



**VINLEC ST. VINCENT ELECTRICITY SERVICES LIMITED (VINLEC)**

**REQUEST FOR PROPOSALS**

**FOR**

**LAWN AND GARDEN CARE AND INDOOR PLANT  
MAINTENANCE**

*Deadline for Submission of Proposals:*

**Friday, 15<sup>th</sup> NOVEMBER 2024**

St. Vincent Electricity Services Ltd  
Paul's Avenue  
P O Box 856  
Kingstown  
St. Vincent

Tel: 456 1701  
Fax: 456 2436

October 2024

**Request for Proposals  
Lawn and Garden Care and Indoor Plant Maintenance  
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# **Request for Proposals**

## **Lawn and Garden Care and Indoor Plant Maintenance**

### **1.1 Purpose of Request for Proposals**

By this Request for Proposals (RFP), St. Vincent Electricity Services Limited (VINLEC) is soliciting proposals from a suitably qualified business for the provision of the Lawn and Garden Care and Indoor Plant Maintenance Services at its locations listed below. It is the Prospective Proposers' responsibility to be aware of the locations of these sites. Interested businesses who have successfully demonstrated their ability to provide similar services are invited to submit proposals. The proposed Lawn and Garden Care and Indoor Plant Maintenance Services Contract shall include the services as set out in Appendix 1 hereto.

### **1.2 Minimum Requirements for Proposers**

Interested and qualified Proposers who can demonstrate their ability to successfully provide the services in the Scope of Services (**Appendix 1**) are invited to submit a proposal, provided they meet the following minimum requirements:

- A minimum of three (3) years of experience in the provision of services similar in nature and scope as described.
- Sufficient personnel to provide the services as described.
- An identified contract supervisor
- All equipment, tools and supplies required to provide the services as described.

The successful Proposer shall be responsible for all services required and identified generally in the Scope of Services (**Appendix 1** of this RFP).

### **1.3 Locations and Facilities**

The facilities for which cleaning and maintenance services are to be provided are as follows:

Corporate Headquarters, Kingstown

Kingstown Substation

Cane Hall Engineering Complex

Cane Hall Engineering Annexe

Queens's Drive Residence

## 1.4 Responsible and Non-Responsible Proposers

It is VINLEC's policy to conduct business only with responsible Proposers. A responsible Proposer is one who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the services outlined in the Contract.

VINLEC may declare a Proposer to be non-responsible for the service Contract if in its discretion, finds that the Proposer has done any of the following:

- Committed any act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform this Contract with VINLEC or a contract with any other public entity, or engaged in a pattern or practice which negatively reflects on same;
- Committed an act or omission which indicates a lack of business integrity or business honesty; or
- Made or submitted a false claim against VINLEC or any other public entity.

## 1.5 VINLEC's Rights and Responsibilities

VINLEC reserves the right to amend this RFP by written addendum. Such addendum will be made available to each Proposer who has requested of and received a RFP from VINLEC. Should an addendum request additional information, failure to comply with the requirements of the addendum may result in disqualification of the Proposer.

VINLEC may, at its sole discretion, reject any or all proposals submitted in response to this RFP. VINLEC shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal.

VINLEC retains the right to exercise its judgement concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves its interests.

## 1.6 Contract Term

The Contract Term shall be for a period of two (2) years, at the end of which period VINLEC reserves the right to a one-year renewal option or to issue a Request for Proposals at the end of the initial Contract Term at its sole discretion. The Contract shall commence on the first day of the calendar month following award of Contract.

## 1.7 Sample Form of Contract

A Sample Form of Contract is attached as **Appendix 2** to this RFP. It is not necessary for the Proposer to sign this document. However, VINLEC expects

the final Contract document to contain terms and conditions substantially similar to those contained therein.

## **1.8 Contract Rates**

A Proposer must submit a Cost Proposal for an annual Contract Sum based on the costs of providing the proposed services as identified in the Scope of Services (**Appendix 1**) by completing the Cost of Services form (**Appendix 3**).

