



**Blue Water
Bridge Canada**

**Pont Blue
Water Canada**

REQUEST FOR QUOTES

GROUNDS KEEPING and LANDSCAPING SERVICES

CONTRACT

2012 to 2017

Canada

**BLUE WATER BRIDGE CANADA
GROUNDS KEEPING AND LANDSCAPE SERVICES**

REQUEST FOR QUOTES

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GROUND KEEPING AND LANDSCAPING SERVICES

GENERAL CONDITIONS

Whereas it shall be understood throughout the contract documents all references to Blue Water Bridge Canada or BWBC shall be interpreted as the same.

The Contractor shall supply all labour, materials, equipment, supervision and management to provide landscape maintenance services for Blue Water Bridge Canada

Contract price is to be binding for a period of 60 days from close of tender and thereafter for a period of five years from award of tender. The contract price shall include all provincial and Federal sales tax.

The Contractor's services consist of those services performed by the Contractor, Contractors' employees as described in the Scope of Services Performed.

The contractor has to ascertain the location of the underground utility lines, water mains, sewers gas, etc. before excavating or driving stakes. The contractor will make all necessary repairs to all underground services and utilities damaged by the contractor operators or subcontractors under the control of the contractor at no cost to BWBC.

The Contractor agrees to employ only skilled and competent staff; render the services with the degree of care, skill and diligence normally covered on work of a similar nature, and complies and/or observes all applicable laws and regulations in force at the execution of their Services.

The Contractor must ensure all their employees or sub-contractors wear a high profile safety vest at all times when on BWBC property.

The Contractor when entering onto the Blue Water Bridge Plaza at Point Edward, Ontario, they shall at all times be subject to such reasonable rules and/or regulations as may be enforced from time to time by BWBC.

Conflict of Interest

The Contractor represents that no Board of Director, employee, or agent of Blue Water Bridge Canada has any interest, either direct or indirect in the contract and that no benefit has flowed directly or indirectly from the Contractor to any Board of Director, employee or agent of Blue Water Bridge Canada.

Contract Bid Area

Contract bid area is defined as the property owned and operated by Blue Water Bridge Canada. See attachment "Schedule A" BWBC Grounds Keeping Services for site layout and property zones. The grounds / landscape area is approximately 100 acres of which approximately 70 acres is to be maintained.

Fuel Storage

The contractor shall not store any fuel, fuel mixtures or chemicals on BWBC property that is not stored in an approved storage cabinet relevant to applicable regulatory legislation governing that specific product.

Health and Safety

All work by the Contractor shall be performed with due regard for the safety of the Blue Water Bridge plaza employees, the general public and any others and in full compliance with all requirements of all the authorities having jurisdiction over safety on projects in the Province of Ontario.

The Contractor shall be responsible for the health and safety of its employees for the extent of this contract. The Contractor and all its employees must be pre-cleared through BWBC security clearance screening process prior to being issued a photo identification that must be visible at all times while on site. The Contractor and all its employees shall attend BWBC Safety Awareness Training Session prior to being on site.

At the time the successful bidder signs the contract, they shall be in good standing with the Workers Compensation Board and remain in good standing during the duration of the contract and for a period of at least 30 days after the contract is completed.

WHMIS Requirements

- a. Workers shall be familiar with the Workplace Hazardous Materials Information system (WHMIS) which require the uniform labelling of all Hazardous Workplace Materials and Safety Data Sheets relating to all materials covered in this specification. Contractor shall ensure that all employees and Subcontractors representing their firm who work with, or in proximity to, hazardous materials fully understand all potential hazards and have been thoroughly trained to deal with any emergencies.
- b. **All workers shall be able to:**
 - 1) Recognize and understand the labelling on hazardous materials.
 - 2) Understand Materials and Safety Data Sheets and are knowledgeable on how to safely use, store, handle and dispose of hazardous materials.
 - 3) Contractor shall ensure all Materials and Safety Data Sheets (M.S.D.S.) pertinent to the completion of this project are on site
 - 4) As part of the contract, the contractor is required to provide copies of Material Safety Data Sheets (MSDS) prior to bringing to the site any chemical required for performing a service task. Any chemicals brought on site shall be removed by the contractor, along with any waste associated with them, and that hazardous chemicals shall not be put into the owner's waste stream.

