



MOUNTAINS OF OPPORTUNITY
CRANBROOK

**REQUEST FOR PROPOSALS
MOSQUITO CONTROL PROGRAM
2016-2020**

The City of Cranbrook is requesting proposals for a five-year agreement for the provision of a Mosquito Control Program. The Program will be for the five year period 2016 – 2020. The Proposal shall include a comprehensive plan that includes monitoring, surveillance, and control of mosquitos within the City of Cranbrook and a specified area that extends from the corporate city limits (5-10km). The Program also includes renewal of the City of Cranbrook’s Pest Management Plan in early 2016 for the 2016-2020 seasons.

Proposals clearly marked "Proposal – Mosquito Control Program" will be accepted until 2 PM MT on January 12th, 2016 at:

**City of Cranbrook
Engineering & Development Services Department
1212 – 2nd Street North
Cranbrook, BC V1C 4T6**

Request for Proposal documents are available on-line at the City of Cranbrook website at www.cranbrook.ca, BC Bid at www.bcbid.gov.bc.ca, and at City Hall at the above address during regular office hours.

The City of Cranbrook reserves the rights to accept or reject any or all Proposals and to waive any informality in the Proposals received, in each case without giving any notice. The City of Cranbrook reserves the right to accept the Proposal which it deems most advantageous.

Faxed or emailed submissions will not be accepted.

BACKGROUND

The City of Cranbrook has had a Mosquito Control Program in place for several years. The Program targets areas within the City boundaries and in specific problem areas in close proximity to the City.

Past seasons have averaged approximately 200ha of treatment area and 1,200kg of pesticide product (larvicide), applied primarily by way of backpack blower due to the large number of smaller isolated sites.

Proposals are being sought from Proponents who are in possession of and will maintain licenses and certificates required under the Province of British Columbia's Integrated Pest Management Act and can demonstrate their knowledge and experience in planning and carrying out effective mosquito control programs

PROPOSAL CLOSING TIME

1. Proposals clearly marked "Proposal – Mosquito Control Program" for the work contained herein and addressed to:

City of Cranbrook
Engineering and Development Services Department
1212 – 2nd Street North
Cranbrook, BC V1C 4T6 (herein called the "City")

will be received at this office until 2 PM MT January 12th, 2016. (herein called the "Proposal Closing Time")

SUBMISSION OF PROPOSALS

2. Proposals shall include a completed Proposal Form (attached) and shall be enclosed in a sealed envelope. Proposals received after the Proposal Closing Time will not be accepted, and will be returned unopened.
3. Proposals will be for the Work in its entirety and partial or incomplete submissions will not be considered. Each Proposal will be dated, show the full legal name and business address of the Proponent, and be signed with the usual signature of the person or persons authorized to bind the Proponent. The name of each signatory will be typed or clearly imprinted below each signature. In the case of a corporation, the corporate seal must be affixed to the Proposal and the Province of Incorporation must be stated.
4. Before submitting a Proposal, the Proponent will satisfy themselves as to the local conditions and nature of the work. The Proponent is fully responsible for obtaining all information required for the preparation of their Proposal and the execution of the work.
5. Proponents are required to include all information that will enable the City to consider the Proposals fairly. Proposals shall include pertinent information including pesticide to be used, equipment, supply and storage of approved pesticides, health and safety program arrangements (WorkSafeBC) including copies of policies, training records and written procedures, references and details of relevant experience, etc.

IRREVOCABILITY OF PROPOSALS

6. Proposals must be irrevocable and open for acceptance by the City for a period of 30 days after the Proposal Closing Time even if another Proposal is accepted by the City.

NOTICE OF AWARD

7. The successful Proponent will be notified of acceptance of its Proposal by notification in writing delivered to the mailing address on the Proposal Form. The notice will be given as soon as possible following the Proposal Closing Time and, unless otherwise agreed to by the successful Proponent and City, not later than 30 days following the Proposal Closing Time. No other communication will constitute acceptance of any Proposal.
8. The City will not be obligated in any manner to any Proponent whatsoever until a written Agreement has been duly executed related to an accepted Proposal.

