

APPENDIX B

EXTERIOR GROUNDS MAINTENANCE MANAGEMENT

PRICING MATRIX

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1. Period of Contract and Option to Extend Contract

This Contract is for a five-year period plus five optional years as follows. NRC anticipates that the contract will begin on November 1st, 2017 until October 31, 2022 with an option to renew at NRC's discretion for an additional three-year term, subject to satisfactory performance. A further renewal option of two (2) additional one-year terms may be exercised at NRC's discretion subject to satisfactory performance.

For the option year's six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI) published in October by Statistics Canada for the previous 12 months. The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology.

2. Costs

1. Pricing

- Provide a cost breakdown on a year to year basis. The prices must be all inclusive of labour, salary burden and employee benefits, materials, equipment and tools, transportation and fuel, insurance, applicable taxes, fees and permits, mark-ups and profits.
- The tendered price must be all inclusive of all supervision, labour, material costs, tools and equipment, general repair or replacement costs and/or any other costs related to the performance to the summer and winter operations of the services under this Contract.
- Contractors **must** provide with their tender submission the calculation formula to determine a fuel surcharge, during the term of the Contract. Failure to provide this will forfeit the right to include this cost on the invoices.
- The GST shall be shown as a separate line item, if applicable.

3. Criteria for Payment

- Tenders shall be based on a fixed price for the summer and winter grounds maintenance operations, Year 1 thru Year 5. For the option years six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI) published in October by Statistics Canada for the previous 12 months. The increased price will

become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology.

- Tenders shall be based on snow and ice control of 250cm of snow per winter season.
- Additional payments for an accumulation of snow in excess of 250 cm shall be based as per “Pricing Schedule 2”.
- The amount of snow accumulated shall be as recorded by Environment Canada at the Ottawa International Airport from the commencement to the completion of the snow storm for which the snow removal was carried out.
- Process of payments will be actioned monthly, in arrears, on receipt of the contractor official invoice supported by the signed log sheet by the ASPM Project Authority.

4. **Evaluation**

- Step 1 – Proposals meeting the mandatory criteria (MC) as listed in **Appendix A – Section 4** will move to Step 2, Technical Evaluation
- Step 2 – Bids will be evaluated based on the technical criteria (MR) as listed in **Appendix A – Section 4**. A minimum passing mark of 75% will be required in order to move to Step 3.
- Step 3 – Proposals with a technical rating equal or greater than 75% will move to the Financial Evaluation. Financial Evaluation will be evaluated based on the contract period including the optional periods. For the option year’s six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI). The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology. For evaluation purposes only, NRC will be using 1.5% for the CPI component.
- Step 4 – Proposal rating will be scored on the basis of highest combined Technical Rating (70%) & Price (30%).

The following illustrates the highest total score taking into consideration the technical merit and price will be considered the “Best Value” for NRC.

Highest Technical Merit (70%) and Price (30%)				
Bidder	Proposal 1	Proposal 2	Proposal 3	Winner
Technical Score Price Quoted	85 \$70,000	80 \$65,000	78 \$55,000	
Calculation	Technical Points	Price Points	Total Score	
Proposal 1	$\frac{85 \times 70}{100} = 59.5$	$\frac{*55 \times 30}{70} = 23.5$	83	
Proposal 2	$\frac{80 \times 70}{100} = 56$	$\frac{55 \times 30}{65} = 25.4$	81.4	
Proposal 3	$\frac{78 \times 70}{100} = 54.6$	$\frac{55 \times 30}{55} = 30$	84.6	XXX

Assuming three compliant bids have been received and the maximum technical score that can be obtained is 100 points. Estimated budget is \$70,000. Highest technical score is prorated against the stipulated 100 points while the lowest price proposal received full rated percentage and other proposals are prorated accordingly.

* Represents the lowest price proposal.

Winner is the bidder scoring the highest total points established by adding the rated management and technical score and the rated price proposal score. Based on the above calculations, a contract would be awarded to Bidder, which offers the highest total score taking into consideration the management technical merit and price of the bidder’s proposal.

The Contractor receiving the highest “Total Score” is the entity that the Evaluation Board will recommend being approached in order to finalize the details of a contractual agreement for the provision of the required services. In the case of a tie, the Contractor submitting the lower price for the services will be selected.