Additional (Extra) Work

The contractor shall have and submit to BWBC for approval the supporting documentation stating the various tasks that are to be performed, hours to complete tasks and materials to be used prior to commencing the work.

The contractor shall provide to BWBC an itemized list of hourly rates for labour by skill level, rates for equipment, and overtime, for service performed in the event extra work is required.

BWBC reserves the right to receive quotes from outside contractors for any additional work and use the best qualified contractor for any additional work.

Mandatory Pre-bid Meeting and Site Visit

- a) A mandatory pre-bid meeting is scheduled for **Wednesday, February 1 2012 at 1:00 pm**, at BWBCC Board room in Point Edward. The meeting will include a visit of the site.

Examination of Site

- b) It is the responsibility of the Bidder to visit the Place of the Work before submitting a Tender for the Services to be rendered and to satisfy themselves by a personal examination as to the local conditions to be met as a result of conducting the Services to be rendered.
- c) It is further the responsibility of the bidder to make their own estimate of the difficulties to be encountered in performing the Serviced to be rendered including the nature of the surface of the land, materials and conditions.
- d) No claims for extra payment to the Contractor will be allowed for extra work made necessary or difficulties encountered due to conditions of the site which were visible upon or reasonably inferable from an examination of said site and the documents and photos provided at time of tender.

Contract Documents

Plans and specifications are available at the office of BWBC; one set will be issued to each of the Contractors who have stated they are interested in tendering.

Contract Service Schedule

The Contractor shall start their scope of services on April 1, 2012 and complete their services on November 30 2016 each calendar year for the next five years. The contractor shall employ a minimum of three full time staff to perform the duties required to conduct the scope of services. The Contractor shall also provide management supervision of the work conducted on a daily basis. The Contractor shall provide staff Monday through Friday and for a minimum of 8 hours a day to perform the scope of services.

Sales Tax

The Contractor shall include all applicable taxes on their monthly invoices.

Contractor's Alternatives

Bidders must comply with the general conditions and specifications in the contract documents in their Base Bid, but alternative materials or methods may be quoted on the space provided on the Tender Form (or separate sheet of paper included with price quote. Bidders wishing to quote an alternative should note the change and the credit or extra for same on the Tender Form or include a separate sheet, if necessary, to describe the proposed change in detail. Such alternates will be evaluated by BWBC and shall be open for acceptance by BWBC up to the time of signing the Contract.

Unit Prices

The Contractor is to include in their tender, the total costs per zone/s per contract year as listed on the tender form which will be used as a basis to evaluate any Change Orders. A full description of the work required in each zone/s is included in the "Scope of Services" or "Detailed Specification" section, but it is the sole responsibility of the Contractor to calculate and provide the zone/s price based on the work required in the prospective zones for each contract year. Such prices shall include overhead and profit.

Insurance and Indemnity

The Contractor shall purchase from and maintain, in a company or companies lawfully authorized to do business in the Province of Ontario, insurance for protection from claims under Workplace Safety and Insurance Act and other health and safety, which are applicable, claims for damages because of bodily injury, including death and from claims for damages to persons or property which may arise out of or result from the Contractors operations.

The insurance coverage required by the Workplace Safety and Insurance Act shall be written for not less than the limits of liability as set out hereto or required by law, whichever coverage is greater and shall include contractual liability insurance applicable to the Contractors obligations under this Agreement. Certificates of such insurance shall be filed with BWBC prior to the commencement of the work.

Any One Person	-	\$2,000,000.00
Any One Accident	-	\$5,000,000.00

The Contractor shall purchase from and maintain, in a company or companies lawfully authorized to do business in the Province of Ontario, professional liability insurance and shall provide proof of such insurance to BWBC prior to the commencement of the work.

The Contractor shall indemnify and save harmless BWBC from and against all claims, actions, law suits, expenses including legal fees and costs of defending any actions, costs or damages which BWBC, its employees, officers or agents may suffer as a result of any errors, omissions or negligent acts in the performance of the Services by the Contractor, its employees, in the performance of Services.

Automobile liability insurance on vehicles owned, operated or licensed in the name of the contractor in the amount not less than \$1,000,000.

