

Request for Proposal

**Lawn Maintenance Services
Stó:lō Service Agency
Request for Proposal (RFP) #20220422-23
Issue date: Monday May 2, 2022**

Contact Information	Closing Time and Location
<p>All enquiries related to this Request for Proposal are to be directed, in writing, to the person below who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents.</p> <p style="text-align: center;">Operations Department Building #8A – 7201 Vedder Road Chilliwack BC V2R 4G5</p> <p>ATTN: Sharlene Charlton, Operations Director SSA - Bidding Email: sharlene.charlton@stolonation.bc.ca</p>	<p>Proposals may be forwarded by e-mail, mail, courier or by hand to the location as indicated under Contact Information. Proposals must not be sent by facsimile. Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposal number, and the program title. Proposals received after the designated date and time will not be accepted and will be returned unopened to the Proponent.</p> <p>Three (3) complete copies of each proposal must be received no later than 3:00 PM Pacific Time on Friday May 13, 2022, at the location as follows:</p> <p style="text-align: center;">Sharlene Charlton, Chair, Bidding Committee Stó:lō Service Agency Building #8A – 7201 Vedder Road Chilliwack BC V2R 4G5 Sharlene.charlton@stolonation.bc.ca</p>

Proponent Section

IN RESPONSE TO THIS REQUEST FOR PROPOSAL, THE PROPONENT MUST COMPLETE AND SIGN THIS PROPONENT SECTION, LEAVING THE REST OTHERWISE UNALTERED, AND RETURN ONE ORIGINAL WITH THE PROPOSAL.

THE ENCLOSED PROPOSAL IS SUBMITTED IN RESPONSE TO THE ABOVE-REFERENCED REQUEST FOR PROPOSAL. THROUGH SUBMISSION OF THIS PROPOSAL, I/WE AGREE TO ALL OF THE TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL AND AGREE THAT ANY INCONSISTENT PROVISIONS IN OUR PROPOSAL WILL BE AS IF NOT WRITTEN AND DO NOT EXIST. I/WE HAVE CAREFULLY READ AND EXAMINED THE REQUEST FOR PROPOSAL AND HAVE CONDUCTED SUCH OTHER INVESTIGATIONS AS WERE PRUDENT AND REASONABLE IN PREPARING THE PROPOSAL. I/WE AGREE TO BE BOUND BY STATEMENTS AND REPRESENTATIONS MADE IN OUR PROPOSAL.

SIGNATURE	LEGAL NAME OF PROPONENT
DATE	ADDRESS

1. Summary Requirement

a. The Stó:lō Service Agency

Stó:lō Service Agency (SSA) is a non-profit organization registered under the Societies Act in the Province of British Columbia.

b. Scope of Services

Appointment of a Lawn Maintenance Service Provider to perform landscaping duties from May 2022 to September 2022. The Landscaper must be familiar with lawn care services which include operating a mower and weed eater.

The services of lawn maintenance must consist of the following:

- Mowing of appointed lawn area on the Pekw'xe:yles (St. Mary's) and Xá:ytem properties in Mission, BC as designated by Stó:lō Service Agency;
- Pickup of all branches and debris from designated lawn areas prior to mowing;
- Blowing of all clippings from sidewalks, driveways, and parking areas in designated areas;
- Bagging and removal of all clippings from lawn areas;
- Weed eat and trim all lawn areas around fences, driveways, trees, exterior building walls/foundations in designated areas;
- Keep all walkways, stairs, roadways, driveways, paring areas free from debris; and
- Hand weed of all scrub, mulch and flower beds in designated areas.

c. Period of Contract

May 15, 2022 – September 30, 2022

d. Location of Work

All work related to the aforementioned services will be done at the Pekw'xe:yles Property at 34110 Lougheed Highway Mission, BC V2V 6N9 Approximately **6.5** acres and Xá:ytem Property at 35087 Lougheed Highway, Mission, BC V2V 6T1 approximately **3.6** acres and as designated by Stó:lō Service Agency, vis contract.

e. Payment Schedule

Stó:lō Service Agency is looking for a set lawn maintenance fee(s) billable on a monthly basis. Comparative rates must be provided as part of a response to this Request for Proposal.

