



Family and Children's
Services OF FRONTENAC,
LENNOX and ADDINGTON

Safety. Comfort. Hope. **Together.**

REQUEST FOR QUOTE

RFQ #190104
Lawn Care Maintenance Services
99 Advance Avenue · Napanee

Date of Issue: April 5, 2018

Submission Deadline

1:00pm

Monday · April 16, 2018

Bid Administrator

Suzanne Knott

817 Division Street

Kingston ON K7K 4C2

Telephone: 613.545.3227

Email: procurement@facsfla.ca

Table of Contents

I.	Definitions.....	3
II.	Goal.....	3
III.	Agency Background.....	4
	Mission.....	4
	Vision.....	4
	Funding.....	4
	Charity Status.....	4
IV.	Instructions to Proponents.....	4
	Submission Deadline.....	4
	Blackout Period.....	4
	Delivery Instructions.....	4
V.	Evaluation Process.....	5
	Step 1: Mandatory Condition Verification.....	5
	Step 2: Pricing Evaluation.....	6
	Step 3: Communication of Results.....	6
	Appendix 'A' Pricing Schedule.....	7
	Appendix 'B' Scope of Work.....	8
	Appendix 'C' Requirements.....	9

I. Definitions

Throughout this document, the following terminology applies:

Agency	Family and Children's Services of Frontenac, Lennox and Addington
Blackout Period	A Blackout Period is in effect from the date an RFQ is published until one (1) business day following the Submission Deadline. No communication between a Proponent and/or their staff, other than written communication sent directly to the Bid Administrator, is permissible during the Blackout Period.
Confidential Information	Refers to any information pertaining to Agency or of third persons to whom the parties owe a duty of confidentiality, and shall include all information about or received from the Agency, whether or not marked confidential.
Contract	The written agreement issued by the Agency, if any, resulting from this solicitation.
Proponent	Each organization receiving this package
Request for Quote (RFQ)	A document used to request a quote based on specifications of goods or services to be purchased. Upon meeting the specifications the evaluation is based solely on price.

II. Goal

The Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics Goal is to ensure an ethical, professional and accountable BPS supply chain.

1. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

III. Agency Background

Children's Aid Societies have mandate under the Child and Family Services Act to provide child protection services according to geographic areas in Ontario. Further, each Society is an independent, non-profit organization with a local Board of Directors. The Frontenac Children's Aid Society and Lennox and Addington Family and Children Services amalgamated to form a new Children's Aid Society on April 1, 2012. The new Agency is Family and Children's Services of Frontenac, Lennox and Addington.

Mission

Our mission is strengthening families, protecting children and youth and promoting their well-being.

Vision

Children Growing Up in Families

Funding

As an organization funded by Government of Ontario, the Agency is eligible for discounts afforded to the Government or pricing under Ontario's Vendor of Record (VOR) arrangements.

Charity Status

The Agency is a not-for-profit, charitable organization. Registration number is 11901 3332 RC

IV. Instructions to Proponents

Submission Deadline

Acceptance of submissions will cease at exactly 1:00pm Monday, April 16, 2018

Blackout Period

No communication between the Agency and a Proponent and/or their staff, other than written communication sent directly to the Bid Administrator, is permissible during the Blackout Period. Any Proponent who bypasses the Bid Administrator and contacts any Agency employee or Director during this period may be disqualified.

A Blackout Period is in effect from the date an RFQ is published until one (1) business day following the Submission Deadline.

Delivery Instructions

Include ALL supporting information at the time of your submission and deliver your quote either in person or by email.

In Person Submissions:

Before the Submission Deadline, deliver your package to Family and Children’s Services of Frontenac, Lennox and Addington at 817 Division Street in Kingston and ask for the Bid Administrator at Reception.

Clearly label the exterior envelope with the following information:

- a) Confidential Submission
- b) Attention: Suzanne Knott, Bid Administrator
- c) RFQ # and Title

The time at which each submission is received will be listed and recorded on each envelope, using the time shown on the Receptionist’s computer. No information will be accepted after the deadline.

Email Submissions:

Send Submissions to: procurement@facsfra.ca and attach any relevant files to your email.

Multiple emails are acceptable if they are clearly labeled, and are received before the Submission Deadline. Attach a separate pdf file containing the completed Pricing Schedule (Appendix 'A') to your email. Indicate that pricing is enclosed and note your company name, RFQ Number and Title.

