



Kitchener Non-Profit Property Management Inc. on behalf of Kitchener Housing Inc.

Invitation to Bid for Grounds Maintenance Services

Kitchener Non-Profit Property Management Inc. (KNPPMI) on behalf of Kitchener Housing Inc. (KHI) would like to invite you to bid on Grounds Maintenance Services for various properties within our portfolio in the Kitchener area.

The enclosed documents outline the Grounds Maintenance Services required, general conditions, specifications, and the tender submission forms. If your company is interested in submitting a bid, we ask that you complete the tender submission form(s) and ***return it in the enclosed envelope to Kitchener Non-Profit Property Management Inc. at 11 Weber Street West, Kitchener, Ontario N2H 3Y9.***

All sealed bids must be received at the above address no later than 12:00 p.m. on Monday, March 21, 2016.

For those interested in bidding, a **pre-bid meeting should be scheduled with KHI staff.** Please call 519-744-6655 ext. 206 to book an appointment to review the sites contained in the bid documents. Questions will be answered during this review; however verbal communication will not alter the specifications. In the event further clarification is deemed necessary, KNPPMI/KHI will issue an addendum to only those bidders that attend a pre-bid meeting. Please note this will be the only time set aside for a review of the sites with KHI staff.

A copy of current Liability Insurance and Work Place Safety Insurance Board Forms must accompany the bid, along with a brief resume of your company, and list of references. This resume should include years in business, size of workforce, type and number of equipment used for each season, etc.

Contractors wishing to attend the pre-bid meeting to review the sites or for any inquiries, please contact Julian Anghel, Manager of Facilities at 519-744-6655 ext. 207 or Susan Campbell-Emans, Property Manager at ext. 206.

The lowest bid will not necessarily be accepted.

Yours truly,

J. Anghel

Julian Anghel
Manager of Facilities

Kitchener Non-Profit Property Management Inc. on behalf of Kitchener Housing Inc.

Term of Contract:

Contract Commencement Date: April 1, 2016
Contract Expiration Date: March 31, 2018

This contract may be renewed for one full year with terms and conditions remaining the same, if both parties are in agreement.

General Description of Grounds Maintenance Services:

- a) The contractor shall provide all labour, adequate equipment, transportation, storage of tools, trucks, etc. and any other incidentals required for Snow Removal Services, Landscape Services and Site Maintenance Services in accordance with the attached Specifications for Snow Removal Services, Landscape Services and Site Maintenance Work and General Conditions.
- b) The contractor shall provide all necessary permits, licenses, etc. and all work shall conform to all local codes, by-laws and regulations.
- c) The contractor shall supply KNPPMI with proof of a valid Liability Insurance Policy of not less than Two Million Dollars (\$2,000,000.) and a Clearance Certificate from the Workplace Safety and Insurance Board.
- d) Written confirmation that staff (full time and part time) have been trained in Accessibility for Ontarians with Disabilities Act (AODA) Customer Service and the company has a Policy in place for AODA Customer Service.
- d) The contractor shall be solely responsible for loss or damage of his/her equipment and for any materials delivered to him/her from whatever source.

Method of Payment:

Payment shall be made by KHI at the end of each calendar month for one-twenty fourth (1/24) of the contract price plus applicable taxes. An appropriate invoice shall be submitted by the contractor to the KHI office on a monthly basis. Terms are net 30 days after month end invoicing. The contractor shall keep a **daily log** of all days worked, providing specific details for Snow Removal Services and Landscape Services. Log sheets will be provided by KNPPMI, or sheets similar to those provided by KNPPMI may be used. Log sheets are required to support invoicing and must be mailed or emailed to KNPPMI on a monthly basis. It is agreed and understood that the last and **final payment** will be held until such time that an inspection of the premises can be made with the customer and contractor, to ensure that any and all damaged areas caused by the contractor are corrected to its original condition.

Method of Bid:

The contractor shall bid a lump sum fixed price per property in one or both groups to provide the level of service as described in the attached specifications. This lump sum fixed price shall include services for the first year, second year, and option to renew for a third year. Should all parties agree to renew for a third year option, this amount will be negotiated six months prior to contract completion.

Prices will be quoted separately for hauling snow off premises.

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Scope of Work:

A. Site Maintenance Services

Weekly Garbage and Recycling Clean up:

- All debris such as papers, broken glass, broken bottles, etc. **shall be picked up weekly** and removed from the site **at no additional charge** to Kitchener Non-Profit Property Management Inc. (KNPPMI)
- Sweeping of all hard surfaced areas including parking lots, outside stairwells, sidewalks, entrances and steps on a weekly basis.
- Any and all hand held garbage containers on site shall be emptied weekly throughout the contract, and garbage will be removed from the site and a new bag will be placed in the hand held garbage container.
- Weekly clean up of areas around garbage bin, and recycling containers throughout the contract. Recycling containers will be tidied to ensure containers are not contaminated.
- Area around garbage bin to be left in swept condition. In the event the bin is to its fullest capacity, and the area around the bin is cluttered with garbage bags, furniture etc., KNPPMI must be notified in a timely fashion to promptly address the issue.

B. Lawn Care Maintenance Services

Lawns and Grassed Area:

- Mowing all turf areas regularly to a height of three (3) inches. **All debris shall be picked up prior to the commencement of the mowing operation.** Excessive grass clippings shall be raked and disposed of by the contractor immediately after each mowing operation. Sweep all clippings off of hard surfaces (e.g. patios, sidewalks, play areas, etc.)
- Grass along all sidewalks shall be edged in the spring and maintained as required.
- Leaves shall be raked and removed from the project on a weekly basis. Fall cleanup of leaves must be completed no later than October 31st.
- Trimming of grass adjacent to fences, trees, flowerbeds, bench houses, light standards, hydrants, playground equipment, etc. shall be done immediately after each mowing operation.
- Contractors are not responsible to pick up items in tenant yards, such as furniture, children's toys, small pools etc. The contractor will be required to log those yards that cannot be completed each week due to excessive furniture, toys, or pet excrement and details must be emailed to KNPPMI after each site visit.
- In the event turf areas are not in need of mowing, the contractor is still responsible to be on site maintaining other areas of the property.

Plant and Planting Beds & Trees:

- Edging of flower and shrub beds, hedges and sidewalks so that these areas have a neat and clean cut appearance.
- Remove all weed growth around shrubs and flower beds on a weekly basis.

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Playground Areas:

- Sandboxes (either sand or pea stone material) shall be raked and leveled on a weekly basis. This is a mandatory requirement and will be enforced by KNPPMI staff. Remove **all** debris, including broken glass, on a daily basis. Hard surfaced areas (e.g. basketball areas or around sandboxes) shall be swept on a weekly basis.
- Sandboxes shall be rototilled monthly to a depth not less than six (6) inches and all debris, stones, broken toys, etc. shall be removed and sand leveled upon completion.
- Asphalt or rubberized areas shall be swept weekly. All broken glass or debris shall be picked up.

Tree & Shrub Pruning (up to 4.5m [15 ft.] in height):

- Pruning shall consist of the removal of excess sucker growth, dead wood, interfering growth, thinning of branches where necessary, clearing growth from buildings and shaping of the trees to make them symmetrical and typical of the species.
- Timber, brush and all other debris resulting from the work shall be entirely removed from the site property and disposed of by the contractor at his own expense on the same day the trees are pruned.
- Trees are to be trimmed as needed to allow maximum lighting where light posts exist.

Mulching of Trees, Flowerbeds, and Shrub Beds:

- A mulch of seasoned pine shall be applied after the initial cultivation in May and mulch maintained at a depth of 75 mm.
- The area covered by mulch shall extend to the outer branches of the trees and include all flowerbeds.

C. Snow Removal Services

Ice:

- Ice must be addressed as a priority anytime of the day or night during the course of this contract.

Snow Clearing:

- The contractor will be responsible to clear all parking lots, common sidewalks and common walkways leading up to exit doors, as noted in Appendix “A”.
- Snow accumulations of five (5) cm or more will be cleared. This is to be completed within eight (8) hours after the snow has stopped.
- As per Appendix “A”, apartment buildings where sidewalk/entrance clearing is the contractor’s responsibility, must be completed during accumulation of snow.

Depositing Snow:

- Snow will be deposited only in unused areas where pedestrian and vehicle traffic will be unhampered. Such areas will be designated by KNPPMI. **All storm drains, garbage enclosures, and recycling bins must remain clear of snow and ice.** Visitor parking areas will be utilized once all designated areas have been filled. KNPPMI reserves the right to have snow and ice moved to different areas on site when designated areas become full, or require movement for any reason deemed necessary by KNPPMI. This will be at no extra charge to KNPPMI.

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Loading, Hauling and Removing Snow:

- Loading, hauling, and removing snow from the premises are not included in this contract, but shall be made available to KNPPMI. Such services will be performed only when deemed necessary by KNPPMI staff.

Salting / Sanding:

- Salting and sanding of interior roadways, parking lots, sidewalks, and common walkways shall be provided as needed and all costs will be included in the contracted price. Salt / sand mixture shall be in the ratio of 1:1 (1-salt / 1-sand); KHI must be notified if ratio differs. All accumulated sand at the end of the season will be thoroughly cleaned up and removed by the contractor.
- KNPPMI will provide on site bins for salt / sand mixture. Throughout the snow removal period, the contractor is responsible to ensure that the bins are full with salt / sand mix (1:1 ratio) for use by tenants and Resident Managers. The contractor is also responsible to empty, remove, and store the bins where indicated by KHI no later than two weeks after season ends.

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Appendix A KNNPMI Portfolio

Address	Parking Lots	Sidewalks/ Common Walkways	Number of Salt Bins on Site
25 Joseph Street/ David Street	35 Yes	Yes	3
15 Linden Avenue (Senior)	Yes	Yes	1
35 Linden Avenue (Family)	Yes	Yes	3
73 Church Street/ 64 St. George Street (Family)	Yes	Yes	2
35 Cedar Street South	Yes	Yes	1
20 Union Lane	Yes	Yes	2
454 Lancaster St. West	Yes	Yes	2
110 Lancaster St. East (Family)	Yes	Yes	1
11 Weber St. West (Office)	Yes	Yes	1
76 Penelope Drive (Family)	Yes	Yes	4
45 Howe Drive (Family)	Yes	Yes	4
31 Oprington Drive (Family)	Yes	Yes	4
103 Gage Avenue (Family)	Yes	Yes	1
278 Carwood Avenue (Senior)	Yes	Yes	3
59 Vanier Drive (Family)	Yes	Yes	1
5 Maurice Street (Family)	Yes	Yes	2
355 Charles St. East (Family)	Yes	Yes	1
430 Connaught Street	No	Yes	0

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Tender Submission Form for Grounds Maintenance Services

Bid a lump sum price for the grounds maintenance services, which includes snow removal services, lawn maintenance services, and garbage /debris clean up services. Prices are to include supply and application of salt / sand. Prices exclude HST.

Address	Year One (2016/2017)	Year Two (2017/2018)	Year Three possible renewal (2018/2019)
25 Joseph Street/ 35 David Street	\$	\$	\$
15 Linden Avenue	\$	\$	\$
35 Linden Avenue	\$	\$	\$
73 Church Street/ 64 St. George Street	\$	\$	\$
35 Cedar Street South	\$	\$	\$
20 Union Lane	\$	\$	\$
454 Lancaster St. West	\$	\$	\$
110 Lancaster St. East	\$	\$	\$
11 Weber St. West	\$	\$	\$
76 Penelope Drive	\$	\$	\$
45 Howe Drive	\$	\$	\$
31 Oprington Drive	\$	\$	\$
103 Gage Avenue	\$	\$	\$
278 Carwood Avenue	\$	\$	\$
59 Vanier Drive	\$	\$	\$
5 Maurice Street	\$	\$	\$
355 Charles St. East	\$	\$	\$
430 Connaught St.	\$	\$	\$
TOTAL	\$	\$	\$

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Additional Services:

Snow removal – Loader hourly rate (excluding tax) \$_____

Snow removal – Dump Truck hourly rate (excluding tax) \$_____

This Tender is firm, irrevocable and open to acceptance by the Owner for 60 days from the date of Tender Closing.

I have examined the Tender documents and have visited the sites prior to preparing this Tender.

Company Name: _____ Contact: _____

Address: _____

Signature: _____

Phone: _____ Email: _____

Workplace Safety and Insurance Board Certificate or Clearance No. _____

Liability Insurance Company: _____

Policy No. _____ Expiry Date: _____

HST No. _____