

## **RFP # IC2018-02: Lawn Care Services**

**March 1<sup>st</sup>, 2018**

This document is intended as a Request for Proposal (RFP) for the supply of Lawn care services to UNI Financial Cooperation business locations and head office. The successful vendor will be required to supply Lawn care services to the network location outlined in their response to this RFP under a finalized Lawn care services agreement.

The requirements listed in this RFP are based on a recent review of service level requirements, and are considered to be the minimum acceptable levels of service to be provided under this agreement. The data presented is for quoting and evaluation purposes only, and may be subject to change during the duration of the agreement, as deemed necessary to service the needs of the organization. Any changes to the service level requirements during the duration of this agreement may be subject to a renegotiation of fees (provided the change in service level requirements are deemed significant), which will be at the sole discretion of UNI. It is not expected at this time that any significant change in service levels will be required.

Upon selection of the successful vendor from the RFP submission, UNI reserves the right to further negotiate a final Lawn care services agreement. This finalized agreement, however, may not provide total exclusivity to the vendor, as business needs may require the procurement of services to be made outside of this agreement in order to facilitate serving the members of the organization in a timely and efficient manner. The organization's expectation is that this would be a reasonably rare occurrence, if at all.

### **Duration**

The finalized Lawn care services agreement is establish on a seasonal basis: Between May 1<sup>st</sup> and October 31<sup>th</sup>, year 2018 and 2019. This agreement can be further extended, with or without additional negotiation, by the mutual agreement of both parties.

### **RFP submissions**

RFP submissions are to be submitted electronically by email to Ian Cormier, Supply Chain Specialist, at [ian.cormier@acadie.com](mailto:ian.cormier@acadie.com) or by mail at UNI Financial Cooperation, 295 Saint-Pierre Blvd. West, Caraquet, NB E1W 1B7 no later than 4:00 p.m. on March 14, 2018. Late RFP submissions will not be reviewed or considered. The official date of receipt for RFP submission will be the time stamp on when the email and postmark was received by the party outlined above.

Once a final decision is made on vendor selection, all vendors submitting RFP submission will be notified whether or not their RFP submission was successful.

### **Pricing**

Service level pricing under this agreement is to be quoted as a monthly service fee per the requirements outlined below:

- Mowing of lawns at the respective location(s) at a minimum frequency of once per week
- Removal of leaves, debris, and other materials from the lawn and bed areas as required, at a minimum frequency of once per week
- Maintenance of landscaped areas (stonework, shrubs, beds, etc.), removing of debris, general cleaning, adding of mulch, and trimming of shrubs and trees as required, at a minimum frequency of once per month.
- Winterization and preparation for all trees and shrubs in the Fall, as required
- Lawn treatment in the form of aeration, raking, and general maintenance as required
- Application of fertilizer to lawn areas three times per year (Spring, Summer, and Fall)
- Application of lime in the Fall season to all lawn areas

Prices are to be quoted including all expenses, and are to be quoted by delivery location subject to the services to be provided.

The list of tasks and their associated frequencies are not subject to negotiation, and proposals for partial delivery of services will be considered as non-compliant, and thereby eliminated from consideration. Prices quoted are not to include applicable tax (HST).

### **Mandatory Criteria**

The mandatory criteria that are part of this RFP process are listed below. Failure to meet all of the mandatory criteria may result in the vendor's proposal being eliminated from consideration:

- 1- Delivery of lawn care services to meet the minimum acceptable requirements outlined above
- 2- Prices quoted must include all associated expenses
- 3- All invoicing must be submitted monthly to the head office, and is to consist of one invoice per location to cover all services
- 4- The successful vendor is responsible for the training of their designated staff at each location, and this training is to ensure successful delivery of the services outlined in this RFP.

- 5- All prices submitted will be considered firm pricing for the duration of the agreement, unless otherwise stated. If the services provided are subject to price increases during the duration of the agreement, the specific timing and amounts of these increases need to be outlined in the vendor's proposal. No other form of price increases (not outlined in the original proposal) will be accepted during the life of the finalized agreement.
- 6- The contractor must provide proof of liability insurance in the minimum of \$2 million dollars.

#### **Additional Criteria**

The following additional criteria will be considered as part of this RFP process:

- The successful vendor is expected to carry adequate human resource capacity to ensure uninterrupted supply of services under the resulting agreement. This includes ensuring that any back-up staff have been properly trained, and are capable of delivering the required service levels outlined in this agreement
- It is anticipated that additional requirements may be added to this agreement during its duration. The successful vendor is expected to price these additional requirements in a competitively priced manner, using a process similar to what was used for items quoted during the original RFP process. Pricing of additional requirements will be subject to the negotiation process outlines in paragraph two of this RFP.

#### **Criteria for Selection**

Selection of the successful vendor will be done on the basis of all considerations listed in the RFP, including, but not limited to, pricing. UNI reserves the right to select any vendor it deems best serves the needs, including vendors who do not have the lowest price structure, and to award this agreement in whole or in part. UNI also reserves the right to exclude or disqualify any vendor it deems necessary. The organization furthermore reserves the right to reject all submitted proposals, should they not be deemed to provide the value expected from the organization and its members, and to restart the RFP process if necessary.

#### **Contact Information**

All communication regarding this RFP is to be conducted through Ian Cormier, Supply Chain Specialist by email at [Ian.Cormier@acadie.com](mailto:Ian.Cormier@acadie.com) or by phone at 506 726-4502. Potential vendors are not to communicate directly with the locations, or other related parties, and those who attempt to do so may be disqualified from the RFP process.

#### **Termination of the agreement**

The agreement will become automatically terminated at the end of the timeframe outlined above, unless mutual agreement for extension is reached between the parties. UNI also reserves the right to terminate the agreement, with thirty (30) days' notice, if it deems the level of service provided by the successful vendor(s) does not meet the company's expectations. If such an event should occur, UNI

agrees to provide specifics related to the unacceptable levels of service, and to give the successful vendor ample opportunity to correct the situation. If the situation is corrected to the satisfaction of UNI, the notice of agreement termination will be withdrawn, and the existing agreement will continue in its original form and under the original terms, as if the notice of termination was never issued.