

TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

Reference Number; RFT/FM/005/2023

REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES

LOT 5

LANDSCAPING AND GROUND MAINTENANCE

Schedule 1- Scope of Services

Appendix 5 Lot 5- Landscaping and Ground Maintenance Services

Service Requirements

The Contractor shall perform all ground maintenance between the hours of 8:30pm to 3:00 pm from Monday to Friday for the following areas:

- Car Parks
- Sidewalks/ Paved driveways/ Aprons, etc.
- Lawn
- Drains
- Inside and Outside Perimeter

A maintenance landscape management programme must be implemented and at a minimum include the following aspects:

- Ground Maintenance - Mowing, edging, blowing and trimming of lawn areas.
- Shrubbery Maintenance - Trimming and pruning of plant material
- Recommended ground and Shrubbery Chemical Applications – Pest control and fertilization.
- Mulch - Mulch shall be placed annually in beds at a minimum thickness of two (2) inches.
- Roadway/ Concrete area Maintenance- The main roadways shall be pressure washed, mechanically swept or blown clean. In addition, all clippings generated from mowing shall be promptly removed, with each event.
- Paper, grass, cans, and branches shall be removed from the landscape during services. All walkways shall be kept clear of debris from the maintenance operation.

General

The contractor is required to execute the required ground maintenance and associated services in accordance with the tender documents. The following applies:

Provision of all labour, supervision, safety gear, transport equipment and tools necessary for the effective performance of the ground maintenance as required.

Supply all equipment, tools, ground maintenance supplies and all other materials for the efficient performance of duties.

Environment Protection

- The Contractor shall protect river, canals, and drainage ditches from chemical contamination, sediment run-off, construction debris, and other damage.
- If material, equipment, or debris is sunk in river or canal, mark location to warn traffic, notify the Facilities Manager, and promptly recover sunken object.
- Soil erosion and sediment control provisions and maintenance in accordance with statutory and EMA regulation will be required.

Traffic Maintenance

- Accomplish Service with minimum interference to pedestrian and vehicular traffic on adjacent streets and roadways.

Utilities Protection

- Concealed lines for utilities such as water, power, lighting, steam, air, sanitary waste, gas, etc., which may be uncovered during progress of the service and which are essential and functions shall be adequately protected until such utility line or lines are temporarily or permanently rerouted, as directed by Facilities Manager in order to prevent any interruption of required services.
- When the need for temporary protection no longer exists, and the Facilities Manager approves, the Contractor shall remove all protective devices for the project site.

Use of Site

- Existing warehouses and surrounding areas will be in daily use and will remain so during the service. Contractor shall not interfere with the owner's use of the existing facilities.
- Contractor shall not enter any of the Corporation's buildings without authorization from the Facilities Manager.
- Contractor shall not unreasonably encumber the work area with materials or equipment.
- Contractor shall keep the work area clean at all times and shall promptly remove waste materials or rubbish.

Safety – Chemical Application

- Contractor shall strictly adhere to chemical manufacturer’s application, usage, and clean-up directions. Contractor shall take all precautions necessary to eliminate chemical misuse, personal property damage and/or damage to wildlife.
- Contractor shall provide Owner with all MATERIAL SAFETY DATA SHEETS for all chemicals used on the property PRIOR to usage of the chemical or product containing the chemical if needed.
- Contractor shall satisfy and comply with any and all regulatory agencies in the handling, application, disposal, and storage of all chemicals and / or hazardous chemicals.
- Contractor shall notify Owner in the event of any unusual circumstances regarding plant determination, wildlife death (mammal, fowl, or fish) or other abnormal occurrences.
- Contractor shall be responsible for any damages incurred by the improper use, storage, or application of all chemicals or substances used on the premises
- Contractor shall not enter any of the Corporation’s or buildings without authorization from the Facilities Manager.
- Contractor shall keep the work area clean at all times and shall promptly remove waste materials or rubbish

Schedule of Ground Maintenance Services

Ground maintenance must be carried out by properly trained personnel, in a professional manner with minimum noise and from a location on the site which will not interfere with the user’s access to entrances to buildings and parking facilities.

The contractor is required to complete the following services according to best industry practices.

<u>Item No</u>	<u>DESCRIPTION OF SERVICES</u>	<u>Weekl y</u>	<u>Monthly</u>	<u>Quarte rly</u>
	<u>Removal of Debris</u>			
	Remove trash and debris including but not limited to paper, bottles, cans, plastic bags, twigs, sticks etc. from among plants, parking lots, along fence lines, drains, roads etc. Properly dispose off site all collected waste.	✓		
	Remove cobweb, debris from signs and building structure.		✓	
	Wash all trash containers.	✓		
	<u>Ground Maintenance</u>			
1.1.4	Mow the lawn to maintain a healthy, attractive turf. <i>The lawn height must be maintained to a maximum height of 1 inch.</i> <i>Never scalp the lawn or remove more than one-third of the existing top growth in one mowing.</i> Maintain cutting edges in a sharp condition. Remove all grass clippings from all paved and concrete areas. Clippings are not to be left blanketing the grass.	✓		
1.1.5	Aerate all turf areas			✓
	<u>Shrubbery Maintenance</u>			
1.1.6	Prune all trees, remove any damaged, dead or crossing branches, leaves, dead plants, insect or diseased plants. Trim plants and remove weeds from among plants. <i>All pruning cuts will be made flush. "Stubbing" will not be permitted. Pruning for general clean-up of trees and shrubs is recommended. All suckers shall be continually removed.</i>	✓		
	<u>Turf and Shrubbery Chemical Application</u>			
1.1.7	Apply a compatible fertilizer to all flowering shrubs around March 15th and July 1 st .			✓
1.1.8	Apply pesticides as necessary		✓	
1.1.9	Apply herbicide spray to areas where vegetated growth is not permitted e.g. paved areas		✓	

