
CENTRAL COAST REGIONAL DISTRICT

TENDER PACKAGE FOR: 2020 PARK FACILITIES SEASONAL MAINTENANCE CONTRACT

March 30, 2020

Prepared By:



Central Coast
REGIONAL DISTRICT

That we may be good people together

Central Coast Regional District
Box 186, 626 Cliff Street
Bella Coola, BC
V0T 1C0

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INVITATION TO TENDER

The Central Coast Regional District (CCRD) invites tenders from qualified contractors, for the provision of seasonal maintenance to CCRD park facilities in the Bella Coola Valley. It is the intent of this tender to secure labour, equipment, tools, materials and any incidentals to undertake grounds maintenance, including but not limited to: cutting grass, cleaning buildings, removal of garbage and maintenance of trails in Snootli Creek and Walker Island Regional Parks and at the Snootli Ice Rink and Skate Park. The contract term is for a five-month period beginning May 1, 2020 and ending September 30, 2020. Subject to CCRD satisfaction with services provided, budget constraints and mutual agreement between the CCRD and Contractor, an additional two, 5-month terms (May 1st to Sept. 30th) may be offered.

Work associated with this contract is as follows.

For an all found **monthly lump sum** the contractor will:

At Walker Island Park

- Commencing the first week in May, and ending the last week in September, cut grass every two weeks (eleven (11) times total) outside the ball field (i.e. BBQ pit area, playground, concession area and soccer field);
- Commencing the first week in July, cut the grass inside the ball field every week for the months of July and August (nine (9) times total) and every two weeks during the months of May, June and September (seven (7) times total);
- Once a month, for the months of May, June, July, August and September: weed-eat the entire grounds including around structures, fences (inside and outside), tables/benches and trees and ditchlines/road edges.
- Commencing the first week in May, on a weekly basis, pick-up and dispose of any loose garbage from the grounds, remove garbage from bins, clean three (3) outhouses, restock toilet paper, assess outhouses for pumping requirements and notify CCRD staff of any issues; and
- Accompany CCRD personnel on inspections as requested.

At Snootli Park

- At Beaver Pond Picnic Area, commencing the first week in May, and ending the last week in September, cut grass every four weeks (five (5) times total);
- Commencing the first week in May, on a monthly basis, pick-up and dispose of any loose garbage from the Picnic Area, remove garbage from bins, clean one (1) outhouse, restock toilet paper, assess outhouse for pumping requirements and notify CCRD staff of any issues; and
- Accompany CCRD personnel on inspections as requested.

At Snootli Skating Rink and Skate Park

- Once only in July or August, remove grass, weeds and brush along entrance road, parking lot and around rink perimeter;
- Accompany CCRD personnel on inspections as requested.

For an all found **hourly rate** the contractor will on an as needed basis:

- Perform force account work on an as needed basis to be determined by a CCRD representative;
- Clean the interior and exterior of the concession building;
- Undertake brushing work;
- Undertake trail maintenance;
- Undertake general maintenance duties; and
- Assist CCRD personnel in general maintenance and repairs of park infrastructure.

Please refer to Schedule A of the attached sample contract for a complete list of services required under this contract.

The marshaling point for initiation and cessation of all hourly work is Walker Island Park.

All tenders will be received by the undersigned at the offices of the Central Coast Regional District, 626 Cliff Street, Bella Coola, B.C., V0T 1C0 not later than the closing time of 4:00 p.m., local time, April 24, 2020. **There is a strong likelihood that the CCRD office will be closed due to COVID-19, so our preference is that tenders be mailed to Central Coast Regional District, Box 186, Bella Coola, BC, V0T 1C0, with “Parks Tender” written at the bottom of the envelope, or emailed to ea@ccrd.ca with “Parks Tender” in the subject line, or faxed to (250) 799-5750 with a cover page with “Parks Tender” in the subject line. CCRD must receive tenders prior to 4:00 p.m., local time, April 24, 2020.** The tender opening will be completed in private by CCRD staff.

Tender packages may be obtained from the Central Coast Regional District office at 626 Cliff Street, Bella Coola, B.C., or on the CCRD website at www.ccrd.ca. Interested parties are asked to register with the undersigned to receive any additional information or addendums that may be issued prior to the closing date. Registration can be completed by emailing Destiny Mack at ea@ccrd.ca, or by phone (250) 799-5291.

The CCRD will not be responsible for any costs incurred by a Tenderer in preparing its tender. Tenders submitted will be deemed irrevocable for a period of ninety (90) days after the Closing Time.

