

City of Richmond
Request for Pre-qualification Submission
Contract 3153-PQ

**Caretaker for the Richmond Compost and Waterwise Demonstration Gardens and Workshop
instructor for Composting, Pesticides-Free Gardening and Waterwise Gardening**

The City of Richmond is seeking to pre-qualify interested and qualified persons or firms (respondents) to submit a proposal for the following services:

1. Maintenance of the Richmond Compost and Waterwise Demonstration Gardens located at 2631 Westminster Highway.
2. Workshop instruction for composting, pesticides-free gardening and waterwise gardening.
3. Program marketing related to the above.

A scope of work is included with this document. The object of this pre-qualification is to provide the City with a short list of qualified proponents that will be invited to submit a proposal for a labour and materials contract for the work described above. The contract is expected to be effective for a 1 year and extended yearly for 3 – 5 year period.

Respondents having experience with maintaining feature gardens, composting, customer service, marketing and workshop instruction are invited to respond to this request by full completion of the Prequalification Form attached. Respondents are also asked to include with their submissions complete and detailed information on their experience with composting, garden care, workshops instructed on composting, pesticides-free gardening, water conservation gardening, and related marketing and outreach strategies. Individual resumes outlining this experience are also acceptable.

Three (3) copies of pre-qualification submissions sealed and marked “*Contract 3153 – PQ: Request for Pre-qualification for a Caretaker for the Richmond Compost and Waterwise Demonstration Garden and Workshop instructor for Composting, Pesticides-Free Gardening and Waterwise Gardening*” and addressed to the Manager, Purchasing and Risk, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00 pm, Local Time, Wednesday, April 30, 2008. Submissions received after this time will be returned to the sender.

Submissions will be evaluated at the discretion of the City based upon the information contained therein and a list of qualified proponents will be included on a shortlist. Only short listed proponents will be invited to respond to a Request for Proposal for a Caretaker for the Richmond Compost and Waterwise Demonstration Garden and Workshop instructor for Composting, Pesticides-Free Gardening and Waterwise Gardening.

Questions related to the work can be sent to Emy Lai, Sanitation & Recycling at 604-233-3318 or by email to elai@richmond.ca .

Questions related to the contract or the pre-qualification process can be directed to Kerry Gillis, Buyer II, Contracting Specialist, Purchasing Section at 604-276-4135 or by email to kgillis@richmond.ca .

Any questions and responses relating to this Pre-Qualification will be posted on both BC Bid and the City’s website. It is the responsibility of each potential bidder to check these sites on a regular basis for amendments, addendums or questions relating to this request.

Any submission will not necessarily be accepted.

3153PQ

Request for Prequalification - Caretaker for Richmond Compost and Waterwise Demonstration Gardens and Workshop Instructor for Composting, Pesticides-Free Gardening and Waterwise Gardening

Contract 3153PQ - Prequalification Form

(Business) Name: _____

Address:

Department: _____

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____ Website: _____

Contact Name: _____

Do you have discount payment terms (i.e. 2% net 10): Yes No

If yes, indicate: _____

GST Registration No.: _____

Type of Organization (check one only):

Corporation Proprietorship Partnership Non Profit Other: _____

How long in business? _____ years **Dunn & Bradstreet No.:** _____

If Respondent is a Corporation, List Names and Titles of Officers, Partners and Principal(s): _____

List of Previous Contracts

The Respondent has recently undertaken and completed the contracts described following and authorizes the City of Richmond to inquire as to the nature of the respondent's performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	YOUR ROLE OR ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO

(If additional space is required, attach additional)

3153PQ

Request for Prequalification - Caretaker for Richmond Compost and Waterwise Demonstration Gardens and
Workshop Instructor for Composting, Pesticides-Free Gardening and Waterwise Gardening

Signature of Signing Officer/Individual: _____

Title: _____ Print Name: _____

Date: _____

If you have any additional literature, please enclose it with the completed form.

Information to Potential Contractors

If you are pre-qualified and invited to submit a proposal, please be prepared to provide upon request:

1. *Worksafe* BC Letter of Good Standing, provided by the Worker's Compensation Board of BC;
2. Valid City of Richmond Business License.

SCOPE OF WORK

The work will include the maintenance of the Compost and Waterwise Demonstration Gardens as well as instruction of workshops at these locations.

Details of Work

Part A: Maintain the Compost Demonstration Garden located at 2631 Westminster Highway

Education/Outreach

- Answer inquiries from the “drop-in” visitor and garden plot holders, and encourage them to attend workshops.
- Answer questions noted on guest comment cards.
- Ensure there are brochures in the brochure rack at all times.

