



Sunshine Coast Regional District

Request for Proposal

Number: 2511602

for

Landscaping Services

Issue Date:

March 14, 2025

Closing Date of

March 31, 2025 at 3:00 PM local time

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by March 20, 2025 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by March 25, 2025. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP;

"BC Bid" means the BC Bid website located at <https://www.bcbid.gov.bc.ca/> ;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

"Should", **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
 - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional

District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to

arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation

committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the

Proponent as a result of or arising out of submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information

contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Regional District is seeking proposals from a qualified landscaping Contractors to provide landscaping services at various locations throughout the Sunshine Coast.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District operates several facilities including parks, treatment structures, pump structures, reservoirs, septic disposal fields, fire halls and offices throughout the sunshine coast. These facilities are typically located on Regional District property and the Regional District maintains the landscaping services for each facility. Traditionally, these sites are maintained either by the public, Regional District staff, or through contracted services.

3.2 Property Information

| Location | Address | Growing Season (subject to weather) | Max Frequency (during growing season) |
|---------------------------------------|--|--|--|
| 1 – Field Road Administration Office | 1975 Field Road, Sechelt, B.C. | April 1 to Nov 30 | Weekly |
| 2 – Gibsons & District Public Library | 470 Fletcher Road S, Gibsons, B.C. | April 1 to Nov 30 | Weekly |
| 3 – Halfmoon Bay Fire Hall #1 | 8972 Redrooffs Road, Halfmoon Bay, B.C. | April 1 to Nov 30 | Weekly |
| 4 - Halfmoon Bay Fire Hall #2 | 7884 Fawn Road, Halfmoon Bay, B.C. | April 1 to Nov 30 | Weekly |
| 5 - Roberts Creek Fire Hall | 1302 Roberts Creek Road, Roberts Creek, B.C. | April 1 to Nov 30 | Weekly |
| 6 – Seaview Cemetery | 1806 Lower Road, Roberts Creek, B.C. | All Year | Weekly |
| 7 – Sunnyside Park | 1101 Sunnyside Road, Gibsons, B.C. | April 1 to Nov 30 | Weekly |

| | | | |
|--|---|-----------------|-------------------|
| 8 – Curran Road Wastewater Treatment Facility | 5521 Jorgensen Drive, Halfmoon Bay, B.C. | May 1 to Oct 31 | Monthly |
| 9 – Granthams Landing Reservoir | 850 Fisher Road, Gibsons, B.C. | May 1 to Oct 31 | Monthly |
| 10 – Langdale Wastewater Treatment Facility | 42 Newman Road, Langdale, B.C. | May 1 to Oct 31 | Bi-Weekly |
| 11 – Lee Bay Wastewater Treatment Facility | 4336 Orca Road, Pender Harbour, B.C. | May 1 to Oct 31 | Twice per Season |
| 12 – Lily’s Lake Wastewater Treatment Facility | 12708 Lagoon Road, Pender Harbour, B.C. | May 1 to Oct 31 | Thrice per season |
| 13 – Merrill Crescent Wastewater Treatment Facility | 4563 Merrill Road, Pender Harbour, B.C. | May 1 to Oct 31 | Twice per Season |
| 14 – Reed Road Reservoir | 1044 Reed Road, Gibsons, B.C. | May 1 to Oct 31 | Monthly |
| 15 – Roberts Creek Pump Station | 2917 Sunshine Coast Highway, Roberts Creek, B.C | May 1 to Oct 31 | Monthly |
| 16 – Sakinaw Ridge Wastewater Treatment Facility | 4300 Milne Road, Pender Harbour, B.C. | May 1 to Oct 31 | Monthly |
| 17 – Square Bay Wastewater Treatment Facility | 5320 Susan Way & Crab Road, Halfmoon Bay, BC | May 1 to Oct 31 | Bi-Weekly |
| 18 – Wood Creek Park Wastewater Treatment Facility | 534 Oceanview Drive, Gibsons, B.C. | May 1 to Oct 31 | Bi-Weekly |

3.3 General Requirements

3.3.1 Applicable Locations

The Contractor will perform the general requirements at all locations specified in 3.2 property information.

3.3.2 Equipment Storage

The Contractor will not be permitted to leave equipment on site; except at the Seaview Cemetery the Contractor may use the storage facility on site for any equipment or materials required to perform the services.

The Regional District will not accept any responsibility for stolen, loss or damaged equipment.

3.3.3 FireSmart

The Contractor should utilize the current FireSmart Landscaping guidelines while performing the services on the Regional Districts Property. The current guidelines can be found at www.firesmart.ca

At a minimum the Contractor should ensure that within:

- a) 10 metres of the building all landscaping material / debris should be removed and disposed of.
- b) 10 - 30 metres of the building thin and prune coniferous trees, regularly clean up and dispose of any accumulations of fallen branches, dry grass and needles from the ground to eliminate potential surface fuels.
- c) 30 - 100 meters of the building look for opportunities to create fire breaks by creating space between trees and other potentially flammable vegetation. Thinning and pruning is effective here as well.

3.3.4 Pesticides

The use of pesticides, by the Contractor, to control or inhibit weed growth, to control insects, pests or affect disease control, is strictly forbidden. The Contractor will immediately notify and provide recommendations to the Regional District whenever an insect pest, infestation, fungus, plant disease problem or invasive species is detected.

3.3.5 Schedule

The Contractor will

- a) Establish their own schedule for the work in accordance with the noise bylaw for each respective area and the schedule will be subject to the approval of the Regional District.
- b) Ensure that services are completed the day before any statutory holiday and special event such as Mother's Day, Father's Day, Valentine's Day, and Easter etc. at the Seaview Cemetery.

3.4 Landscaping Requirements

3.4.1 Applicable Locations

The Contractor will perform landscaping services at locations 1 through 7 only (Field Road Administration Office, Gibsons & District Public Library, Halfmoon Bay Fire Hall #1 & #2, Roberts Creek Fire Hall, Seaview Cemetery and Sunnyside Park).

3.4.2 Dry Landscapes

The Contractor will:

- a) Provide, maintain and refresh all mulches, landscape rock, gravel, sand or other landscaping material to ensure that they are at the proper levels, this should take place during the spring of each year as required or as requested by the Contract Manager.
- b) Routinely rake (if required) any fine particle surfaces such as loose mulches, landscape rock, gravel, sand or other materials as and when required at least once every two weeks.
- c) Repair any settling of gravesites at the Seaview Cemetery with screened top soil; the top soil will be provided by the Regional District.

