

**The St. Albert School Division
Facilities Services**

48 Riel Drive
St. Albert, AB
T8N 3Z8



**Invitation to Tender
Groundskeeping Services**

Please note that responses to this **Invitation to Tender** must be received by **12:00 p.m., on Monday, the 13th day of May, 2024** at the address above, in accordance with the process set out in this **Invitation to Tender**.

The St. Albert School Division
Attention: Al Olsen
Manager, Facility Services

Please read all documentation enclosed carefully.

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IMPORTANT

It is the responsibility of all Bidders to carefully read all of the information and instructions, terms and conditions and schedules and forms prior to responding to this **Invitation to Tender**. Once a Tender has been submitted, a Bidder will be bound by the terms and conditions set out herein.

Tenders that do not strictly comply with the information, instructions, terms and conditions may, in the discretion of The St. Albert School Division, not be considered and will be placed in a folder marked "Rejected" and returned to the Bidder.

CONFIDENTIALITY

The Tender documents remain the property of The St. Albert School Division and are provided to Bidders for the exclusive purpose of preparing and submitting a Tender. Reproductions are not permitted other than for the purposes of responding to the Tender.

**THE ST. ALBERT SCHOOL DIVISION
TENDER**

GROUNDSKEEPING SERVICES

Part I

Requested Groundskeeping Services

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The requirement for groundskeeping services for St. Albert Public Schools is as follows:

- Provide groundskeeping services, including spring clean-up, summer maintenance and fall clean-up.
 - Spring Clean-up: vacuum/blow out flower/garden/plant/shrub beds, tree prune, power rake, de-thatch and aerate grass areas, remove leaves, branches, twigs, spruce/pine/fir tree cones and litter off division grounds, grass/string cut, vacuum/blow off debris on sidewalks/cement.
 - Summer Maintenance: vacuum/blow out flower/garden/plant/shrub beds, weed flower/rock beds, tree prune, remove leaves, branches, twigs, spruce/pine/fir tree cones and litter off division grounds, edge grass, grass/string cut every 10 days minimum (weather dependent), vacuum/blow off debris on sidewalks/cement.
 - Fall Clean-up: vacuum/blow out flower/garden/plant/shrub beds, tree prune, remove leaves, branches, twigs, spruce/pine/fir tree cones and litter off division grounds, grass/string cut, vacuum/blow off debris on sidewalks/cement.
- Services requested will begin summer, June 1, 2024.
- The groundskeeping services are required for the grounds around the immediate footprint of the division owned buildings. The adjacent fields are maintained by the City of St. Albert per the reciprocal use agreement in place.
- Hours of operation in compliance with City of St. Albert bylaws.
- Proposed schedule of when work will be completed (i.e. days of the week, times of the day, etc.) Schools' busy start times, end times and recess times to be considered when providing groundskeeping services.
- Rates for additional services/time (i.e. tree removal, stump grind, watering).
- Bidder to supply/provide all required equipment to complete the groundskeeping services.
- Ensure proper procedures are followed, including OHS (Occupational Health & Safety), for groundskeeping services.

- Report any anomalies to Facilities Services through e-mail the day of site groundskeeping job completion.
- Maintain confidentiality regarding issues that may arise.
- Establish and maintain an effective relationship with Facilities Services staff and the broader school division and community.
- **Additional Considerations**
 - High school summer school typically operates at one school from July 1st – mid August and can include approximately 1,000 students.
 - In a two year on and off rotation an elementary summer school is also operated at one school in the month of July.
 - The division office building, the facilities services building and childcare services located at various schools operate year round.
 - Interruptions at schools due to capital projects or staff accessing are to be expected.

Additional Breakout Pricing Request

- Provide a price for spring and fall fertilizer, and weed management services. Specify the product(s) that will be utilized.

**THE ST. ALBERT SCHOOL DIVISION
TENDER**

GROUNDSKEEPING SERVICES

Part II

Information and Instructions

Page 1 of 3

1. OVERVIEW

1.1 This **Invitation to Tender** is issued by the Board of Trustees of St. Albert Public Schools, a school board in the City of St. Albert, Alberta (also referred to in this document as “The St. Albert School Division” or “the Board”).