AGREEMENT

9. The successful Proponent shall enter into a formal Agreement with the City that outlines the conditions and work required within 30 days of the Notice of Award.
10. Oral discussions will not become a part of the Agreement document or modify the Agreement unless confirmed by Addenda.

PROPONENT'S QUALIFICATIONS

11. The successful Proponent and their employee(s) must carry the appropriate qualifications, licenses and certification required by any governing authority, agency, Acts or Laws.
12. Following the Proposal opening, Proponents may be required to submit evidence relating to their qualifications or experience or relating to any other matter considered relevant by the City in the evaluation of that Proponent's Proposal.
13. Every Proponent is deemed to consent to investigation by the City of the evidence provided.

ADDENDA

14. If the City determines that an amendment is required to this Request for Proposals, the City will post a written addendum on **BC Bid** (<http://www.bcbid.gov.bc.ca/>) that will form part of this Request for Proposals. Amendments to the Request for Proposals will not be considered within 7 days of the Proposal Closing Time. **No amendment of any kind to this Proposal is effective unless it is posted in a formal written addendum on BC Bid.**
15. Proponents must clearly acknowledge receipt of any Addenda on the Proposal Form in the location marked "Acknowledgement of Receipt of Addenda"

ACCEPTANCE OR REJECTION OF PROPOSALS

16. Proposals will be evaluated on the basis of previous mosquito control program experience, personnel experience, public education program, total proposal price and ability to create a program meeting the specific needs of the City of Cranbrook.
17. The City reserves the right to accept or reject any or all Proposals, to evaluate Proposals on any basis whatsoever and to accept any Proposal it considers most advantageous to the City.
18. The City may waive any non-compliance with these Proposal Specifications.
19. In no event will the City be responsible for the costs of preparation or submission of a Proposal or the costs of submission of evidence of their resources and their ability to carry out the Work.
20. The lowest or any Proposal will not necessarily be accepted.

INSURANCE AND INDEMNITY

21. The successful Proponent will, in the event of award, be required to furnish proof of insurance to the City, within ten (10) days of award:
 - The Contractor shall provide and maintain, either by way of a separate policy or by an endorsement to his existing policy, Commercial General Liability Insurance acceptable to the City and subject to the limits of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. The City shall be named as an Additional Insured and the policy shall also cover as unnamed insured all Subcontractors and anyone employed directly or indirectly by the Contractor or his Subcontractors. The policies shall provide that no material change, termination or cancellation shall be effective without thirty (30) days prior written notice to the City by the insurance company(ies) or authorized representative. All such insurance shall be with Insurers satisfactory to the City. In addition to providing Certificates of Insurance, the Contractor shall furnish certified copies of the insurance policy(ies) to the City at their request.
 - The Contractor shall provide and maintain liability insurance in respect of owned licensed vehicles subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence. The Automobile Liability Insurance shall be maintained continuously until the work is completed. Upon request, the Contractor shall promptly provide the City with a certified copy.
 - The Contractor shall indemnify and hold harmless the City, its employees and agent from any and all claims, demands, actions and costs, whatsoever, that may arise directly or indirectly out of any act or omission of the Contractor, his employees or agents, in performance of the work and services described in this Agreement. Such indemnification shall survive the termination of this Agreement.

WORK SCHEDULE

22. Proposals must include a proposed Work Schedule that will allow for PMP Renewal and treatment activities to commence no later than April 22nd, 2016.

DELIVERABLES

23. The successful Proponent shall be responsible to provide a digital and hard copy detailed yearend report for each Program season, including:
- map of georeferenced treatment locations including date and method of treatment
 - results of larval and adult sampling and monitoring activity including date, location, number, species and applicable threshold
 - public education programs undertaken
 - summary of public complaints and resulting action taken, if any
 - efforts taken to create efficiencies and increased effectiveness in the program
24. The successful Proponent shall be responsible for renewal of the Pest Management Plan (PMP) for the City of Cranbrook for a new 5 Year Term from 2016 to 2020. PMP Renewal shall include all required document preparation, stakeholder consultation and correspondence, advertising, MOE submissions and applicable fees based on the assumption of approximately 200ha of treatment and 1,200kg of pesticide product.

