



Conseil scolaire public du Nord-Est de l'Ontario  
L'enfant au coeur de nos décisions!

## REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES

Lawn care services are required for a two (2) year period commencing May 1, 2017 to April 30, 2019 for the following properties:

École publique Odyssée	480 Norman Ave.	North Bay
École publique Héritage	2345 Connaught Ave.	North Bay
Siège social du CSPNE	820 Lakeshore Drive	North Bay

The scope of requirements may be obtained on our web site [www.cspne.ca/appels-d-offres.aspx](http://www.cspne.ca/appels-d-offres.aspx)

The lowest of any proposal will not necessarily be accepted.

Sealed or e-mailed proposals clearly marked as to contents will be received up until 2:30 PM, Thursday May 4th, 2017 by:

Lawn Care Services North Bay  
Patrick Cantin  
Supervisor of Plant Services  
Conseil scolaire public du Nord-Est de l'Ontario  
820 Lakeshore Drive  
P.O. Box 3600  
North Bay ON P1B 9T5  
Tel: (705) 472-3443 ext. 10254 Fax: (705) 472-5757  
E-mail: [patrick.cantin@cspne.ca](mailto:patrick.cantin@cspne.ca)

**Denis Labelle, DHA**  
Chair

**Simon Fecteau**  
Director of Education



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## REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES

A: The Conseil scolaire public du Nord-Est de l'Ontario intends to issue a purchase order for Lawn Care and Maintenance of the following Board owned properties:

École publique Odyssée	480 Norman Ave.	North Bay
École publique Héritage	2345 Connaught Ave.	North Bay
Siège social du CSPNE	820 Lakeshore Dr.	North Bay

B: Conseil scolaire public du Nord-Est de l'Ontario reserves the right to accept or reject all or part, any or all proposals.

C: Questions shall be directed to:

Patrick Cantin  
Supervisor of Plant Services  
Conseil scolaire public du Nord-Est de l'Ontario  
820 Lakeshore Drive  
P.O. Box 3600  
North Bay ON P1B 9T5  
Tel: (705) 472-3443 ext.10254 Fax: (705) 472-5757  
E-mail: [patrick.cantin@cspne.ca](mailto:patrick.cantin@cspne.ca)

D: Contractors are asked to submit rates, as per the attached worksheet, and to provide at least two letters of references with their submission.

E: Contractors are cautioned to verify their proposals before submission to:

Lawn Care Services North Bay  
Patrick Cantin  
Supervisor of Plant Services  
Conseil scolaire public du Nord-Est de l'Ontario  
820 Lakeshore Drive, P.O. Box 3600  
North Bay ON P1B 9T5  
Tel: (705) 472-3443 ext. 10254 Fax: (705) 472-5757 E-mail: [patrick.cantin@cspne.ca](mailto:patrick.cantin@cspne.ca)

**CLOSING DATE: Thursday, May 4th, 2017 at 2:30 PM**



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## REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES

### SCOPE

The *Conseil scolaire public du Nord-Est de l'Ontario* intends to issue a purchase order for Lawn Care and Maintenance of specific school board properties.

The Statement of Work is as follows:

- **Mowing:** the contractor will provide all labour, materials, and equipment to mow the property, beginning upon contract award through October 30 of the current year. All areas are to be mowed to the appropriate height of 3" – 3 1/2". Grass will be cut weekly (or as needed to maintain 3" height). Delays for poor weather will be permitted. Delays should not exceed 12 days without granted exception from the Supervisor of Plant Services. All areas to be mowed should be free of litter and debris, prior to mowing. If debris is too large to be removed by one worker with equipment other than heavy equipment, the contractor will notify the school Head Custodian. The contractor will also remove any litter or debris cut during mowing, each time the grass is mowed. This is to include all clippings and growth being removed from all walkways, curbs, driveways, and roadways. All mowed areas shall present an even cutting with no variance of height due to pass of cutting equipment. In the case of heavy growth, clippings will be removed or mulched when deemed unsightly by the contractor, Supervisor of Plant Services, or the School Principal.
- **Trimming:** the contractor will provide all labour, materials and equipment to trim all appropriate areas beginning upon contract award through October 30th of the current year. Trimming will include cutting of growth away from all equipment areas, playground equipment, fire hydrants, signs, hedges, and trees, and any other areas not reachable by mowing equipment. Trimming will be done biweekly (not to exceed 14 days). Delays will follow the same procedure as outlined for mowing. Trimming shall be done utilizing a line - type weed trimmer. All trimmed areas will be cut to the same height as the surrounding grass. No trimming will be done using any chemicals. Trimming will be done on both sides of the chain link fence. All excess growth (i.e. vines, brush, and weeds) will be cleared from the entire fence line and should be maintained.
- **Landscaping:** all landscaping will, upon contract award, be maintained on an as needed basis, with the written approval of the, Supervisor of Plant Services, until Oct. 30 of the current year. The contractor will remove all grass and growth from cracks or spaces in walkways, curbs, driveways, concrete pads, roadways, fences, and rocky areas within areas of responsibility. All mulched areas will be kept weeded and neat in appearance. All dead flowers, plants, and shrubbery shall be removed. Additional mulch should be added as needed, to maintain a depth of at least 3 inches. All grass bordered by curbs, walkways, and driveways shall be edged and neatly manicured. All hedging will be done on an as needed basis; Hedges and Shrubby should maintain a neat appearance, free on any stray, dead, or broken limbs.



