

**WORKERS COMPENSATION BOARD
of Prince Edward Island**

TENDER No. WCB-2021-1

Lawn Care Services

Date: March 23rd, 2021

Email Tender Prior To: 2:00 p.m. Atlantic Time, Tuesday, April 13th, 2021

INVITATION TO TENDER

The Workers Compensation Board of Prince Edward Island is seeking **Tenders for Lawn Care Services for 2021, 2022 and 2023** at the Workers Compensation Board property located at, 14 Weymouth Street, Charlottetown, Prince Edward Island.

Due to Covid-19 restrictions Tenders must be sent by **email** to the Workers Compensation Board of PEI **prior to 2:00 p.m. Atlantic Time on Tuesday, April 13th, 2021**. Tenders must be signed and sent to email address ljphelan@wcb.pe.ca attention: Larry Phelan, Manager, Facilities and Procurement, WCB of PEI.

The Tender Documents must be clearly marked Lawn Care Services. Please note Tenders **CANNOT** be faxed or hand delivered.

The Workers Compensation Board will review submitted Tenders and determine which submission best meets the needs of the Workers Compensation Board of Prince Edward Island.

TERMS & CONDITIONS

1. General

- 1.1 Signed, written Tenders must be emailed to the attention of Larry Phelan at ljphelan@wcb.pe.ca prior to 2:00 p.m. Atlantic Time on Tuesday, April 13th, 2021.
- 1.2 The lowest or any Tender submitted may not necessarily be accepted.
- 1.3 The successful Bidder and its subcontractors must be registered with the WCB of Prince Edward Island, in which case WCB coverage must be maintained for the duration of the contract. Prior to receiving any payment, the successful Bidder (and any of its subcontractors) must be in good standing with the Workers Compensation Board of PEI.
- 1.4 Tender submissions will **NOT** be publicly opened. Bidders will be advised of the results after an evaluation of all Tenders has been completed and a successful Bidder has been determined.
- 1.5 The Bidder shall be responsible for paying its own costs and expenses incurred in connection with the negotiation, preparation, execution and delivery of the Tender.
- 1.6 The successful Bidder agrees to have in place and maintain a policy of Insurance listing the Workers Compensation Board of PEI as a named insured and to provide proof of such coverage to the Workers Compensation Board of PEI with the Tender documentation. Such coverage will be for an amount not less than \$2,000,000.00 (two million dollars in Canadian funds) per occurrence inclusive, which will include coverage for occurrences of bodily harm, personal injury or property damage. The Bidder will provide the Workers Compensation Board of PEI with (10) days advance written notice of cancellation or material change to this policy of Insurance.

- 1.7 It is the Workers Compensation Boards intention the successful Bidders returned Tender will form the contract. All of the terms and conditions of this Tender are assumed to be accepted by the Bidder and incorporated into the Bidder's Tender submission.
- 1.8 The Board may terminate the contract formed, pursuant to Section 1.7 of this Tender, in its entirety, or any part thereof, at any time by notice in writing, signed by or on behalf of the Board and sent to the successful Bidder, by electronic communications or mailed to the successful Bidder at its last known place of business. The contract so formed shall be determined to have ended upon the date identified in the notice, in which case the successful Bidder shall have no further claim against the Workers Compensation Board of PEI except for the following: The successful Bidder shall be paid for the work performed up to the date of termination by written notice.
- 1.9 The successful Bidder shall be responsible for repairs of any damage resulting from lawn care operations. Repairs shall be completed by October 1st of each year of the contract.
- 1.10 Subject to the termination provisions contained in section 1.8 of this document the contract term shall cover the entire summer seasons of **2021, 2022 and 2023** regardless of the length of the seasons. The contract start date shall be the date of notification.

2. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Bidders must be aware of our responsibilities under the *Freedom of Information and Protection of Privacy Act*:

- By submitting your bid, you agree to disclosure of the information supplied, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Anything submitted in your bid you consider to be “confidential information” because of its proprietary nature should be marked as “Confidential” and will be subject to appropriate consideration under the *Freedom of Information and Protection of Privacy Act*.

3. HEALTH & SAFETY

- 3.1 Bidders must be in compliance with the requirements under the *Occupational Health & Safety Act* and Regulations.
- 3.2 The successful Bidder must ensure the work is performed in a manner consistent with the safety requirements in the industry as described in the *Occupational Health & Safety Act* and Regulations.
- 3.3 The Bidder must submit a Safety Plan to illustrate understanding and compliance with the requirements under the *Occupational Health & Safety Act* and Regulations.

4. WORKERS COMPENSATION BOARD

- 4.1 Bidders must meet the requirements of the *Workers Compensation Act of Prince Edward Island*.
- 4.2 The successful Bidder shall furnish a Certificate of Clearance from the Workers Compensation Board as evidence they have made all returns and paid all necessary assessments as required.
- 4.3 The successful Bidder agrees to maintain good standing throughout the entire contract period. It is therefore the responsibility of the contractor to ensure the Workers Compensation Board of PEI Certificate of Clearance is updated as required.

5. COMMERCIAL GENERAL LIABILITY INSURANCE

The successful Bidder shall show proof of Liability Insurance coverage annually for the term of the contract.

The Workers Compensation Board of PEI shall be named as “Additional Insured” on the policy.

NOTIFICATION OF CONTRACT

The successful Bidder will be notified by telephone and in writing.

The unsuccessful Bidder(s) will be notified in writing.

PRICING/TAXES/PAYMENT

Pricing is to include all prime cost allowances, **excluding HST.**

Payment from the Workers Compensation Board of PEI will be made in monthly installments.

FUNCTIONAL REQUIREMENTS & SPECIFICATIONS

1. FUNCTIONAL REQUIREMENTS

1.1 Grass cutting for the entire summer season

Quote (per cut): \$_____ (excluding HST)

1.2 Sweeping and cleaning of the walkways east, west and north of the building for the entire summer season.

Quote (per cleaning): \$_____ (excluding HST)

1.3 A spring clean-up of the property which includes:

- pre-season raking of all grassed areas
- treatment of lime and fertilizer on all grassed areas
- clean-up of parking lot and walkways (sweeping)
- pick up and disposal of garbage and debris

Quote: \$_____ (excluding HST)

2. SPECIFICATIONS

2.1 Grass to be cut and walkways to be swept and cleaned a minimum of once a week.

2.2 Walkways and parking lot to be cleaned of loose grass and debris after each cut and removed from property.

2.3 Trimming around trees and sidewalks to be done as required.

3. EQUIPMENT

Please attach information regarding the type of equipment used. The Bidder shall ensure their equipment is in compliance with the *Occupational Health and Safety Act* and Regulations.

REFERENCES

Please provide a minimum of three (3) references of those who have used your services during the past three (3) years. Please do not use the WCB of PEI as a reference.

Name	Organization	Phone

CHECKLIST

The following documentation shall be submitted with the Tender. Tenders missing any of the required documentation **will be** excluded.

- A Safety Plan
- A Certificate of Clearance from the Workers Compensation Board of PEI
- Proof of Liability Insurance coverage
- Type and age of Equipment to be used

TENDER SUBMITTED BY:

NAME: _____

SIGNATURE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____

DATE: _____