3.4.3 Weeding Services

The Contractor will:

- a) perform weeding services to ensure that all landscaped areas with dry materials, rock, pea gravel, sand, wooden objects, bark mulch pavement, concrete areas, building edges, highway shoulders or other hard substances are kept free of weeds and rubbish accumulations as required.
- b) Ensure that the Seaview Cemetery perimeter, road edges, curbs and inside and outside of the fencing on Highway 101 is kept free of weeds.

3.4.4 Pruning Services

The Contractor will prune all shrubs, hedges, blackberries bushes, brambles or trees in either early spring or late fall as necessary.

3.4.5 Watering

The Contractor will be responsible for watering any shrubbery, trees or any plants as and when required and in accordance with the watering restrictions. The Contractor will not be required to water the grass

3.4.6 Fertilizing and Liming Services

- a) The Contractor should maintain the grounds using environmentally-sustainable options which includes monitoring, maintenance and treatment of our lawns and plants.
- b) The Regional District prefers to use alternative measures for fertilizing and liming whenever possible. The Regional District is currently:
 - Liming all of the shrubs once per year except for individual acid-loving shrubs e.g. rhododendrons.

- Fertilizing of the shrubs once per year.

3.4.7 Debris

The Contractor will:

- a) Ensure that all yard waste, litter, trash, broken glass, bottles, cans, paper and other unsightly matter on the property (e.g. lawns, fence lines, planters, shrub beds, parking lots, gravelled areas, roadway shoulders etc.) will be picked as required and will be recycled, composted, placed in the garbage or disposed of in an environmental friendly way.
- b) Ensure that all work areas are cleaned and left in a neat and orderly condition after each cutting. This shall include cleaning grass clippings from pathways, steps, or paved areas (if applicable).
- c) Collect any fallen leaves, branches and other decaying organic materials and remove the debris from site.

3.4.8 Drainage

The Contractor will routinely check ditches, culverts, drains or swales etc. and remove any debris that may cause erosion if and when required.

3.5 Lawn Care Requirements

3.5.1 Applicable Locations

The Contractor will perform the lawn care services at all locations specified in 3.2 property Information.

3.5.2 Grass & Lawn

The Contractor will:

- a) Maintain the grass at an acceptable height in relation to the environmental considerations, site conditions and at the discretion of the Regional District.
- b) Ensure that the grass is trimmed around trees, headstones or monuments (if applicable), posts, signs and other ground level objects, with no scalping of turf or damage to tree trunks or the finish of other objects as required.
- c) Take preventative measures need to be taken to ensure that no damage is caused by the Contractor's mowing equipment to above grade fixtures.
- d) Ensure that localized wet areas, newly seeded areas or immature turf areas shall be cut using a rotary push type mower or equivalent equipment as approved by the Regional District.

- e) Remove minor amounts of debris prior to mowing if shredding of the debris would be detrimental to the appearance of the turf area.
- f) Use reasonable judgement or as directed by the Contract Manager during periods of drought where the grass and vegetation may not grow, the contractor will reduce the frequency of lawn care services (In other words, if it's very dry and the grass isn't growing, please do not mow.)
- g) Ensure that the Seaview Cemetery perimeter, road edges, curbs and inside and outside of the fencing on Highway 101 is kept free of grass.

3.5.3 Debris

The Contractor will:

- a) Ensure that all yard waste, litter, trash, broken glass, bottles, cans, paper and other unsightly matter on the property (e.g. lawns, fence lines, planters, shrub beds, parking lots, gravelled areas, roadway shoulders etc.) will be picked as required and will be recycled, composted, placed in the garbage or disposed of in an environmental friendly way.
- b) Ensure that all work areas are cleaned and left in a neat and orderly condition after each cutting. This shall include cleaning grass clippings from pathways, steps, or paved areas (if applicable).
- c) Collect any fallen leaves, branches and other decaying organic materials and remove the debris from site.
- d) Ensure that the Seaview Cemetery perimeter, road edges, curbs and inside and outside of the fencing on Highway 101 is kept free of debris.

3.5.4 Drainage

The Contractor will routinely check culverts, drains or swales etc. and remove any debris that may cause erosion if and when required.

3.6 Road Maintenance

3.6.1 Applicable Locations

The Contractor will perform road maintenance services at locations 6 only (Seaview Cemetery).

3.6.2 Road Maintenance

The Contractor will provide maintenance and repair services to the roads and pathways as and when required. The materials (crusher dust and screened topsoil) will be provided by the Regional District.

3.7 Snow

3.7.1 Applicable Location

The Contractor will perform snow removal services at location 6 (Seaview Cemetery) only.

3.7.2 Snow Removal

The Contractor will provide snow removal as and when required. All public access areas, pathways, roads and parking areas need to be cleared of snow once it reaches a minimum of 4 inches in depth.

3.8 Additional Work

The successful Contractor may be requested to complete additional landscaping & lawn care services during the term of the contract.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Service Requirements

The Contractor's responsibilities will include the following:

- a) Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the work; and
- b) Ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work; and
- c) Perform the duties in accordance with horticultural standards, practices and FireSmart practices or as directed by the Regional District.
- d) Not interfere with the day to day operations of the sites while completing the work required; and
- e) Repair any damage caused by the Contractor in the course of this work at their own cost; and
- f) Exercise good public relations while fulfilling the services; and

- g) Will immediately notify the Regional District of a vandalism or safety hazard; and
- h) Be aware of and comply with all by-laws or regulations regarding noise for the respective jurisdictions; and
- i) Be responsible for all costs associated with the disposal of any garage, organic or recyclables.

4.3 Term of Contract

The term of contract will be for a three year period with an option to extend up to an additional two years at the sole discretion of the Regional District.

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

5.1 Capabilities

5.1.1 Relevant Experience

Proponents should provide evidence of previous successful performance in comparable work.

5.1.2 References

Proponents need to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.3 Qualifications

Proponents should provide a brief profile of your organization, employees and subcontractors qualifications.

Identify key staff that will be involved in providing the services with their roles and provide credentials to support their qualifications, including:

- a) Education, designations, degrees, diplomas, certifications held (if applicable)
- b) Relevant employment history including positions held and duration, relevant skills and experience.

