



## Contact Information

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## Request for Quotes: Commercial Grounds Maintenance For the Medicine Hat & District Chamber of Commerce

### Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

The Chamber of Commerce holds its professional image in high regard and works to uphold its image in all manners. For this reason the Medicine Hat & District Chamber of Commerce is seeking proposals for commercial grounds maintenance to improve and maintain the exterior surroundings of the Chamber building.

The Chamber of Commerce may award the grounds maintenance contract to one or more bidders who are members in good standing with the Medicine Hat & District Chamber of Commerce.

### Property Specifications

Our office is a two level, 2,916 sq2 commercial building located on the corner property of 4th Street and 6th Avenue. The property has a frontage of 95 feet and depth of 140 feet with a slope from the rear to the front of the lot. We have large concrete encased flower boxes in front with a concrete terrace. There is a gravel landscape to the west of the building and a tiered landscape to the east. The front entrance includes a wheelchair access ramp as well as stairs leading up to the front entrance as well as stairs leading up to a rear access entrance.

### Proposal Requirements

Please provide the monthly grounds maintenance fee and description of service based on weekly seasonal clean up and service of grounds.

Services required include, but are not limited to, snow removal, litter removal, maintenance of gravel beds, regular maintenance and watering of flower beds, tree and shrub trimming and weed control and removal.

Proposals must include:

1. Monthly grounds maintenance fee based on snow removal and sanding/salting requirements of all surrounding sidewalks, entrances and parking lot during the fall, winter and early spring.
2. Monthly grounds maintenance fee for regular clean up, watering and maintenance of the grounds during spring, summer and fall.
3. Seasonal cost of planting existing planters and front beds in the spring with low maintenance perennials and annual flower (based on communities in bloom flower of the year).
4. Seasonal cost to improve gravel landscape to the west of the building.
5. Seasonal cost to improve tiered green space to the east of the building.
6. Seasonal tree trimming cost.
7. A minimum of three references.

## **Bid Acceptance, Rejection or Selection of Quotation**

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the firm in grounds maintenance services.
3. Knowledge of the firm in municipal bylaw requirements.
4. Costs quoted to perform the specified services.

## **Duration**

The contract will be for a period of one (1) year effective September 1, 2020 to August 31, 2021 and prices bid must be held firm for the duration of the contract.

## **Incurred Proposal Costs**

The Chamber is not liable for any cost incurred by the bidder prior to the issuance of an agreement or contract.

## **Unacceptable Work**

If the contractor fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

## **Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm**

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Grounds Maintenance" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to [accounts@medicinehatchamber.com](mailto:accounts@medicinehatchamber.com) no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Proposal may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to:

Katherine Tingley, Administrative Coordinator, Medicine Hat & District Chamber of Commerce  
[accounts@medicinehatchamber.com](mailto:accounts@medicinehatchamber.com).

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.