The contractor shall be liable to any damage to property caused by planting or landscaping operations and shall repair all damaged areas at no cost to BWBC

Contract Termination

The service contract shall be terminated at any time by Blue Water Bridge Canada should any of the following violations occur:

- Failure to complete the scope of services as identified in each zone as per the contract specifications.
- Poor conduct or service work on the part of the contractor or their employees.
- Violations of non conformance of applicable legislation governing the material use and or application conducted by the Contractor.
- Violation of non conformance of safety regulations, waste disposal or plaza security.

Protocols

The contractor shall follow BWBC's procedures for the following:

- Special security or access areas
- Designated smoking areas
- Parking requirements
- Special safety requirements
- Waste Disposal and recycling requirements.
- Construction areas on BWBC property.

Tender Submission

The Tender submission shall consist of two parts and shall be submitted in two separate sealed envelopes with both envelopes clearly marked "Contractor Qualifications", and "Contractor Tender Bid Price" with the name of the Contractor on each envelope. The first envelope "Contractor Qualifications" shall include four copies of all information requested of the contractor within the contract documents other than the tender bid price. The second envelope "Tender Bid Price" shall include the tender form filled out completely with any suggested alternatives and costs the Contractor may propose included in this envelope.

All bidders' tender submissions must be delivered to BWBCC Administration office by **February 10, 2012 at no later than 2 p.m.** All late tender bids will be rejected immediately and not accepted. At the time of delivery they will be date and time stamped to confirm they were delivered within the prescribed time and date.

All submitted documents must be complete, and must all be signed and sealed as indicated. Otherwise the submission will be rejected by BWBC.

Omissions, Discrepancies and Interpretations

- e) If the Bidder believes that these are omissions or discrepancies in any of the Tender documents or if the Bidder is in doubt as to the meaning of any part of the Tender documents he may notify BWBC in writing not later than three (3) days before the closing date of the Tender.

- f) If BWBC agrees that there ought to be a correction or if an explanation or interpretation is desirable they will issue an Addendum to all those who have taken out Tender documents. All Addenda which may be issued shall be considered part of the Contract Documents. Queries later than three days before closing may not be answered in Addenda.
- g) No explanation, interpretation or representation will modify any of the provision of the Contract Tender Documents unless it is made in writing by BWBC prior to the close of Tenders.
- h) BWBC will not be responsible for any verbal instructions; all instructions shall be written. Should any discrepancies or omissions go unreported to BWBC during the tendering period, the proper interpretation shall be at the discretion of BWBC.

Qualifications Document

The Qualifications Document shall be printed on 8.5" x 11" paper with a minimum of a 12 point font and one inch margins. It shall include five categories as follows.

1. Contractor Qualifications: This section of the submission shall present the qualifications of the Contractor. The submission shall include but not be limited to:
 - Address and location of main office
 - How long contractor has been providing this type of service in business.
 - Equipment presently owned to provide the services to be rendered.
 - Company Business Portfolio stating services available, years in business, and Principles of Company.
 - Number of staff Contractor will be employing for this contract.
 - Copy of License/ Certification of Person/s responsible for contract services that require such certification
 - The contractor shall also provide a copy of liability insurance.
2. Management, Supervisor and Staff Qualifications: This section of the submission shall include an Organization Chart that shall include the Principal Owner(s) and the Supervisor that will be assigned to this service contract. Where possible an alternative Supervisor shall also be identified. For each identified staff person, the following shall be include:
 - Supervisors training and years of relevant experience
 - Employees training and years of relevant experience
 - Employees years with the Company and (optional) previous similar employment
 - Contracts in last five years where individuals served in a similar role
 - Areas of expertise including extent of experience
3. Reference Letters: All letters must include Owner's or their designate contact name and phone number responsible for landscaping / grounds keeping service contract.
 - Supply reference letters from a one-year customer, a three-year customer and a customer of five or more years

4. Safety: The submission shall include the following:
 - A copy of the contractor's safety/accident records for the past two years. This should include the number of "lost day cases" for each year.
 - The contractor shall confirm all personal protective equipment (PPE) is provided such as equipment training, safety glasses, hearing protection, and breathing protection (where applicable), and that the personnel are all trained and qualified in their use.
 - The contractor shall provide a copy of two - Job Safety Analysis (JSA's) for equipment they plan on using in conducting their services.
 - The contractor shall provide evidence that they hold regular safety meetings with its staff.(minutes of two previous meetings)
 - Workmen's compensation coverage limits and proof of coverage.

