

# Landscape Maintenance

Developing a Landscape Maintenance  
Plan and Responding to Tenders

# Consider your needs and costs

## Direct Costs

- Labour, hiring, personnel costs
- Equipment and repairs
- Materials, supplies and tools
- Chemicals
- Fuel and oil
- Phones, radios, pagers etc.
- Office, /shop space

# Consider your needs and costs

## Indirect Costs

- Training
- Administration
- Employee benefits
- Insurance and workers compensation
- Dumping fees
- Computer equipment
- Small tools

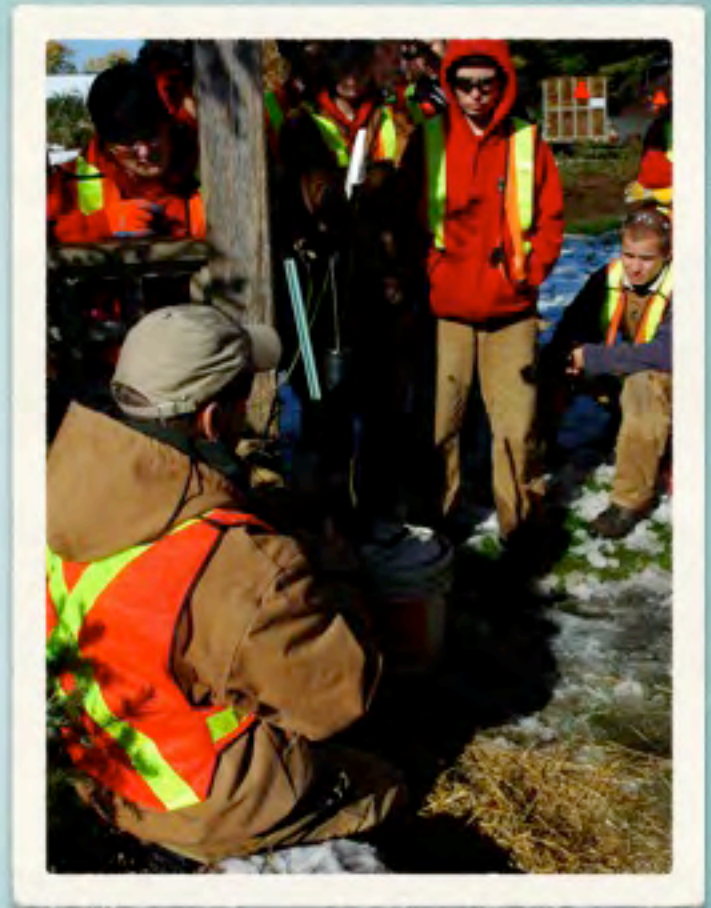
# Contracts

- \* Scope of contract
  - \* inventory of property to be contractually maintained
  - \* Identification of tasks to be included in contract

# Contracts

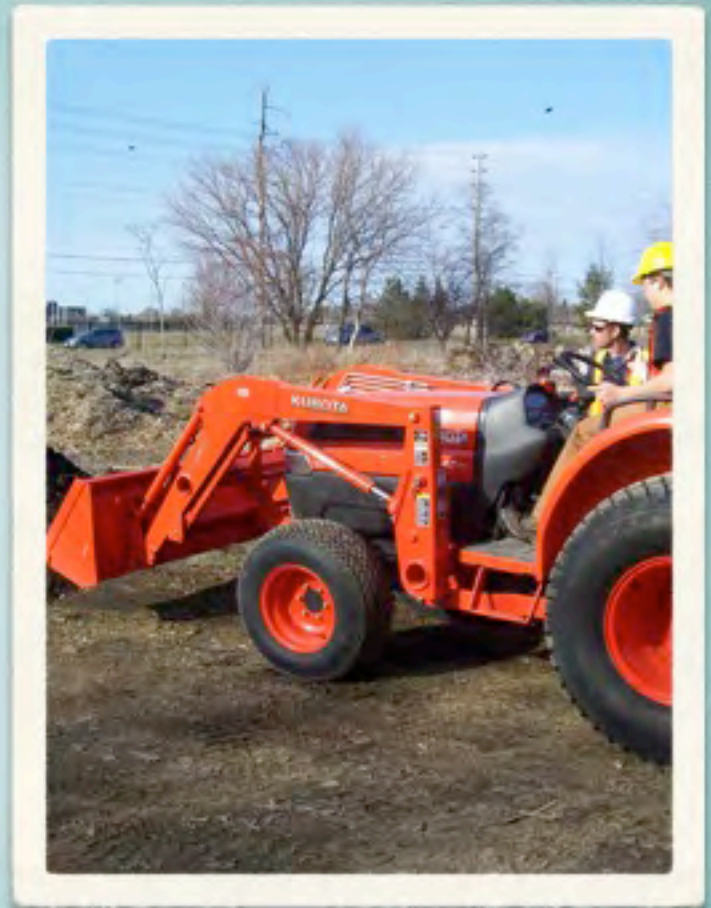
Quality of landscape  
maintenance required