The lowest or any Tender will not necessarily be accepted. The Central Coast Regional District unequivocally reserves the right to waive formalities in or reject any or all Tenders, or accept the Tender deemed most favorable in the interest of the Central Coast Regional District.

There will be **no** mandatory pre-bid meeting, however interested bidders are strongly encouraged to contact the CCRD with any questions prior to submitting a tender.

All tender inquiries must be directed only to the Operations Assistant, Destiny Mack, in writing or by email at ea@ccrd.ca.

Destiny Mack

CCRD Operations Assistant

INSTRUCTIONS TO TENDERERS

Submission of Tenders

1. All tenders will be received by the undersigned at the offices of the Central Coast Regional District, 626 Cliff Street, Bella Coola, B.C., V0T 1C0 not later than the closing time of 4:00 p.m., local time, April 24, 2020. There is a strong likelihood that the CCRD office will be closed due to COVID-19, so our preference is that tenders be mailed to Central Coast Regional District, Box 186, Bella Coola, BC, V0T 1C0, with "Parks Tender" written at the bottom of the envelope, or emailed to ea@ccrd.ca with "Parks Tender" in the subject line, or faxed to (250) 799-5750 with a cover page with "Parks Tender" in the subject line. CCRD must receive tenders prior to 4:00 p.m., local time, April 24, 2020. Tenders received after the Closing Time will not be considered. They will be returned to the Tenderers unopened.
- ~~2. Tenders must be submitted on the Tender Form supplied by the District. The Tender Form must be submitted in a sealed envelope clearly marked:~~

~~CENTRAL COAST REGIONAL DISTRICT~~

~~PARK FACILITIES SEASONAL MAINTENANCE TENDER~~

~~CONTRACT REFERENCE CCRD PW2020-10~~

~~No other identifying marks are to be placed on the bid submission envelope.~~

3. The Tender Form shall be dated, shall show the full legal name and business address of the Bidder and shall be signed with the usual signature of the person or persons authorized to bind the Bidder. The name of each signatory shall be clearly imprinted below the signature.
4. Bidders must be sure to fill out all parts of the attached Tender Form.
5. Bidders may be required after the Tender opening to submit evidence of their resources and their ability to carry out the Work specified under the Contract.
6. Before submitting a Tender, the Bidder shall carefully examine the documents and the site of the Works and shall fully inform him/herself as to the existing conditions and limitations which may influence the Tender and affect the execution of the Works.
7. Should any Bidder find discrepancies or omissions in the documents, or should any other questions arise concerning the Work as required under the Contract, bidders should at once, request explanation, clarification or interpretation, BEFORE submitting the bid.
8. A Tenderer who has already submitted a Tender may submit a further Tender at any time up to the Closing Time. The last Tender received from a Tenderer prior to the Closing Time shall supersede and invalidate any and all Tenders previously submitted by the Tenderer. A Tenderer may withdraw its Tender at any time up to the Closing Time.
9. Tenders are irrevocable after the Closing Time for ninety (90) days.
- ~~10. Only Tenders submitted in writing will be accepted. Tenders submitted by facsimile or other forms of electronic media will not be accepted.~~
11. Any party owing monies to the CCRD must settle all debts before any Tender documents will be considered.

Tenderer's Qualifications

1. The following mandatory criteria must be met or exceeded and documented within the contents of the Tender Form:
 - (a) Contractor and key personnel have a minimum of two years experience in parks or recreation facility grounds maintenance, or a combination of education and experience acceptable to CCRD administration.
 - (b) Key Personnel must have and maintain a valid class 5 BC Drivers License.

Sub-contractors

1. Tenderers shall note in the details section of Part 2 of the tender form if any of the Key Personnel are Sub-contractors. The CCRD reserves the right, without any liability to the CCRD to reject any proposed Sub-contractor and to require the Tenderer to substitute another Sub-contractor that is acceptable to the CCRD.
2. Sub-contractors identified in the Tender Form shall not be changed without the written consent of the CCRD.

Insurance Coverage

1. It is the responsibility of the contractor to obtain and maintain in good standing insurance coverage through WorkSafe BC. As a condition of award of the Contract, and prior to any commencement of work, the successful Tenderer shall provide evidence of coverage as specified in Schedule C of the attached sample contract.
2. Before initiation of work, the contractor shall provide to CCRD evidence of Commercial Liability Insurance coverage in an amount not less than \$2,000,000.00 inclusive of any one occurrence and naming the CCRD as an Additional Insured.

Pricing Requirements

1. The Tender shall be firm, expressed in Canadian currency, and shall be all inclusive, including but not limited to all labour, materials, equipment, freight, customs and excise duties, and taxes, save and except only GST.