2. Definitions

Throughout this request for proposal, terminology is used as follows:

- a. **"Contract"** means the written agreement resulting from this Request for Proposal executed by Stó:lō Service Agency and the Contractor.
- b. **"Contractor"** means the successful Proponent to this Request for Proposal who enters into a written contract with the Stó:lō Service Agency.

- c. “**must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration.
- d. “**Proponent**” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal.
- e. “**should**” or “**desirable**” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

3. Request for Proposal Process

a. Receipt Confirmation Process

Proponents are advised to fill out and return the Proponent Section copy to inform participation in the Request for Proposal process. All subsequent information regarding this Request for Proposal, including changes made to this document will be directed only to those Proponents who return the form. Subsequent information will be distributed by the method authorized on the Receipt Confirmation Form.

b. Enquiries

All enquiries related to this Request for Proposal are to be directed, in writing, to the attention of the person below:

Sharlene Charlton
Stó:lō Service Agency
#8A – 7201 Vedder Road
BC V2R 4G5
E-mail: sharlene.charlton@stolonation.bc.ca

Enquiries must be made in writing either by regular mail or electronic mail. Enquiries and responses will be recorded and may be distributed to all Proponents at the Agency’s discretion.

c. Closing Date

Three (3) hard copies of each proposal must be received by 3:00 pm, Pacific Time, on **Friday, May 13, 2022**, to the place specified on the front page of this Request for Proposal.

Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposal number, and the project or program title.

d. Late Proposals

Late proposals will not be accepted and will be returned unopened to the Proponent.

e. Negotiation Delay

If a written contract cannot be negotiated within ten (10) days of notification of the successful Proponent, the Agency may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and

either negotiate a contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the proponents.

f. Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the Proponent using the Proponent section of this Request for Proposal cover page.

g. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Agency, if any. If the Agency elects to reject all proposals, the Agency will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

h. Proposal Validity

Proposals will be open for acceptance for ten (10) days after the closing date.

i. Debriefing

At the conclusion of the Request for Proposal process, all Proponents will be notified.

j. Currency and Taxes

Prices quoted are to be in Canadian dollars, inclusive of duty, where applicable, and exclusive of Goods and Services Tax.

4. Proposal Evaluation and Award

a. Opening of Proposals

The proposals will be sealed until the deadline has passed at which time the Chair of the Bidding Committee will open the sealed box and announce the name and address of the bidder, and the amount of the bid to anyone present. No tenders are disqualified at the opening.

b. Evaluation of Proposals

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The SSA's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

1. Qualifications/Experience

The Proponent must demonstrate that s(he) has the qualifications/experience as requested in this proposal.

2. Deliverables

See **Section 1.b-Scope of Work**

Mandatory Criteria-All bids must:	Please check (√)
Be in English	
Be accompanied by the cover page of the RFP and signed by the Proponent	
Be submitted in triplicate	
Be submitted in person, by e-mail or by courier	
Demonstrate relevant and significant previous experience	

Desirable Criteria-Proposals that meet the mandatory requirements will be further assessed against the following desirable criteria.	SCORE
Contractor Qualifiers	
• Applicable experience in lawn care and landscaping duties as described in Section 1b	60%
• Geographical proximity/accessibility	5%
Proposal	
• Quality and clarity of proposal	5%
Costs and Work Levels	
• Contractor and staff time commitment under the proposal	5%
• Value for money	25%
TOTAL	100%

c. Awarding of Proposal

Approval of a contract award is contingent upon funds being available. A contract award may be approved any time after the closing of tenders, but a contractor is not bound to accept the award if it is offered after the specified tender acceptance period.

1. Contract Award

The contractor is notified of the award and all conditions and changes by email, letter, or sending a copy of the signed contract.

5. Proposal format

The following format and sequence should be followed in order to provide consistency in the Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered and must include:

- a. A Cover Letter
- b. A short (one or two page) summary of the key features of the proposal including a plan for meeting all requirements, and a price breakdown for the monthly billable services specified in **Section 1.b-Scope of Work** for this engagement.