5.1.4 Environmental Requirements

Proponents should provide details regarding

- a) Any environmental considerations and/or alternative options for fertilizing or liming services.
- b) If the Proponent is proposing to utilize any chemicals the Proponent will be need to provide a list of products that would be used.
- c) Any environmental health and sustainability programs or procedures related to energy efficiency and conservation, and carbon footprint reduction.

5.1.5 Equipment

Proponents should provide a list of owned or lease equipment that will be used in the delivery of the services.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:

- promoting a Living Wage
- Using fair employment practices;
- b) Increase training and apprenticeship opportunities;
- c) Local expertise knowledge by:
 - Being locally owned;
 - Utilization of local subcontractors;
- d) Environmental Cost of Ownership;
- e) Energy efficient products;
- f) Minimal or environmental friendly use of packing materials; and
- g) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

Proponents should provide details regarding the approach and customer support approach to performing the services this should include at a minimum:

- a) Your approach to providing the services; and
- b) Your quality assurance program and problem escalation procedures. Explain how your program would be implemented, and how your company would ensure that deficiencies are corrected to ensure standards are maintained; and
- c) If your company plans to subcontract any or all of the service requirements. Provide the company name, contact, phone number for any subcontractors you wish to utilize; and
- d) The process for fertilizing and liming services of the shrubbery, if the Proponent is proposing an alternative solution they should include details regarding the process.

5.4 Added Value

Proponents should provide details regarding any added value benefits such as cost reduction or avoidance items.

5.5 Price

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

| Mandatory Criteria |
|--|
| The proposal must be received at the Closing Location before the Closing Time. |
| The proposal must be in English. |

Mandatory Criteria

The proposal must be submitted using one of the submission methods set out on the cover page of the RFP

The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

| Weighted Criteria | Weight (%) |
|---|-------------------|
| Corporate/individual experience and references for similar projects, general reputation in the industry, capacity, resources, and professional qualifications | 30 |
| Approach, methodology and understanding of the requirements | 25 |
| Equipment | 10 |
| Sustainable Social Procurement | 5 |
| Value-added benefits | 5 |
| Price | 25 |
| TOTAL | 100 |

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Schedule A Pricing

Proponents should submit pricing individually for each location, the Regional District reserves the right to award separate contract per location for the work described.

| Field Road Administration Office | | | | | | | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 34 | | | | | | |
| Landscaping | 34 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Gibsons & District Public Library | | | | | | | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 34 | | | | | | |
| Landscaping | 34 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Halfmoon Bay Fire Hall #1 | | | | | | | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 34 | | | | | | |
| Landscaping | 34 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Halfmoon Bay Fire Hall #2 | | | | | | | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 34 | | | | | | |
| Landscaping | 34 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Roberts Creek Fire Hall | | | | | | | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 34 | | | | | | |
| Landscaping | 34 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Seaview Cemetery | | | | | | | |
|--------------------------------------|-------------------------------|--------------|--------|--------------|--------|--------------|--------|
| Activity | Estimated Annual Frequency | Year 1 | | Year 2 | | Year 3 | |
| | | Monthly Cost | Annual | Monthly Cost | Annual | Monthly Cost | Annual |
| Lawn Care | 52 | | | | | | |
| Landscaping | 52 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Seaview Cemetery (extras) | | | | |
|---------------------------|----------------|---------------|---------------|----------------|
| Activity | Frequency | Year 1 | Year 2 | Year 3 |
| | | Cost per hour | Cost per hour | Cost per hour. |
| Snow Removal | When required. | | | |
| Road Maintenance | When required. | | | |

| Sunnyside Park | | | | | | | |
|--------------------------------------|----------------------------|--------------|--------|--------------|--------|--------------|--------|
| Activity | Estimated Annual Frequency | Year 1 | | Year 2 | | Year 3 | |
| | | Monthly Cost | Annual | Monthly Cost | Annual | Monthly Cost | Annual |
| Lawn Care | 34 | | | | | | |
| Landscaping | 34 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Curran Road Wastewater Treatment Facility | | | | | | | |
|---|---------------------------------------|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 6 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Granthams Landing Reservoir | | | | | | | |
|--------------------------------------|---------------------------------------|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 6 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Langdale Wastewater Treatment Facility | | | | | | | |
|--|---------------------------------------|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 12 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

| Lee Bay Wastewater Treatment Facility | | | | | | | |
|--|--|----------------|--------|----------------|--------|----------------|--------|
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 2 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |
| Lily's Lake Wastewater Treatment Facility | | | | | | | |
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 3 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |
| Merrill Crescent Wastewater Treatment Facility | | | | | | | |
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 2 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |
| Reed Road Reservoir | | | | | | | |
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 6 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |
| Roberts Creek Pump Station | | | | | | | |
| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 6 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

Sakinaw Ridge Wastewater Treatment Facility

| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 6 | | | | | | |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

Wood Creek Park Wastewater Treatment Facility

| Activity | Estimated Visits (per growing season) | Year 1 | | Year 2 | | Year 3 | |
|--------------------------------------|--|----------------|--------|----------------|--------|----------------|--------|
| | | Cost per visit | Annual | Cost per visit | Annual | Cost per visit | Annual |
| Lawn Care | 12 | \$ | \$ | \$ | \$ | \$ | \$ |
| Subtotal for 3 Years (excluding GST) | | | | | | | |

Additional Services

| Activity | Frequency | Year 1 | Year 2 | Year 3 |
|----------------|-----------|--------|--------|--------|
| General Labour | Hourly | | | |
| Mowing | Hourly | | | |
| Arborist | Hourly | | | |
| Other: _____ | Hourly | | | |

Materials & Supplies

| Activity | | Year 1 | Year 2 | Year 3 |
|---------------|--|----------------------|----------------------|----------------------|
| Plants | | Cost + _____% markup | Cost + _____% markup | Cost + _____% markup |
| Dry Landscape | | Cost + _____% markup | Cost + _____% markup | Cost + _____% markup |
| Other: _____ | | Cost + _____% markup | Cost + _____% markup | Cost + _____% markup |
| | | | | |

Optional Extension

| Term | |
|--------|------------------|
| Year 4 | % _____ Increase |
| Year 5 | % _____ Increase |