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- ❑ **Fertilizing:** the Contractor will apply one application of granulated type fertilizer. Application will be applied no earlier than May 31<sup>st</sup> of each year. The type and time when fertilizer is to be applied shall be submitted in writing to the Supervisor of Plant Services for approval prior to any application. In addition, **the contractor will provide a copy of the Material Safety Data Sheets relating to the fertilizer intended for use.** Only after given approval by the Supervisor of Plant Services will the fertilizer be applied. No additional applications of fertilizer shall be applied under this statement of work.
- ❑ **Spraying:** No spraying will be done without prior written recommendation by the Contractor followed by approval from the Supervisor of Plant Services. Any suggestions for spraying conforming to the laws and regulations shall be submitted in writing, along with a copy of the Pesticide Application license and Materials Safety Data Sheets for all chemicals intended for use to the Contracting Officer for approval. The perimeter fence line and roadways will be the only areas considered for use of sprays. Any sprays used shall contain a bright colour marking dye.
- ❑ **Aeration:** the Contractor will provide all labour, materials and equipment needed to aerate once per year (April/May). Any damage to sprinkler system shall be the sole responsibility of the contractor.
- ❑ **Tree Trimming:** The Contractor shall provide for the labour, materials, and equipment needed to trim and groom all trees on the entire complex. Tree trimming will not be done without prior written recommendation by the Contractor, followed by approval from the Supervisor of Plant Services. The Contractor will be responsible for all tree grooming and maintenance for the current year. This is to include the removal of all broken limbs.
- ❑ **Top dressing of athletic field:** The Contractor shall provide for the labour, materials, and equipment needed to top dress the athletic field. Provide a top dressing mixture that combines sand, loam, and peat with a combination order of 3 to 3 to 1 ratio. Sand ratio shall not exceed 3. Overseed with athletic field hardiness type grass seed once top dressing has been completed. Top dressing shall occur in autumn.
- ❑ **Dethatching of athletic field** prior to May 31<sup>st</sup>.
- ❑ **Athletic field fertilizing** three (3) applications every year, spring, summer and fall with a high end grade golf course fertilizer which will not burn the grass and is environmentally friendly.
- ❑ **Technical Recommendations:** If the Contractor feels there is any work that should be done with the landscaping not covered in this statement of work, he or she shall submit in writing a report to the Supervisor of Plant Services. This report shall include the problems found and recommendations on how to correct the problem. If the contractor should submit any technical recommendations, an estimated cost should also be included. If the Conseil scolaire public du Nord-Est de l'Ontario requests technical advice, the Contractor shall provide the Technical advice the same as if the Contractor found the problem. This statement of work shall allow no more than 4 requests by the Conseil scolaire public du Nord-Est de l'Ontario for technical advice. The Contractor shall submit a cost estimate for any technical reports



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requested by the Conseil scolaire public du Nord-Est de l'Ontario exceeding 4. The Supervisor of Plant Services shall be the only one to authorize the Contractor to submit a written report of technical recommendation requested by the Conseil scolaire public du Nord-Est de l'Ontario exceeding 4.