In the subject line of your e-mail, include the following:

- a) RFQ # and Title
- b) Phone number
- c) Contact information

Note: The Agency will deem receipt of submissions as date and time stamped in the Bid Administrator’s inbox. The Agency will not be responsible for any technical delivery problems.

V. Evaluation Process

Previous experience in providing goods or services to the Agency will not affect this procurement process. The Evaluation Process and Evaluation Criteria as described in this section form the sole basis of comparing Quotes.

Step 1: Mandatory Condition Verification

Quotes are opened by a minimum of two Agency staff that ensures the Mandatory Conditions list below has been satisfied. Submissions meeting **ALL** Mandatory Conditions move to the next step. Late Submissions are returned unopened.

MANDATORY CONDITIONS	
Quote received before the Submission Deadline	
Completed and signed Appendix 'A'	Pricing Schedule
Completed and signed Appendix 'B'	Scope of Work

Step 2: Pricing Evaluation

The lowest price that addresses the full scope of work will be awarded the order.

Step 3: Communication of Results

The selected Vendor receives immediate notification. The Agency and the successful Vendor will enter into a written contract prior to any work beginning. Such agreement or contract is limited to the scope of work and pricing as identified within this process.

Proponents who meet the Submission Deadline will receive written notification of the outcome of this procurement simultaneously via email.

Appendix 'A' | Pricing Schedule

- Pricing submitted to be (i) In Canadian dollars
- Please identify available discount opportunities including but not limited to the following (i) Early payment (ii) Other
- All applicable taxes MUST be shown separate
- Pricing Schedule MUST be signed by a signing officer for the Proponent

LEGAL NAME OF PROPONENT

FIXED PRICE FOR GOODS SPECIFIED HEREIN			
In the following table enter the price before HST in respect of each particular Deliverables to be provided, which amount is fixed and not subject to change unless otherwise agreed in advance and confirmed in a Change Order. Price remains valid for 60 days.			
Fixed Price for each Service and/or Deliverable	Months	Price per Month	Total Price
May 1 · 2018 to Sept. 30 · 2018	5	\$	\$
Subtotal:			\$
HST:			\$
Total:			\$

OPTIONAL			
Enter the price before HST in respect of the Deliverables to be provided that will remain valid if you are willing to extend pricing for two additional one year terms.			
Fixed Price for each Service and/or Deliverable	Months	Price per Month	Total Price
May 1 · 2019 to Sept. 30 · 2019	5	\$	\$
May 1 · 2020 to Sept. 30 · 2020	5	\$	\$

Date Signature

Name: _____

Title/Position: _____ Corporation: _____

Appendix 'B' | Scope of Work

SCOPE OF WORK	PROPONENT AGREES TO THE FOLLOWING	
	YES ✓	NO ✓
Spring Cleanup · rake all areas, including City property · remove all dead vegetation and debris		
Lawn Aeration Dethatching		
Fertilize · early spring · late summer		
Maintain Lawns · mow lawns weekly or as required		
Organic Weed Control · lawns · rock and soil gardens · shrub and tree areas		
Maintain Edging · curbs · rock and soil gardens · shrub and tree areas · walkways		
Maintain Pruning · shrubs · trees		
Maintain Professional Appearance · dispose of all litter and debris · removal of dead foliage · shrubs and trees · blow clippings and leaves from curbs · parking lots · walkways		
Mulch · once a season · flower beds · trees rings		
Natural Cedar Mulch (4") · once a season · approved by Agency designate · southeast area playground		
Fall Cleanup · rake all areas, including City property · remove all dead vegetation and debris		

Date

Signature

Name: _____

Title/Position: _____ Corporation: _____

Appendix 'C' | Requirements

REQUIREMENTS
All equipment supplied and operated by qualified operators
Contractor to carry liability insurance in the amount of \$5,000,000 inclusive to be covered against any claims from damage to property or for personal injury, including death, which may arise from operation under this contract. Agency to receive copy of this liability insurance prior to signing of contract. Any damages or injuries on Agency property must be reported to Agency designate immediately.
Contractor staff to complete Workplace Hazardous Materials Information System (WHMIS) training.
Contractor to be registered and in good standing with Workplace Safety and Insurance Board (WSIB) during life of contract. Agency to receive a copy of valid WSIB certificate prior to signing of contract.
Contractor to maintain property in according with Scope of Work without prompting by Agency Designate. Agency reserves the right to cancel any contract, with two weeks' notice, should the Contractor not meet Agency's standards.