Appendix 1 Field Administration Office



Appendix 2 Gibsons & District Public Library



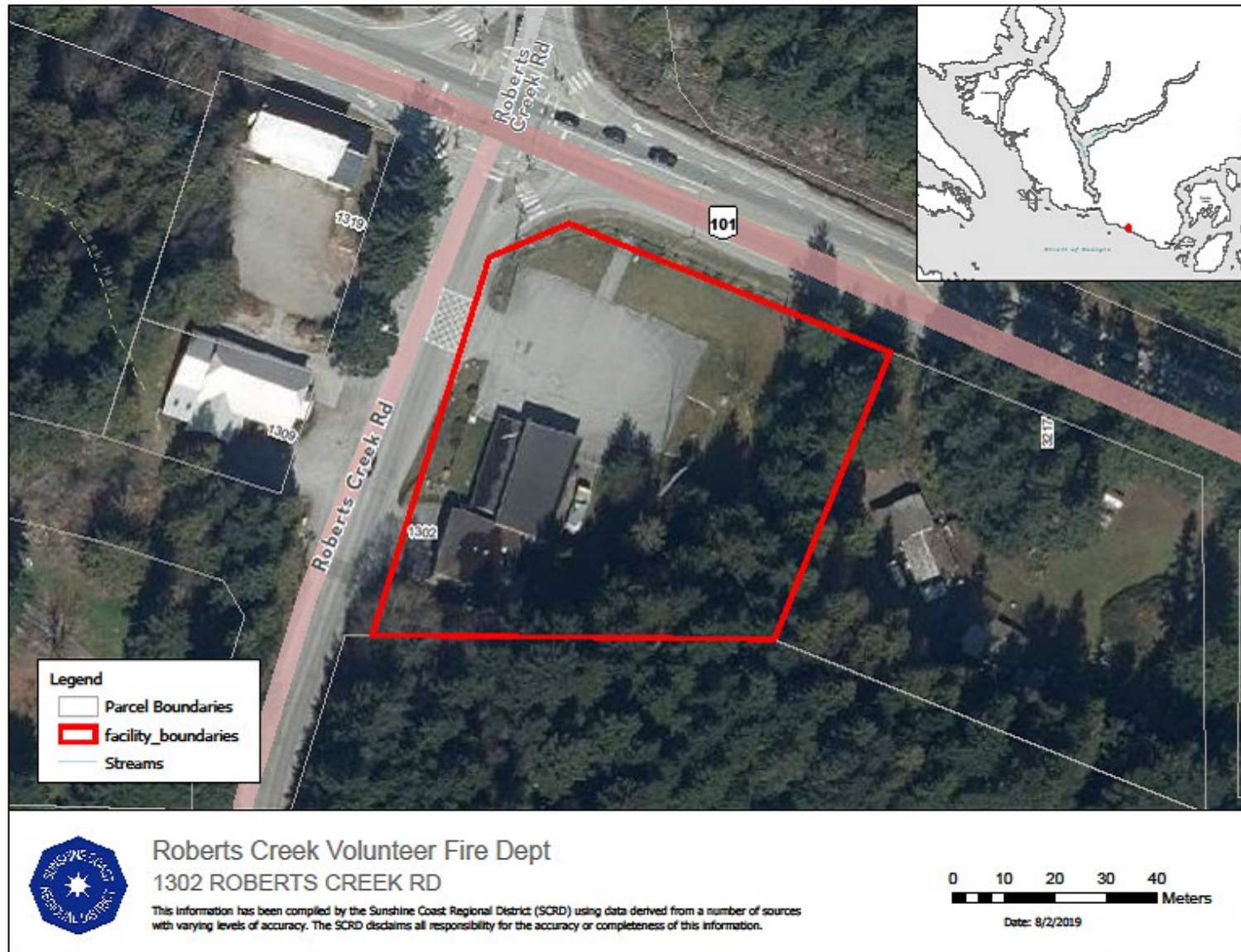
Appendix 3 Halfmoon Bay Fire Hall #1