5. Complete Submission
Any additional items requested in the General Conditions not identified in the categories above.
In addition to the above, the Contractor may include Brochures, Resumes, Letters of Recommendation, and Previous Projects including photographs.

Contractor Tender Bid Price

- Contractor shall submit the tender price form completing all required fields as requested.
- Additional Scope: Any Additional service work the Contractor suggests should be included in Contractor Tender Price Submission and shall be listed separately from Tender Bid Form.

Evaluation of Submissions

The award of this contract will be based on both qualifications and price, and therefore will not necessarily be awarded to the lowest price.

The bidder's submission shall include two sealed envelopes. The Contractor Qualifications Documents shall be included in Envelope 1 and the Contractor Tender Price Submission shall be included in Envelope 2. Both Envelopes must include Company name on exterior.

There will be four independent evaluations conducted on all contract tender documents submitted in regards to the Contractor Qualifications portion. The evaluations will not be compared or discussed until all evaluations have been completed.

The BWBC shall evaluate the Qualifications Document using a predetermined evaluation methodology. The methodology includes a weighted rating system for each of the following categories equaling 75% of the overall submission:

Contractor Qualifications	20
Staff Qualifications	15
Reference Letters	15
Safety	20
Complete Submission	5

A score of zero to 40 means that the submission and/or qualifications have failed to meet acceptable standards and the submission will be rejected by BWBC.

All accepted submissions will then be ranked based on the achieved score.

Where a Qualifications Document has been rejected, the Tender Submission in Envelope 2 shall be returned un-opened. All other Contractors shall be considered as Qualified.

Contractor Tender	20
Alternatives Suggested	5

The Contractor Tender Price Submission of all Qualified Contractors shall then be opened. The Tender Price shall be evaluated by completeness of submission and price and represent only 25 % of the overall submission. The Tender evaluation score will be added to the Qualification score to determine the ranking of the contractor.

The Contract will be awarded to the Contractor with the highest Award Score.

Final bids will be evaluated according to how well they meet the owner's specifications required in the Request for Quote documents and price.

All quotes are to be submitted by **February 10, 2012 by 2 p.m.** to the attention of:

Dennis Curts Maintenance Supervisor,
Blue Water Bridge Canada
Point Edward, ON
Tel: (519) 337-9622
Fax: (519) 336-9224
Email: dcurts@bwbc.gc.ca

SCOPE OF SERVICES

General

The work covered in this contract is the complete maintenance of all lawns, grassed areas and landscape plantings on all BWBC property. Under this contract a minimum of four persons must be assigned to work 8 hours a day and 5 days per week from April 1, to November 30th in each of the five contract years. There must be a supervisor appointed to this contract that will oversee the day to day activities required for maintaining the landscape areas (i.e. plantings, hedges, shrubs, trees,) and clean up required on a daily basis. The contractor must supply and provide adequate staff to ensure the work is completed on a regular routine basis as outlined in the Scope of Services and detailed specifications. The Contractor's supervisor must audit the work on a daily basis to ensure that the work is done each day as per the specifications. The Contractor will be required to remove the contractor dumpster at the end of every season for snow removal purposes.

Storage on Site

BWBC will provide an area for the Contractor on site for the storage of their equipment. All equipment and materials shall be stored in compliance with all regulatory legislation governing the specific equipment and materials stored.

BWBC will conduct periodic audits to ensure the area is kept in compliance with all regulatory requirements. If BWBC should find the contractor non-compliant, BWBC retains the right to terminate the contract.

The contractor will be required to move their equipment from the original storage site to a different storage site as BWBC moves forward with plaza developments at no additional cost to BWBC.

Planting Beds

At the start of the growing season the Contractor will fertilize and roto-till all planting areas. Prior to the planting the contractor will add peat moss at the rate of one cubic foot to 25 square feet of planting area.

Planting shall be carried out in early spring after the tulips have blossomed and reached their life cycle. The tulip bulbs shall be removed boxed up and turned over to BWBC prior to fertilizing, rotor-tilling and planting annuals after the first year the tulip bulbs will not be continued in the contract.

The Contractor shall ensure that plants shall be vigorous, well established, and of good form consistent with their species, disease and pest free. They shall not be soft, forced, or root bound.