The Contractor's rates shall remain firm and fixed for the Contract Term. Payment to the Contractor will be made on a monthly basis, in arrears, for the services performed as identified above.

## **1.9 Gratuities**

It is improper for any officer, employee or agent of VINLEC to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favourable treatment for the Proposer in the award of the Contract or that the Proposer's failure to provide such consideration may negatively affect VINLEC's consideration of the Proposer's submission. A Proposer shall not offer or give either directly or indirectly or through an intermediary, consideration, in any form, to an officer, employee or agent of VINLEC for the purpose of securing favourable treatment with respect to the award of the Contract.

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

## **2.0 Proposal Submission Requirements**

Proposers may submit written questions regarding this RFP by mail, fax or e-mail to the following address:

The Manager, Human Resources and Administration  
St. Vincent Electricity Services Limited  
Paul's Avenue  
P O Box 856  
Kingstown  
St. Vincent  
**Email: [jwilliams@vinlec.com](mailto:jwilliams@vinlec.com)**

Proposers should include correct mailing address, fax number or e-mail address, whichever are appropriate.

## **3.0 Preparation of the Proposals**

All Proposals must be typewritten and presented in the manner prescribed below. The content and sequence of the proposal must be as follows:

1. Transmittal letter
2. Section A: Proposer's Qualifications
3. Section B: Proposer's Approach to Provide the Required Services

4. Section C: Proposer's Quality Control Plan
5. Appendix D: Proposer's Cost Proposal

### 3.1 Transmittal Letter

The transmittal letter must be a single page. The Proposal must include the Proposer's name, address, e-mail, telephone and fax numbers of the contact person or persons and authorised agents or representatives of the Proposer. **The transmittal letter must bear the signature of the person authorised to sign on behalf of the Proposer and to bind the applicant to a contract.**

### 3.2 Section A: Proposer's Qualifications

Section A must demonstrate that the Proposer's organisation has the experience and financial capability to perform the required services. The following subsections must be included:

#### 3.2.1 Background and Experience

The Proposer must provide a summary of relevant background information to demonstrate that they meet the minimum requirements stated in 1.3 and has the capability to perform the required services as a corporation or other entity. A Proposer must have a minimum of three (3) years experience in the provision of Lawn and Garden Care and Indoor Plant Maintenance services similar in nature and scope as described in the Scope of Services (**Appendix 1**).

#### 3.2.2 References

The Proposer must provide two (2) references where similar scope of services was provided.

#### 3.2.3 Financial Capability

The Proposer must provide copies of the three most recent audited annual financial statements. Financial statements will be kept strictly confidential.

### 3.3 Section B: Proposer's Approach to Providing the Required Services

Section B must present a detailed description of the methodology the Proposer will use to meet the Contract work requirements. This plan should include, but not be limited to, the following subsections:

#### 3.3.1 Operational Plan

This should comprise a plan for scheduling of services for each facility. In addition, it should include a detailed plan for providing

back-up staff in the event of absences and specifically identify methods of notifying VINLEC of staffing situations.

### 3.3.2 Supervision of Contract

The Contractor will be required to provide a Contract Supervisor. Indicate name of individual, and his/her qualifications and experience.

### 3.4. Section C: Proposer's Quality Control Plan

Section C must present a detailed comprehensive Quality Control Plan to be used by the Proposer to ensure the required services are provided as specified in the Scope of Services (**Appendix 1**).