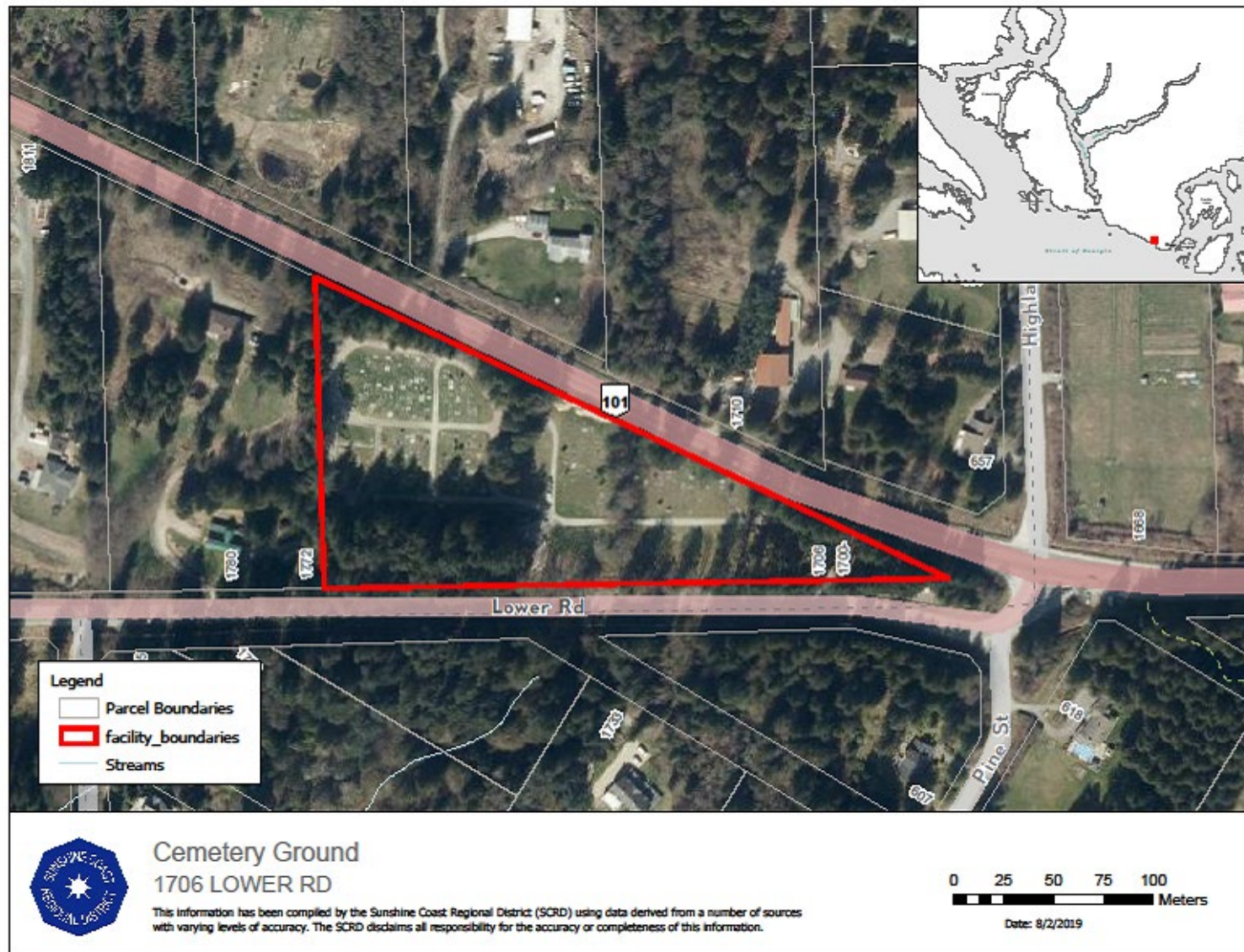
Appendix 4 Halfmoon Bay Fire Hall #2



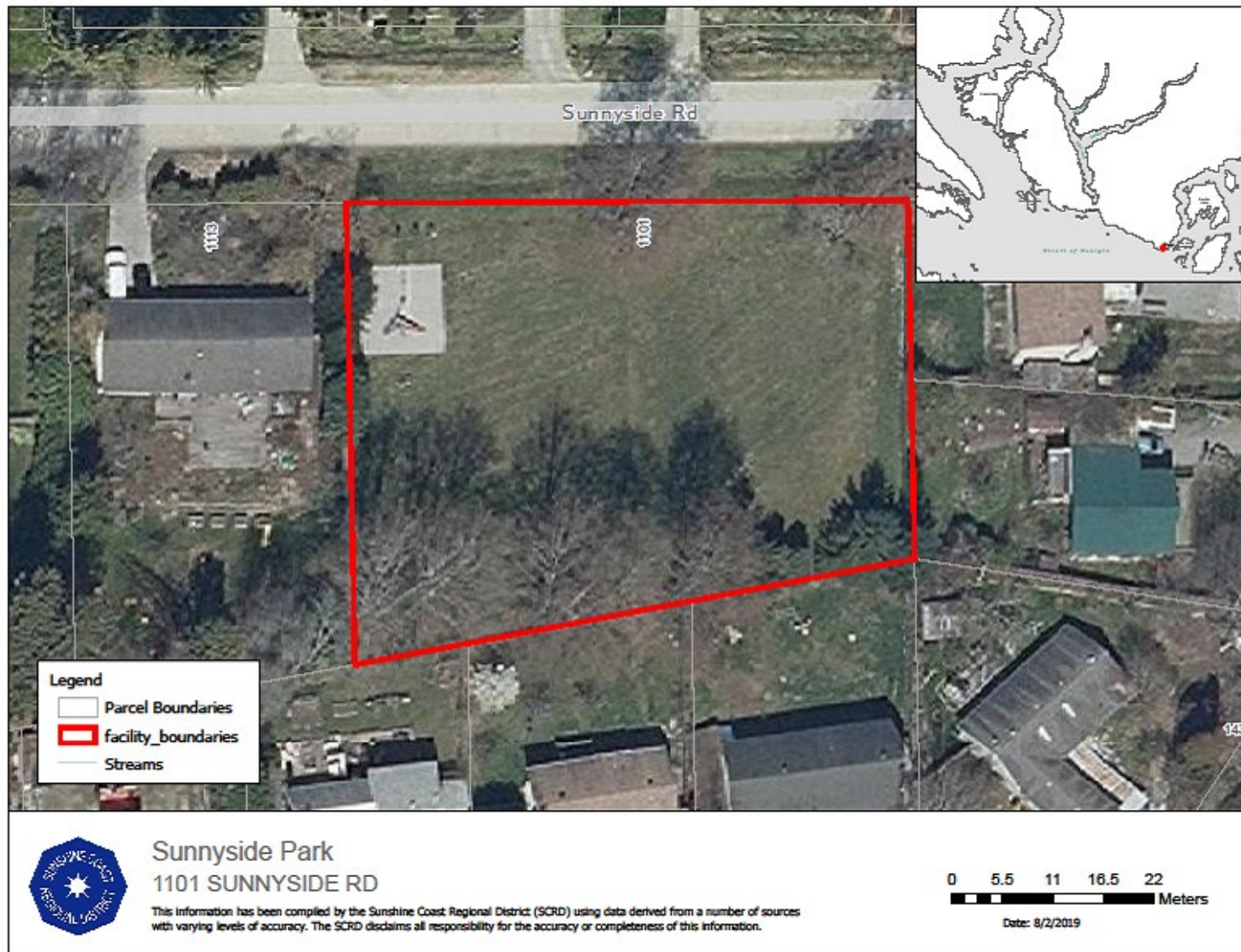
Appendix 5 Roberts Creek Fire Hall



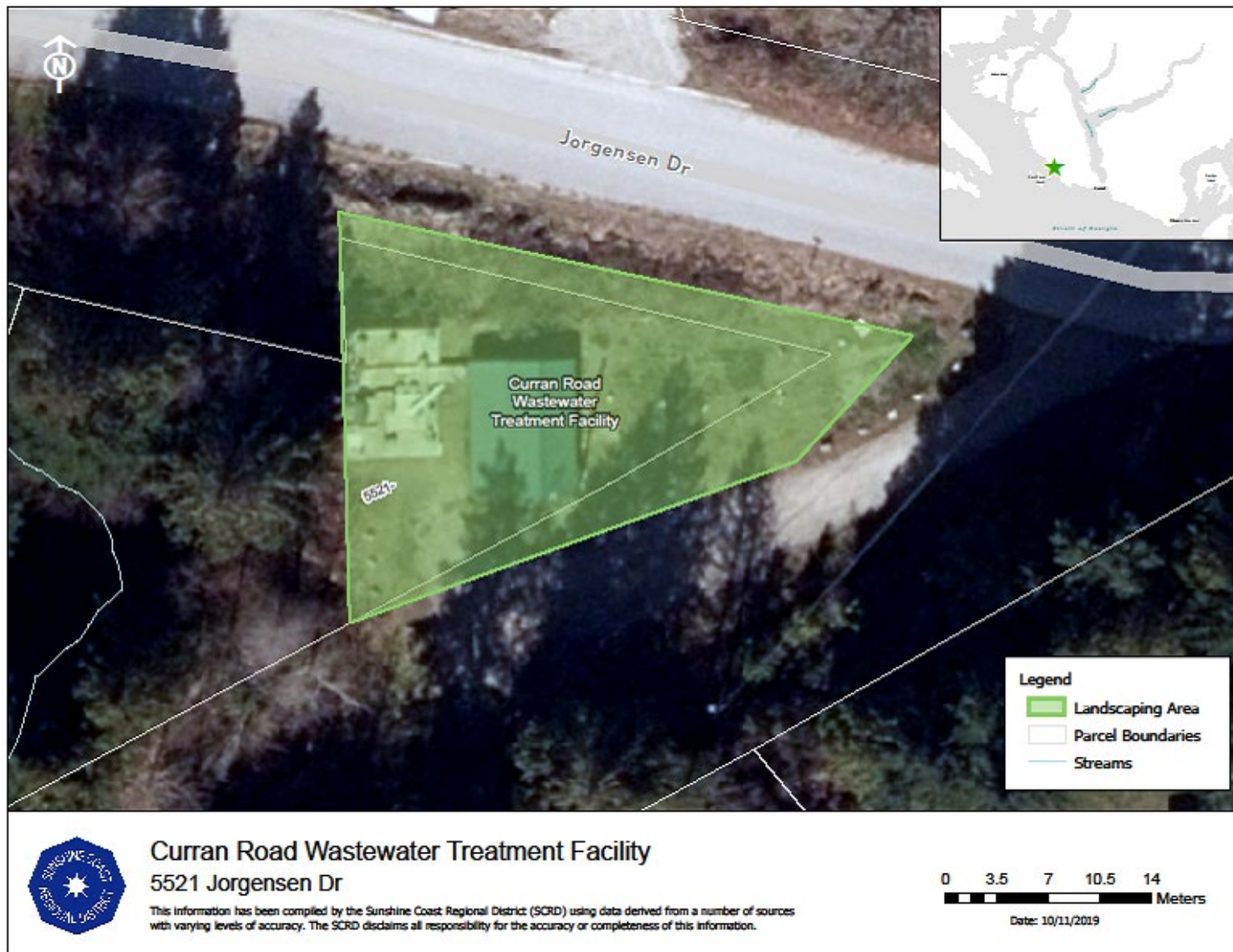
