

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Request for Proposal: Grounds Management Contract ~ June 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, May 31, 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 Friday June 1st, 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

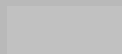
Enquires during the proposal period should be directed via email to:

Andrew Peat, Corporate Administrator

e-mail: corpadmin@saltspringfire.com

GROUNDS MANAGEMENT CONTRACT

BETWEEN



AND

Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island
BC V8K 2T1

Landscaping. (Landscaping) agrees to supply the goods and services to perform the work necessary to carry out the grounds maintenance of the corporation named above. Landscaping shall perform the services outlined in Schedule "A" as attached hereto, which shall constitute and form an integral part of this contract.

APPLICATION DEADLINE May 31st 2018

TERM

The term of this contract will commence on the first day of June 2018 and expire on the last day of May 2019.

COST OF SERVICES

The total cost of the described services will be: _____ per year (\$ _____ .00), made payable in twelve monthly instalments of _____ Price divided by 12 (\$ _____ .00). This price does not include GST.

SCHEDULE OF PAYMENTS:

June 2018	\$ _____ .00	Dec 2018	\$ _____ .00
July 2018	\$ _____ .00	Jan 2019	\$ _____ .00
August 2018	\$ _____ .00	Feb 2019	\$ _____ .00
Sept 2018	\$ _____ .00	Mar 2019	\$ _____ .00
Oct 2018	\$ _____ .00	April 2019	\$ _____ .00
Nov 2018	\$ _____ .00	May 2019	\$ _____ .00

GENERAL CONDITIONS

1. Work done by _____ Landscaping will conform to local codes and applicable government regulations. _____ Landscaping employees have been trained to work safely and are aware of the regulations for W.H.M.I.S., and Worksafe BC regulations.

2. [REDACTED] Landscaping is insured for public liability and property damage with (NAME OF INSURANCE COMPANY [REDACTED]) in the amount of [REDACTED] million dollars. The policy number is [REDACTED].
3. [REDACTED] Landscaping is covered under the WorkSafeBC Insurance board (Worksafe number is [REDACTED])
4. All incidents resulting in actual, apparent or potential damage or injury must be reported to [REDACTED] Landscaping as promptly as possible. Salt Spring Island Fire Protection District will hold harmless and indemnify [REDACTED] Landscaping for any and all claims, actions, liabilities, obligations, costs, expenses, fees, etc., for its failure to do so.
5. Salt Spring Island Fire Protection District will hold harmless and indemnify [REDACTED] Landscaping for any and all claims, actions, liabilities, obligations, costs, expenses, fees, etc. arising from the following incidents resulting in actual, apparent or potential damage or injury:
 - a. In any and all cases in which [REDACTED] Landscaping is restricted by Salt Spring Island Fire Protection District from determining necessary services at its discretion.
 - b. in any and all cases in which the damages or injuries to persons or property or claims, actions, obligations, liabilities, costs, expenses and fees arise as the result of incidents occurring on areas of the property not serviced by [REDACTED] Landscaping.
 - c. in any and all cases in which the damages or injuries to persons or property or claims, actions, obligations, liabilities, costs, expenses and fees arise as the result of incidents occurring during times in which [REDACTED] Landscaping is restricted from accessing the property to perform its duties
6. Any property including fences, light posts, patios etc., damaged by [REDACTED] Landscaping will be restored to its original condition at our expense.
7. All aspects of these specifications may be amended upon mutual agreement. Any such changes shall be in writing only and thereafter form a part of this contract.
8. It is understood and agreed upon that either party may terminate this contract, without cause, upon delivery of sixty (60) days written notice of termination to the other party.
9. SSIFPD is a WorkSafeBC registered workplace business. All safety codes requirements must be adhered too.
10. The [REDACTED] Landscaping Company shall provide all equipment, fuels and repairs to equipment. SSIFPD does not provide any lawn maintenance equipment.

SCHEDULE "A"

Fire Hall #1.
105 Lower Ganges Road



Fire Hall #1 Lawn



Fire Hall #1 Side Lawn Area



Fire Hall #1 Front Lawn

Maintenance Hall #1

Parking Lot

Leaf blower

Weed control in parking lot

Lawn Area

Mowing and Trimming

Seasonal leaf clean up

Off-site disposal

Garden and Hall Front

Garden weeding and clean up

Seasonal leaf clean up

**Fire Hall #2
2470 Fulford Ganges Road**



Fire Hall #2 Front Lawn (1)



Fire Hall #2 Side Lawn South Side (2)



Fire Hall #2 Back of property grass area (3)



Fire Hall #2 Driveway Lawn Area (4)

Parking Lot and garden

- Leaf blown
- Grass clipping blown off front apron
- Weed control
- Garden weed and clean up. Mulch as needed

Grass Lawns

- Inside training ground compound Mowing and Trimming (Pic 2)
- Both sides of parking lot Mowing and Trimming
- Street front (Pic 1-3) Mowing and Trimming
- Training ground side lane (Pic 4)
- Back field (Pic 3) Mowing and Trimming
- On site disposal for grass clippings (At site)

Fire Hall #3
110 Vesuvius Bay Road



Fire Hall #3



Fire Hall #3 Front Lawn (1)



Fire Hall #3 Back Lawn (2)



Fire Hall #3 Side Lawn (North Side) (3)

Parking Lot and garden

Leaf blown

Grass clipping blown off front apron / parking lot

Weed control

Garden weed and clean up. Mulch as needed

Grass Lawns

Front and both side lawns (Mowing and Trimming) (Pic 1-2-3)

Back Lawn (Mowing and Trimming) (Pic 3)

On site disposal for grass clippings (At site)

Grass clipping blown off front apron / parking lot

Trees and Shrubs pruned

Edge Trimming Driveway and parking lot grass to concrete

Garden sprinkler maintenance / repairs

Seasonal Leaf clean up


GROUNDS MANAGEMENT CONTRACT

BETWEEN



AND

**Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island BC
V8k 2T1**

<p> Contracted Company</p> <p>Per: _____ <i>(Signature)</i></p> <p>_____</p> <p><i>(Name of person signing.)</i></p> <p>I Have the Authority to Bind the Corporation</p> <p>Date: _____</p>	<p>Salt Spring Island Fire Protection District</p> <p>Per: _____ <i>(Signature)</i></p> <p>_____</p> <p><i>(Name of person signing.)</i></p> <p>I Have the Authority to Bind the Corporation</p> <p>Date: _____</p>
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