Attention levels 1-5



# Contracts

Degree to which you need  
to retain control and  
flexibility of your staff



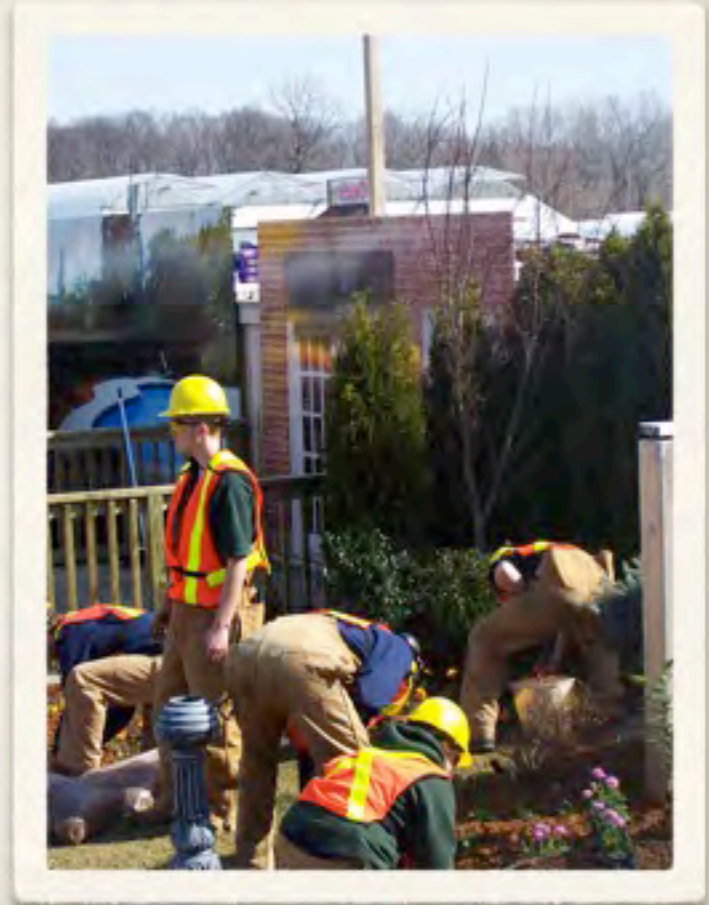
# Contracts

Efficiency, quality and  
stability of staff



# Contracts

- \* Relationships with other departments
- \* Shared staff and equipment
- \* Public relations, image
- \* Security
- \* Efficient use of space, equipment and storage







# Outsourcing

All, Some, or None

# Writing the contract specifications

- \* Detailed descriptions of all tasks to be performed
- \* Working hours
- \* Qualifications of workers
- \* Security issues
- \* Requirements or restrictions on any equipment, pesticides, materials, and methods that should or should not be used

# Contract Specifications and General Conditions

- \* general statement
- \* contract term
- \* performance (penalty clause)
- \* contract renewal
- \* utilities, storage, and work space fro contractor
- \* labour, materials and equipment
- \* supervision
- \* insurance

# Contract Specifications and General Conditions-Turf

- \* Edging
- \* Foundation trimming
- \* Fertilization
- \* Pre-emergent controls
- \* Post-emergent controls
- \* Aeration
- \* Dethatching
- \* Overseeding

# Contract Specifications and General Conditions- Shrubbery

- \* Pruning
- \* Edging and mulching

# Contract Specifications and General Conditions-Trees

# Contract Specifications and General Conditions-Flower Beds

# Contract Specifications and General Conditions-Insect and Disease Control

- \* Tree and shrub-control and schedule
- \* Turf-Insect control
- \* Plant diseases



# Contract Specifications and General Conditions- Weeding

# Contract Specifications and General Conditions-Flower Beds

# Contract Specifications and General Conditions-Natural Areas

# Contract Specifications and General Conditions- Rubbish Removal

# Contract Specifications and General Conditions-Leaf removal and composting

# Contract Specifications and General Conditions-Snow removal

# Contract Specifications and General Conditions-Street cleaning

# The Tender Documents-many types and forms

- \* Expression of interest
- \* Invitation to submit a proposal
- \* Invitation to bid on construction
- \* Invitation to bid on maintenance



# Expression of interest

# Invitation to submit a proposal

# Invitation to bid on construction

# Invitation to bid on maintenance

# Construction and Maintenance Tenders

- \* Often very detailed
- \* Contain specific parameters of performance
- \* Contain standards of performance
- \* Contain evaluators
- \* Include indemnity aspects

# Contain specific parameters of performance

- \* What are some of the specific parameters of performance that might be included?

