light posts and building caused by the contractor will be repaired or replaced and paid for by the contractor.

### C.6 MATERIALS, SUPPLIES AND EQUIPMENT

Contractor shall supply all materials, supplies and equipment to perform the work as per scope of work. Provide green products wherever possible and practical. The Contractor shall keep a minimum inventory of all supplies needed in the daily course of the work. Do we need to specify weed control chemical, fertilizer and ice melt?

The Contractor shall use safe equipment for the purpose intended and in good condition in order to avoid oil spills and stains on grounds. All equipment shall be licensed as required. Equipment shall not be left unattended while running.

#### C.7 SAFETY

Contractor shall be responsible for ensuring the safety of the occupants, users, and public while carrying out the work. This includes monitoring ice build-up around the building and roof and notifying the Contracting Authority of anything amiss. All personnel shall wear protective equipment/reflective clothing. All operators must be fully trained, qualified and licensed.

NGMC reserves the right to temporarily suspend any operation conducted in an unsafe manner by the employees of the contractor.

#### C.8 HOURS OF SERVICE

The contractor will respond to calls as needed. The contractor must be equipped with a communication device or phone number.

Normal Working Hours:

Landscaping Services-a minimum of once per week

Snow Removal & Ice Control Services-as necessary

Minimum tolerance level of snow and ice- the contractor will be on site shortly after the snow/ice storm to keep all major access points open and free of ice and snow.

Note: NGMC reserves the right to change hours of operations to accommodate after-hour special events. NGMC will advise the contractor in advance of after-hour events or additional work that may be needed.

#### C.9 SCOPE OF WORK – EXTERIOR LANDSCAPING SERVICES

The work shall include but not be limited to the following areas:

- roadways, walkways, exits
- lawn, grass areas
- trees, shrubs, ground cover beds, flowers
- gravel areas
- grounds
- special sites: Courtyard
- all property drainage troughs/ditches

Clear all roadways, walkways, parking lot, grassy areas, and drain troughs of all accumulated dirt and debris in the Spring by manual or mechanical means. All accumulated dirt and debris must be removed as it occurs whether by maintenance operations or by natural causes.

Inspect and clean all walkways, entrances, emergency exits, and stairwells exits bi-weekly.

Remove weeds from shrub beds around church building.

All grass shall be mowed. It shall be trimmed around all obstacles and not limited to curbs, building foundation, trees, signs, and posts. Fertilizer applied as required. Lawn area watered only if approved by the Contracting Authority. Damaged grass will be repaired when it occurs in Spring, Summer, and Fall. (For small areas only) All dead material removed from trees on daily basis. Trees watered as required depending on environmental conditions. Tree beds shall be maintained to ensure the soil is free of weeds at all times. Prune water shoots from trees. For shrubs/Ground cover: Prune dead, broken or damaged branches as they occur. Fertilize, water, and apply disease control techniques as required. Leaves and litter shall be removed from all site areas on an on-going basis, this includes areas such as doorways and emergency exits. Drainage troughs around the building to be inspected on a regular basis. For gravel surfaces - Rake all gravel surfaces as required to maintain an even appearance, proper drainage, and weed free. Remove debris, litter, and weeds on an on-going basis. Winter protection - Rake and remove leaves from property after they have been shed by trees and shrubs. Clean out shrub and tree beds and remove debris from site.

#### C.10 SCOPE OF WORK – SNOW REMOVAL & ICE CONTROL SERVICES

The Contractor shall provide all labour, material, supplies, and equipment to clear and remove snow and ice at NGMC. Contractor shall use safe equipment, for the purpose intended and in good condition in order to avoid oil spills and stains on grounds. Provide snow clearing services at a minimum level of tolerance as needed and after hours for Special Events for the duration of the contract. Keep all door exits clear of snow and obstacles. Main entrance roadway will be cleared of snow and ice by 8:00am on Sundays. Sand and salt areas (such as parking lot and sidewalks) when necessary to ensure surface is safe for vehicle and pedestrian traffic. Areas for temporary snow piling shall be designated with the NGMC Contracting Authority.

The contractor shall comply with all laws and regulations relating to the work and shall pay for all required permits and certificates. The contractor will respect all bylaws, regulations with specific mention to noise level and disposal of snow.

#### SECTION D: PRICING OFFER

##### D.1 DESCRIPTION OF PRICING

Bidders shall complete and submit the following pricing sheets.

The unit pricing is all inclusive and shall include pricing for: materials, wages (labour, including overtime when warranted) insurance, equipment, and products. The quote shall be stated on a per monthly basis for 12 equal payments over a 12 month period?

All pricing shall be in Canadian dollars and exclude applicable taxes.

##### D.2 SIGNATURES

As Bidder, if your bid is selected by the Neuanlage Grace Mennonite Church, I/We undertake to be bound by the terms and conditions of the Contract and provide within the specified time frames Certificate of Insurance. Signature of this page also act as a statement, which provides that the Proposal is valid in all respects including price for 60 calendar days from the closing date.

Company: \_\_\_\_\_

Legal Name of Bidder (Please Print)

Signature: \_\_\_\_\_

Authorized Representative

\_\_\_\_\_

Name & Title of Authorized Representative (Please Print)

Signature: \_\_\_\_\_

Witness

Dated at: \_\_\_\_\_

City/Town

Province

This \_\_\_\_\_ day of \_\_\_\_\_, 2021.

#### Section E: FORMS

##### E.1 COMPANY INFORMATION

Legal Company Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name and Title of person authorized to sign on behalf of Company: \_\_\_\_\_

The undersigned Bidder hereby offers to Neuanlage Grace Mennonite Church to furnish all labour, materials, tools, and equipment necessary for the performance of the contract services, and to carry out the services in a safe and competent manner.

##### E.2 WORK REFERENCES

Please provide the following information for a minimum of three contracts that are of similar contract value, scope and complexity within the last five years.

Reference # 1 a) Client Name & address: \_\_\_\_\_



b) Contact Name, email address and telephone number for Reference Check:

Contact: \_\_\_\_\_ Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

c) Brief Description of relevant services provided to the Client:

d) Contract Value: \_\_\_\_\_

e) Duration of Contract: Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### APPENDIX A – INSURANCE

The Contractor shall, at its own expense, provide and maintain the following insurance, in its own name, during the full term of this Contract. COMMERCIAL GENERAL LIABILITY a) The policy shall include the Neuanlage Grace Mennonite Church as additionally insured to the extent of bodily injury, death or third party property damage that is caused by negligent acts of the Contractor. b) The policy shall include the following coverage: Bodily Injury, Property Damage, Property Damage on an "Occurrence" basis, Contingent Employer's Liability, d) The coverage may be subject to a deductible per occurrence applying to Property Damage claims only. Such deductible shall be borne by the Contractor. GENERAL a) The Comprehensive General Liability Policy; i) Shall provide coverage effective from the date of award of contract and continue until such date that this contract is completed, or terminated, whichever first occurs. ii) Shall contain a provision obligating the Contractor's Insurer's provide the Neuanlage Grace Mennonite Church with thirty (30) days prior written notice in the event of any cancellation of, or expiration of coverage during the term of this contract. b) The Contractor shall provide to the NGMC a full certified copy of the Comprehensive General Liability Policy. A certified copy must be delivered to and approved by the NGMC before the Contractor shall be permitted to commence work. It shall be the sole responsibility of the Contractor to determine what additional insurance coverages, if any, are necessary or advisable, for its own protection and/or to fulfil its obligations under this contract. Any such additional insurance shall be provided and maintained by the Contractor at its own expense.