



## REQUEST FOR PROPOSALS

FOR

## GRASS CUTTING SERVICES

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119

Corporate Services  
545 - 11<sup>th</sup> Street East  
Prince Albert, Saskatchewan S6V 181

Issued: May 3, 2017

### CLOSING DATE AND TIME

The Proposal, signed and dated by the Proponent's authorized representative, must be received by the Saskatchewan Rivers Public School Division **no later than 2 pm CST on May 9, 2017**. Proposals received after the deadline date and time will not be considered.

RFP packages are available on the Saskatchewan Rivers Public School Division website: [https://www.srsd119.ca/?page\\_id=667](https://www.srsd119.ca/?page_id=667) or by contacting the Manager of Corporate Services at: 306 764-1571 ext 2010 or emailing: [sgessner@srsd119.ca](mailto:sgessner@srsd119.ca)



REQUEST FOR PROPOSALS

FOR

GRASS CUTTING SERVICES

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119  
545-11<sup>th</sup> Street East  
Prince Albert, Saskatchewan S6V 1B1

Issued: May 2, 2017

Closes: May 9, 2017 2 pm

## 1.0 OBJECTIVES & SCOPE OF SERVICES

Saskatchewan Rivers Public School Division (hereafter referred to as SRPSD) is requesting Proposals for Grass Cutting Services in accordance with conditions included in this RFP.

Through this Request for Proposal (hereafter referred to as RFP) SRPSD seeks to:

- Select preferred Service-Provider
- Specify the terms and conditions in any resulting standing offer agreement
- Determine rates.

Completion of this Request for Proposal process will result in a contract for the grass cutting season **starting as soon as possible and continuing to September 30, 2017** for 10 school locations in rural Prince Albert. See Page 5 for the locations, legal descriptions and/or addresses and acres of grass to be cut. See attached Google earth photos of the locations. The successful bidder will be issued a purchase order for the anticipated value of the grass cutting services. A purchase order will serve as a contract and includes the terms and conditions and scope of services outlined in this RFP. The SRPSD reserves the option to extend the standing offer agreement for an additional year, thereby ending September 30, 2018. The SRPSD may choose one or multiple bidders, dependent on price and other criteria in accordance with Section 5.0.

The scope of services and terms and conditions required of the Service-Provider are as follows:

- a) **Playing fields and school perimeter** are to be cut.
- b) Cutting rounds must be completed at minimum every 10 days or otherwise agreed upon.
- c) Grass height is to be no higher than 12 cm.
- d) The selected Service-Provider will report to the Superintendent of Facilities or designate. Work schedules must be mutually agreed upon and coordinated with school staff and the Superintendent of Facilities.
- e) Service-Provider's fees shall be based on the rates contained in the Schedule of Pricing submitted in their Proposal. Rates are to be applied per cutting round.

## 2.0 PROPOSAL SUBMISSIONS

In order to receive a uniform format of responses from all Bidders, the following guidelines for formatting responses to this Request for Proposals have been outlined as follows:

- a) Bidders shall completely fill in all blank spaces in the **Schedule of Pricing - Grass Cutting Services Offered form**. Responses must be signed by the authorized signing officer(s) of the firm submitting the bid.
- b) Interested bidders may quote on the total list of locations or parts thereof as grouped below:
  - Birch Hills Public School and Kinistino Public School
  - Christopher Lake Public School; Spruce Home Public School; and Red Wing Public School
  - Osborne Public School
  - Meath Park Public School
  - East Central Public School
  - West Central Public School
  - Wild Rose Public School
- c) Bidders shall include description of the duration and extent of company's ownership, training, experience, competence and reliability in handling grass outlining services.
- d) Bidders shall submit Proposals by email, fax or hard copy marked RFP - Grass Cutting Services to:
  - S.L. Gessner, Manager of Corporate Services
  - Saskatchewan Rivers Public School Division
  - 545 – 11<sup>th</sup> Street East, Prince Albert, Saskatchewan S6V 1B1
  - Fax # 306 763-4460
  - Email: [sgessner@srsd119.ca](mailto:sgessner@srsd119.ca)

**no later than 2:00 p.m. local Saskatchewan time on Tuesday, May 9, 2017. Proposals received after the deadline date and time will not be considered.** The Saskatchewan Rivers Public School Division reserves the right to extend the closing date and time.
- e) Bidders' Proposals shall be open for acceptance for a period of sixty (60) days from the date of bid closing.
- f) SRPSD reserves the right to reject any or all Proposals and to select the Proposal deemed most advantageous to the school division. The lowest priced or any Proposal will not necessarily be accepted.
- g) Bidders must identify any potential conflicts of interest that may arise as a result of their response to this RFP and/or subsequent award of contract. Non-disclosure of any potential conflicts of interest may be sufficient cause to disqualify the Bidder or terminate any subsequent contract.