Addenda

1. If there are to be any changes in the Work, the Tenderers will be informed, prior to the close of the period allowed for receiving tenders, by means of an Addendum, a written communication issued by the CCRD. All Addenda shall become a part of the Contract Documents.

Evaluation of Tenders

1. All tenders submitted in accordance with the Instructions to Tenderers will be evaluated by CCRD staff to determine which tenders meet the all-mandatory criteria. Those meeting the mandatory criteria will then be scored with the following points awarded for each criteria:

(a)

Criteria	Possible Score	Tender Score
Pricing	80	
Contractor and Key Personnel Experience	20	
Total Possible score	100	

- (b) Pricing will be scored by assigning the lowest tendered price for monthly lump sum work, a score of 80 points. All other tenderers will have their prices scored by dividing their price into the lowest tendered price and then multiplying it by 80.
 - (c) Contractor experience will be scored according to the following:
 - I. 2-5 years = 10 points
 - II. 6-10 years = 15 points
 - III. 11+ years = 20 points
 - (d) If two or more tenders receive equal scores, preference will be given to the bidder who has completed similar work for the CCRD to a satisfactory standard.
 - (e) CCRD personnel will evaluate the proposed list of equipment to ensure it is adequate to undertake the required work. CCRD reserves the right to reject a tender if it deems the proposed equipment to be inadequate or unsafe for completion of the required works.
2. The bidders will be ranked based on the above criteria and then the contractor with the highest score will be contacted in order to enter into 'fronrunner' negotiations. At the fronrunner negotiation stage, the CCRD reserves the right to request references or other documentation in support of the Tender. This is an opportunity for both the Regional District and Bidder to clarify contract details. If both parties are satisfied, then a contract will be executed by the respective parties. If the two parties fail to reach an agreement, then next highest ranked contractor will be contacted to initiate 'fronrunner' negotiations.



2020 Park Facilities Seasonal Maintenance Tender

FORM OF TENDER

Tender of:

_____) **Name and address**
 _____) **of Bidder**
 _____)

To: Central Coast Regional District
 Box 186, Bella Coola, BC V0T 1C0

NOTE: The marshaling point for initiation and cessation of all hourly work is Walker Island Park.

PART 1 – PRICING

In response to the Invitation to Tender, the Instructions to Tenderers, the sample contract included in this bid package and the detailed specifications in Schedule A of the attached sample contract; I/We, submit the following pricing (in Canadian Dollars) to perform the duties as described in the Tender Package for 2020 Park Facilities Maintenance Contract and for associated Force Account Work (Hourly work requested by CCRD over and above contractual obligations) for the period commencing May 1, 2020 and extending until September 30th, 2020.

ITEM NO	DESCRIPTION OF WORKS /SERVICES	TENDERED RATE/PRICE (GST EXCLUDED)
1.	Lump sum monthly fee for grounds maintenance of parks facilities for the months of July, August and September.	\$ / month
2.	Force Account Rate for mowing - all found price. State make and model of machine_____	\$ / hour
3.	Force Account Rate for weed eating - all found price. State make and model of machine_____	\$ / hour
4.	Force Account Rate for cleaning work (i.e. concession, bathrooms) – all found price includes cleaning supplies etc.	\$ / hour
5.	Force Account Rate for general labour – all found price.	\$ / hour
6.	Force Account Rate for labour using chainsaw or general power equipment – all found price.	\$ / hour
7.	Force Account Rate for (name equipment):	\$ / hour
8.	Force Account Rate for (name equipment):	\$ / hour

PART 2 – CONTRACTOR EXPERIENCE

Contractor Personnel	Number Of Years Working at Parks Grounds Maintenance	Details (include relevant experience and location of key personnel)
Contractor/Business		
Superintendent Name: _____ _____		
Attendant Name: _____ _____		
Subcontractor Name: _____ _____		

PART 3 – CONTRACTOR EQUIPMENT FOR PARKS MAINTENANCE

Type of Proposed Equipment	Details (Make, Model, Year, Hours, Condition, Leased or Owned, Current Location)

PART 4 – SUB-CONTRACTORS (IF ANY)

Name of Sub-contractor	Description of Sub-contractor Role

I acknowledge that I have read and understood the requirements and specifications within the sample contract included with the Tender Package, and that the information included in my tender is accurate and free of any misrepresentation.

Signature Dated Phone

On behalf of _____
(Company Name)

CCRD USE ONLY
Tender received: _____ Accepted _____ Rejected _____