

COLUMERE PARK COMMUNITY ASSOCIATION (CPCA)

BID DOCUMENT - CPCA MAINTENANCE CONTRACT

FOR BEACH AND COMMUNITY

Contract Year _____

Maintenance Requirements for CPCA Beach and Community:

Contract start date - May 1, _____

Contract end date - September 30, _____

Contractor awarded this contract must have a competent riding mower and grass trimmer and a truck or vehicle with a trailer. All garbage must be hauled to the Fairmont Refuse Facility weekly. All recycled cans and bottles are owned by the contractor for their own use and profit. No garbage or recycling can be stored in the shed.

All garbage bags, bathroom toilet paper, disinfectants, hand cleaner, etc. will be supplied by the CPCA. Check with CPCA representative when required to refill supplies. Give ample notice for replacement. All supplies etc. are to be kept in the locked shed. All necessary keys etc. will be supplied to the contractor for this contract term.

All fuel and repairs to contractor equipment is the responsibility of the contractor. Compensation for fuel, oil, etc. is allowed in your bid.

The running and repair of the irrigation system is responsibility of the contractor. CPCA will cover all costs of heads, etc. if any replacements are needed. The CPCA representative will instruct the contractor on system settings and supply keys for irrigation

boxes and controls. It may be necessary at times to shut off the irrigation system due to inclement weather etc. Do not overwater due to high water table in beach area.

No grass cutting is allowed on Saturdays, Sundays, or holidays.

Maintenance requirements as per the following schedule:

May 1 through 5 - Schedule A

1. Total cleanup of all garbage, dead weeds, reachable dead tree limbs, and debris as per all areas shown on Attachment A and B.
2. Walk and inspect all grass areas and clean up any rocks and debris in grass areas.
3. Sweep tennis court and basketball court clean.
4. Tidy up playground of broken sand toys and debris. Rototill or shovel up sand area and rake out any unwanted garbage. Rototilling or digging required only once in contract.
5. Sweep out bathroom facilities. Clean all surfaces (including walls) with disinfectant and wipe down. Install toilet paper and hand cleaner for patron use. Chemical for toilets may be required, check with CPCA representative.
6. Check and replace if needed all garbage and recycling bags in all receptacles as shown on Attachments A and B. This will include the dog beach area and remote lookout point at the end of Columbia View Road.
7. Cut and trim all grass areas as shown on Attachments. (Do a walk around prior to cutting and check for any irrigation heads that may be stuck in the up position, push down to reset). Trimming grass constitutes around all benches, tables, trees, bulletin board, garbages, fencing, road edges, ditches, pathways, tennis court, shed, pump house, water edges, remote viewpoint on Columbia View Road, and gates

associated with beach area and lookout points. Cutting will be to a 2 or 2 1/2 inch cutting height.

8. All kayaks (7) and paddle boards (2) to be put in racks at the beach for the season. They are currently in the shed. Paddles etc. supplied by the CPCA. If any kayaks or boards need repairs check with CPCA representative.

May 6 through June 29 - Schedule B

1. On a weekly basis (once per week) all items 1 through 7 as above in Schedule A.
2. Item 4 does not require rototilling or shovelling, only raking and cleanup of broken toys and debris.
3. Flower box area (gravel) by tennis court and around the tennis court to be kept weed free and cleaned up of garbage etc. (the flower boxes will be maintained by volunteer members).

June 30 through September 4 Schedule C

1. Items 1 through 6 as per schedule A (above) to be performed every other day due to high usage of beach areas.
2. Playground area to be raked and cleaned weekly.
3. Gravel around tennis court and flower box area to be kept weed free and cleaned weekly.
4. As per item 7 in Schedule A the cutting and trimming of grass areas (once per week) is to be done on Thursday or Friday (preferably Thursday) depending on weather. Grass will not be cut on Saturday, Sunday, or on holidays.

September 5 through September 30 - Schedule D

1. On a weekly basis (once per week) all items 1 through 7 as above in Schedule A.
2. Item 4 only requires raking and cleanup.
3. Flower box area and around tennis court required weekly.
4. In the final week of September make sure all garbages and recycling bags are fresh and outside of containers wiped down.

As a guideline to bidding, the total hours to maintain this contract as required is estimated to be 360 hours of total time commitment. It is suggested to multiply your total hours by the your hourly rate required and then add another 10 percent to cover fuel and other expendibles. It is up to the contractor to decide number of hours they propose to use as a bid.

This contract will not necessarily be awarded based on the lowest bid, there will be other considerations taken into account prior to awarding the contract. All bids will be considered if received by February 28.

This bid document when awarded to the contractor will become an attachment to the Maintenance contract that will have to be signed by both parties to be effective.

Please submit this sealed bid document to:

Glenn Baumbach (CPCA President)
224 Oakhampton Place SW
Calgary, Alberta T2V 1S8

or by email to gebaumbach@gmail.com

by February 28, 2017. Bids post dated or emailed after February 28 may not be considered.

I respectfully submit the following bid to cover all items as required in the CPCA Maintenance Contract as per this bid document for the amount of;

\$ _____ (in its entirety)

_____ Contractor

_____ Name (spelled)

_____ Signature

_____ phone

_____ email

Additional comments:
