

Municipality of the County of Antigonish Request for Quotations

Organization	Municipality of the County of Antigonish	Project ID	MCA2024 – Courthouse Landscaping Services
Project Title	Courthouse Landscaping & Snow Removal Services		
Project Objectives	<p>The Operator will provide maintenance to ensure that landscaped areas at the Courthouse Building at 172 Main Street, Antigonish are presentable and appealing</p> <p>The Operator will provide snow removal services for the Courthouse Building at 172 Main Street, Antigonish</p>		
Starting Date	November 1, 2024	Ending Date	March 31, 2026
Project Manager	Beth Schumacher, Deputy Clerk		
Project Description			
<p><u>Landscaping Services</u></p> <p>The County is seeking to engage professional landscape services to provide lawncare and maintenance to flower beds at the County Courthouse (172 Main Street).</p> <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 property identified above continues to thrive. This may include the potential expansion or development of new landscaping and continued maintenance for the duration of this contract. The level of effort expected is up to 4 hours per week at peak season.</p> <p><u>Snow Removal Services</u></p> <p>The County is seeking to engage a professional snow removal operator to handle snow/ice removal at the County Courthouse (172 Main Street). This involves removal of snow from internal sidewalks, steps, porches, and parking spaces on the property and ensuring that surfaces are sufficiently treated to prevent icing.</p> <p>See SCHEDULE A for work notes about each location</p> <p>Interested individuals and companies are encouraged to complete a site visit/consultation with the Project Manager.</p>			

Project Deliverables

Landscaping Services

- Grassed lawns: The Operator will ensure that lawns be mowed and trimmed as required (weekly during peak growing season if warranted).
- Flower, shrub, and tree beds on municipal properties: The Operator will be responsible for all maintenance pertaining to these areas. This includes clean-up, weeding, pruning, fertilizing, mulching, and removal where required.
- The Operator must possess/have access to a vehicle and equipment necessary to carry out the work. The Operator must have the ability to operate a variety of tools, equipment, and vehicles used in landscaping.
- The Operator must prioritize, organize, and follow-up on projects within established timelines.
- The Operator must have the ability to exercise good judgement and decision-making within the scope of his/her authority.
- The Operator may be requested to perform other landscaping projects. Anything outside of the scope of work will be invoiced separately from this contract.

Snow Removal Services

- The Operator will ensure that internal sidewalks, steps, and porches are shovelled and treated for ice by 8am, Monday through Friday.
- The Operator will monitor the property and if weather conditions warrant, provide additional snow clearing and surface treatment during business hours (8am through 6pm), Monday through Friday.
- The Operator must possess/have access to a vehicle and equipment necessary to carry out the work. The Operator must have the ability to operate a variety of tools, equipment, and vehicles used in snow removal services.
- The Operator must have the ability to exercise good judgement and decision-making within the scope of his/her authority.

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

County Courthouse
172 Main Street Antigonish

Landscaping Services

- Grass cutting and trimming
- Hedge maintenance
- Maintenance of temporary mulch beds, future landscaping

Snow Removal Services

- Snow removal and surface treatment for ice on all internal sidewalks, steps, and porches by 8am, Monday through Friday.
- Additional snow clearing and surface treatment for ice for ice on all internal sidewalks, steps, and porches during business hours (8am through 6pm), Monday through Friday.

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.ca

Schedule B – Quote Submission Form

This is the quote of _____
(please put your company name here – PLEASE PRINT LEGIBLY)

Providing a quote for (please circle response)
Landscaping **Snow Removal** **Both**

Site Visit

I, or a representative of my company, completed a site visit prior to submitting this quote
(please circle response) **Yes / No**

Quote Price (HST excluded):

Lump Sum Cost: \$ _____

Cost Breakdown

Hourly Rate: \$ _____

Estimated number of hours / week: _____ (hours/week)

Call Out Fee / Hour: \$ _____

Value Added Services (optional) _____

Please attach a schedule of fees for consideration for any work completed outside the scope of this Request for Quotations.

Note: Contractors must be prepared to submit all required documentation as required by the County’s Procurement Policy and safety policies.

Submission Process:

- Please cite “**MCA2024 – Landscaping Services**” on all correspondence
- Quotations must be submitted on this form.
- Quotations must be submitted no later than **4:00pm on Friday, September 6, 2024**

Quotations to be dropped off at the Municipal Office at 285 Beech Hill Road, Beech Hill, NS with attention to Beth Schumacher, Deputy Clerk

OR

E-Mailed to: Beth Schumacher, Deputy Clerk
beth.schumacher@antigonishcounty.ca