



Village of Slocan
General Gardening Services Contractor
Request for Proposals
RFP-2024-02

Closing Location:
Village of Slocan
Box 50, 503 Slocan Street
Slocan BC V0G 2C0

Closing Date and Time:
3:00 pm, Wednesday, May 1st, 2024

Contact Person:
Michelle Gordon, CAO
Phone: 250-355-2277
Email: cao@villageofslocan.ca

1. INTRODUCTION

This Request for Proposals (RFP) has been prepared to directly invite qualified firms, companies and individuals to submit a Proposal to act as *General Gardening Services Contractor* for the Village of Slocan.

2. SUBMISSION DETAILS

- a) The Village is not under any obligation whatsoever to select a proponent and may cancel this Request for Proposal at any time for whatever reason(s) and without liability to the proponents or anyone else.
- b) Proponents are solely responsible and without recourse to the Village for their own expenses in preparing and submitting a proposal and for otherwise participating in the Request for Proposal process.

Please address submissions to:

Michelle Gordon
Chief Administrative Officer
Box 50, 503 Slocan Street, Slocan BC, V0G 2C0
cao@villageofslocan.ca

Submissions are to be received by no later than 3:00 pm on Wednesday, May 1st, 2024 and may be sent electronically or in a hard copy.

3. INQUIRIES

Clarification on this Request for Proposal shall be directed to:

Michelle Gordon
Chief Administrative Officer
Box 50, 503 Slocan Street, Slocan BC, V0G 2C0
cao@villageofslocan.ca
250-355-2277

4. SCOPE OF SERVICES

There are several garden locations within the Village that require various maintenance. Garden areas have been identified on Schedule 'A', attached to and forming part of this document. Examples of the work includes planting, weeding, trimming, edging, watering, and mulching.

- a) All work shall be done to the satisfaction of the Village.
- b) The Contractor must have a valid BC Drivers License, and their own transportation used in the performance of the contract work.
- c) The Village shall provide all basic gardening tools, including but not limited to wheel barrows, shovels, rakes, hoes, hoses, etc. The Contractor may choose to use their own tools if preferred, at their own expense.
- d) The Contractor is responsible for the removal and disposal of plant waste and debris, to be disposed of at the designated location at the Public Works Yard.
- e) The Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Services. The Contractor should take every precaution to instruct personnel about and otherwise safeguard them against any possible injuries as well as other potential hazards within the work zone.
- f) All work shall be performed in a professional manner and good trade practices.
- g) As deemed by the Village, call-backs for incomplete, unsatisfactory and/or guarantee work, shall be at the sole expense of the Contractor and to the complete satisfaction of the Village. The Village will have final authority and sole discretion as to the acceptability.
- h) The Contractor will communicate with the Village's Public Works Supervisor and CAO to review the week's work, receiving special instructions and to discuss any problems encountered on the job.

5. TERM, HOURS OF OPERATION & BUDGET

- a) The term of the Contract will commence work no later than May 15th, 2024 and conclude on October 15th, 2024.
- b) Work shall be performed between the hours of 7:00am and 4:00pm, Monday through Friday. Other hours may be approved by the CAO upon written request.
- c) The Proponent should expect to work full-time hours at the start of the contract term, when the gardens will require the most work. Part-time hours are expected thereafter, for light maintenance and upkeep.
- d) Proponents must submit a detailed schedule with hours and wage expectation, pursuant to section 8(a). Total remuneration for the contract term must not exceed \$5,500.

6. CONTRACTOR LICENSES AND INSURANCE

If selected as the successful Proponent, the Contractor agrees to obtain and provide the following to the Village:

- a) Village of Slocan Business License;
- b) Record of Liability Insurance, listing the Village of Slocan as Additional Insured, with inclusive limits of not less than two million dollars (\$2,000,000).

7. SUBMISSION OF PROPOSALS, CLOSING DATE AND LOCATION, METHOD

a) Closing Date and Time:

Proposals must be received by 3:00pm on Wednesday, May 1st, 2024, at the following address:

RE: GARDENING SERVICES CONTRACT
Village of Slocan
PO Box 50 – 503 Slocan Street
Slocan, BC V0G 2C0
EMAIL: cao@villageofslocan.ca

b) Method:

Completed proposals shall be submitted to the Village by one of the following methods:

- i) Hard Copy - delivered by pre-paid post or courier, or hand delivery, to the location indicated in section 7(a). Hard copy proposals shall be provided in a sealed envelope clearly marked with the RFP Title and the proponent's name and address.
 - ii) EMAIL – One (1) complete PDF copy emailed to the address indicated in section 7(a). Emailed proposals shall include in the subject line of the email, the RFP Title and proponent's name.
- c) The Closing Date and Time will be conclusively deemed to be the time noted on the Proposal envelope upon receipt, in the case of hard copy responses, and the time noted by the Village's email server in the case of emailed responses. It is the proponent's responsibility to confirm if proposals sent by email have been received.
- d) Late Proposals:
Proposals will be marked with their receipt time at the location specified for receipt of proposals. Only complete proposals received and marked by the Closing Date and Time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.
- e) Amendment or Withdrawal of Proposals:
Proponents may amend or withdraw their Proposal in writing at any time prior to the Closing Date and Time. Upon such time, all Proposals become irrevocable. The

Village will be under no obligation to receive further information after the Closing Date and Time, whether written or verbal, from any Proponent.

8. PROPOSAL FORMAT AND EVALUATION CRITERIA

a) Proposal Format:

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration and evaluation of key elements.

- i. Title Page, showing Proponent's contact information.
- ii. The body of the proposal shall include, but not be limited to the following elements:
 - Description of knowledge of the Slovan area and attractions;
 - Description of knowledge of gardening principles;
 - Description of past work experience managing similar facilities;
 - Qualifications;
 - Brief overview of management plan, methodology;
 - Proposed week-by-week work schedule - including days of week, hours per day, etc;
 - Pricing and payment expectation;
 - References.

b) Evaluation:

The evaluation of this RFP will be conducted by a review team. Criteria for evaluation of the proposals may include, but is not limited to:

- Corporate / individual experience and references for similar projects, general reputation in the industry, capacity, resources, and professional qualifications;
- Approach, methodology, and understanding of the Village's requirements;
- Total cost/fees; and
- Sustainability and value-added benefits.

The Village reserves the right to select the Proponent that is best suited for the Services based on the Proponent's experience, qualifications, past performance, price, and any other criteria set out herein.

c) Acceptance and Rejection of Proposals:

This RFP does not constitute an offer and should not be construed as an agreement to purchase any services. By submitting a Proposal, the Proponent agrees that should it be identified as the Preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding an Agreement.

d) Village's Rights and Reservations:

The Village reserves the right:

- i. To reject any or all Proposals;

- ii. To reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent, or that fails to comply with the mandatory requirements of this RFP;
- iii. To modify the terms of this RFP at any time, at the Village's sole discretion;
- iv. To require clarification of the information set out by one or more of the Proponents in respect to the Proposals submitted;
- v. To communicate with, meet with, or negotiate with any one or more of the Proponents, respecting their Proposals or any aspect of the proposed work;
- vi. To select more than one Proponent to provide some or all of the Services.

e) Cancellation of RFP:

The Village may postpone or cancel this RFP at any time prior to or after the Closing Date and Time. In the event that the Village cancels this RFP, the Village shall have the right to seek to procure the same services or similar services at any time through any means the Village deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the Village.

f) Waiver of Non-Compliance:

The Village reserves the right to waive any material non-compliance with this RFP and may elect to retain for consideration Proposals which do not contain the content for form requested by this RFP or which have not strictly complied with the process for submission set out herein.

g) Proponent's Costs:

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to: conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Village prior to the Closing Date and during Proposal evaluation, and for any subsequent processes or negotiations with the Village that may occur.

h) Limitation of Liability:

By submitting a proposal, each Proponent irrevocably agrees that the Village shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

i) Negotiation:

The Village reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If

specifications require significant modification, the Village may provide the opportunity for Proponents to adjust their Proposals or re-submit altogether, as determined by the Village in its sole discretion.

j) Errors and Omissions:

While the Village has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

k) Conflict of Interest:

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the Village, its elected or appointed officials or employees.

l) Confidentiality:

All Proposals become the property of the Village and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the Village, subject to the Village's obligations for disclosure pursuant to the Province of British Columbia's *Freedom of Information and Protection of Privacy Act*.

m) No Lobbying:

Proponents and their agents are not permitted to contact any member of the Village Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the Village. The Village reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

