

Tender Notice – Davison and Miller Schools Yard Care

Information for Bidders

Good Spirit School Division is requesting bids for the provision of Yard Care Services at **Davison and Miller Schools in Melville**, on a per cut basis for a period of two years beginning May 1, 2024. Good Spirit School Division will review the contracts in February 2026 and may offer to extend the contract beyond the two years at a price negotiated with the current contractor.

Contact Info

For the purpose of this procurement process, the GSSD Contact shall be:

Patrick Morrison, Facilities Manager.

patrick.morrison@gssd.ca

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of Good Spirit School Division, other than the designated contact, concerning matters regarding this Tender. Failure to comply with this rule may result in the disqualification of the bidder and the rejection of the bidder's bid.

Closing Date and Time

Tenders will be received by email at patrick.morrison@gssd.ca until 2:00 p.m. Saskatchewan time on Thursday, April 4, 2024.

Bids must be received on or before the submission deadline. Bids received after the submission deadline will not be accepted. Good Spirit School Division does not accept any responsibility for late or misdirected bids.

Withdrawal or Revision of Tenders

A contractor may revise all or part of a tender at any time up to the closing date and closing time.

A contractor may withdraw their bid at any time up to the official closing time by letter with signature to the undersigned by either method of submission. This letter shall supersede and invalidate all tenders previously submitted by the contractor.

Conditions of Tender

Facility locations may be awarded individually, or in any combination thereof, which best suits the Good Spirit School Division interests, as determined by the Good Spirit School Division. The lowest or any tender may not necessarily be accepted.

Contractor's Responsibility

It will be the contractor's responsibility to clarify with the contact any questions with respect to the tender documents in writing before submitting their tender.

Tender Costs

GSSD will not be responsible for any costs incurred by the contractor in preparing and submitting a tender.

Due Diligence

Contractors are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their proposal. Questions with regards to the areas to be cut, trimmed and/or tilled should be directed to the GSSD Contact.

Health and Safety

The contractor is expected to adhere to all legislated and regulated health and safety regulations. Failure to adhere to these practices may result in termination of the contract without financial penalty to GSSD.

The contractor shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Workers' Compensation Act and comply with requirements of Workplace Hazardous Materials Information System (WHMIS 2015) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

Student safety is paramount concern, and the contractor must employ on his own initiative all reasonable preventative measures to secure the safety of the students while grass cutting is being carried out. All rotary mowers must be adequately guarded to contain any playground debris that could be struck and hurled by the blade of the mower.

Regulations and Laws

The contractor shall abide by all Federal, Provincial, and Municipal Acts, By-laws, and Regulations relative to the performance of the work.

The contractor shall obtain any business licenses that may be required by the community in which they are contracted to perform their services.

Reserved Rights of Good Spirit School Division

Good Spirit School Division reserves the right to

- (a) make public the names of any or all bidders;
- (b) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder's response to that request for clarification into the bidder's bid;
- (c) waive formalities and accept bids that substantially comply with the requirements of this tender;
- (d) waive all mandatory technical and/or submission requirements which go unmet by all bidders;
- (e) verify with any bidder or with a third party any information set out in a bid;
- (f) disqualify any bidder whose bid contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any bidder or the bid of any bidder who has engaged in conduct prohibited by this tender;
- (h) select a bidder other than the bidder whose bid reflects the lowest cost to Good Spirit School Division;
- (i) cancel this process at any stage and/or issue a new tender notice;
- (j) accept any bid in whole or in part; or
- (k) reject any or all bids;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

Evaluation Criteria

The evaluation of proposals shall be based on the following:

Pricing	50%
Experience doing similar work for any school division	20%
The ability of the contractor to deliver the quality of work required within the time period identified. (solely based on the equipment available to the contractor)	30%

Scope of Work

This tender is for the services of grass cutting and trimming as outlined below.

Duties included in the tender price:

Price per Cut Work:

- Maintaining all grass at height of 2-3 inches or as directed by GSSD Facilities, raking of grass clippings if necessary.
- Grass/weed trimming around all stationary objects such as: trees, signs, fences, walkways, bleachers, and buildings.
- All weeds and other vegetation growth removed from sides of buildings even though this may not be a grassed area.
- Contractor is responsible for moving picnic tables and trash/recycling bins to accommodate areas for grass cuttings.