The Contractor shall thoroughly water the plants on the day before planting, and remove all weeds from the plant's container. Planting shall only be carried out during favorable weather conditions. Plants shall only be delivered to the site on the day of planting. Unplanted plants shall be watered and stored in an area that will not adversely impact the plants growth.

When planting the Contractor shall excavate a hole for each plant at least 100mm larger than the container size all round. Thoroughly break up and loosen the sides and base of the hole a further 100mm. Remove the plant from its container, with minimum disturbance to its root ball. Place the plant in the centre of its hole, plumb. The soil level of the top of the root ball shall be level with the finished surface level of the surrounding soil. Excavate or backfill as required to achieve the correct finished level.

Thoroughly water the plants after planting. Continue watering as required to maintain healthy plants. Remove all nursery stakes, ties, labels, containers.

In the fall of every contract year the Contractor will remove all flowers and bedding materials, clean up all flower beds.

The Contractor shall carry in their Bid \$3,000.00 to purchase annuals which will be planted each contract year. BWBC will consider alternative suggestions / proposals in

the tender bid process. These proposals will be kept separate from the base bid and will be submitted as alternatives which will be evaluated in a separate weighted category.

Flower and Planting Boxes

All plant and flower boxes are to be planted and maintained. The flower boxes must be checked each day, trimmed and watered as necessary to maintain good growth.

Lawn Mowing

The Contractor shall mow lawns to a height of 3" whenever the grass reaches **3 to 4"** (this activity is defined as the "mowing cycle"). A mowing cycle shall be repeated based on normal growing conditions on weekly basis. The contractor must accommodate additional mowing if conditions necessitate more frequent cutting. (i.e. spring) All grass clippings and debris shall be removed from high profile lawn areas immediately after each mowing cycle and disposed offsite. Mulching of grass clippings and/or other debris is acceptable in the grassed non- high profile areas as defined in the detailed specifications. Grass clippings and other debris shall be removed from paved and/or concrete areas at the same time.

Lawn Restoration

The contractor will need approximately 100 cubic yards of top soil for restoring winter damaged areas and top dressing each contract year as well as 250 lbs. of grass seed (50% Kentucky Blue, 35% Red Fescue and 15% Perennial Rye). The contractor will submit the amounts and costs of the above work that is done each year to the maintenance supervisor.

Grass Trimming and Edging

From April 1 to November 30, in each of the five contract years and after every lawn cutting, the Contractor shall trim grass around building foundations, curbs, walks, landscaped areas and lawn penetrations; and maintain definite edges at all discontinuous lawn areas. Maintenance shall be accomplished for this service via hand trimming or mechanical edger. The Contractor shall maintain shrub beds and landscaped areas in a weed and general debris-free condition.

Policing and Debris Removal

The Contractor must conduct a general clean-up of the site in the first week of April of every contract year which would include such things as raking leaves, picking up rubbish that has accumulated over the winter months and removing gravel from lawns adjacent to the paved areas.

The Contractor shall police and remove debris from all lawn areas, landscaped areas, and paved areas and against buildings. The Contractor shall perform these services at the beginning of every week for the duration of each contract year as defined in the General Conditions "Contract Service Schedule".

Tree / Shrub Care

The Contractor shall trim trees and shrubs of dead, broken branches or those branches/tree parts which shall otherwise be removed to preserve the tree or shrub, or which may be an obstruction to pedestrian or vehicle traffic.

The contractor shall prune all trees twice per contract year, once in April and once in the fall as determined by the Contractor. The Contractor shall prune all shrubs and hedges five times during the contract year or as directed by the Maintenance Supervisor. The contractor will keep all planting areas weed-free and the soil well aerated as required to maintain good growth.

All trees branches are to be trimmed / elevated to a height of 5 feet from existing grade to be consistent with CEPTED principles.

BWBC may request for additional pruning activities or tree removal determined to be necessary and considered outside the scope of this contract. These additional activities shall have no effect on this contract as they will be considered additional work to the contract. This work will be either subcontracted out or BWBC will request a quote from the Contractor prior to approving the work to commence

The Contractor shall notify BWBC within 24 hours of the discovery of any dead trees or bushes. Following the approval by BWBC, the Contractor shall remove all dead trees and bushes having a height of less than 10' (removal includes the stump of any such tree or bush and removal of debris). BWBC will arrange for removal of any dead trees or bushes exceeding 10' in height under a separate contract or at additional costs to the existing contract.