- ❑ **On Site Representative:** The Conseil scolaire public du Nord-Est de l'Ontario will assign a representative from the school or building, to assist the Contractor with any questions that may arise. This person will be known as the Contracting Representative. The Contracting Representative will only be used in assisting the contractor with any questions and unforeseen problems. He or she will not be able or responsible for making any modifications to this Statement of Work or obligate the Conseil scolaire public du Nord-Est de l'Ontario for any additional costs. He or she will not have the authority to stop the Contractor from any work, with the exceptions of matters concerning safety or violation of applicable laws, rules, regulations, and instructions. The Contracting Representative will usually be on site while the Contractor is working. He or she will be the primary contact and will try to maintain a positive working environment for the contractor. Work days and hours: The Contractor shall carry out this Statement of Work during normal working hours of the school. The normal work hours are Monday through Friday, 06h55 until 15h25. The Contractor will work on these days and during these hours only, unless heat conditions predicate. The Contractor will notify the Contracting Representative, on each occasion, when conditions dictate a variance in the working hours.

Neglect to execute the work properly or fail to perform any provision of this contract, the Board may, without written notice to the contractor and without prejudice to any other remedy available, make good such deficiencies and may deduct the cost thereof from the payment then and thereafter due the contractor.

### **QUALITY OF WORK**

The Supervisor of Plant Services or designate shall be the judge of quality of work and its acceptability. Work not acceptable shall be made good immediately at no additional cost to the Board.

The contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public, etc.) and property, from any harm during the course of the contract.

Each contractor's performance will be closely monitored. A neglect of service will not be tolerated. The Board reserves the right to adjust a contractor's workload by reducing the number of locations in the event of non-performance. The Board may also terminate the contract in its entirety, upon thirty (30) days written notice to the contractor.

### **TAXES**

The H.S.T. is to be shown separately when invoices are submitted for payment.

### **TERMS OF CONTRACT**

All companies must follow the enclosed list of terms and conditions in order to be considered in this proposal.



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### **FAILURE OF SATISFACTORY PERFORMANCE**

Conseil scolaire public du Nord-Est de l'Ontario reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any bidder for failure to accept contract, or the name of any bidder for unsatisfactory performance of the contract in the opinion of Conseil scolaire public du Nord-Est de l'Ontario.

### **SERVICE**

Conseil scolaire public du Nord-Est de l'Ontario reserves the right to terminate the contract should the bidder fail to provide sufficient skilled forces to satisfy expectations of the Board. The Board remains the final judge of these expectations.

### **SAFETY**

The contractor must observe all safety work practices. The successful bidder shall comply with all legal requirements of all government (e.g. municipal, district, provincial or federal) regulations relating to labour laws, and health & safety.

Do not operate any equipment when children are present.

### **ENVIRONMENT**

Conseil scolaire public du Nord-Est de l'Ontario makes every effort to competitively procure, whenever possible, environmentally appropriate and ecologically sound products.

### **SUBCONTRACTING**

The Bidder agrees not to assign or subcontract any of the work obligations required under this agreement unless bidder obtains written consent from Conseil scolaire public du Nord-Est de l'Ontario, which may be withheld for good cause.

### **OTHER**

The Board reserves the right to award all or portions of this Proposal to various Vendors.

Unless otherwise noted in this tender, the successful contractor shall be considered to be the general contractor who will be fully responsible for the entire project. It is mutually agreed and understood that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or the right, title or interest therein, or the bidders power to execute such contract to any other persons, firm company or corporation without the previous written consent of *Conseil scolaire public du Nord-Est de l'Ontario*.

The contractor may be asked to provide proof of staff trades certification.

Contractors will indicate the properties they are interested in handling and should be prepared to negotiate the acceptance of all or any of the proposed sites.

Contractors will not perform the work required during the regular school traffic, recess and lunch hours, except as approved by the principal of the school.

The successful bidder shall comply with all legal requirements of all government (e.g. municipal, district, provincial or federal) regulations relating to safety, health and sanitation.



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### **WORKPLACE SAFETY AND INSURANCE**

The successful bidder must ensure that Workplace Safety & Insurance cover all workers for the duration of this contract. A valid copy of your certificate of coverage from the Workplace Safety & Insurance Board must be submitted with this bid and annually thereafter.

The contractor shall furnish a valid Certificate of Clearance from the Workplace Safety & Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required or levied by the Workplace Safety & Insurance Board. The certification is to be furnished prior to the commencement of this contract and each September thereafter. This good standing must be maintained throughout the contract period. The successful bidder shall ensure that all workplace injuries and accidents must be reported to the Board's representative in a timely fashion.

### **INSURANCE**

The contractor will be responsible for insurance coverage for its own supplies and property including money.

