

# SALT SPRING ISLAND FIRE PROTECTION DISTRICT

## Request for Proposal: Grounds Management Contract ~ May 2018

### INTRODUCTION

The purpose of this Request for Proposal ("RFP") is to solicit the best overall proposals to provide grounds keeping to the Salt Spring Island Fire Protection District ("District").

This is NOT a tender call. Any proposals submitted pursuant to the RFP shall not be offers to contract for the provision of any of the services outlined herein but shall only be used to identify a Preferred Provider with whom the District may negotiate a contract for the provision of the services.

### PROPOSAL REQUIREMENTS

Applicants who wish to undertake this work must submit a proposal containing the following:

- A letter indicating preparation to undertake the work and duties outlined;
- A description of the relevant company and personnel experience and qualifications including description of work of a similar nature and related references;
- The proposed cost for ongoing work, either as a fixed monthly fee, or a representative estimate of hours per month with applicable hourly rate(s) with applicable disbursements and taxes listed separately.

### GENERAL TERMS, INSTRUCTIONS AND CONDITIONS

All Proposals must be received by the Salt Spring Island Fire Protection District on or before **5:00 pm on Friday, April 13, 2018** addressed to:

Confidential Grounds Management Proposal  
Salt Spring Island Fire Protection District  
105 Lower Ganges Road  
Salt Spring Island  
BC V8K 2T1  
Attention: Fire Chief Arjuna George

**It is the applicant's responsibility to confirm receipt by the Salt Spring Island Fire Protection District.**

Proposals will be opened in public in the Ganges Fire Hall, Training room at 10:30am on Monday, April 16, 2018. Staff will summarize proposals received listing the name of each applicant and each applicant's total estimated costs.

Only those applicants selected to be interviewed will be contacted which is expected to be within one (1) week of the closing date and time set in the RFP

Price is an important factor but not necessarily the determining factor. Given the nature of the work and duties preference will be given to local vendors.

### **SUBMISSION FORMAT**

Proponents shall submit one (1) hard copy of the proposal. All shipping materials are to clearly identify the Applicant and the contents.

Proposals will not be received by email or fax.

### **WITHDRAWAL OF PROPOSALS**

Any Applicant may withdraw its proposal, either personally or by written request to the District Representative, at any time prior to the scheduled closing date and time noted in this RFP.

### **DISTRICT'S REPRESENTATIVES**

Only the Corporate Administrator or District's Fire Chief are authorized to communicate and otherwise deal with Applicants.

### **NEGOTIATION**

If the Salt Spring Island Fire Protection District selects a Preferred Applicant, the Salt Spring Island Fire Protection District will enter into negotiations with the Preferred Applicant in an attempt to reach an agreement necessary to implement the services generally described in this RFP. If the District is unable to reach an agreement with the Preferred Applicant, the Salt Spring Island Fire Protection District is entitled to cease negotiations with the Preferred Applicant and to begin negotiations with another Applicant.

### **CONTRACT FOR SERVICES**

The District may, at its sole discretion, enter into a written contract (Schedule B) with any one of the Applicants for the provision of the services generally described in this RFP. There shall be no agreement, and no Applicant shall acquire any legal or equitable rights or privileges with respect to this RFP or the services in question, until such a written contract has been duly executed by the signing authorities of the Applicant and of the District.

### **COMPLIANCE WITH LAWS**

Applicants are solely responsible for complying with all applicable Federal and Provincial legal requirements including requirement of or for any permits, licenses, fees, taxes or other legal requirements that would ordinarily be required for the implementation or operation of the service.

### **MISCELLANEOUS**

The Salt Spring Island Fire Protection District is entitled to cancel this RFP at any time by addendum issued to Applicants, without liability for any loss, damage, cost or expense incurred or suffered by any Applicant as a result of that cancellation.

This RFP is solely a request for expressions of interest and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract.

Each Applicant is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the Salt Spring Island Fire Protection District nor its officials or employees are liable for the cost of doing so or obliged to remunerate or reimburse any Applicant for that cost.

By submitting its proposal to the Salt Spring Island Fire Protection District, each Applicant represents and warrants to the Salt Spring Island Fire Protection District that the information in its proposal is accurate and complete.

The RFP does not impose on the Salt Spring Island Fire Protection District any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Salt Spring Island Fire Protection District is expressly permitted or required by this RFP to "act reasonably" the Salt Spring Island Fire Protection District is entitled to act in its sole, absolute and unfettered discretion.

### **CONFIDENTIALITY OF PROPOSALS**

Apart from information that is to be disclosed upon the opening of proposals received (the name of each proponent and total cost) the District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of section 21 of the "Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165 The District cannot and does not guarantee that information contained in any proposal(s) will remain confidential if a request for access to proposals is made under the Act.

**If an Applicant considers that any part of its proposal is proprietary, the proposal must clearly identify those portions considered proprietary.**

The awarding of any contract or the reaching of any agreement for the provision of services to the District will not permit any Applicant to advertise a relationship with the District without the District's prior authorization.

### **ENQUIRIES**

Enquires during the proposal period should be directed via email to:

Andrew Peat, Corporate Administrator

e-mail: [corpadmin@saltspringfire.com](mailto:corpadmin@saltspringfire.com)