# Contains standards of performance

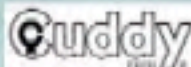
- \* Give examples of what standards of performance might be included in a landscape maintenance tender for Fanshawe College?

What might some of the evaluators be on a site like Fanshawe?



What are two indemnity items that must be included in all responses within a tender document?

# Invitation to Tender (bid)



Cuddy Farms, Route 6, Strathroy, Ontario N7G 3M6

(519) 245-1282 Fax (519) 245-2818

## **TO: LANDSCAPE MAINTENANCE CONTRACTORS**

Once again, we are looking for all companies who are interested in submitting a quote on the maintenance of CUDDY FOODS, Trafalgar Street and CUDDY FOODS, Cuddy Boulevard, to a tour of the properties, prior to your submission of quotes. The tours will take place on January 17th, 1995 at 1:00 p.m. starting at Trafalgar Street and will be approximately 20 minutes in duration. This will be followed by a tour of the property at Cuddy Boulevard to last approximately 20 minutes.

All contractors wishing to quote must be present for the tours.

Completed quotes will then be accepted up to February 13th, 1995 until 5:00 p.m. at Cuddy Farms, Strathroy. Successful contractors will then be advised and will be responsible for maintaining the properties to our high maintenance standards.

If you have any questions, please do not hesitate to call.

Yours truly

**CUDDY FARMS**

A handwritten signature in cursive script that reads "Michael S. Pascoe".

Michael S. Pascoe, N.P.D.  
Horticulturist

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# Insurance

- \* Generally today two million dollars is required.
- \* Why?

# Workers Compensation Certificate

- \* A certificate of clearance is always
  - Required.

# Standards of Performance

- \* The tender will clarify how the contractor and its equipment is to behave.

# Cancellation of Contract-Terms

\* Generally thirty days

# Notification of application of chemicals

\* Why would this be important?

# References

- \* Use references that relate a similar scope to the project being bid.



# Equipment List

\* Why would this be important?

# The tender document

## CUDDY FOOD PRODUCTS

### Specifications

#### Landscape Maintenance Program

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The following terms and conditions will summarize the basis of an agreement between the Contractor and Cuddy Food Products.

1. The Contractor agrees to supply Cuddy Foods with a Certificate of Insurance evidencing the fact that the Contractor has a General Public Liability and Property Damage Insurance Policy protecting and indemnifying Cuddy Foods against any claims for personal injury, death or property damage occurring upon or on Cuddy property where this contract applies to. Such insurance is to afford protection to the limits of not less than \$1,000,000.
2. The Contractor agrees to supply Cuddy Foods with current Workers' Compensation Certificates of Clearance for the duration of this agreement.
3. It is understood that all of the employees, servants or agents who will perform the duties are not employees, servants or agents of Cuddy Foods. Any and all equipment, machines, tools or utensils necessary to successfully carry out the duties are owned by or leased to the Contractor. The manner and method in which said duties are to be performed shall always be under the supervision of the Contractor and subject to reasonable requests of Cuddy Foods. Both the Contractor and Cuddy Foods shall appoint a representative duly authorized under the terms and conditions of this agreement.
4. The contract period is in effect from April 15th, 1992<sup>45</sup> to October 31st, 1992<sup>95</sup> and payments will be made monthly upon submission of an invoice to each of the respective Cuddy Food Plants.
5. Thirty (30) days notice in writing must be given in the event of cancellation by Cuddy Foods due to unsatisfactory performance.
6. The Horticulturist is to be notified at least one (1) week prior to application of all pesticides and fertilizers. Provincial pesticide regulations must be strictly adhered to.
7. Contractors should also supply two commercial references as well as a listing of major pieces of equipment to be involved in the quote.
8. Contract areas for landscape maintenance are:
  - A. 10 Cuddy Boulevard, London Quote #1
  - B. 1226 Trafalgar Street, London Quote #11

Specifications - Cont'd

9. Enquiries to be directed to:

Michael Pascoe, Horticulturist, Cuddy Farms, Strathroy  
Phone: (519) 245-1592

OR

Wayne Coates, Waste Management Supervisor, Cuddy Foods, London (Cuddy  
Blvd.)  
Phone: (519) 453-4900

Quotations submitted to:

Cuddy Farms  
Attention: Michael S. Pascoe  
R.R. #5  
Strathroy, Ontario  
N7G 3H6

10. NOTE: All quotes submitted must adhere to the above guidelines. Quotes submitted with items omitted will not be considered.

