

Town of Antigonish - Request for Quotations

Organization Name	Town of Antigonish	Project ID	TOA022024
Project Title	Landscape Services (Dept. of Community Development)		
Project Objective	The Landscaper will provide maintenance necessary to ensure the Town's public green spaces continue to flourish.		
Starting Date	April 8 th , 2024	Ending Date	October 29 th , 2024

Background

Known as the “Highland Heart of Nova Scotia”, the picturesque Town of Antigonish boasts a strong, vibrant, and stable downtown business community, serving as a regional service center for the surrounding Guysborough and Antigonish Counties. Incorporated in 1889, the Town takes pride in its rich history, heritage and culture and is home to many festivals and celebrations, including the world-famous Highland Games.

The municipality delivers a wide range of services to over 5,000 permanent residents and an additional 4,500 students attending St. Francis University, one of Canada’s premier undergraduate universities. As a responsible order of government accountable to the people, the Town takes a leadership role in improving the quality of life for our residents, enhancing health and safety and providing a welcoming environment for our many visitors.

Project Description

The Town of Antigonish is seeking to engage professional landscape services to provide maintenance to all public flower beds and planted intersections owned by the Town of Antigonish. This includes but is not limited to: lining, weeding, mulching, pruning, fertilizing, and all other tasks necessary to ensure the Town of Antigonish gardens continue to thrive.

The project duration is 30 weeks (April 8th 2024 to October 29, 2024), and the estimated level of effort is 15-20 hours per week. Noting a higher level of effort in the beginning of the season to prep garden beds and properly clean out debris from the winter months. The Town would be seeking to maintain the contract for landscaping services through to 2027.

See SCHEDULE A for specific locations and work notes

Project Deliverables

- Antigonish Town Flower, shrub and tree beds and planted intersections: The Landscaper will be responsible for all maintenance pertaining to these areas. This includes: clean-up, weeding, shrub maintenance, pruning, fertilizing, mulching and removal where required.
- The contractor will be responsible for landscaping in all Town Parks. This includes Chisholm Park, Columbus Field and Arbor Drive Park.
- The contractor will be responsible for all tree maintenance on Main Street. The contractor will also be responsible for the removal of weeds on the Main Street sidewalk, as well as the weeds around the College Street and Church Street bridges.
- The Landscaper must possess/have access to a vehicle and equipment necessary to carry out the Scope of Service items. The Landscaper must have the ability to operate a variety of tools, equipment and vehicles used in landscaping.
- The Landscaper must prioritize, organize, coordinate and follow-up on projects within established timelines.
- The Landscaper must have the ability to exercise good judgment and decision-making within the scope of his/her authority.

Additional Notes

- 1) Contractors must be prepared to submit all required documentation as required by the Town's [Contractor Safety Policy](#) prior to commencing work.
- 2) Contractors are asked to familiarize themselves with all areas to be landscaped (See Schedule A) and provide a **lump sum contract cost**, broken down to include: **(1)** an hourly cost for work **(2)** the anticipated number of hours necessary per week to deliver the project deliverables. An hourly "call-out" cost may also be included. Please note any value added services that may be offered and costing for each.

See Schedule B for the bid submission process.

- 3) The responding party will be deemed to have familiarized themselves with existing sites and working conditions and all other circumstances which may affect performance and the delivery of service. No plea of ignorance of such conditions because of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension for services. A site visit can be arranged upon request to review the work areas outlined in Schedule A.
- 4) This is an invitation for quotes and not a tender call. Its purpose is to initiate negotiations which, if satisfactory, will lead to a contract with the Town for service. This RFQ neither expresses nor implies any obligations on the part of the Town to enter into a contract with any party submitting a response or responses. The award of any contract is subject to further negotiations.
- 5) The responding party recognizes that it is to supply all the labour, materials, and equipment (including safety devices), and any other tools or equipment that may be required to complete the scope of work outlined herein.
- 6) The party that is successful in the response to quotes shall ensure that billings include a detailed breakdown of all labour, equipment, and material costs to demonstrate the level of effort required to complete the scope of work.
- 7) The party that is successful in the response to quotes shall be prepared to negotiate a contract for services. Negotiations will include a meeting with Town staff to review work locations, budget, safety plans, and work schedules.
 - a) Scheduling is considered an important component of the work. The Town offers some flexibility in dates, but it is a requirement that maintenance work is done on the basis outlined herein. Moreover, the successful party will be required to work with our Parks and Recreation Department to accommodate any schedules as necessary.
 - b) The work is in an area where the Town's liability for safety is considered of utmost importance (e.g. traffic islands, in particular). Safety actions related to all work, and work scheduling, shall be subject to the Town's requirements and directives.

8) The Town reserves the right to waive any informalities or to reject any or all quotes based on changes to the approach to the work, organizational and perceived liability considerations, the financial suitability of proceeding with the execution of the work, individual tenderer's level of experience, available personnel and equipment, the Owner's perception of the impact of performance on similar projects, or potential performance problems in keeping schedule targets. The Town reserves the right to omit portions of the work should it be deemed necessary for overall financial reasons.

Schedule A

WORK LOCATIONS

Public Parks	<ul style="list-style-type: none"> • Columbus Field (Main St.) – All Flower Beds; and, • Columbus Field Picnic Area – Weeding, leveling of gravel as required. • Chisholm Park (Main St.) – All Flower Beds; • Arbor Drive Park – Trimming hedges, new entrance to park. • Pride Guardrail – All flower beds.
Traffic Islands	<ul style="list-style-type: none"> • Intersection of James Street & West Street; • Intersection of West Street & Highland Drive; • Intersection of St Ninians Street & Main Street; and, • Intersection of Hawthorne Street & Main Street.
Main St. Tree/Sidewalk Maintenance	<ul style="list-style-type: none"> • Various trees located along Main St. (work note: bi-weekly pruning and weeding, as required); • Removal of weeds on the Main Street sidewalks. • Weeding around College Street Bridge and Church Street Bridge
Public Flower Bed(s)	<ul style="list-style-type: none"> • James Street - Antigonish Arena: maintenance of all flower beds along Arena Parking lot fronting James St. and the sidewalk garden at the end of James St near Trunk 4.

NOTE: A site visit may be requested to clarify specific areas and extent of work. To arrange a site visit, please send a request **via email** to:

- Tricia Cameron, Manager of Parks and Recreation. Tricia.Cameron@townofantigonish.ca

Schedule B

BID SUBMISSION FORM

THIS IS THE BID OF _____

(Please put your company name here - PLEASE PRINT LEGIBLY)

BID PRICE (HST excluded):

Lump Sum Cost: \$ _____

Cost Breakdown:

Hourly Rate: \$ _____

Estimated number of hours/week: _____(hours/week)

Call Out Fee/Hour: \$ _____

Value Added Services (optional) _____

Note: Contractors must be prepared to submit all required documentation as required by the Town's [Contractor Safety Policy](#) prior to commencing work.

SUBMISSION PROCESS:

- PLEASE CITE " TOA010824 **Landscape Services**" ON ALL CORRESPONDENCE.
- QUOTATIONS MUST BE SUBMITTED ON THIS FORM **or** VIA EMAIL WITH THE NOTED INFORMATION INCLUDED.
- QUOTATIONS TO BE SUBMITTED NO LATER THAN **4:00 PM Friday, March 8th, 2024.**

Quotations to be dropped off at Town Hall, 274 Main Street, Antigonish, NS, with attention to
Tricia Cameron

OR

E-Mailed to: Tricia Cameron, Manager of Parks and Recreation,
Tricia.Cameron@townofantigonish.ca