

## Municipality of the County of Antigonish Request for Quotations

<b>Organization</b>	Municipality of the County of Antigonish	<b>Project ID</b>	MCA2022 – Landscaping Services
<b>Project Title</b>	Landscaping Services		
<b>Project Objectives</b>	The Landscaper will provide maintenance to ensure that green spaces at municipal buildings is presentable and appealing		
<b>Starting Date</b>	May 23, 2022	<b>Ending Date</b>	November 7, 2022
<b>Project Manager</b>	Beth Schumacher, Deputy Clerk		
<b>Project Description</b>			
<p>The County is seeking to engage professional landscape services to provide lawncare and maintenance to flower beds at specific properties owned by the Municipality, being:</p> <ul style="list-style-type: none"> <li>• The Municipal Administration Building (285 Beech Hill Road)</li> <li>• The County Courthouse (172 Main Street)</li> </ul> <p>This will include, but is not limited to mowing, trimming, lining, weeding, mulching, pruning, fertilizing, and all other tasks necessary to ensure that the municipal properties identified above continue to thrive. This may include the potential expansion or development of new gardens/parks and their continued maintenance for the duration of this contract.</p> <p>The project duration is 24 weeks (May 23 – November 7), and the estimated level of effort expected is up to 8-10 hours per week at peak season.</p> <p><b>See SCHEDULE A for work notes about each location</b></p> <p>Interested individuals and companies are encouraged to complete a site visit/consultation with the Project Manager.</p>			
<b>Project Deliverables</b>			
<ul style="list-style-type: none"> <li>• Grassed lawns: The Landscaper will ensure that lawns be mowed and trimmed as required (weekly during peak growing season).</li> <li>• Flower, shrub, and tree beds on municipal properties: The Landscaper will be responsible for all maintenance pertaining to these areas. This includes clean-up, weeding, shrub maintenance, pruning, fertilizing, mulching, and removal where required.</li> <li>• The Landscaper must possess/have access to a vehicle and equipment necessary to carry out the work. The Landscaper must have the ability to operate a variety of tools, equipment, and vehicles used in landscaping.</li> </ul>			

- The Landscaper must prioritize, organize, and follow-up on projects within established timelines.
- The Landscaper must have the ability to exercise good judgement and decision-making within the scope of his/her authority.
- The Landscaper may be requested to perform other landscaping projects. Anything outside of the scope of work will be invoiced separately from this contract.

### **Additional Notes**

1. Contractors must be prepared to submit any documentation required by the Municipality's Procurement Policy, including proof of WSIB coverage, insurance, and any safety documentation.
2. Contractors are asked to familiarize themselves with all areas to be landscaped (See Schedule A) and provide a **lump sum contract cost**, broken down to include:
  - a. An hourly cost for work
  - b. The anticipated number of hours necessary per week to deliver the project deliverables.

An hourly "call-out" cost may also be included. Please note any value-added services that may be offered and costing for each.

**See Schedule B for the quote submission process.**

3. The responding party will be deemed to have familiarized themselves with existing sites and working conditions and all other circumstances that may affect performance and the delivery of service. No plea of ignorance of such conditions because of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension for services. A site visit or consultation can be arranged upon request to review the work areas outlined in Schedule A.
4. This is an invitation for quotes and not a tender call. Its purpose is to initiate negotiations which, if satisfactory, will lead to a contract with the County for service. This RFQ neither expresses nor implies any obligations on the part of the County to enter into a contract with any party submitting a response or responses. The award of any contract is subject to further negotiations.
5. The responding party recognizes that it is to supply all the labour, materials, and equipment (including safety devices), and any other tools or equipment that may be required to complete the scope of work outlined herein.
6. The party that is successful in the response to quotes shall ensure that billings include a detailed breakdown of all labour, equipment, and material costs to demonstrate the level of effort required to complete the scope of work.

7. The party that is successful in the response to quotes shall be prepared to negotiate a contract for services. Negotiations will include a meeting with County staff to review work locations, budget, safety plans, and work schedules.
8. Scheduling is considered an important component of the work. The County offers some flexibility in dates, but it is a requirement that maintenance work is done on the basis outlined herein. Moreover, the successful party will be required to work out with our staff to accommodate any schedules as necessary.
9. The County reserves the right to waive any informalities or to reject any or all quotes based on changes to the approach to the work, organizational and perceived liability considerations, the financial suitability or proceeding with the execution of the work, individual tenderer's level of experience, available personnel and equipment, the Owner's perception of the impact of performance on similar projects, or potential performance problems in keeping schedule targets. The County reserves the right to omit portions of the work should it be deemed necessary for overall financial reasons.

## Schedule A

### Work Locations

Municipal Office 285 Beech Hill Road	<ul style="list-style-type: none"><li>• Grass cutting and trimming</li><li>• Existing flower and shrub bed maintenance</li><li>• Development of new naturalized beds and/or addition of pollinator-supportive species in existing beds under the direction of the Director of Sustainable Communities</li></ul>
County Courthouse 172 Main Street Antigonish	<ul style="list-style-type: none"><li>• Grass cutting and trimming</li><li>• Hedge maintenance</li><li>• Maintenance of temporary mulch beds</li></ul>

**Note:** A site visit/consultation is suggested to clarify specific areas and extent of work. To organize a site visit, please send a request via email to:

- Beth Schumacher, Deputy Clerk, [beth.schumacher@antigonishcounty.ns.ca](mailto:beth.schumacher@antigonishcounty.ns.ca)