1.2 The Board is responsible for the education of approximately 9,500 students in 15 schools and 1 outreach location within the City of St. Albert. The Board employs approximately 900 staff. Ninety per cent (90%) of the Division’s revenue comes from the provincial government. Capital projects are funded by the Government of Alberta. Capital projects at division locations vary from year to year based on changes in building requirements and the availability of funding. For example, the Division’s Paul Kane High School replacement project was completed and opened to students January 2023. Bellerose Composite High School addition and modernization construction is expected to begin July 2024.

1.3 The Board is requesting Tenders for groundskeeping services within the City of St. Albert.

1.4 Individuals or organizations who submit a Tender in response to this **Invitation to Tender** are hereinafter referred to individually as the “Bidder” and collectively as the “Bidders”.

1.5 This competitive procurement will be conducted in accordance with the fundamental principle that the objective is to maximize the benefit to the Board, while offering members of the Bidder community a fair, transparent and equitable opportunity to participate.

1.6 The purpose for collecting the information in this **Invitation to Tender** is to enable the Board to ensure the accuracy and reliability of and to enable the Board to evaluate, each Bidder’s Tender. Authority for this collection arises under the *School Act* (Alberta). Bidders may contact the Manager, Facilities Services with any questions about the collection of information pursuant to this **Invitation to Tender**.

2. BIDDER QUESTIONS

2.1 All questions regarding this Invitation to Tender should be directed by electronic mail or written correspondence to the attention of Al Olsen, Facilities Services Manager, at al.olsen@spschools.org or at St. Albert Public Schools, Facilities Services, 48 Riel Drive, St. Albert, AB, T8N 3Z8

- 2.2 Information obtained from any other source is not official and may be inaccurate.
- 2.3 Direct contact by a Bidder with any person employed by the Board without prior authorization by the person identified above may result in the Bidder's disqualification.
- 2.4 Respondent inquiries should be made seven (7) days prior to closing date. Inquiries made after this date may not be given a response.
- 2.5 An information session will be held at 9:00 a.m. on Tuesday, April 23, 2024 at Facilities Services, St. Albert Public Schools (48 Riel Drive, St. Albert, AB).
 - The information session will be attended by Al Olsen, Facilities Services Manager, who will be available to answer questions regarding the selection of the division's groundskeeping service provider, the selection process and the groundskeeping services required. Verbal questions will be allowed at the proponents' meeting. However, questions of a complex nature should be forwarded in writing to the facilities service's manager at least (2) working days prior to the information session.
 - St. Albert Public Schools reserves to itself the right to cancel the information session at Facilities Services on Tuesday, April 23, 2024. To respect all parties time if questions are not submitted in advance of the proponents meeting, it will be cancelled.

3. SUBMISSION OF TENDERS

3.1 Tenders must include all information and supporting documentation as set out herein, including but not limited to, the requirements of this **Invitation to Tender**, signed in full, in a sealed envelope, clearly marked "**Groundskeeping Services**" and returned to The St. Albert School Division addressed to the following:

**THE ST. ALBERT SCHOOL DIVISION
ATTN: AL OLSEN
MANAGER, FACILITIES SERVICES
48 RIEL DRIVE
ST. ALBERT, ALBERTA T8N 3Z8**

3.2 Bidders are required to submit **two paper (2) copies** and **one (1) electronic** copy of their Tender. The Tender must include all required information, supporting documentation and forms as described in the **Invitation to Tender** documents. Paper tenders must be provided via mail, courier or in person. Electronic copies must be sent to **janeen.juse@spschools.org**. Oral, telephoned, electronic or facsimile submissions will not be accepted and will not be considered.

3.3 All paper Tenders shall be sealed and received at the address set out in this section, no later than **12:00 p.m., local time on Monday, the 13th day of May, 2024** (the "Closing Time"). The Closing Time will be determined according to the time displayed on the receptionist's computer in the main reception at the Facilities' office at 48 Riel Drive, St. Albert, Alberta.

3.4 The delivery of paper tenders no later than **12:00 p.m., local time on Monday, the 13th day of May, 2024** ("the Closing Time") is a requirement. The electronic copy is only for

secondary evaluation purposes. The delivery of the electronic copy does NOT ensure a tender will be considered.

3.5 Sealed paper Tenders will be date-stamped and the time of receipt will be noted on the envelope. The time of receipt shall be determined by the person receiving the Tender and the notation as to the time of receipt made by that person shall be deemed correct for all purposes and may not be challenged by any Bidder.