Sweeping

The Contractor shall sweep (Note: the use of leaf blowers as a substitute for sweeping is not acceptable) all paved parking areas and driveways adjacent to lawns or planted areas, supplemented by shoveling as required, to remove all gravel, stones, dirt, wood, grass and debris. The Contractor shall remove debris from curbs, wheel stops and bumpers. This service shall be performed when needed to maintain the property in a pleasing aesthetic condition as determined by BWBC.

Fertilizing and Pesticides

BWBC will not allow under any circumstances the storage of any pesticides on BWBC property. BWBC encourages the contractor to use environmentally friendly products where ever possible in the control of weeds, diseases and insect infestation as well as applications for fertilizing the lawns.

For the control of weeds, diseases and insect infestation will spray all lawns twice during the growing season (June and August). The Maintenance Manager or designate must be notified prior to the spraying being carried out. The successful Contractor must hold a valid license to perform this type of work under the Ministry of Environments Pesticide Act. The Contractor is responsible to follow all regulatory legislation governing this type of work. The Contractor must provide a copy of the applicators license with the tender

documents and again prior to performing the work if different from the one submitted with the tender submission.

The contractor shall fertilize all trees, shrubs and hedges in the spring with high phosphate fertilizer at the rate of ½ lbs. per square yard for shrubs and hedges and 1 lbs. per 1 inch diameter for trees.

The Contractor shall apply fertilizers and pesticides to landscaped areas and trees.

The Contractor shall inspect lawn areas, trees, shrubs and planted areas for insects, rodents or other pests, weedy species of plants, and fungus or other diseases.

The Contractor shall be responsible for monitoring the grounds on a routine basis, throughout the contract period, to identify any type of plant pest, disease or any other problem(s) that may cause harm to plants. If any of these problems exist, the Contractor shall submit a written request for chemical application to BWBC within 24 hours of identifying the problem. Chemical application shall be provided by the Contractor **ONLY** after receiving the **written approval** from BWBC.

The Contractor shall, weather permitting; apply the approved treatment within 24 hours of receiving the written approval from BWBC. **All pesticides shall be applied by a provincially licensed pesticide applicator.** The Contractor shall provide a copy of the applicator's license and Material Safety Data Sheets (MSDS's) and manufacturer's label for any chemicals used on BWBC facilities to BWBC Maintenance Manager **prior** to any pesticide application.

Watering /Irrigation

The Contractor is responsible for the watering of all flower beds, grass areas in and around the plaza and buildings and the watering is to be done continually throughout the growing season as determined by the Contractor for good growing conditions. BWBC has in place several irrigation systems that must be controlled by the Contractor throughout the growing season. The Contractor will be required to water all flower boxes and plant boxes throughout BWBC property.

Detailed Specifications

BWBC has also included a drawing showing an overview of BWBC property and the zones allocated in the grounds keeping and landscaping contract package.

Zone 1

- Mow lawn at least once a week or as per Scope of Services "Lawn Mowing" specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services "Fertilizing and Pesticides"
- Pick up debris from site on a weekly basis as per Scope of Services "Policing and Debris Removal" and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services "Grass Trimming and Edging".
- Control weeds as required as per Scope of Services "Fertilize and Pesticides"

Zone 2

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”

Zone 6

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”

Zones 9, 10, 11

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”

Zones 3,5,7,8

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications outside and inside fenced areas and boulevards.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Keep planting beds free of weeds and debris as per Scope of Services “Planting Beds”.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”

Zones 12, 13, 14, 15, 17, 27

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in the Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”

Zone 16

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications outside and inside fenced areas and boulevards.
- Trim grass along walkway, garden edges, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Keep planting beds free of weeds and debris as per Scope of Services “Planting Beds”.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster
- Plant annuals in allocated spaces and follow process specified in Scope of Services “Planting Beds”.
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”

This zone is a high profile area for tourists, locals and visitors and needs to be manicured to a high level to present this area as a focal point on BWBC property. An extra effort is required in this zone.

