



Request for Proposals

Landscape Maintenance Contractor

REQUEST FOR PROPOSAL

LETTER OF INVITATION

Dear Service Provider,

Subject: Request for Proposal of an experienced and qualified Landscape Maintenance Contractor to maintain the grounds at the Office of the Parliament for a period of one (1) year.

1. You are hereby invited to submit proposals for the maintenance of the grounds at the Office of the Parliament.
2. The Office of the Parliament is seeking the services of an experienced and qualified Landscape Maintenance Contractor with proven expertise in irrigation water management, landscape management, pest control, and soils and fertilizers to maintain the grounds at the Office of the Parliament.
3. The following documents are enclosed to enable you to submit your proposal:
 - a. the terms of reference (TOR) [Annex 1];
4. Any request for clarification should be forwarded via email to: Mr. Stephen Boodhram, Manager, Public Procurement at procurementunit@tparliament.org. All requests for clarification will be facilitated up to two (2) days prior to the deadline for submission of proposal.
5. The Office of the Parliament requires that contractors participating in this exercise observe the highest standards of ethics during the procurement process and execution of contracts.
6. **Site Inspection Meeting**

All interest service providers are invited to attend a site inspection-meeting schedule as follows:

A mandatory pre-proposal site visit will **now be** held at **10am on 4th September, 2020**. Prospective Proposers will meet at the Ground Floor in the Cabildo Chambers. Kindly call Ms. Shelly Bartholomew at 624-7275 Ext 2304 or email sbartholemew@tparliament.org to confirm your attendance on or before **12noon on 3rd September, 2020**.

7. Submission of Proposals

Proposals can be emailed to procurementunit@tparliament.org and addressed as follow:

Clerk of the House
Attention: - Mr. Stephen Boodhram
Manager, Public Procurement
Level 4, Parliamentary Complex, Cabildo Building,
St. Vincent Street, Port-of-Spain, Republic of Trinidad and Tobago

Deadline for submission is on Friday 18th September, 2020.

8. Deciding Award of Contract

Qualification and experience of the service provider shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial Proposals. Proposals from service provider should score at least 50 marks for the Technical Proposals to be retained for further consideration. Only those Service Provider scoring a total of 70 percent on the overall assessment shall be considered for the assignment. Negotiations will start with the Service Provider scoring the highest marks and if negotiation is not successful, negotiation will move to the next best ranked Service Provider and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your pricing proposals.

9. Duration of Assignment

The assignment will be for a period of one (1) year and subject to renewal based on a satisfactory performance.

10. Validity of Proposal

You are requested to hold your proposal valid for 60 days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Office of the Parliament will make its best efforts to finalize the agreement within this period.

11. Commencement of Operation

The assignment is expected to commence by **October 1st 2020.**

12. Tax Liability

Please note that the Service Provider will be responsible for the payment of the relevant tax and VAT liabilities.

13. Insurance

The service provider shall meet the cost of any insurance and medical examination or treatment required by him/her in the course of performing the services.

The Office of the Parliament would like to thank you for considering this invitation for submission of proposals.

Respectfully,

**Jacqui Sampson Miguel
Clerk of the House
Office of the Parliament**

Enclosures:

Annex 1: Terms of Reference.

Terms of Reference

1. Purpose

The Office of the Parliament is seeking the services of an experienced and qualified Landscape Maintenance Contractor with proven expertise in irrigation water management, landscape management, pest control, and soils and fertilizers to maintain the grounds at the Office of the Parliament.

2. Background

The Office of the Parliament has been relocated to the Red House and Cabildo Chambers located on St. Vincent Street, Port- of-Spain from December, 2019. With this relocation the Office is now responsible for the maintenance of approximately 6000 square meters of land located at the Red House.

In this regard, the Office of the Parliament is seeking proposals from qualified contractors to enter into a one (1) year service agreement beginning on **October 1st, 2020** with the option to renew the service agreement.

3. Project

The maintenance of the grounds at the Office of the Parliament requires professional knowledge of the full range of landscaping activities to include irrigation systems operation.

The landscaping activities encompass tree, shrub, and ground covering trimming, edging, fertilization, soil deficiency remediation, weeding, weed abatement, and pest control.

Irrigation systems operations includes the maintenance, adjustment, installation and repair of a variety of components, such as: irrigation controllers, valves, moisture sensing devices and sprinkler heads of a variety of manufactured brands and models. The selected contractor will work closely with the Office of the Parliament's Facilities Department.

4. Mandatory Job Walk/Pre Bid Meeting

A mandatory pre-proposal site visit will **now be** held at **10am on 4th September, 2020**. Prospective Proposers will meet at the Ground Floor in the Cabildo Chambers. Kindly call Ms. Shelly Bartholomew at 624-7275 Ext 2304 or email sbartholemew@ttparliament.org to confirm your attendance on or before **12noon on 3rd September, 2020**.

5. Submission Requirements

For the proposal to be considered responsive, the contractor must submit all information requested in this RFP in the proposal. Failure to submit all required information, in the proposal may result in disqualification.

Proposals must be submitted on or before Friday 18th September, 2020.

Proposals received after the closing date and time will be considered non-responsive. It is the contractor's responsibility to ensure that their proposal has been received by the Office of the Parliament.