3.6 It shall be the sole responsibility of each Bidder to ensure that the Tender is received at the aforementioned location by the aforementioned time. Tenders received after the specified Closing Time will not be considered and will be placed in a folder marked "Rejected" and returned to the Bidder.

3.7 All documents submitted to The St. Albert School Division become the property of The St. Albert School Division and will not be returned.

3.8 In the event of a dispute or issue about whether or not a Tender complies with these **Invitation to Tender**, the Board reserves the right to retain and open a copy of the tender in question in order to seek and obtain a legal opinion in relation thereto. The opening of a tender does not in any way constitute an admission by the Board as to the compliance, or not, of the subject tender.

**THE ST. ALBERT SCHOOL DIVISION
INVITATION TO TENDER**

GROUNDSKEEPING SERVICES

Part III

Mandatory Terms and Conditions

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Bidders should carefully read the following documentation prior to submitting a Tender. All terms and conditions of this Invitation to Tender are deemed to be accepted by the Bidder and incorporated by reference into its Tender.

1. GENERAL

1.1 It is the responsibility of all Bidders to read all instructions, terms, conditions, specifications and addenda attached herein. If clarification is required, it is the responsibility of the Bidder to obtain such clarification from the person named herein prior to the Closing Time.

2. TENDER IS NOT AN ORDER TO PURCHASE

2.1 By submitting a Tender, each Bidder agrees that it will not claim for damages, losses, or expenses or other legal relief in any court proceeding or other dispute resolution forum in respect of the within process (including but not limited to representations made or purported to have been made before, during or after the **Invitation to Tender** process) in contract, tort or other legal theory and each Bidder specifically waives, as against the Board, claims for loss of profit and loss of business opportunity.

3. ACCEPTANCE/REJECTION OF TENDERS

3.1 The Board is not under any obligation to award a contract and reserves the right to terminate this **Tender** process at any time in its sole and unfettered discretion prior to the execution of a contract with any successful Bidder.

- Each Bidder shall submit a complete tender. The tender must be written in words as well as figures where required and must be for a sum in Canadian Dollars including all tariffs, freight, duties and taxes other than the Goods and Services Tax which must be shown as a separate amount unless otherwise specifically stipulated. **The spring and fall fertilizer, and weed services to be priced separately from the groundskeeping services.**
- a) In the event of a discrepancy between an amount written in words and an amount written in figures, the amount written in words shall be deemed the intended amount.
- b) Notwithstanding the foregoing, the Board shall be entitled to accept a Tender in such form as the Board in its sole and unfettered discretion deems acceptable irrespective of

irregularities whether of a trivial or substantial nature, or whether the Tender is noncompliant in a trivial or substantial manner.

- c) The Board shall not be obligated to accept any Tender that is unsigned, incomplete, conditional, illegible, unbalanced, obscure, contain irregularities of any kind, or contain mathematical or calculation errors of any kind. Discrepancies between words and figures will be resolved in favour of the words. Discrepancies between the indicated sum of any figures and the correct sum thereof will be resolved in favour of the correct sum.

3.2 Without limiting the generality of the foregoing, the Board shall have the right (but is not obligated) to cancel this Tender process at any time prior to the execution of a contract with a successful Bidder:

- a) if all qualified Tenders exceed the Board's allocated budget for the services; or
- b) if a single response (i.e. a Tender from only one Bidder to the **Invitation to Tender**) is received.

3.3 A Tender may be rejected if references are found to be unsatisfactory.

3.4 The Board reserves the right to accept the Tender that it deems most acceptable, in its sole and unfettered discretion, including the right to accept or reject a non-compliant Tender. Notwithstanding anything else in this **Invitation to Tender**, the Board reserves the right, in its sole and unfettered discretion, to reject or accept any Tender, compliant or not, including the right to reject all Tenders. The Board's discretion may be exercised by the Secretary-Treasurer.

3.5 The Tender having the lowest cost, or any Tender, will not necessarily be accepted.

4. AMENDMENTS AND WITHDRAWAL OF TENDERS

4.1 Any application by a Bidder to alter, amend or withdraw its entire Tender or any part or parts thereof shall be received by The St. Albert School Division at the address above prior to the Closing Time and shall be labelled as a request to withdraw or alter a Tender. No alteration, amendment or withdrawal of a Tender will be considered unless submitted in writing in accordance with the instructions, terms and conditions governing this Tender.