- h) Bidders must identify any information in its Proposal which it considers to be confidential or proprietary. The Proponent acknowledges that the SRPSD is governed by the Freedom of Information and Protection of Privacy Act of Saskatchewan and that all materials in the possession of the SRPSD are subject to the access provision of that Act.
- i) All Proposals and accompanying documentation received under this competition will become the property of the SRPSD.
- j) There will not be a public opening.

**3.0 ENQUIRIES**

Enquiries related to the specifications and scope of work shall be directed to: Mike Hurd, Superintendent of Facilities, Telephone 306-764-1571, ext. 2026.

**4.0 INSURANCE**

- a) The Service-Provider shall obtain and maintain an insurance policy in the amount no less than two million dollars. Proof of liability insurance coverage must be submitted to the SRPSD.
- b) The Service-Provider shall indemnify and save the SRPSD, its Board, agents and employees harmless for and from all claims and demands, loss, cost, damages or actions, arising out of, or relating to the negligence or omission, or a wilful act of the Service-Provider, his agent or employees or any person for which the Service-Provider is responsible for in the performance or non-performance of a resulting Contract.

**5.0 SELECTION PROCESS AND CRITERIA**

It is the intent of SRPSD to select the most effective Proposal that meets the requirements and provides the best overall value to the School Division. Value and service will be defined at the sole discretion of the SRPSD. SRPSD may or may not, conduct discussions, request further information or clarifications, either in succession or concurrently, with selected Bidders on the content of their Proposals without becoming obligated to clarify or seek further information from any or all other Bidders. However, Bidders are cautioned that any request for clarifications will not be an opportunity either to correct errors or to change their Proposals in any substantive manner. SRPSD will not be limited as to its criteria for evaluation of Proposals.

	<u>Percentage Weighting</u>
a) BIDDER QUALIFICATIONS	40%
• Relevant experience, competence and reliability in providing grass cutting services.	
• Ability to provide quality service.	
• Other relevant factors the SRPSD may consider appropriate to its evaluation.	
b) COST	60%
• Proposed rates.	
• Other relevant factors SRPSD may consider appropriate to its evaluation.	

**6.0 GENERAL TERMS AND CONDITIONS:**

Following are terms and conditions applying to the RFP competition and any resulting contractual agreement:

- a) Service Providers and employees must present themselves in a manner fitting a school community.
- b) Service-Providers must use discretion and exercise extreme caution when operating equipment in school yards when the facilities are being utilized. Service-Providers will not operate equipment during school recess periods or lunch breaks, prior to school start and immediately after school day dismissal or other high-activity periods determined by the school. Service-Providers shall work with the SRPSD Facilities Department to schedule operations around these and other high-use periods of the grounds.
- c) Service-Providers shall supply all the labour, equipment, tools and supplies that are necessary to fulfill the obligations and requirements of a resulting contract.
- d) The SRPSD will not be responsible for any costs incurred by a Proponent in preparing and submitting Proposals and/or attending interviews/presentations. The SRPSD accepts no liability of any kind to a Proponent unless, and until, its Proposal is accepted and a formal agreement is negotiated.
- e) The SRPSD has reserved the right to waive minor non-compliance by a Proponent with the requirements of the RFP. This will allow the SRPSD to consider and possibly accept any Proposal which is advantageous to it even though the Proposal may be non-compliant in some minor respect.
- f) This RFP and any contract resulting are governed by the laws of the Province of Saskatchewan.
- g) Service-Providers with one or more employees must be registered with Saskatchewan Workers' Compensation Board (WCB). If registered with WCB, submit a letter of good standing with RFP submission.
- h) The Contract may be terminated by either party with 30 days written notice.

7.0 SCHEDULE OF PRICING -GRASS CUTTING SERVICES OFFERED

Proposal for: Grass Cutting Services
Submitted To: S.L. Gessner, Manager of Corporate Services
Saskatchewan Rivers Public School Division
545 -11th Street East, Prince Albert, Saskatchewan S6V 1R1
Fax# 306 764-3950; Email: sgessner@srsd119.ca

OFFER: I/We, \_\_\_\_\_ (Company Name)
of \_\_\_\_\_
\_\_\_\_\_ (Address)

having examined the RFP Documents, and addenda nos, inclusive (if applicable), all as issued by the Saskatchewan Rivers Public School Division; hereby offer to enter into a Contract to perform the work as required applying the following fixed Pricing Structure):

Rate/Per Individual Location/Per Cut:

Table with 2 columns: School Name and Rate. Rows include Birch Hills Public School and Kinistino Public School, Christopher Lake Public School; Spruce Home Public School; and Red Wing Public School, Osborne Public School, Meath Park Public School, East Central Public School, West Central Public School, and Wild Rose Public School.

All prices are in Canadian funds and include the applicable taxes in force at this date except the GST.

Description of the duration and extent of your company's ownership, training, experience, competence and reliability in handling grass cutting services: \_\_\_\_\_

DECLARATIONS:

I/we hereby declare that:

- (a) I/we agree to perform the Work in the Schedule of Pricing;
(b) No person, firm or corporation other than the undersigned has any interest in this Bid or in the proposed Contract for which this Proposal is made;
(c) This Proposal is open to acceptance for a period of sixty (60) days from the date of Bid closing;

SIGNATURES:

Signed and submitted for and on behalf of:

Company: \_\_\_\_\_ (Name)
\_\_\_\_\_ (Street Address or Postal Box Number)
\_\_\_\_\_ (City, Province & Postal Code)

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

Name & Title: \_\_\_\_\_ (Please Print or Type)

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ .Email address: \_\_\_\_\_

LOCATION OF PROPERTY	ACRES TO BE CUT
BIRCH HILLS PUBLIC SCHOOL 110 McCallum Avenue Birch Hills, SK	6.62 acres
CHRISTOPHER LAKE PUBLIC SCHOOL NW 33-52-26-W2M	2.28 acres
EAST CENTRAL PUBLIC SCHOOL PTNW 16-48-24-W2M	2.45 acres
KINISTINO PUBLIC SCHOOL 405 – 5 <sup>th</sup> Street East Kinistino, SK	13.3 acres
MEATH PARK PUBLIC SCHOOL 301 – 2 <sup>nd</sup> Street West Meath Park, SK	8.87 acres
OSBORNE PUBLIC SCHOOL PT NW 33-46-26 W2M	6.42 acres
RED WING PUBLIC SCHOOL PCL SNW 28-49-26 W2M	6.23 acres
SPRUCE HOME PUBLIC SCHOOL LSD 16-PTN 4-51-26-W2M	4.40 acres
WEST CENTRAL PUBLIC SCHOOL PTNE 24-47-01 W3M	5.83 acres
WILD ROSE PUBLIC SCHOOL RR 1 Shellbrook, SK	3.99 acres



Legend

**BIRCH HILLS PUBLIC SCHOOL**  
8.62 acres

Birch Hills School

Google Earth

© 2016 Google  
Image © 2016 DigitalGlobe



400 ft

Legend

**KINISTINO PUBLIC SCHOOL**  
13.3 acres

Kinistino School

Google Earth

©2016 Google  
Image © 2016 DigitalGlobe



600 ft



Legend

**Christopher Lake Public School**  
2.62 acres



Google Earth

image © 2016 DigitalGlobe  
© 2016 Google

700 ft



Legend

**SPRUCE HOME PUBLIC SCHOOL**  
4.40 acres



Google Earth

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Image © 2016 DigitalGlobe



400 ft

Legend

**RED WING PUBLIC SCHOOL**

6.23 acres

Red Wing School

Google Earth

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Image © 2016 DigitalGlobe



800 ft



Legend

**Meath Park Public School**  
8.87 acres

Meath Park School

Meath Park

Google Earth

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700 ft

Legend

# EAST CENTRAL PUBLIC SCHOOL

2.45 acres



Google Earth

Image © 2016 DigitalGlobe



100 ft

Legend

**WEST CENTRAL PUBLIC SCHOOL**

5.83 acres

Google Earth

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400 ft

Legend

**WILD ROSE PUBLIC SCHOOL**

3.99 acres

Wild Rose School

Google Earth

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300 ft