Appendix 6 Seaview Cemetery



Appendix 7 Sunnyside Park



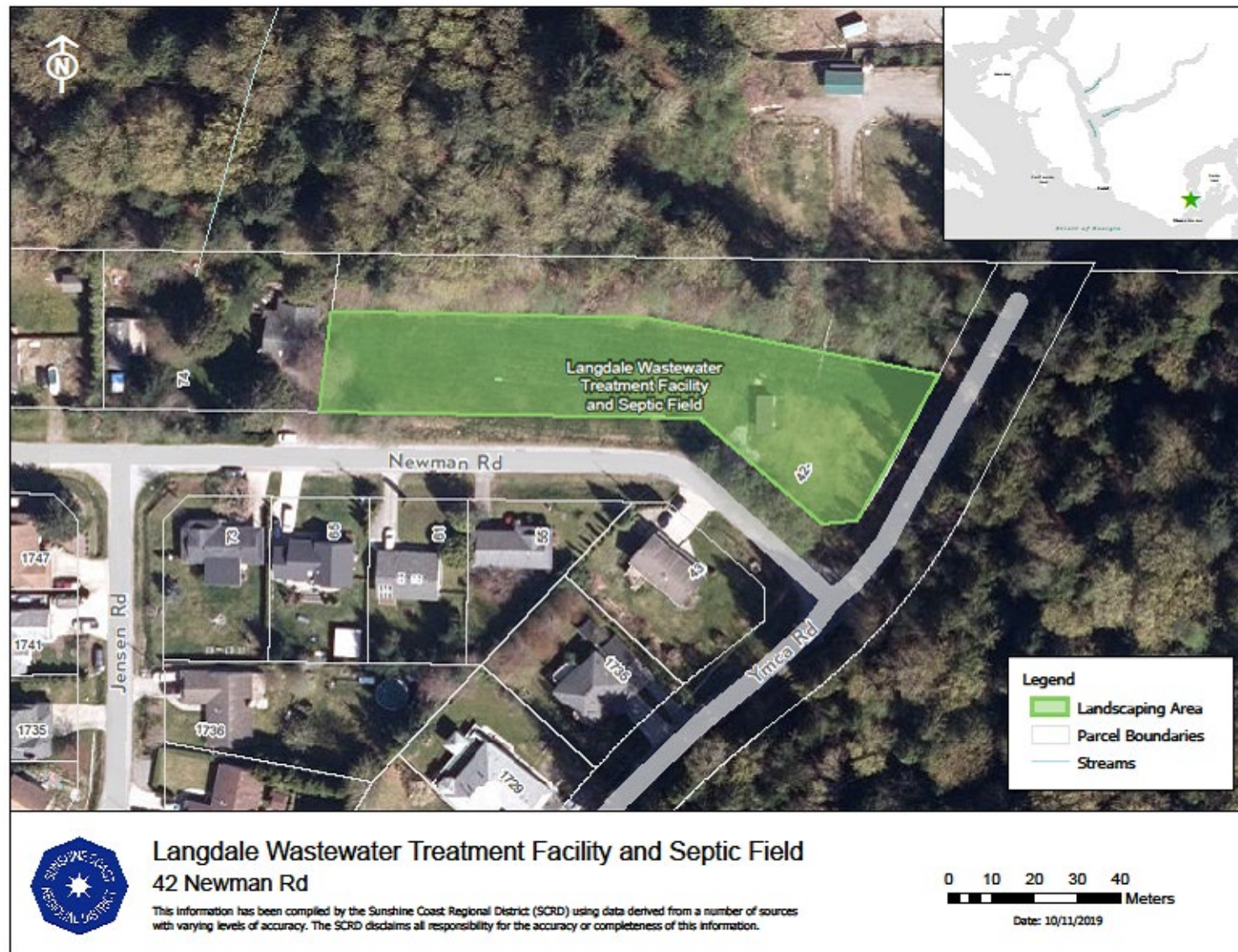
Appendix 8 Curran Road Wastewater Treatment Facility