ELECTRONICALLY TRANSMITTED REVISIONS WILL NOT BE ACCEPTED.

5. TENDER COMMITMENT

5.1 The Bidder agrees that by submitting a Tender, the Tender is irrevocable and is open for acceptance by the Board up to and including 12:00 p.m. MST on May 13, 2024.

6. CONFIDENTIALITY

6.1 The Bidder acknowledges that the *Freedom of Information and Protection of Privacy Act*, S.A. 2000, c. F-25 as amended ("*FOIP*") applies to all information and records relating to

or obtained, generated, collected or provided under or pursuant to the terms and conditions of this **Invitation to Tender**.

6.2 The Bidder agrees to abide by the requirements of the *FOIP* in so far as it is applicable to the Bidder and the carrying out of the Bidder's duties or other obligations under or in connection with this **Invitation to Tender** or the contract.

6.3 The Bidder consents and has obtained the written consent (where applicable) of any individuals identified in its Tender, to the use of the information in the Tender by the Board, its employees and agents, to enable the Board to evaluate the Tender or use the information for a consistent purpose.

6.4 The Bidder shall protect the confidentiality and privacy of an individual's personal information accessible to the Bidder or collected pursuant to this **Invitation to Tender** or its Tender and any subsequent contract, in accordance with *FOIP*.

6.5 All documents submitted to the Board are subject to the protection and disclosure provisions of *FOIP*. While *FOIP* allows the right of access to records in the Board's custody or control, it also prohibits the Board from disclosing the personal or business information where disclosure would be harmful to the business interests or would be an unreasonable invasion of personal privacy as defined in *FOIP*. Bidders are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

6.6 The records stipulated in this TENDER as being required or maintained or submitted by the Bidder may be subject to the protection and access provisions of *FOIP*. Should the Board receive a request for any of these records, it is the Bidder's responsibility to provide the records to the Board, at the Bidder's request, within three (3) calendar days from written notification from the Board.

6.7 The successful Bidder agrees to retain all records respecting this **Invitation to Tender** for at least one (1) year after the contract expires or is terminated.

7. NOTIFICATION OF CHANGES

7.1 All Bidders who are registered in the Alberta Purchasing Connection (APC) system will be notified of any changes, alterations, modification or cancellation of this **Invitation to Tender** through the APC system.

7.2 Only written addenda or corrections, issued by The St. Albert School Division, shall become a part of this **Invitation to Tender** (other sources of addenda or corrections shall not be considered). Any changes to the Tender shall be in writing in the form of Addenda. Any Addenda issued to the **Invitation to Tender** shall form part of the **Invitation to Tender**, whether or not the receipt of same has been acknowledged by a Bidder and the cost for doing the work therein shall be included in the Tender. Verbal representations shall not be binding on the Board nor form part of the **Invitation to Tender**.

8. DEFAULT BY BIDDER

8.1 In the case of default by a Bidder under this **Invitation to Tender**, including the failure to enter into a contract as contemplated herein, the Board may enter into a contract with another compliant Bidder and pursue all available remedies against the defaulting Bidder, including, but not limited to holding the defaulting Bidder responsible for any excess cost occasioned by the Bidder's default.

9. GOODS AND SERVICE TAX

9.1 Tenders must be G.S.T. excluded unless stated otherwise. Where duty exemptions apply, exemption forms will be issued when requested. Applicable G.S.T. will be paid when invoiced as required by current legislation.

10. SIGNING OF TENDER BY BIDDER

10.1 Each and every Tender shall be signed by the Bidder or its employee, servant, or agent who shall be a person who has full and complete knowledge of all the matters set forth therein and who shall be duly authorized and responsible for the signing and approving of such Tender.

10.2 Tenders by a corporation must specify the full legal name of the corporation followed by the signatures of the duly authorized signing officer(s) and must have the corporation's seal affixed.

11. TENDER INELIGIBILITY

11.1 Without limiting the Board's discretion to accept a non-compliant Tender in the sole discretion of the Board or its designate, any Tender which is incomplete, conditional or obscure, or which in any way fails to conform to the requirements of the **Invitation to Tender**, or which contains alterations, erasures or irregularities of any kind, may be rejected by the Board or its designate in its sole discretion.