	<u>Pressure Wash</u>			
	Pressure wash all paved and concrete areas including but not limited to driveways, walkways, car parks		✓	

Schedule 2- Form of Tender

Unconditional and Irrevocable offer to Trinidad and Tobago Postal Corporation

240-250 Golden Grove Rd,

Piarco

Re: RFT # FM/005/2023 for Facilities Maintenance

Tender of: for the Provision of Facilities Maintenance (lot #) at various TTPost locations.

To: The Tenders Committee Trinidad and Tobago Postal Corporation

Sir,

On behalf of (Full legal name of Tenderer), I submit with this tender in response to TTPOST's Request for Tenders ("RFT") Ref# RFT/FM/005/2023 for LANDSCAPING AND GROUND MAINTENANCE SERVICES: In this connection, I state the following:

1. I have full authority to bind tenderer with respect to this response to the Request for Tenders and any oral or written presentations and representations made to TTPOST.
2. I have read and understand the Request for Tender (RFT) and am fully capable and qualified to provide the goods and/or services as described within this Request for Tenders (RFT).
3. I have read and understand the Request for Tenders, including addenda numbers___ [insert number of addenda issued] ____.
4. I understand that TTPOST will rely on my firm's response to the Request for Tenders, and I agree to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. I agree to hold my Proposal open for a period of 90 days from the date and time established for notification of award, and, if requested by TTPOST, for an additional 30 days thereafter.
6. If requested by TTPOST, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist TTPOST in evaluating its Proposal.
7. Neither I nor Tenderer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with TTPOST and no conflict of interest which could interfere with the provision of services to TTPOST.
8. Proposer understands that TTPOST will rely upon the material representations set forth in the Request for Tenders and that Tenderer has a continuing obligation to update any information which changes, or which Tenderer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Tenders have been submitted for consideration. Tenderer warrants that all electronic copies are identical to the original in all respects.

10. If selected by TTPOST, Tenderer agrees to negotiate and enter into an Agreement for LANDSCAPING AND GROUND MAINTENANCE SERVICES with TTPOST.

11. I declare that all Required Forms A through D have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

We are, Sir,

Yours faithfully,

SIGNED FOR THE TENDERER

Dated:

Name and Title

Signature

Name of Company)

(Address in full)

* Note: In case of a Tender by a Firm or Company, the signature of the person fully authorised by the Firm or company to sign on behalf of the Firm or company.

Schedule 3- Pricing Schedules

Lot 5- Landscaping and Ground Maintenance

Item	Location	QTY	Cost/Service per Year	VAT @12.5%	Total
1	Guaico	1			
2	Valencia	1			
3	Arima	1			
4	Maloney	1			
5	La Horquetta	1			
6	*Tacarigua	1			
7	Curepe	1			
8	San Juan Post Office	1			
9	Laventille	1			
10	Lower Santa Cruz	1			
11	Upper Santa Cruz	1			
12	Belmont	1			
13	Morvant	1			
14	Gonzales	1			
15	Maraval	1			
16	St Anns	1			
17	St James	1			
18	Diego Martin	1			
19	Carenage	1			

20	Cunupia	1			
21	Tabaquite	1			
22	Gasparillo	1			
23	Williamsville	1			
24	Claxton Bay	1			
25	New Grant /Prinestown	1			
26	Mayaro	1			
27	Debe	1			
28	Santa Flora	1			
29	La Romain	1			
30	South Oropouche /Fyzabad	1			
31	Point Fortin	1			
32	La Brea	1			
33	Manzanilla	1			
34	Marabella	1			
35	Caroni	1			
36	Couva	1			
37	Carapichaima	1			
38	Guapo	1			
39	Oropuche	1			



Acknowledgement

Trinidad and Tobago Postal Corporation
240-250 Golden Grove Road
Piarco 350462
Trinidad WI

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Tender (RFT) No. RFT/FM005/2023 for Facilities Maintenance Service- Landscaping and Ground Maintenance Services, dated September, 2023, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a Tender to the Trinidad and Tobago Postal Corporation by the deadline date of October 03rd 2023, at 3:00 PM and that we:

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to send xxx(x) authorized representative to Site visit on xxx.

We acknowledge that this RFT is confidential and proprietary to TTPost, and contains privileged information. Upon request, we will return this RFT or any part thereof, and all copies thereof, to the Corporation.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Tenderer: _____

Telephone: _____

Email: _____

If you do not intend to submit a proposal, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFT.
- We do not think we can make a competitive offer at this time.
- Other (please specify): _____