QUOTATION #1 - CONT'D

Fertilizing of Lawn Areas

Fertilizer will be applied once a year, and supplied by Cuddy Foods or may be purchased from the contractor outside the quote. The quote however, should include one application over area #1 using the contractors equipment and time. This will be a dormant late fall application.

Weed Control of Lawn Areas

- Spring application of herbicide.
- Late summer application should be quoted separately.

Insect Control

Only as required.

NOTE:

All quotes submitted must adhere to the above guidelines. Quotes submitted with items omitted will not be considered.

QUOTATION #11

B. LANDSCAPE MAINTENANCE - 1126 TRAFALGAR STREET

Spring Clean Up

- Complete litter pickup of all landscape areas.
- Pruning of shrubs and evergreens.
- Cultivate flower and shrubbery beds.
- Edging of all planting beds and trees.
- Removal of sand/gravel from turf - to be piled outside back fence.

Regular Lawn Maintenance (May through October)

- Mowing, trimming, and edging all lawn areas - **WEEKLY**.
- Spring and fall core aeration of all turf areas.
- Complete trimming, edging and weeding of shrubs and shrub beds, hedges, flower beds & vines - maintenance of all annuals, applications of 20-20-20 fertilizer bi-weekly to annuals.
- Power blow all walks.
- Weekly debris to be bagged and placed alongside Plant B garbage paker.

Fall Clean Up

- General clean up of all landscape areas.
- Pruning, as required.
- Removal of all annuals.
- Digging all beds in preparation for winter.

Fertilizing of Lawn Areas

Fertilizer will be applied once a year, and will be supplied by Cuddy Foods or may be purchased from the contractor outside the quote. The quote however, should include one application over entire area using the contractors equipment and time. This will be a dormant low fall application.

Weed Control of Lawn Areas / Non turf Areas

- Spring application - turf
- Fall application should be quoted separately.
- May & August application of herbicides to non turf areas, parking lots, mulched gravel areas around building, transformers and Co, tank

Insect Control

- As required.

QUOTATION #1

A. LANDSCAPE MAINTENANCE - 18 CUDDY BUNLAWARD

Spring Clean Up

- Complete litter pickup of all landscape areas.
- Removal of overhanging limbs on south fence.
- Pruning of shrubs and evergreens.
- Cultivate flower and shrubbery beds.
- Edging of all planting beds and trees.
- Removal of all gravel/sand from turf to be piled in south gravel area at the main plant.

Regular Lawn Maintenance (May through October)

AREA #1:

- Weekly pickup of all debris on landscaped areas. (Note: Natural regeneration area is to be mowed bi-weekly. Clippings are not to be removed except where excessive.)
- Inside chain link fence area and areas surrounding the north and south parking lots facing onto Cuddy Boulevard - **WEEKLY** - Mowing to 2". Total area 6.4 acres.
- Spring and fall core aeration of Area #1.
- Complete trimming, edging and weeding of shrubs and shrub beds, hedges, flower beds, and tree wells.
- Trimming around all fences, buildings etc.
- Application of herbicides to all tree wells, stone walk around fences and buildings, applied in May & August.
- Weekly deadheading of all annuals, bi-weekly application of 20-20-20 fertilizer.
- Clearing of all walkways.

AREA #2:

- The north field from north fence of building to (Detroit Line) (approximately 9.2 acres) and ditch section along Cranfield Road - area is to be cut and plowed **BI-WEEKLY** to edges of soft shoulders.
- Mowing and trimming all lawn areas.

Fall Clean Up

- General clean up of all landscape areas.
- Pruning, as required, following recommended practices.
- Removal of all annuals.
- Digging all beds in preparation for winter.



# Rules for Responding

- \* Read everything
- \* Attend the site visit
- \* Ask questions
- \* Include all materials in response
- \* Submit on time

# Developing a Tender Document

- \* The Landscape Maintenance Plan