12. LIABILITY FOR ERRORS

12.1 The representations in the **Invitation to Tender** documents are provided mainly for general information of the Bidders and are not in any way warranted or guaranteed by or on behalf of the Board. All prospective Bidders are urged to conduct their own investigations into material facts and the Board shall not be held liable or accountable for any error or omission in any part of this **Invitation to Tender**.

13. BOARD'S CONDITIONS PRECEDENT

13.1 It is a condition of this **Invitation to Tender** that:

- a) the Board of Trustees of St. Albert Public Schools make a decision to award the contract to the successful Bidder; and
- b) the Board of Trustees of St. Albert Public Schools ratify any agreement entered into with the successful Bidder.

14. LIMITATION OF LIABILITY

14.1 Notwithstanding anything else in the **Invitation to Tender** documents, the Board shall not be responsible in any event for any cost, expense or liability incurred by any or all of the Bidders (including the costs incurred in the preparation of any Tender), including consequential damages, loss or profit, loss of anticipated profit and loss of opportunity.

15. CANADIAN FREE TRADE AGREEMENT and NEW WEST PARTNERSHIP TRADE AGREEMENT

15.1 The provisions of the Canadian Free Trade Agreement (“CFTA”) and the New West Partnership Trade Agreement (“NWPTA”) apply to this **Invitation to Tender**.

16. LAW AND FORUM OF TENDER

16.1 The law to be applied in respect of this **Invitation to Tender** and the Contract shall be the law of the Province of Alberta and all civil actions commenced in relation to the Tender Documents or Contract shall be adjudicated by the Courts of the Province of Alberta and by submitting Tenders, Bidders are taken to have agreed to attorn to the jurisdiction of the Courts of the said Province.

THE ST. ALBERT SCHOOL DIVISION

INVITATION TO TENDER
GROUNDSKEEPING SERVICES

Part IV

Tender Evaluation & Contract
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1. SELECTION PROCESS

Screening

1.1 Upon receipt of Tenders, an evaluation team will screen each Tender to determine compliance with the requirements of this **Invitation to Tender**.

1.2 The evaluation team is not under any obligation to accept or recommend a Tender received and reserves the right to terminate this evaluation process at any time in its sole and unfettered discretion.

1.3 Without limiting the generality of the foregoing, the evaluation team shall have the right (but is not obligated) to cancel this **Invitation to Tender** process at any time prior to the execution of a contract with a successful Bidder if:

- a) all qualified Tenders exceed the Board's allocated budget for the procurement of the goods and services; and/or
- b) a single response (i.e. a Tender from only one Bidder to the **Invitation to Tender**) is received.

1.4 The evaluation team reserves the right to recommend acceptance of any Tender that it deems in its sole and unfettered discretion, including the right to accept or reject a non-compliant Tender. The Tender having the lowest cost shall not necessarily be recommended. Notwithstanding anything else contained in this **Invitation to Tender**, the evaluation team reserves the right, in its sole and unfettered discretion, to reject or accept any Tender, compliant or not, including the right to reject all Tenders.

Rating

1.5 The evaluation team will utilize specific evaluation criteria to rate various requirements for evaluation purposes. Subject to the requirements of *FOIP*, such rating shall be confidential and scores of such rating shall be released to individual parties upon written request.

Qualifications

1.6 The Bidder must be licensed to conduct business in the Province of Alberta and as otherwise required by all relevant legislation, including Workers' Compensation and Occupational Health and Safety and must provide proof of same.

The successful Respondent must comply with legislation governing Workplace Hazardous Materials Information System and Transportation of Dangerous when dealing with the Division.

1.7 There is no prequalification process; however, Bidders not having a previous working relationship with the Board must provide a minimum of three (3) references.

1.8 Bidders must include as part of their Tender:

a) General Format including:

- i. Cover page with the request for Tender shown as the subject, the name of the Bidder's firm, local address, telephone number, name of contact person and the date.
- ii. Table of contents, include a clear specification of the material by section and by page number.
- iii. **Description of services to be provided** including a history of the institution's involvement in providing these services to organizations similar to the Division. This description of services should reflect the Required Services outlined in Part 1 Requested Groundskeeping Services.
- iv. Details of the Company's Plan to Service the Division, including the Following:
 - a. Partners, managers and supervisors who will work on the projects. Resumes for each person may be submitted and include:
 - i. Experience in groundskeeping services in general, public organizations in particular with educational environments.
 - b. The company's plan and philosophy related specifically to the Division. This should include:
 - i. Timing of services to meet the deadlines set by the Division.
 - ii. An indication of the approach your company will take regarding groundskeeping services for St. Albert Public Schools.
 - iii. Plans for the use of equipment to facilitate the required services.
 - iv. Plans for dealing with start-up and familiarization time, if appointed.
 - v. Plans for keeping administration informed of any circumstances relating to groundskeeping management.

- c. Pricing:
 - i. The respondent agrees to supply the services for the costs set out within the proposal during the length of the contract.
 - ii. The prices quoted shall be in Canadian dollars, exclusive of the Goods and Services tax.
- d. References
 - i. List three (3) references
 - ii. Customer comments/commendations

Evaluation Criteria

1.9 The St. Albert School Division shall be comparing Tenders based on the information contained in the submitted Tender Forms and as otherwise required in the **Invitation to Tender** documents. The Board will evaluate Tenders in its sole and unfettered discretion and may choose any Tender which it feels is in the Board’s best interests.

1.10 The following criteria will be considered in the evaluation:

- a) Expertise and qualifications of the company relating to groundskeeping contract services in:
 - i. School jurisdictions and/or educational institutions.
 - ii. Organizations of comparable size and complexity and
 - iii. Ability to work within Occupational Health and Safety requirements.
 - iv. Each company’s ability to provide services from its St. Albert/Edmonton area office.
 - v. Qualification and expertise of staff to be assigned. For example, education, position with the company and years and type of experience will be considered.
 - vi. Customer service and communication skills.
 - vii. Company’s methodology/approach.
 - viii. Annual fee for the quoted term.
 - ix. Ability to meet proposed deadlines.
 - x. Ability to provide additional services that may be required and hourly rates to be charged for such services.

For purposes of selecting the Groundskeeping Contract Services Company, the fees quoted will be deemed to include only groundskeeping services. Any gratuitous non-groundskeeping services will not be considered for selection purposes.

1.11 Criteria	Point Weighting
a) Company profile including organizational chart to include all staff and an overview on company assets	50
b) List of references including school boards	100
c) Expertise and qualifications of the contractor in groundskeeping service	200
d) Each contractor’s ability to provide services including clarity of approach and methodology.	200
e) Price	400
f) Insurance, WCB coverage and related policies	50

1.12 Following completion of the evaluation, a recommendation will be made to the Board of Trustees regarding the award of the contract.

- a) Bidders will be notified in writing whether they have been successful. Each Tender will be evaluated on the basis of the criteria listed above and the Board will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed. By submitting a Tender, the Bidder acknowledges and agrees that the Board has and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- b) By submitting its Tender, each Bidder acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of the Board to award points in respect of the criteria noted above.

General

1.13 To assist in the evaluation of the Tenders, the Board may, in its discretion, but is not required to:

- a) Conduct reference checks with any or all of the references cited in a Tender or other persons not listed in a Tender and verify any and all information regarding a Bidder, including its directors, officers and key individuals and the Board may rely on and consider any relevant information from such references or investigations in the evaluation of Tenders;
- b) Seek clarification or rectification of a Tender from any or all of the Bidders and consider such supplementary information in the evaluation of Tenders;
- c) Request interviews or presentations with any, all or none of the Bidders to clarify any questions or considerations based on the information included in the Tender.

2. CONTRACT

2.1 Upon acceptance of a Tender, the successful Bidder will be required to enter into a written contract in the form and content, which for greater clarity, will incorporate the general terms and conditions set out in Part V of this Invitation to Tender.

2.2 The selection of groundskeeping services contract is expected to be completed by **May 31, 2024**.

THE ST. ALBERT SCHOOL DIVISION
INVITATION TO TENDER
GROUNDSKEEPING CONTRACT SERVICES

Part V

Scope and Supply
Page 1 of 3

1. OBJECTIVE

1.1 To provide for groundskeeping services within St. Albert for The St. Albert School Division.

2. CONTRACT PERIOD

2.1 The contract period will be for four (4) years, but focused on six (6) month terms commencing May 1st and ending October 31st each year, however the 2024 year will commence June 1st and end October 31st. The Division may, at its sole discretion, terminate the appointment upon the provision of one (1) months' written notice to the Groundskeeping Contract Services Provider.

3. PERMITS AND LICENSES

3.1 The Bidder shall submit along with its Tender proof of valid and existing permits and licenses as required by law for the execution of services pursuant to the contract.

4. CONTRACT

The successful Bidder will be required to enter into a Provision of Groundskeeping contract with the Division. The Division reserves the right to negotiate the contract terms and conditions with the successful Bidder. Provisions of this Tender and representations made by the Bidder in its response are deemed to be incorporated into the contract.

5. REQUIRED SERVICES

5.1 Part of the **Invitation to Tender** as **Section I** are the groundskeeping services required, and **Schedule A** is the groundskeeping service locations for Tender and forms a part of this Agreement.

a) Assistance Available to Successful Proponent

Any special requests by the Groundskeeping Services Contract Provider for assistance in preparation of meeting the terms of the Tender will be considered on an as-requested basis.

5.2 Bidders are required to comply with The St. Albert School Division and procedures relative to groundskeeping services.

6. INSURANCE

6.1 The successful Bidder will be required to obtain and maintain, at its own expense, insurance coverage for its operations under a contract of comprehensive or commercial general liability insurance, of not less than FIVE MILLION (\$5,000,000.00) insuring against bodily injury, personal injury and property damage, including loss of use thereof including coverage for non-owned automobile and contractual liabilities. The successful Bidder will be required to supply copies of certificates of insurance to St. Albert Public School prior to starting work under this Tender.

7. LEGISLATIVE COMPLIANCE

The Bidder shall comply with all legislation applicable to the performance of the terms and conditions of this Tender.

The Bidder must be registered with the Workers' Compensation Board (the "WCB") and have satisfied all assessment requirements as of the date the proposal was submitted. If successful, the Bidder's registration number and evidence of compliance and good standing with all WCB requirements must be provided forthwith, to the Manager, Facilities Services, prior to the effective date of commencement of the contract.

8. BID OPENING

Opening of the proposals **will not** occur in a public setting.

9. BIDDER'S PERSONNEL

9.1 The Bidder recognizes that, for the protection of students, persons who have contact with staff, students and their families must be of stable personality, of temperate nature and of high moral character. The St. Albert School Division requires that all Bidder personnel mentioned above provide:

- a) Criminal record checks.
- b) Child Welfare System Information Check.

9.2 Expenses related to the above listed items shall be borne by the Bidder.

9.3 The Bidder shall ensure that all Bidder personnel meet these qualifications and shall provide documentation to demonstrate any of these qualifications upon request by St. Albert Public Schools.

9.4 All personnel assigned to provide services under the contract shall be subject to continuous approval by The St. Albert School Division.

10. DOCUMENTATION

10.1 All Tenders must include all required information, supporting documentation and forms as prescribed in the **Invitation to Tender** documents. No additional terms, discounts or alternative pricing method may be offered by the Bidder. Where a form is not provided, the Bidder will provide the requested information and/or documentation on a separate page attached to the forms to complete the Bidder's Tender.

10.2 The Bidder is fully responsible for the accuracy of the calculations in the Tender. No revisions or withdrawals will be allowed after the Closing Time and all revisions must comply with the mandatory terms and conditions set out in this Request for Tender.

10.3 The provisions of this **Invitation to Tender** and the representations made by the Bidder in the Bidder's Tender, are deemed to be incorporated into the contract attached to this Request for Tender, which will be entered into between The St. Albert School Division and the successful Bidder.

11. CONTRACTUAL WARRANTIES

Claims made in the proposal shall constitute contractual warranties. Any provisions in the proposal may be included in the contract as a direct provision thereof.

THIS CERTIFICATION MUST BE SIGNED BY ALL BIDDERS

I/We have read and understand Parts I, II, III, IV, V, Schedule A, and the Forms attached to this Invitation to Tenders and agree thereto and have stated herein the prices at which we will furnish goods/services as specified. I/We certify that the prices quoted herein have been independently determined.

Dated: _____, 20 ____ Signature: _____

Name: _____
Please Print

Title: _____

Company Name: _____

WCB Number: _____

Address: _____

Postal Code: _____

Phone No.: _____

IF TENDER IS BY A CORPORATION/LIMITED COMPANY, THEN AFFIX CORPORATE SEAL:

Corporate Seal

Schedule A

St. Albert Public Schools

LIST OF FACILITIES

SCHOOL	SITE	ADDRESS
*Paul Kane High School	1	12 Cunningham Road, St. Albert, AB T8N 2E9
Sir Alexander Mackenzie Elementary School	2	61 Sir Winston Churchill Ave., St. Albert, AB, T8N 0G5
Hillgrove School (formerly known as Sir George Simpson Junior High School)	3	50 Grosvenor Blvd., St. Albert, AB, T8N 0X6
Hill Grove School (formerly known as Robert Rundle Elementary School)	4	50A Grosvenor Blvd., St. Albert, AB, T8N 0X6
Muriel Martin Elementary School	5	110 Deer Ridge Drive, St. Albert, AB, T8N 5Z3
Kinosayo Elementary School	6	40 Woodlands Road, St. Albert, AB, T8N 3X3
William D. Cuts Junior High School	7	149 Larose Drive, St. Albert, AB, T8N 2X7
Elmer S. Gish School	8	75 Akins Drive, St. Albert, AB, T8N 3A5
Wild Rose Elementary School	9	58 Grenfell Avenue, St. Albert, AB, T8N 2Z9
Ronald Harvey Elementary School	10	15 Langley Avenue, St. Albert, AB, T8N 1S4
Lorne Akins Junior High School	11	4 Fairview Blvd., St. Albert, AB, T8N 2G1
Leo Nickerson Elementary School	12	10 Sycamore Avenue, St. Albert, AB, T8N 0K3
Bellerose Composite High School	13	49 Giroux Road, St. Albert, AB, T8N 1M8
Lois E. Hole Elementary School	14	120 Everitt Drive, St. Albert, AB, T8N 7R6
Joseph M. Demko School	15	200 Jensen Lakes Blvd., St. Albert, AB, T8N 7V3
Outreach High School	16	50 Sir Winston Churchill Avenue, St. Albert, AB, T8N 0G4
Facilities Services, St. Albert Public Schools	17	48 Riel Drive, St. Albert, AB, T8N 3Z8
Division Office, St. Albert Public Schools	18	60 Sir Winston Churchill Avenue, St. Albert, AB, T8N 0G4

Potential additional site during the term of the contract:

Active Communities Alberta	19	1923022 Block 1, Lot 2, St. Albert, AB, T8N 0G4
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***Paul Kane High School is currently under a maintenance groundskeeping contract for the summer of 2024, therefor groundskeeping will not be required during this timeframe, at this site.**

**ST. ALBERT PUBLIC SCHOOLS
RE: INVITATION TO TENDER**

Interested vendors are required to complete this form and return it no later than 4:00 p.m., Friday, April 19, 2024 to:

Al Olsen
Facilities Services Manager
St. Albert Public Schools
48 Riel Drive
St. Albert, AB T8N 3Z8
al.olsen@spschools.org

Failure to return this form may result in no further communication regarding this Invitation to Tender.

NOTICE OF PROPONENTS' MEETING

Vendors are invited to attend a proponents' meeting scheduled for:

Date: Tuesday, April 23, 2024
Time: 9:00 a.m. – 10:00 a.m.
Location: Facilities Services, St. Albert Public Schools
48 Riel Drive, St. Albert, AB

The purpose of the meeting is to provide an equal opportunity for all vendors to discuss details and present questions relating to this proposal. Attendance is **not mandatory**.

COMPANY: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____

CONTACT PERSON: _____ TITLE: _____

EMAIL: _____ PHONE NO: _____

I have received a copy of the above noted Invitation to Tender.

A. We will be attending the proponents meeting.

_____ Number of people attending.

We will not be attending the meeting but will be submitting a proposal.

We will not be attending the meeting and will not be submitting a proposal.

B. I authorize Facilities Services to send any further correspondence concerning this Invitation to Tender by the following method: COURIER COLLECT: MAIL: EMAIL:

SIGNATURE: _____ NAME: _____
(Please print)

TITLE: _____ DATE: _____