



REQUEST FOR QUOTATIONS

RFQ-12-23

Winter Grounds Maintenance Services

The Strathcona Regional District invites quotations from qualified contractors for the provision of winter grounds maintenance services for its Corporate Office located at 990 Cedar Street in Campbell River, BC.

Quotations clearly marked Strathcona Regional District Winter Grounds Maintenance Services will be received at the office of the Strathcona Regional District at 990 Cedar Street, Campbell River, BC V9W 7Z8, until 2:00 p.m. Pacific Time on Monday, October 23, 2023. All quotations provided to the Regional District will be done so at the sole cost of the contractor providing the quote.

The services required under this Request for Quotations (RFQ) are described in the attached specifications and the respondent, by submitting a quotation, undertakes to supply the services for the price quoted and in accordance with specifications provided. The anticipated term of the contract is November 1, 2023 to March 31, 2024 with the possibility of one or more extensions or renewals.

All prices must be quoted in Canadian dollars with applicable taxes shown separately. Prices must remain open for acceptance for a period of at least 60 days from the date of submission. The Regional District reserves the right, at its sole discretion, to reject any or all quotes for any reason whatsoever and to negotiate terms and conditions of a contract for the performance of the work with the contractor or supplier of its choice.

Written quotations must be completed, signed and submitted on the prescribed form and delivered to Edith Watson, Manager, Corporate Operations at 990 Cedar Street, Campbell River, BC, V9W 7Z8, or sent electronically by fax to 250-830-6710 or by email to procurement@srd.ca. Respondents are solely responsible for ensuring that their response to this RFQ is received at the Regional District office before the submission deadline.

All queries relating to the Request for Quotation process should be directed to Edith Watson at (250) 830-6712 or procurement@srd.ca.

REQUEST FOR QUOTATIONS

Grounds Maintenance Services

The Strathcona Regional District requires winter grounds maintenance services for its Corporate Office located at 990 Cedar Street, Campbell River, BC as follows:

Nov 1 – Mar 31 (weekly visit to site - duties to be completed as required)	
1.	Pick up and dispose of litter (may include garbage and paraphernalia from the public who frequent the area)
2.	Remove leaves, weeds and debris from the two small garden beds (garden directly in front of building, under windows and under a roofing overhang and the garden where the vertical office sign is situated).
3.	Weed control between the sidewalk slabs
4.	Keep sidewalks and entrance to building free from mud, debris and rocks
5.	Report any vandalism of the office building to the Manager, Corporate Operations
As and when required	
1.	Remove snow from building sidewalks and entrance to building.
2.	Apply de-icer to sidewalks and entrance to building when temperature dips below freezing prior to 8:00 am.
3.	Trash and homeless encampment debris removal.

The contractor shall supply and maintain in good working condition, at its sole cost, all equipment, tools and supplies necessary to carry out the work of the contract.

The contractor shall perform the requirements of the contract at times that will have the least impact on the public, employees of the Regional District and other building tenants. This may require work to be carried out in the early mornings, evenings or on weekends.

The contractor must be able to obtain and maintain comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage during the term of the contract.

The contractor must provide evidence of and maintain Worksafe BC coverage during the term of the contract.

Individual site visits are available by contacting Edith Watson at 250-830-6712 or email procurement@srd.ca.



**QUOTATION FORM
 GROUNDS AND GARDEN MAINTENANCE
 RFQ-12-23**

SUBMISSION DEADLINE IS 2:00 P.M. PACIFIC TIME ON OCTOBER 23, 2023

Name of Firm: _____

Address: _____

Contact Name: _____

Phone: _____ **Fax:** _____

Email: _____

Winter Grounds Maintenance Services		\$
Snow Removal (per occurrence)	\$	
De-icing (per occurrence)	\$	
GST at 5%		\$
PST at 7% if applicable		\$
Total Quoted Price		\$

 Firm Name

 Date

 Authorized Signature