Statistics

- Report at the end of each month, the number of visitors.
- Report at the end of each month, the number of guest comment cards received.
- Report at the end of each month no. of brochure replaced and the type.

Composting Duties

- Pick up vegetable and fruit scraps from City Hall, 6911 No. 3 Road once a week for the colder months and twice a week for the warmer months.
- Compost vegetable and fruit scraps from City Hall, 6911 No. 3 Road in the backyard and worm compost bins at the Compost Demonstration Garden.
- Purchase and arrange for delivery or pick up of straw to add to compost bins, on an *as and when required* basis.
- Arrange to store dried leaves delivered by Parks Department.
- Harvest compost bins.
- Make finished compost available for community gardeners, on as available basis.
- Start a new compost batch when the old compost batch is harvested, on an *as and when required* basis.
- Aerate and water compost piles on an *as and when required* basis.
- Check temperature of compost piles on a weekly basis.
- Create and put signage on compost bins, on *as and when required*.
- Assist in updating compost bin information and current date displayed on bins.
- Review compost bin(s) displayed or used at the garden once a year and replace outdated and worn out compost bins with new ones.

Miscellaneous Duties

- Meet with Sanitation & Recycling Assistant and Coordinator – Parks Programs to discuss any issues that need decision.

- Attend Sustainable Home and Garden Education Network (SHGEN), formally the Metro Vancouver Compost Network, meeting held three (3) times a year.
- Monitor irrigation of garden and suggest improvements.
- Refurbish soil around bins when time allows, so it might become possible to plant something there in the future. This may involve removal of persistent weeds, top dressing with compost or topsoil, or double digging.

Tools

Supply various gardening tools such as shovel, rake, hoe, hand and composting tools. Wheelbarrows are available on-site in the Community Garden shed.

Signs

The City will supply Compost Demonstration Garden update materials and new signs on a when required basis.

Hours of Work for the Compost Demonstration Garden

- 10 hours each for January and February
- 20 hours each for March and April
- 25 hours for May
- 20 hours each for June and July
- 25 hours for August
- 20 hours each for September and October
- 15 hours for November
- 10 hours for December

Part B: Maintain the Waterwise Demonstration Garden located at 2631 Westminster Highway

Education/Outreach

- Answer inquiries from the “drop-in” visitor and garden plot holders, and encourage them to attend workshops.
- Answer questions noted on guest comment cards.
- Ensure there are brochures in the brochure rack at all times.

Statistics

- Report at the end of each month the number of visitors.
- Report at the end of each month no. of guest comment cards received.
- Report at the end of each month number of brochure replaced and the type.

Gardening Duties

- Maintain the plots by ensuring the plants are getting enough sun and/or water.
- Watch for disease and infestations during the susceptible periods and remove dead plants if necessary.

- Remove persistent weeds and apply top dressing with compost or topsoil, or double digging.
- Monitor the irrigation system by ensuring irrigation sprinklers are working and order replacements if necessary, move irrigation sprinkler if necessary and suggest improvements.
- Plant annuals to fill spaces until the perennials fill out the plots and fall perennials and annuals.
- Purchase and arrange for delivery or pick up of soil amender to be added to the plots on an *as and when required* basis.
- Create and put signage on plot(s) on an *as and when required* basis.
- Assist in updating waterwise gardening or irrigation information displayed on plot(s).

Miscellaneous Duties

Meet with Manager, Water Services or Sanitation & Recycling Assistant or Coordinator – Parks Programs to discuss any issues that need decision.

Tools

Supply various gardening tools such as shovel, rake, hoe, hand and composting tools. Wheelbarrows are available on-site in the Community Garden shed.

Signs

The City will supply Compost Demonstration Garden update materials and new signs on an *as and when required* basis

Hours of Work

- 10 hours each for January and February
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- 25 hours for May
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- 15 hours for November
- 10 hours for December

Part C: Workshop Instruction on Composting

- Facilitate Six (6) 1.5 hours Interactive Composting Workshops for Adult Residents.

Part D: Workshop Instruction on Waterwise Gardening

- Facilitate Four (4) 1 hour Interactive Waterwise Gardening Workshops for Adult Residents.

Part E: Workshop Instruction on Pesticides-Free Gardening

- Facilitate Three (3) 1.5 hours Interactive Natural Pest Control Workshops for Adult Residents.
- Facilitate Six (6) 1 hour Interactive Organic Gardening Workshops for Adult Residents.