The Board is not responsible for any equipment or supplies kept on the Board premises.

A valid copy of your certificate of coverage from the insurance company must be submitted with this bid and annually thereafter.

Comprehensive General Liability Insurance shall include the name of the insurance company and coverage for liability assumed under this agreement, including claims an employee of the contractor might bring that against the Board. The coverage will be subject to a minimum of \$2,000,000 for each occurrence. **Conseil scolaire public du Nord-Est de l'Ontario will be a named as Additional Insured on the policy.** It must also provide coverage to protect the Board against claims for property damage and bodily injuries including death. This liability policy shall contain the following coverage:

- Personal Injury
- Occurrence Property Damage
- Broad Form Property Damage
- Property Damage – each occurrence
- Public Liability – each occurrence – one or more persons

The contractor will submit certification of Public Liability and Property Damage Insurance Certificate to protect the Board against claims for property damage and personal injuries including accidental death caused by the contractor.

The contractor must provide proof of valid Automobile Liability Insurance of at least \$1 million for all licensed vehicles brought onto school property. Proof of insurance must be provided with the signed contract.

Motorized lawn equipment, while not required to be licensed, must be covered under the under the bidder's Comprehensive General Liability.



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The contractor will not change their insurance carrier without thirty (30) days prior written notice to the Board.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

If applicable, the successful bidder must supply **MATERIAL SAFETY DATA SHEETS** providing Conseil scolaire public du Nord-Est de l'Ontario with the breakdown of components for any products used in our facilities.





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## REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES

### Appendix 1

### ÉCOLE PUBLIQUE ODYSSEE

<u>LAWN MAINTENANCE</u>	QTY	\$ PER UNIT
FERTILIZER APPLICATION		
SPRAYING		
AERATION per site aeration		
*FEE PER CUT		
CLEANING OF WINTER SAND FROM LAWN AREAS		

**\*NOTE: FEES INCLUDE MOWING AND TRIMMING**

<u>MAINTENANCE OF ATHLETIC FIELD (where applicable)</u>	QTY	\$ PER UNIT
FERTILIZER APPLICATION		
SPRAYING		
DETHATCHING		
TOP DRESSING		
AERATION		
*FEE PER CUT		



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## **REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES**

### **Appendix 2**

### **ÉCOLE PUBLIQUE HÉRITAGE**

<b><u>LAWN MAINTENANCE</u></b>	<b>QTY</b>	<b>\$ PER UNIT</b>
<b>FERTILIZER APPLICATION</b>		
<b>SPRAYING</b>		
<b>AERATION per site aeration</b>		
<b>*FEE PER CUT</b>		
<b>CLEANING OF WINTER SAND FROM LAWN AREAS</b>		

**\*NOTE: FEES INCLUDE MOWING AND TRIMMING**



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## REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES

### Appendix 3

### SIÈGE SOCIAL DU CSPNE

<b><u>LAWN MAINTENANCE</u></b>	<b>QTY</b>	<b>\$ PER UNIT</b>
<b>FERTILIZER APPLICATION</b>		
<b>SPRAYING</b>		
<b>AERATION per site aeration</b>		
<b>*FEE PER CUT</b>		
<b>CLEANING OF WINTER SAND FROM LAWN AREAS</b>		

**\*NOTE: FEES INCLUDE MOWING AND TRIMMING**



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### **Appendix 4**

### **DECLARATION OF CONFLICT OF INTEREST**

The Bidder must disclose if there is an actual or potential Conflict of Interest relating to the preparation of its Submission, and/or the Bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the Tender

INSTRUCTIONS TO BIDDERS: The Bidder must check the box which applies.

- The Bidder declares that it has a conflict of interest.
  
- The Bidder declares that it does not have a conflict of interest.

If the Bidder declares an actual or potential Conflict of Interest, the Bidder must set out below details of the actual or potential Conflict of Interest:

The Bidder agrees that, upon request, the Bidder shall provide TBDHU with additional information from each individual identified in the form prescribed by CSPNE.

Bidder confirms as Acknowledged: \_\_\_\_\_  
(Bidder's Signature)



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## REQUEST FOR PROPOSALS FOR LAWN CARE SERVICES

Contractors may submit their rates up to **14:30** local time, May 4th, 2017.

I/We having carefully examined, read, understood and agreed with the scope and specifications relating to this Proposal, hereby offer to provide services as specified.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please print/type above name)

**Company Name** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postal Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_