The following information, forms and documents are to be submitted with the Proposal:

1. Services Detail Statement: A methodology that comprehensively defines and describes the individual tasks involved in performing the Landscaping Maintenance services. A schedule of activities should be included in your methodology.
2. Fee Schedule: The Contractor shall provide a Fee Schedule table showing proposed labor rates per hour for all labor categories services that align with the work. Prices/rates shall be valid for the term of the proposal contract. The Office of the Parliament makes no guarantees that the full value of the contract will be paid to the contractor. The Office of the Parliament will compensate the Contractor based on the works performed and the unit prices in your Fee Schedule provided in the proposal.
3. Proposals can be emailed to procurementunit@tparliament.org and addressed as follow:

Clerk of the House

Attention: - Mr. Stephen Boodhram

Manager, Public Procurement

Level 4, Parliamentary Complex, Cabildo Building,

St. Vincent Street, Port-of-Spain, Republic of Trinidad and Tobago

6. Evaluation Process and Selection Criteria

Selection of the Contractor will be based upon a competitive selection process. All elements of the proposal will be considered including responsiveness of proposal and price. Criteria to be evaluated shall include the following:

1. Experience, references and past performance under a similar scope of Services (40 marks)
2. Contractor capabilities and references as related to the requirements in the Scope of Services (30 marks)
3. Cost to perform the required services stated in the SCOPE OF SERVICES (30 marks).

SCOPE OF SERVICE

The scope of services includes all work to perform landscape maintenance at the Office of the Parliament. The contractor will be responsible to trim ground cover, prune shrubs and trees, control insects and diseases, fertilize all plant materials, weed and remove litter and debris from all landscaping areas, maintain irrigation systems in good working order and adhere to all safety requirements and personal protective equipment (PPE) requirements. The contractor shall consider the following specific maintenance activities in their proposal:

1. EDGING

All ground cover and shrubs adjacent to walkways and curbs shall be trimmed to maintain a manicured appearance.

2. GROUND COVER

All ground cover shall be kept low, trimmed, and weed free. Ground cover shall be kept from covering valve boxes, irrigation control boxes, mainline valves and backflow devices.

3. WATERING

Watering scheduled should be developed and maintained. The irrigation systems shall be turned off manually or confirmed to turn off, if automated, during long periods of rain. The contractor will adjust irrigation timers to eliminate excess run-off and over spray at all water sites.

4. WEED CONTROL

Weeding in shrub areas and ground cover planters will be done by hand. Contractor is responsible for pre and post emergence herbicide spraying on all sites throughout the compound.

Contractor shall avoid spraying beyond designated work areas and avoid beyond existing landscaped areas. At no time shall Contractor spray when there is wind or a breeze.

Contractor will furnish all labor, materials, and equipment necessary for application. All unused chemicals shall be removed from the compound when not being utilised by the contractor.

Contractor will provide off-site storage facilities for all material and equipment used in the application of the herbicide. No storage containers (full or empty) shall be stored on the compound.

5. PEST CONTROL

Contractor shall provide pest control as necessary. The application of pest control can be either liquid or granular form.

6. SHRUBS

Contractor shall trim or prune shrubs as needed and shape shrubs in either a formal or informal manner, dependent upon plant species. Contractor shall keep shrubs clear of all Parliament's accessories including ground lights, water meters, backflow devices, fire hydrants, and irrigation control clocks.

Contractor shall apply fertilizer as deemed necessary.

7. TREES

Trees shall be pruned when required so as to eliminate low growth or cross branches. Fertilizer will be applied, as deemed necessary. Insecticides should be applied, when necessary, to control insects and pests.

8. IRRIGATION AND DRAINAGE

Contractor shall notify the Office of the Parliament Facilities Department of repair on sprinkler heads, irrigation lines, and valves, and obtain the necessary permission before repair services are rendered.

Contractor shall be responsible for proper adjustment of sprinklers and maintain adequate coverage. Contractor shall adjust irrigation timers to eliminate excessive run-off and overspray at all water sites.

9. CLEAN UP

Contractor shall properly dispose of all clippings, trash and other waste and all trash shall be collected from around buildings, reservoirs, pump stations, and other facilities as necessary and disposed in appropriate bins as identified by the Facilities Department. Leaves shall be kept clear from all walkways as necessary. Driveways at all sites shall be cleared of all debris as necessary.

10. ADDITIONAL RESPONSIBILITIES OF THE CONTRACTOR

Contractor shall provide all labor, equipment, tools, chemicals, and supervision required to perform all work and these should be itemized and included in your cost proposal. Duties and responsibilities include but not limited to:

- Protective clothing and equipment required when carrying out maintenance.
- Contractor shall furnish all fertilizers, pesticides, and insecticides for the work.
- Contractor shall maintain at all times a 24-hour emergency contact telephone number.
- Contractor work crews shall perform work in a safe, orderly, and professional manner.
- Contractor shall have work crew wearing garment that identifies worker as an employee of contractor.

11. Experience

- Contractor shall be experienced in landscape maintenance and have formal education in horticulture or a closely related field.
- Minimum of 5 years experience in landscape maintenance.