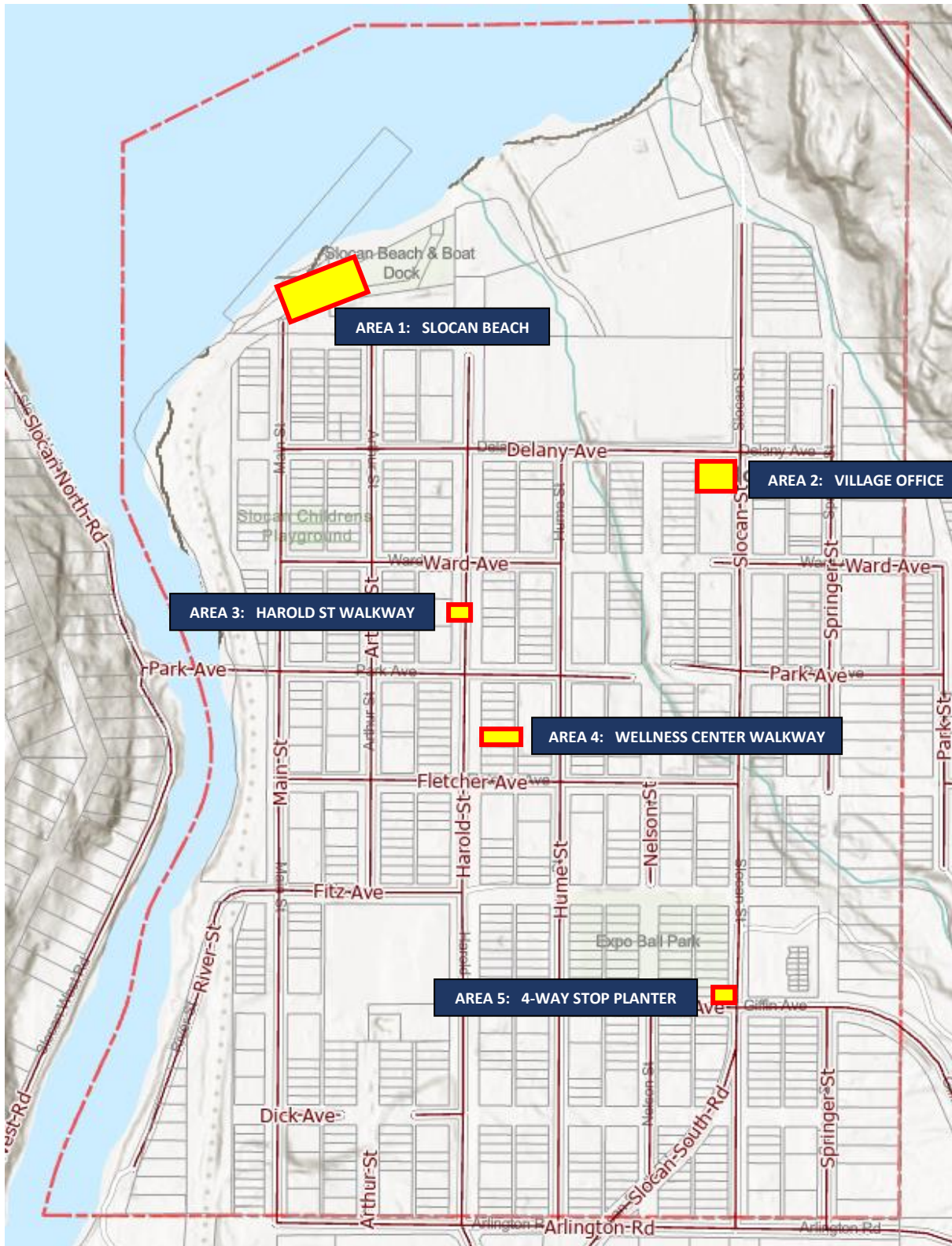
9. SCHEDULES

SCHEDULE 'A' – Contract Area Map

SCHEDULE 'B' – Contractor Requirements

SCHEDULE 'A' - CONTRACT AREA MAP

Contract areas highlighted in red:



AREA 1: SLOCAN BEACH

AREA 2: VILLAGE OFFICE

AREA 3: HAROLD ST WALKWAY

AREA 4: WELLNESS CENTER WALKWAY

AREA 5: 4-WAY STOP PLANTER

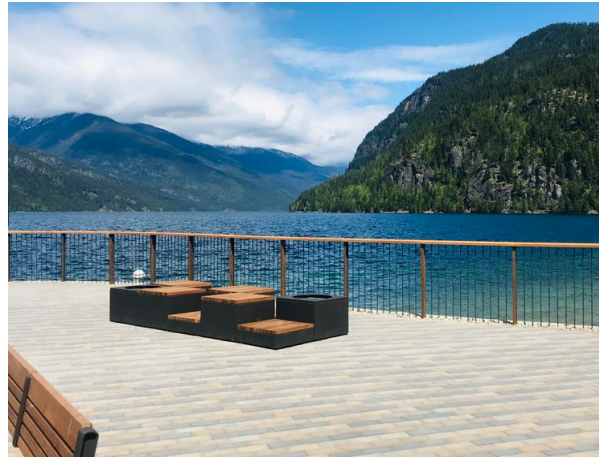
SCHEDULE 'B' – CONTRACTOR REQUIREMENTS

1. AREA 1: SLOCAN BEACH



There are mulched garden areas on the west end of Slocan beach with various plantings, and one (1) bench planter-box on the breakwater prow.





Mulch Beds:

All mulch beds are irrigated – no hand watering required.

- Ensure that all [decomposed] post-winter plant debris is removed at the start of the season.
- Ensure that all weeds are removed *by the root*. This will be the most time-consuming at the start of the season, with routine maintenance thereafter.
- Top-dress with new mulch, if needed (provided by Public Works).
- From time to time, mulch may spread out past the landscape edging due to public use. If this is noticed, rake mulch back into bed.
- From time to time, small gravel may spread out past landscaped area onto the paver stones due to public use. Sweep gravel back into place, as needed.
- At the end of the season, ensure that all ornamental grasses are trimmed down, and perennial flower stalks snipped low.

Planter Box:

- This planter box is not irrigated. Any plantings will require hand-watering. To be discussed with Village staff.

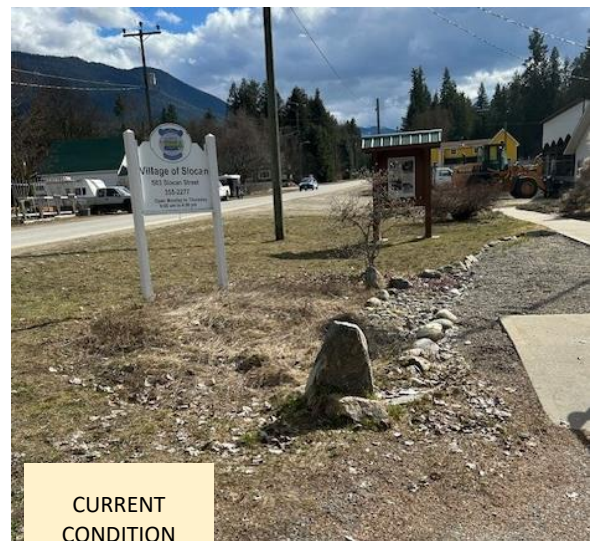
2. AREA 2: VILLAGE OFFICE



There are several garden beds on the front side of the Village Office, and several at the back.



DESIRED
LOOK



CURRENT
CONDITION





The Village Office gardens are not irrigated. Plant species here are considered to be drought-resistant; however, should be hose-watered from time-to-time during the summer months.

- Ensure that all [decomposed] post-winter plant debris is removed at the start of the season.
- Ensure that all weeds are removed *by the root*. This will be the most time-consuming at the start of the season, with routine maintenance thereafter.
- Top-dress mulch beds with new mulch, if needed (provided by Public Works).
- From time to time, mulch may spread out past the landscape edging due to public use. If this is noticed, rake mulch back into bed.
- From time to time, small gravel may spread out past landscaped area onto the walkway to public use. Sweep gravel back into place, as needed.
- At the end of the season, ensure that all ornamental grasses are trimmed down, and perennial flower stalks snipped low.

The Village will provide funds for the purchase of two (2) hanging baskets for the Office front door. A drip line has been installed to ensure the baskets receive adequate water.



3. AREA 3: HAROLD STREET WALKWAY



These ground-level landscape areas adjacent to the walkway should require little-to-no maintenance; however, from time to time, may require additional mulch to be added, or the occasional weed pulled. Watering not required at this location.

4. AREA 4: WELLNESS CENTER WALKWAY



The Wellness Center walkway gardens are not irrigated. Plant species here are considered to be drought-resistant; however, should be hose-watered from time-to-time during the summer months.

This landscaped area should require little-to-no maintenance; however, from time to time, may require additional mulch to be added, or the occasional weed pulled. In addition, occasional trimming may required to ensure branches do not extend into the walkway.

5. AREA 5: 4-WAY STOP PLANTER



The 4-Way Stop planter is irrigated – no hand watering required.

- Ensure that all [decomposed] post-winter plant debris is removed at the start of the season.
- Ensure that all all weeds are removed *by the root*. This will be the most time-consuming at the start of the season, with routine maintenance thereafter.
- Top-dress mulch beds with new mulch, if needed (provided by Public Works).
- From time to time, mulch may spread out past the landscape edging due to public use. If this is noticed, rake mulch back into bed.
- At the end of the season, ensure that all ornamental grasses are trimmed down, and perennial flower stalks snipped low.