



School Services Building  
Box 809 • 523 Langley Avenue  
Warman SK CAN • S0K 4S0  
Phone: 306-683-2800  
Fax: 306-244-1409  
www.spiritsd.ca

## **PRAIRIE SPIRIT SCHOOL DIVISION 2018-19 TENDER FOR YARD CARE INFORMATION FOR BIDDERS**

Prairie Spirit School Division invites local contractors to submit tenders for yard care at all our facilities on a **per season** basis for a period of **two years** beginning May 1, 2018. PSSD will review the contracts in February 2020, and may offer to extend the contract beyond two years at a price negotiated with the current contractor.

The annual contract amount will be paid in equal monthly installments over the five-month season (May to September).

### **CLOSING DATE AND TIME**

Tenders marked “Attention: Randy Willms” and “Yard Care Tender” will be received by the undersigned by any of the methods listed on the tender form until 12:00 p.m., March 9, 2018. This will **not** be a public opening. Notification of results will be sent to all bidders the week of April 16, 2018.

### **ADDENDUM**

PSSD may cancel the tender, revise, delete, add to or substitute any part of the document, extend the closing date, or provide an explanation or interpretation for potential bidders by posting an addendum on the PSSD website under “Tenders”.

### **CONTRACTOR'S RESPONSIBILITY**

It will be the contractor's responsibility to clarify with PSSD any questions with respect to the tender documents in writing before submitting their proposal.

No oral explanation or interpretation by PSSD shall modify any of the requirements or provisions of this Document.

## **DUE DILIGENCE**

Contractors are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their proposal.

Contractors are encouraged to communicate with the facility which is being tendered on to determine the areas to be cut and trimmed.

## **TENDER COSTS**

PSSD will not be responsible for any costs incurred by a contractor in preparing and submitting a tender.

## **WITHDRAWAL OR REVISION OF TENDERS**

A contractor may revise all or part of a tender at any time up to the closing date and closing time.

A contractor may withdraw his or her tender bid at any time up to official closing time by letter bearing his or her signature as in his or her bid submitted to the undersigned by any of the methods listed on the tender form.

This letter shall supersede and invalidate all tenders previously submitted by the contractor.

## **CLAIMS OR LITIGATION**

PSSD reserves the right not to accept a tender from or make an award to any contractor which has a claim or legal proceeding against PSSD, or against which PSSD has a claim or legal proceeding with respect to any previous contracts, tenders, or business transactions.

## **EVALUATION CRITERIA**

The evaluation of proposals shall be based on, but not exclusively, the following criteria and not necessarily in the order listed:

- ability of contractor to deliver the quality of work required within the time periods identified
- corporate stability and experience with school divisions
- contractor commercial licensing and equipment
- pricing
- all other relevant factors
- PSSD reserves the right, at its sole discretion, to reject any or all bids, and the lowest or highest bid as the case may be, will not necessarily be accepted.
- Selection of the successful tender shall be subject to approval by the Maintenance Supervisor

## **SCOPE OF WORK**

This tender is for the services of grass cutting, weed control, and tilling as outlined below. Partial bids will not be accepted.

### **Duties included in the tender price**

#### **Flat Rate per Season:**

- maintaining all grass at a height of 2-3 inches or as directed, raking of grass clippings if necessary.
- grass/weed-trimming around trees, signs, fences, bleachers, and buildings.
- tilling sand based protective surfaced playgrounds, including outdoor volley ball courts, jumping pits, etc. twice per year (**once in spring, and once at the end of August**).

#### **Hourly Contract Work:**

- Chemical supply and application for weed control in parking lots and other areas which may be required to be done at an hourly rate as requested by the PSSD Maintenance Supervisor. The hourly rate shall include the cost of the chemical applied.
- hedge trimming, and other duties, which may be required to be done at an hourly rate as requested by the PSSD Maintenance Supervisor.

The contractor is responsible for moving picnic tables and trash/recycling bins to accommodate areas for grass cutting.

The properties under the care and control of PSSD and available for tender are listed in Schedule A. Contractors must bid to perform the work at any or all properties listed in Schedule A.

Interested contractors are invited to submit a separate tender for each property using the attached form to show tender price per season, rate for hourly contract work, and details of their proposed equipment for maintaining the school grounds.

## **EXTRA WORK**

Yard work not listed in the duties above may be requested by the PSSD Maintenance Supervisor on an individual basis. Compensation for this work would be outside of this contract, and paid at an agreed-upon hourly rate.

This extra work encompasses, but is not limited to, outdoor garden/classroom spaces, tree bed tilling, and flower beds.

## **HEALTH AND SAFETY**

PSSD is serious in its application of health and safety protocols.

The contractor is expected to adhere to all legislated and regulated health and safety regulations. Failure to adhere to these practices may result in termination of the contract without financial penalty to PSSD.

The successful contractor shall provide to PSSD a current copy of their WCB Letter of Good Standing, and notify PSSD immediately if their status changes.

The contractor shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Workers' Compensation Act and comply with requirements of Workplace Hazardous Materials Information System (WHMIS 2015) regarding use, handling, storage and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

## **REGULATIONS AND LAWS**

The contractor shall abide by all Federal, Provincial, and Municipal Acts, By-laws and Regulations relative to the performance of the work.

The contractor shall obtain any business licenses that may be required by the community in which they are contracted to perform their services.

## **CONTRACT STIPULATIONS**

Upon award the successful contractor must:

- provide PSSD with written proof of \$2,000,000 liability insurance coverage in writing,
- submit a WCB Letter of Good Standing,
- obtain any business licenses that may be required by the community in which they are contracted to perform their services,
- err on the side of caution while performing yard care around staff, student body, buildings, structures, sidewalks and curbs, etc.

The contractor will be held liable for any and all repairs to property caused by their equipment.

## **SITE EXAMINATION**

Bidders shall carefully examine the work site and take note of all existing conditions, limitations and difficulties that may arise during, or which may adversely affect, the execution of the Work. Bidders shall immediately notify the PSSD Maintenance Supervisor of any conditions which may adversely affect the completion of the contract.

Bidders shall include in their bid price all costs to complete the Work. PSSD will not consider any claims for extra work, costs, damages or difficulties encountered resulting from conditions which were either visible at the work site during examination, or could be reasonably identified from the bid documents prior to the bid closing time.



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## TENDER FORM

### 2018-19 TENDER FOR YARD CARE

**IMPORTANT: Please submit a separate tender document for each facility**

#### EQUIPMENT TO BE PROVIDED

The contractor shall have at their disposal for this work:

- All necessary equipment and tools to fulfil all requirements of this tender.
- All appropriate safety signage, safety equipment and personnel to conform to all applicable acts, regulations and legislation.

	2018	2019
<b>Facility:</b> _____		
<b>Flat Rate Price per Season:</b> Includes Grass cutting/trimming and Tilling as described in the scope of work.	\$ _____	\$ _____
<b>Hourly Contract Rate</b>		
<b>Spraying Application</b> (includes chemical supply)	\$ _____	\$ _____
<b>Other</b> (hedge trimming, tree trimming, etc.)	\$ _____	\$ _____

Equipment to be Used			
Year	Description &	Horse Power	Cutter/Tiller Width

- All Tenders are for an initial two-year term on a per season basis.

**FORM OF TENDER**

The Contractor has carefully examined the provisions, plans, specifications and conditions attached to this tender and has carefully examined the site and locations of the work to be done under this contract. The Contractor understands and accepts the said provisions, plans, specifications and conditions, and, for the prices set forth in this tender, hereby offers to furnish all machinery, tools, and materials, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, plans, specifications and conditions attached to this tender.