PRICING SCHEDULE 1

<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	<u>YEAR FOUR</u>	<u>YEAR FIVE</u>
Nov.1/17 to Oct. 31/18	Nov.1/18 to Oct. 31/19	Nov.1/19 to Oct. 31/20	Nov.1/20 to Oct. 31/21	Nov.1/21 to Oct. 31/22
Nov. \$ _____	Nov. \$ _____	Nov. \$ _____	Nov. \$ _____	Nov. \$ _____
Dec. \$ _____	Dec. \$ _____	Dec. \$ _____	Dec. \$ _____	Dec. \$ _____
Jan. \$ _____	Jan. \$ _____	Jan. \$ _____	Jan. \$ _____	Jan. \$ _____
Feb. \$ _____	Feb. \$ _____	Feb. \$ _____	Feb. \$ _____	Feb. \$ _____
Mar. \$ _____	Mar. \$ _____	Mar. \$ _____	Mar. \$ _____	Mar. \$ _____
Apr. \$ _____	Apr. \$ _____	Apr. \$ _____	Apr. \$ _____	Apr. \$ _____
May. \$ _____	May. \$ _____	May. \$ _____	May \$ _____	May. \$ _____
June \$ _____	June \$ _____	June \$ _____	June \$ _____	June \$ _____
July \$ _____	July \$ _____	July \$ _____	July \$ _____	July \$ _____
Aug. \$ _____	Aug. \$ _____	Aug. \$ _____	Aug. \$ _____	Aug. \$ _____
Sept. \$ _____	Sept. \$ _____	Sept. \$ _____	Sept. \$ _____	Sept. \$ _____
Oct. \$ _____	Oct. \$ _____	Oct. \$ _____	Oct. \$ _____	Oct. \$ _____
Floral arrangement Allowance; \$10,000.00	Floral arrangement Allowance; \$10,000.00	Floral arrangement Allowance; \$10,000.00	Floral arrangement Allowance; \$10,000.00	Floral arrangement Allowance; \$10,000.00
TOTAL \$ _____ (YEAR ONE)	TOTAL \$ _____ (YEAR TWO)	TOTAL \$ _____ (YEAR THREE)	TOTAL \$ _____ (YEAR FOUR)	TOTAL \$ _____ (YEAR FIVE)

Note:

- a) The price proposal for each month shall reflect the volume of work anticipated for that month excluding snow clearing in excess of 250 cm.

PRICING SCHEDULE 2

<u>Price per cm</u>	<u>Estimated Excess Accumulation</u>	<u>Proposed Estimated Amount</u>
(A)	(B)	(A) x (B)
\$_____ YEAR ONE	50 cm	\$_____ (YEAR ONE)
\$_____ YEAR TWO	50 cm	\$_____ (YEAR TWO)
\$_____ YEAR THREE	50 cm	\$_____ (YEAR THREE)
\$_____ YEAR FOUR	50 cm	\$_____ (YEAR FOUR)
\$_____ YEAR FIVE	50 cm	\$_____ (YEAR FIVE)
TOTAL ESTIMATED AMOUNT FOR YEAR ONE TO YEAR FIVE SNOW IN EXCESS OF 250 cm PER YEAR:		\$_____

The total amount in Schedule 1 is all inclusive pricing for snow clearing for an accumulation of 250 cm of snow per winter season.

Submit a price per “cm of snow and ice control” for an amount of accumulation in excess of 250 cm. In the spaces below, calculate the estimated cost for any excess accumulation using the estimated amount of 50 cm.

Payment will be made only if approval for such clearing is given by the ASPM Project Authority prior to commencement of work. The amount accumulated shall be as recorded by Environment Canada at the Ottawa International Airport from the commencement to the completion of the snow storm for which the snow removal was carried out.

PRICING SCHEDULE 3

- The total proposed pricing for all exterior grounds maintenance work specified herein are as follows:
- Evaluation of the Pricing submission will be done using the data submitted in schedules 1 and 2 and carried to schedule 3 to calculate the “Total Estimated Proposal Amount”.

1	Year round grounds Maintenance	Schedule 1	Total Amount for Year 1 to Year 5	\$_____
2	Estimated Excess and Snow Accumulation	Schedule 2	Total Estimated Amount for Year 1 to Year 5 for snow in excess of 250 cm per year	\$_____
	THE TOTAL ESTIMATED PROPOSAL AMOUNT			\$_____

HOURLY COST MAINTENANCE SERVICES

Notes:

- 1. Hourly rates are to be used for any services requested by the ASPM Project Authority on an “As and when needed basis” or for an changes to the scope of the Contract.
- 2. Hourly rates (excluding taxes) indicated shall remain fixed for a period of one year and will be reviewed yearly thereafter
- 3. This form should be included in the pricing proposal.

Description

Hourly Cost

One general labourer with various hand tools
(shovels, brooms, etc.) _____

One student labourer (available mid-May to end of August) _____

2-man crew with pick-up truck and various
hand tools and small motorized tools (lawn mowers, chainsaws,
gas powered trimming equipment or snow blower) _____

Backhoe with operator (min. bucket size 2 cubic yard) _____

Front-end loader with operator (min. bucket size 4 cubic yard) _____

4x4 truck with snow plow, salt spreader
and operator _____

Tractor with min. 96” snow blower and operator _____

Rotary motor, min. 46” cut _____

Bush Hog, min. 48” cut _____

2-man crew and a qualified tree climber with a bucket truck
and appropriate tools. _____

3-man crew with a truck, chipper and appropriate tools _____

Materials supplied on request, to be invoiced to NRC-ASPM
As the laid down cost for the acquisition of the material plus a
Percentage Mark-up. % mark-up