Zone 4

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications outside and inside fenced areas and boulevards.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Keep planting beds free of weeds and debris as per Scope of Services “Planting Beds”. This bed will be moved to zone 21 in the first contact year by the contractor
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”

- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster
- Remove tulip bulbs after they have completed their life cycle for blooming as per Scope of Services “Planting Beds”.
- Plant annuals in allocated spaces after the tulip bulbs have been removed, boxed up and turned over to BWBC. Follow process specified in Scope of Services “Planting Beds”.
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”

These zones are the Gateway to Canada for tourists, and visitors to Canada and they need to be manicured to a high level to present this area as a focal point on BWBC property. An extra effort is required in these zones

Zone 21

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications outside and inside fenced areas and boulevards.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Keep planting beds free of weeds and debris as per Scope of Services “Planting Beds”. Zone 4 flower bed will be relocated to zone 21 by the contractor within the first contract year after consulting the maintenance supervisor for this relocation.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster
- Remove tulip bulbs after they have completed their life cycle for blooming as per Scope of Services “Planting Beds”. This will only be required in the first year of the contract.
- Plant annuals in allocated spaces after the tulip bulbs have been removed, boxed up and turned over to BWBC. Follow process specified in Scope of Services “Planting Beds”.
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”

Zones 22, 23, 26

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications outside and inside fenced areas and boulevards.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster

- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Situated in front of old BWBC Administration office – annuals normally planted there however, after the tulips reach their normal life span the flower bed will have four inches of mulch added with no annual flowers

Zones 24, 25, 28,29,30,32

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards or as directed by the maintenance supervisor.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”
- Property line adjustments to change somewhat in Zone 32 / Same amount of area as present to maintain.

Note: There are considerable slope ratios to cut the grass in zones 28 and 29 and may take more time to complete.

East Pond (within Zone 28)

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards or as directed by the maintenance supervisor.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”

Note: There are considerable slope ratios to cut the grass in zone 28 and may take more time to complete.

Zones 31, 33

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”

Note: There are considerable slope ratios to cut the grass in these zones and may take more time to complete.

Zone 34

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”

Zone 35

- Mow lawn at least once a week or as per Scope of Services “Lawn Mowing” specifications in fenced areas and boulevards.
- Fertilize lawn twice a year as per Scope of Services “Fertilizing and Pesticides”
- Pick up debris from site on a weekly basis as per Scope of Services “Policing and Debris Removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”

Zone 19

- Mow lawn at least once a week or as per Scope of services “fertilizing and Pesticides
- Pick up debris from site on a weekly basis as per scope of services “policing and Debris removal” and dispose of in Contractors dumpster.
- Trim grass along fence, around trees after every lawn mowing as per Scope of Services “Grass Trimming and Edging”.
- Control weeds as required as per Scope of Services “Fertilize and Pesticides”
- Sweep up debris that has collected against parking lot curbs and catch basins as per Scope of Services “Sweeping”
- Prune shrubs and trees as per Scope of Services “Tree / Shrub Care”
- Keep planting bed free of weeds and Debris as per Scope of Services

TENDER BID FORM

A. Proposal of _____ (hereby called the Bidder) doing business as _____ in the City / township of _____.

B. In compliance with BWBC Contract Documents for Bids, the Bidder hereby proposes to perform ALL WORK for Grounds Keeping and Landscape Services in strict accordance with the General Conditions, Scope of Services and Detailed Specifications attached to this document for the following Bid amounts.

	2012	2013	2014	2015	2016
Zone 1 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 2 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 6 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 9, 10, 11 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 3, 5, 7, 8 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 12,13,14,15,17 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 16 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 4 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 21 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 22 23.26 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 24,25,28,29,30,32 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
East Pond _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 31, 33 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 34 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 35 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Zone 19 _____	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)

Total Bid for each Contract Year (\$ _____) (\$ _____) (\$ _____) (\$ _____) (\$ _____)

Annuals per Year (\$ _____) (\$ _____) (\$ _____) (\$ _____) (\$ _____)

Four Inches of mulch /in all beds
 Except annuals every year (\$ _____) (\$ _____) (\$ _____) (\$ _____) (\$ _____)

Total Bid for Five Years _____)

- C. By Submission of this Bid, the Bidder certifies that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Contractor Signature (_____)

Schedule "A"

Blue Water Bridge Canada Grounds Keeping Services December 2011