All pages of this document shall be returned with the tender submission, and all pages of this document shall be initialed and completed in full by the bidder in the space provided.

Two copies of the Tender shall be submitted in one sealed envelope.

I/We the Contractor hereby certify that we will commence work on Schedule A, and to diligently perform the work without undue delay.

Contractor: \_\_\_\_\_  
Name of Firm or Individual

Address: \_\_\_\_\_  
(Street Address/Box, Town/City, PC)

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Contact Name (Please Print)

\_\_\_\_\_  
(Signature)

**Tender submission methods:**  
**Mail: Box 809, Warman, SK S0K 4S0 Fax: 306-244-1409**  
**Email: sandy.hildebrandt@spiritsd.ca**  
**In Person: 523 Langley Avenue, Warman, SK**

## 2018-19 TENDER FOR YARD CARE

### SCHEDULE A

#### FACILITIES FOR YARD CARE TENDERS (with approximate site acres):

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Aberdeen School, 11.5 Acres</li> <li><input type="checkbox"/> Allan School, 12.52 Acres</li> <li><input type="checkbox"/> Blaine Lake Composite, 1.57 Acres</li> <li><input type="checkbox"/> Borden School, 5.07 Acres</li> <li><input type="checkbox"/> Clavet School, 22.09 Acres</li> <li><input type="checkbox"/> Colonsay School, 22.09 Acres</li> <li><input type="checkbox"/> Dalmeny High School, 5.0 Acres</li> <li><input type="checkbox"/> Delisle Composite School, 17.9 Acres</li> <li><input type="checkbox"/> Delisle Elementary School, 17.9 Acres</li> <li><input type="checkbox"/> Dundurn School, 10.0 Acres</li> <li><input type="checkbox"/> Hague Elementary &amp; High Schools, 11.16 Acres</li> <li><input type="checkbox"/> Hanley School, 14.38 Acres</li> <li><input type="checkbox"/> Hepburn School, 13.52 Acres</li> <li><input type="checkbox"/> Laird School, 2 Acres</li> <li><input type="checkbox"/> Langham Elementary School, 3.77 Acres</li> <li><input type="checkbox"/> Leask Community School, 10.74 Acres</li> <li><input type="checkbox"/> Lord Asquith School, 17.9 Acres</li> <li><input type="checkbox"/> Martensville High School, 14.3 Acre</li> <li><input type="checkbox"/> Osler School, 12.7 Acres</li> <li><input type="checkbox"/> Perdue School, 10 Acres</li> <li><input type="checkbox"/> Pike Lake School, 2.49 Acres</li> <li><input type="checkbox"/> Prairie View School (Dalmeny), 5.15 Acres</li> <li><input type="checkbox"/> Rosthern Elementary School, 5 Acres</li> <li><input type="checkbox"/> Rosthern High School, 10.6 Acres</li> <li><input type="checkbox"/> South Corman Park School (Grasswood area), 12.4 Acres</li> <li><input type="checkbox"/> Stobart Community School (Duck Lake), 13.52 Acres</li> <li><input type="checkbox"/> Martensville Valley Manor, 10 Acres</li> <li><input type="checkbox"/> Vanscoy School, 8 Acres</li> <li><input type="checkbox"/> Martensville Venture Heights, 13.2 Acres</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Waldheim School, 9.4 Acres</li> <li><input type="checkbox"/> Walter W. Brown School (Langham), 16.4 Acres</li> <li><input type="checkbox"/> Warman Elementary School, 4.15 Acres</li> <li><input type="checkbox"/> Warman Community Middle School, 7.84 Acres</li> <li><input type="checkbox"/> Warman High School, 12.98 Acres</li> <li><input type="checkbox"/> Prairie Spirit Central Office, (Warman) N/A</li> <li><input type="checkbox"/> Prairie Spirit Bus Garage, 3.71 Acres<br/>(1 mile East on 8th Street East, Saskatoon)</li> </ul> |
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