### 3.5 Cost Proposal

The cost of the Lawn and Garden Care and Indoor Plant Maintenance Services for each location shall be given in the format set out in **Appendix 3**, Cost of the Lawn and Garden Care and Garden Care and Indoor Plant Maintenance Services, and submitted with the Proposal. The evaluation of the cost will be based on the total combined cost of the Lawn and Garden Care and Indoor Plant Maintenance Services at all locations:

1. Headquarters Building, Kingstown
2. Kingstown Substation
3. Cane Hall Engineering Complex
4. Cane Hall Engineering Annexe
5. Queens's Drive Residence

The Proposer is advised that while the cost of the Lawn and Garden Care and Indoor Plant Maintenance Services is to include all locations, VINLEC, at its discretion during the evaluation process, will determine the number of locations which will be included in the final Contract for Lawn and Garden Care and Indoor Plant Maintenance Services.

## 4.0 **Submission of Proposal**

The original Proposal and three (3) copies must be submitted in a separate sealed envelope, clearly marked in the upper left-hand corner with the name and address of the Proposer and bear the words: *"Proposal for Lawn and Garden Care and Indoor Plant Maintenance Services"*

The Proposal shall be delivered by hand to the address below **on or before 3.00 p.m. on Friday, 15<sup>th</sup> November 2024:**

St. Vincent Electricity Services Limited  
Paul's Avenue

Kingstown  
St. Vincent and the Grenadines

Any Proposals received after 3.00 p.m. on Friday, 15<sup>th</sup> November 2024, will be returned to the sender unopened. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

#### **5.0 Selection Procedure**

Selection may be made of one or more Proposers deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the factors involved in the RFP, including price. Negotiations may then be conducted with the Proposer(s) so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with the Proposers so selected, VINLEC shall select the Proposer which, in its opinion, has made the best proposal and award the Contract to that Proposer.

#### **6.0 Basis for Award**

Information and/or factors gathered during meetings and negotiations, reference checks and any other information on factors deemed relevant by VINLEC shall be utilised in the final award.





## ST. VINCENT ELECTRICITY SERVICES LIMITED (VINLEC)

### LAWN AND GARDEN CARE AND INDOOR PLANT MAINTENANCE

#### APPENDIX 1

#### SCOPE OF SERVICES

##### General

St Vincent Electricity Services Limited (VINLEC) proposes to have all its lawn, garden, and indoor plants maintained in an excellent condition always. The scope of works is set out below.

##### Scope of Services

The Services consists of Lawn, Garden Care, and Indoor Plant Maintenance at the company's premises as follows:

##### 1. Premises

Corporate Head Office, Kingstown  
Kingstown Substation, Kingstown  
Cane Hall Engineering/Personnel Complex  
Cane Hall Engineering Annexe  
Queen's Drive Residence

##### 2. The Works

The works are described as follows:

##### (a) Headquarters, Kingstown

- Installation of new plants, shrubs, or trees as requested by the Client
- Provide watering and pruning maintenance to all indoor and outdoor plants.
- Provide foliar and systemic treatment of indoor and outdoor plants.
- Apply appropriate fertiliser when necessary to indoor and outdoor plants.
- Trimming around trees, flower beds, and walkways, along with edging to provide a neat appearance
- Pruning of trees and shrubs to encourage healthy growth and maintain desired shape.
- Provide lawn care to all grassed areas.
- Clear brush and shrub around the compound, including perimeter fence, drains and walls
- Ensure compound is free from insects and pests.

- Remove waste and garbage that were created from cleaning to skips or the landfill.
- Provide pruning and other maintenance to trees, overhanging branches, shrubs.
- Clean drains.

(b) Substation, Kingstown

- Provide lawn care to all grassed areas.
- Provide pruning and other maintenance to trees, overhanging branches, shrubs, plants.
- Clear brush and shrub around the compound, including perimeter fence and walls, and ensure compound is free from insects and pests.
- Remove waste and garbage to skips or the landfill.
- Clean drains.

(c) Cane Hall Engineering/Personnel Complex

- Provide lawn care to all grassed areas.
- Provide foliar and systemic treatment of indoor and outdoor plants.
- Installation of new plants, shrubs, or trees as requested by the Client
- Apply appropriate fertiliser when necessary to indoor and outdoor plants.
- Provide pruning and other maintenance to trees, overhanging branches, shrubs, plants.
- Clear brush and shrub around the compound, including perimeter fence and walls, and ensure compound is free from insects and pests.
- Trimming around trees, flower beds, and walkways, along with edging to provide a neat appearance
- Pruning of trees and shrubs to encourage healthy growth and maintain desired shape.
- Remove waste and garbage to skips or the landfill.
- Provide watering and pruning maintenance to all indoor and outdoor plants.
- Clean drains.

(d) Cane Hall Engineering Annexe

- Provide lawn care to all grassed areas.
- Provide pruning and other maintenance to trees, overhanging branches, shrubs, plants.
- Clear brush and shrub around the compound, including perimeter fence and walls, and ensure compound is free from insects and pests
- Remove waste and garbage to skips or the landfill.
- Provide watering and pruning maintenance to all indoor and out door plants.
- Clean drains.

- (e) Queens's Drive Residence
- Provide lawn care to all grassed areas.
  - Clear brush and shrub around the compound, including perimeter fence, drains and walls, and ensure compound is free from insects and pests.
  - Installation of new plants, shrubs, or trees as requested by the Client
  - Trimming around trees, flower beds, and walkways, along with edging to provide a neat appearance
  - Pruning of trees and shrubs to encourage healthy growth and maintain desired shape.
  - Remove waste and garbage to skips or the landfill.
  - Provide pruning and other maintenance to trees, overhanging branches, shrubs.

2. Frequency of the Services

Work shall be carried out regularly and consistently or at such times as may be considered necessary by the company. The frequency of the services is as follows:

- |     |                               |   |
|-----|-------------------------------|---|
| (a) | Headquarters, Kingstown       | Twice monthly   |
| (b) | Kingstown, Substation         | Once monthly  |
| (c) | Cane Hall Engineering Complex | Twice monthly   |
| (d) | Cane Hall Engineering Annexe  | Once monthly during the dry season<br>Twice monthly during the rainy season |
| (e) | Queen's Drive Residence       | Twice monthly   |

NB: Weekly checks should be made to the Corporate Headquarters, Kingstown, to clean fallen branches and leaves.

3. Recommendation for Pest Control Maintenance

The Contractor shall be required to inspect the grounds for pest and rodent infestation and any other public health hazard, and make recommendations to the company as to eradication.

The use of pesticides such as Gramaxone is prohibited.

4. Ancillary Services

From time to time, the Contractor may be requested to provide quotations for works other than those outlined in the Scope of Services.



**ST. VINCENT ELECTRICITY SERVICES LIMITED (VINLEC)**

**APPENDIX 2**

**FORM OF CONTRACT  
LAWN AND GARDEN CARE AND INDOOR PLANT MAINTENANCE**

**This Agreement** is made this \_\_\_\_\_ day of \_\_\_\_\_ 2025 BETWEEN ST. VINCENT ELECTRICITY SERVICES LIMITED of Paul's Avenue, Kingstown, St. Vincent and the Grenadines (hereinafter referred to as "the Company") of the One Part and \_\_\_\_\_ (hereinafter referred to as "the Contractor") of the Other Part;

**WHEREAS:**

- (a) The Company requires **Lawn and Garden Care and Indoor Plant Maintenance** services set out in Appendix 1 (hereinafter referred to as "the Scope of Services) to be executed at the Company's sites named also in Appendix 1.
- (b) The Contractor has been represented as possessing the required personnel, skill and competence and has agreed to undertake the execution of the services upon the terms and conditions hereafter appearing.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

Whereby it is agreed as follows:

1. This Agreement shall take effect from the \_\_\_\_\_ day of \_\_\_\_\_ for a period of **two years** and will become due for renewal and/or tender on the \_\_\_\_\_ day of \_\_\_\_\_.
2. The Contractor shall execute the services entrusted to him in good workmanlike manner with respect to Appendix 1.
3. VINLEC agrees to pay to the Contractor the sum of \$\_\_\_\_\_ per month on submission of an invoice which sum may be changed only by mutual agreement of the parties hereto.
4. For convenience, the Company shall pay the Contractor the aforesaid amount monthly in arrears; in respect of work completed during the month. The said Contractor shall not be paid any portion of the amount unless and until the Company or its designated representative certifies that the work or the portion of the work entitling the Contractor to be paid has been performed to its entire satisfaction.
5. The Contractor shall provide all labour, tools and general equipment required to carry out the Services as stipulated in the Scope of Works and the general satisfaction of the Company.

6. The Contractor shall observe all VINLEC's safety rules and regulations and shall wear protective gear.
7. The Contractor shall indemnify the Company against all costs, claims, damages, expenses and liabilities in respect of loss, damage or injury to person or property caused through negligence of the Contractor.
8. The Company agrees to allow the Contractor access to its property at such reasonable times that may be necessary for the provision of its Services.
9. If the Contractor, after the commencement of the work specified herein, shall fail or refuse or be unable to continue the said work, the Company shall have power to carry out the work or employ any other person or persons to perform same. The cost of performing the said work shall be retained by the Company out of any monies which the Company would be otherwise liable to pay to the Contractor.
10. The Contractor shall not be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such party's reasonable control
11. The Contractor shall not assign this Contract nor shall he subcontract the whole or any part of this Contract except with the prior consent of the Company in writing.
12. This Agreement may be terminated by either party giving written notice of two (2) calendar months of its intention to terminate the said Agreement. Notwithstanding this, the Company reserves the right to terminate this Agreement in the event of any breach by the Contractor, his servants or agents of any of the provisions of this Agreement.
13. This Agreement shall render null and void all previous agreements and arrangements whether written, oral or implied between the Company and any other contractor.

## **COST OF SERVICE**

The Contractor shall provide Lawn and Horticultural Services as set out in Appendix 1 Scope of Services.

The monthly cost of the Lawn and Garden Care and Indoor Plant Maintenance services shall include remuneration for personnel, tools and any equipment required to provide the Lawn and Garden Care and Indoor Plant Maintenance Services as outlined herein, and is proposed as follows:

Location No.	Location Name	Monthly Cost in EC\$
1	Corporate Headquarters, Kingstown	
2	Kingstown Sub-station	
2	Cane Hall Engineering/Personnel Complex	

3	Cane Hall Engineering Annexe Compound	
4	Queen's Drive Residence	

In witness thereof the said parties have hereunto set their respective hands the day and year first above written.

Signed for and on behalf of:  
**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

by: .....  
*(Full name)*

.....  
*(Signature)*

**in the presence of:**

.....  
*(Full name)*

.....  
*(Signature)*

Signed for and on behalf of:  
**ST VINCENT ELECTRICITY SERVICES LIMITED**

by: .....  
*(Full name)*

.....  
*(Signature)*

**in the presence of:**

.....  
*(Full name)*

.....  
*(Signature)*



## ST. VINCENT ELECTRICITY SERVICES LIMITED (VINLEC)

### LAWN AND GARDEN CARE AND INDOOR PLANT MAINTENANCE

#### APPENDIX 3

#### COST OF SERVICES

The Contractor shall provide Lawn and Horticultural Services as set out in Appendix 1 Scope of Services.

The monthly cost of the Lawn and Horticultural services shall include remuneration for personnel, tools and any equipment required to provide the Lawn and Horticultural Services as outlined herein, and is proposed as follows:

Location No.	Location Name	Monthly Cost in EC\$
1	Corporate Headquarters, Kingstown	
2	Kingstown Substation	
2	Cane Hall Engineering/Personnel Complex	
3	Cane Hall Engineering Annexe	
4	Queen's Drive Residence	

Signature for Proposer .....  
(a company stamp is to be affixed)

Name of Proposer: .....

Date: .....