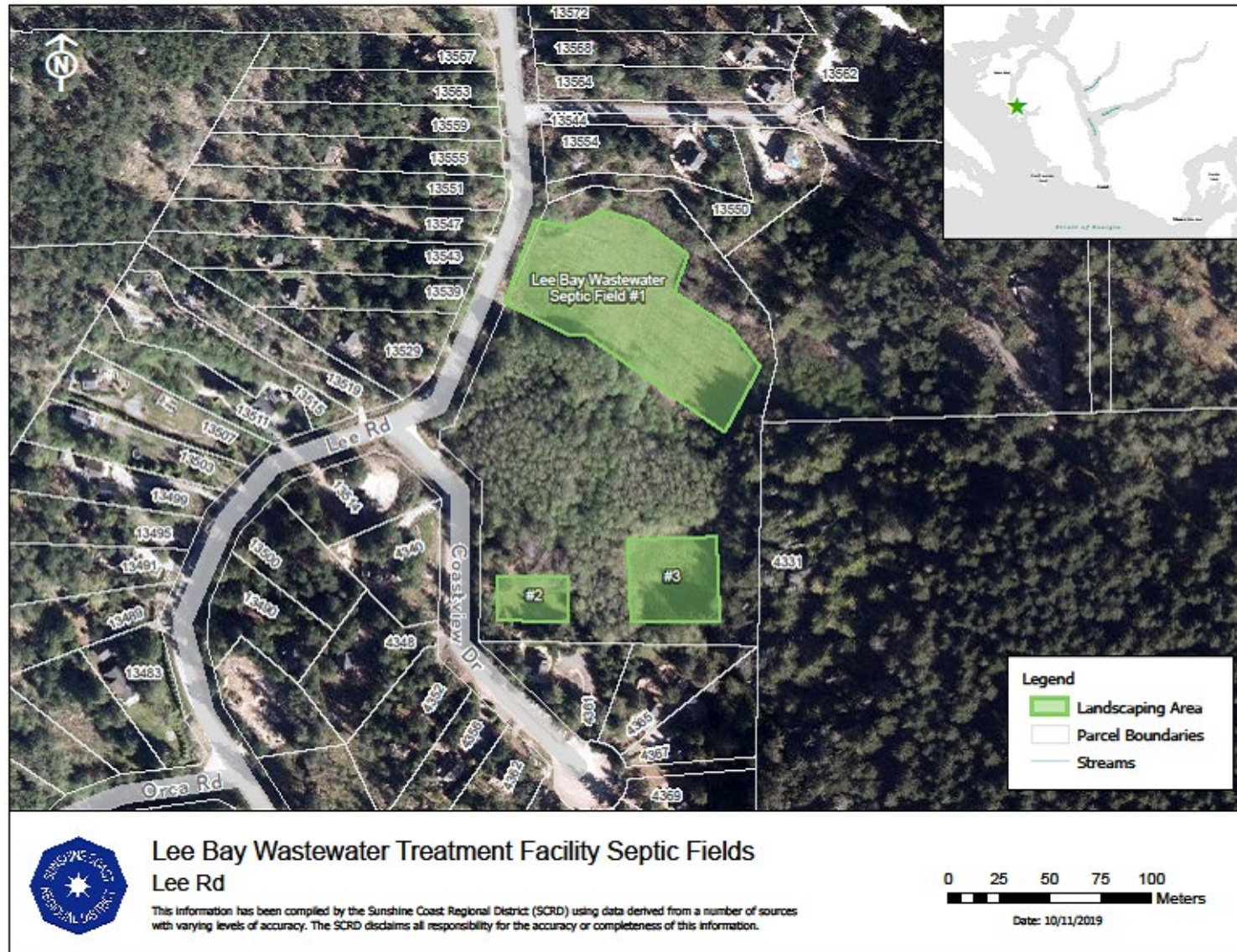
Appendix 9 Granthams Landing Reservoir



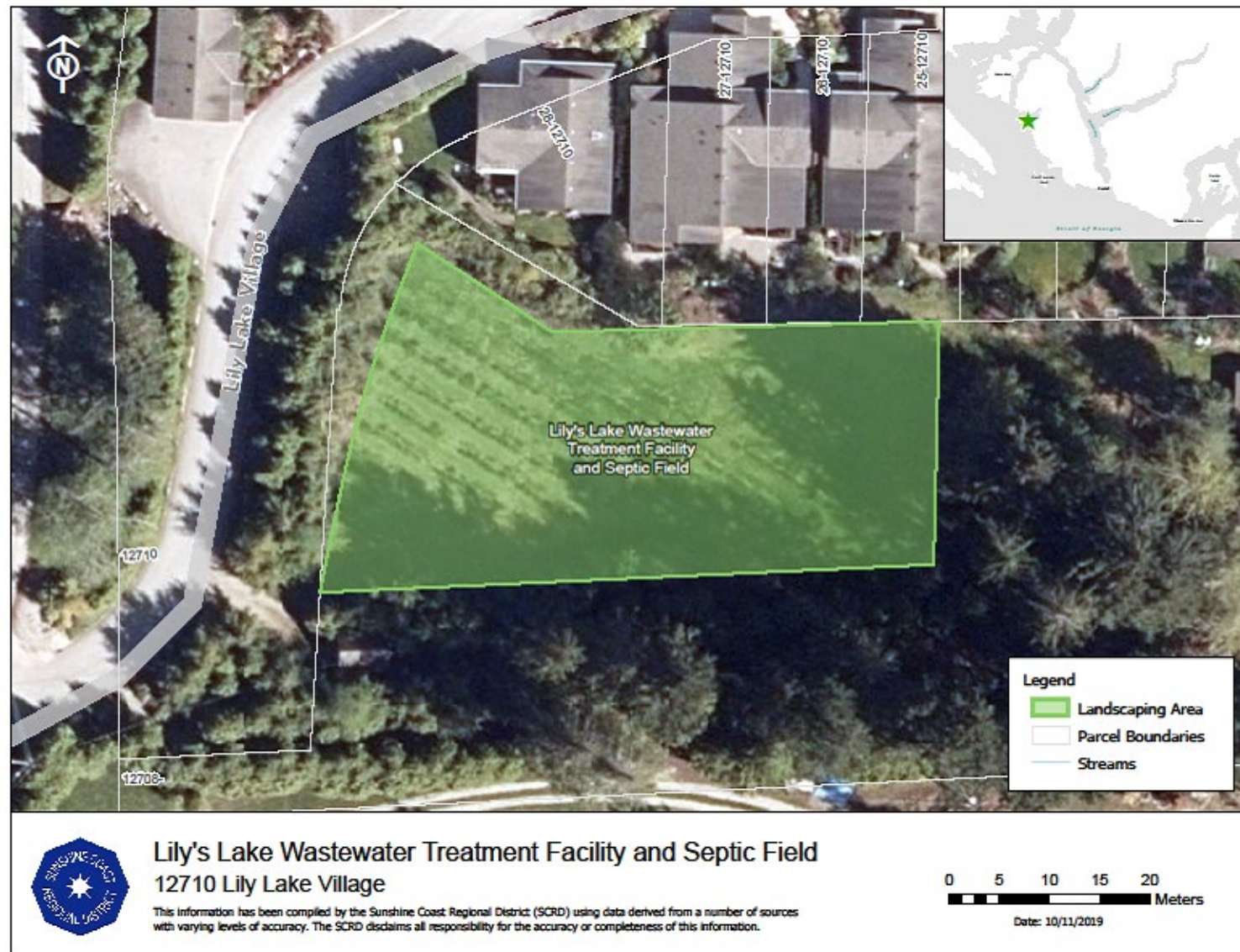
Appendix 10 Langdale Wastewater Treatment Facility



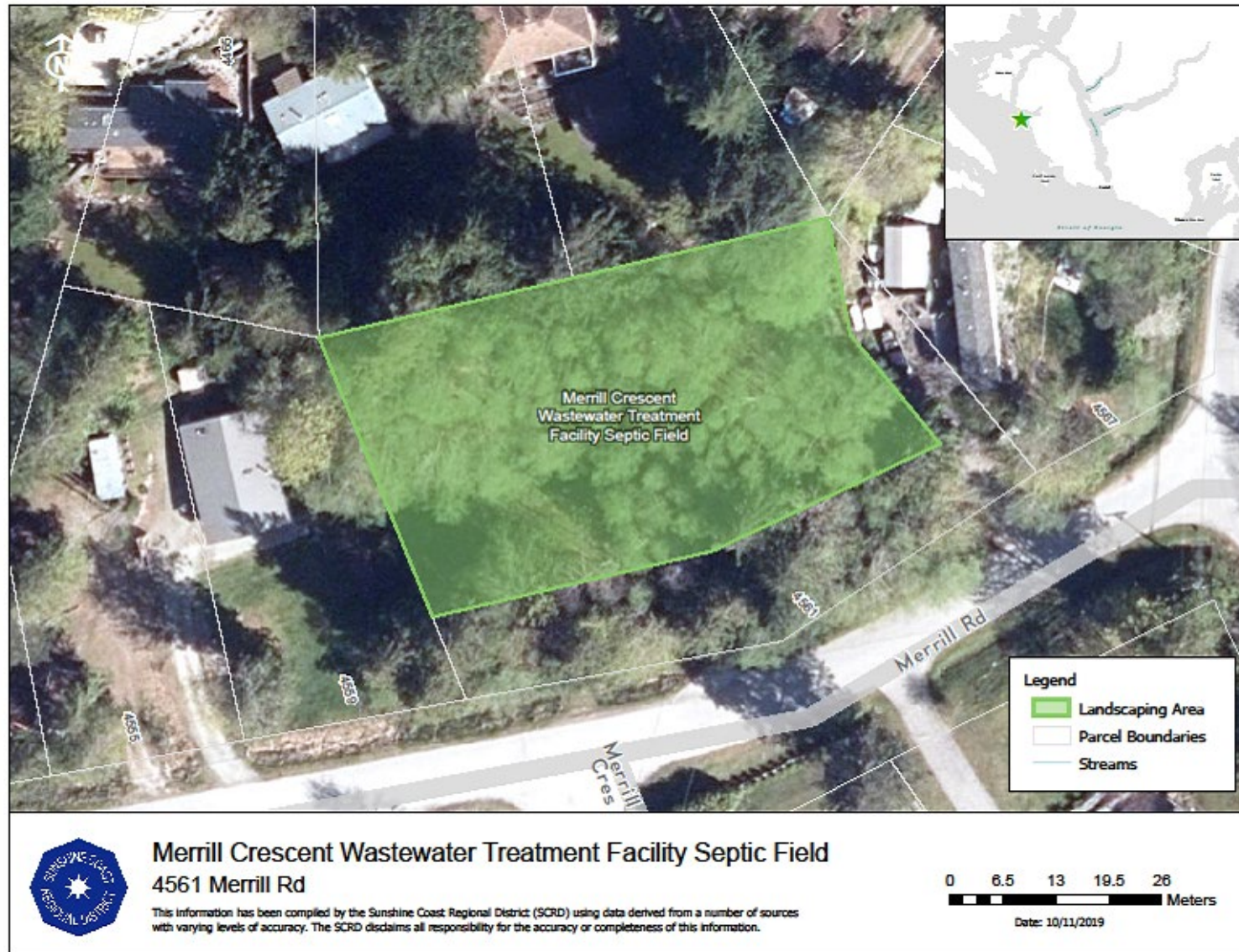
Appendix 11 Lee Bay Wastewater Treatment Facility



Appendix 12 Lily's Lake Wastewater Treatment Facility



Appendix 13 Merrill Crescent Wastewater Treatment Facility



Appendix 14 Reed Road Reservoir



Appendix 15 Roberts Creek Pump Station



Appendix 16 Sakinaw Ridge Wastewater Treatment Facility



Appendix 17 Square Bay Wastewater Treatment Facility



Appendix 18 Wood Creek Park Wastewater Treatment Facility