Hourly Contract Work:

- Tilling sand based protective surfaced playgrounds, including volleyball courts, jumping pits, etc. Twice per year or as directed by GSSD Facilities.
- Hedge trimming, and other duties, which may be required to be done at an hourly rate as requested by GSSD Facilities.
- Chemical application for weed control which may be required to be done at an hourly rate as requested by GSSD Facilities. The hourly rate should include the cost of the chemical applied.

The contractor agrees to cut the grounds at each location approximately ten (10) times per season (May to Sept). Special attention must be given to the number of cuts made in the months of May and June, during the heavy growing season as well as the number of cuts towards the end of the season. It may be necessary, depending on the season, to cut more than one cut every two weeks during the early growing season, likewise towards the end of the season it may be cut less than every two weeks. Determination of the number of cuts required is left to the discretion of the Contractor, provided the criteria in this tender is followed.

The properties under the care and control of GSSD and available for tender are listed in Appendix A. Contractors may bid to perform the work at any or all properties or a combination of properties listed in Appendix A.

Interested contractors are invited to submit a separate tender for each property using the attached form to show tender price per cut, rate for hourly contract work, and details of their proposed equipment for maintaining the school grounds.



Extra Work

Yard work not listed in the duties above may be requested by GSSD Operations Staff on an individual basis. Compensation for this work would be outside of this contract and paid at an agreed-upon hourly rate. This extra work encompasses, but is not limited to, tree bed tilling and flower beds.

Contract Stipulations

Upon award the successful contractor must:

- provide GSSD with written proof of \$2,000,000 liability insurance coverage in writing,
- submit a WCB Letter of Good Standing and must notify GSSD immediately of any status changes.
- hold a valid pesticide applicator license (if bidding on spray application),
- obtain any business licenses that may be required by the community in which they are contracted to perform their services,
- err on the side of caution while performing yard care around staff, student body, buildings, structures, sidewalks, and curbs, etc.

The contractor will be held liable for all repairs to property caused by their equipment.

SITE EXAMINATION

Bidders shall carefully examine the work site and take note of all existing conditions, limitations and difficulties that may arise during, or which may adversely affect, the execution of the Work. Bidders shall immediately notify the GSSD Facilities Manager of any conditions which may adversely affect the completion of the contract.

Bidders shall include in their bid price all costs to complete the Work. GSSD will not consider any claims for extra work, costs, damages, or difficulties encountered resulting from conditions which were either visible at the work site during examination or could be reasonably identified from the bid documents prior to the bid closing time.



TENDER FORM
2024/25 TENDER FOR YARD CARE

All Tenders are for an initial two-year term on a per cut basis. Deadline is April 4, 2024.

Equipment to be provided.

The contractor shall have at their disposal for this work:

- All the necessary equipment and tools to fulfill all requirements of this tender.
- All appropriate safety signage, safety equipment and personnel to conform to all applicable acts, regulations, and legislation.

	2024	2025
Facility: Davison School		
Price Per Cut Per Season: Includes Grass cutting/trimming as described in the scope of work.	\$_____	\$_____
Hourly Contract Rate:		
Tilling (as described in hourly contract work)	\$_____	\$_____
Spraying Application (includes chemical supply)	\$_____	\$_____
Other (hedge trimming, tree trimming, etc.)	\$_____	\$_____

	2024	2025
Facility: Miller School		
Price Per Cut Per Season: Includes Grass cutting/trimming as described in the scope of work.	\$_____	\$_____
Hourly Contract Rate:		
Tilling (as described in hourly contract work)	\$_____	\$_____
Spraying Application (includes chemical supply)	\$_____	\$_____
Other (hedge trimming, tree trimming, etc.)	\$_____	\$_____

Equipment to be Used			
Year	Description	Horsepower	Cutter/Tiller Width

Experience

Please list any work experience with any school division like the scope of work detailed in this tender.

Form of Tender

The contractor has carefully examined the documents and has a clear and comprehensive knowledge of the Scope of Work required in the GSSD Yard Care Tender. By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the GSSD Yard Care Tender and offers to provide the Scope of Work in accordance with the rates set out in the competed Tender Form.

One copy of the Tender shall be submitted either by mail or email to the correct address and contact person.

I have the authority to bind the bidder.

Contractor: _____
Name of Firm or Individual

Address: _____
Street Address/Box, Town/City, PC

Telephone: _____

Email Address: _____

Print Contact Name

Signature