DUTIES OF THE CONTRACTOR

25. The duties of the successful Proponent will be outlined in the Agreement.

SUBCONTRACTORS

26. Use of subcontractors not included in the Proposal must be approved in writing by the City.

PRIME CONTRACTOR

27. The Successful Proponent will be the “Prime Contractor” and will assume all health & safety duties, responsibilities and liabilities of that role.

PERSONNEL

28. The Proponent must include in the Proposal the names and relative experience of the personnel intended to be used.

REFERENCES

29. The Proponent must provide examples of previous experience in similar work and provide reference contact information.

ENQUIRIES OR OMISSIONS

30. If the Proponent finds any discrepancies in or omissions from the Proposal Specifications or has any doubt as to the meaning or intent of any part thereof, the Proponent shall inform the City in writing. Any necessary changes, additions or further explanations will be made by the City by issuing an addendum as outlined in Section 15, Addenda.
31. All enquiries during the Proposal Period regarding this project should be directed to the Engineering and Development Services Department of the City via email to Mike.Matejka@cranbrook.ca

PROPOSAL OF:

(hereinafter called the "Proponent")

TO:

City of Cranbrook
Engineering and Development Services Department
1212 – 2nd Street North
Cranbrook, BC V1C 4T6

(hereinafter called the "City")

In response to the Request for Proposal, the Proponent has carefully examined the specifications and documents for the Mosquito Control Program as detailed, and will provide all necessary labour, transportation, material, equipment, supervision and all other factors as required to complete the works as called for by these documents and at the prices tendered.

The Proponent further agrees that prices quoted are all-inclusive and allow for any escalation of the Proponent's costs during the Agreement Term.

If awarded an Agreement for the aforementioned works, the Proponent agrees to deliver to the City within fourteen (10) calendar days after receipt of Notice of Award:

- Proof of Insurance (as indicated in the RFP)
- Proof of Registration with WorkSafe BC
- Duly executed Agreement in duplicate
- Safety Policy

**THIS PROPOSAL IS IRREVOCABLE FOR 30 CALENDARS DAYS
AFTER THE TENDERING CLOSING DATE**

The Tenderer agrees that all prices shown are inclusive of all works, personnel, costs, charges, etc. and exclusive of federal and provincial taxes as specified in the Tender Specifications.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

ADDENDUM #	DATED	SIGNATURE

PROPOSAL PRICE

PESTICIDE MANAGEMENT PLAN (PMP) RENEWAL	
Lump Sum Cost	\$
TOTAL	\$

PMP Renewal Cost shall include all required document preparation, stakeholder consultation and correspondence, advertising, MOE submissions and applicable fees based on the assumption of approximately 200ha of treatment and 1,200kg of pesticide product.

2016 SEASON	
Manpower	\$
Pesticides	\$
Equipment/Transportation	\$
Report Preparation	\$
TOTAL	\$

2017 SEASON	
Manpower	\$
Pesticides	\$
Equipment/Transportation	\$
Report Preparation	\$
TOTAL	\$

PROPOSAL FORM

MOSQUITO CONTROL PROGRAM

2018 SEASON	
Manpower	\$
Pesticides	\$
Equipment/Transportation	\$
Report Preparation	\$
TOTAL	\$

2019 SEASON	
Manpower	\$
Pesticides	\$
Equipment/Transportation	\$
Report Preparation	\$
TOTAL	\$

2020 SEASON	
Manpower	\$
Pesticides	\$
Equipment/Transportation	\$
Report Preparation	\$
TOTAL	\$

PROGRAM SUMMARY	
PMP RENEWAL	\$
2016 SEASON	\$
2017 SEASON	\$
2018 SEASON	\$
2019 SEASON	\$
2020 SEASON	\$
PROGRAM TOTAL	\$

Company Name	
Signature of Authorized Representative	
Full Name and Title	
Address	
Phone	
Email	