



EMBASSY OF GREECE IN OTTAWA

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File No. 085.1/AP 999

To: a) **Jokerlandscapping**

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b) **NA PROPERTY**

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"Invitation to tender for snow removal and land maintenance services at the Ambassador's Residence and the premises of the Embassy of Greece in Ottawa. "

The Embassy of Greece in Ottawa shall proceed to the signing of a contract pertaining to snow removal and land maintenance services for both the Ambassador's Residence (534 Queen Elizabeth Drive) and the Embassy premises (80 MacLaren Street) and calls the interested companies to submit a relevant offer to that end.

The offer under evaluation should include:

Area of services rendered

**Chancery of the Embassy of Greece (80 MacLaren Street – Ottawa)
and
Ambassador's Residence (534 Queen Elizabeth Drive - Ottawa)**

Snow Removal

- A draft Winter Maintenance Agreement for snow plowing services that shall include the period of the agreement and termination and repudiation terms as well as a precise budget.
- The abovementioned draft Winter Maintenance Agreement for snow plowing services shall also include all parking lots and shoveling/clearing of walkways at the properties listed above, in accordance with the following specifications:
 - a) All asphalt surfaces (including parking areas and laneways etc.) shall be plowed and cleared after each snowfall of 2.5 centimeters or more.
 - b) Salt or grit will be applied to all areas (front door, rear door, staircase) as needed to prevent ice accumulation
 - c) If snow falls overnight, all work shall be completed between 8:00am and 9:00 am.
 - d) All Ambassador's Residence entrances shall be hand shoveled, namely, rear- entrances, path from west side leading to front and front steps with

landing (not included stairs leading to sidewalk. The latter however could be plowed and cleared, free of charge, on request on special occasions); driveway leading from the main property shall be plowed and cleared as well.

- e) All Chancery entrances shall be hand shovelled. East side path from rear parking lot leading to the front shall be plowed and cleared as well.
- f) Main Chancery entrance shall be shoveled and cleared as well.
- g) As for the front parking lot of the Chancery, snow will be piled on east side of the main entrance.
- h) Snow at the rear parking lot of the Embassy premises shall be piled on the West side close to the fence.
- i) Snow plowing services will be performed for up to a maximum of 300 centimetres.
- j) As for the Chancery, a take away of snow buildup (piles) shall be performed, should need be, up to 4 loads per snow season.

Land Maintenance

- A draft Agreement that shall include the period of the agreement and termination and repudiation terms as well as a precise budget.
- The above-mentioned draft Spring, Summer & Fall Maintenance Agreement for maintenance services at the properties listed above shall be in accordance with the following specifications:
 1. Flowers shall be planted in all flower beds located at front of Chancery building (80 MacLaren Street)
 2. Rear Chancery parking lot shall be checked for litter; leaf clean up specific in fall.
 3. As for the Ambassador's Residence, flowers shall be planted along West side of Residence, along pathway, leading to front (534 Queen Elizabeth Drive). Leaf clean up specific in fall shall also be included.
 4. Purchase and plant all perennials and annuals at the locations referenced above.
 5. More specifically:
 - a) **Spring Clean Up**
 - I. All litter, garbage and debris, which has accumulated over the Winter months on lawn areas, to be cleaned, collected and removed
 - II. Prune all bushes and shrubs that show Winter damage and broken branches by qualified professional
 - III. All shrubbery and flower beds shall be cultivated and edge trimmed
 - b) **Weekly Maintenance**
 - I. Lawn maintenance to include cutting, trimming and edging
 - II. Litter pick-up in all landscaped areas and flower beds
 - III. Trimming of shrubs, pruning of flowers, and weeding of flower beds- turn soil and maintain cleanliness of flower beds

- IV. Weekly weeding and edge trimming of all shrubbery and flowerbeds

c) Autumn

- I. All flowerbeds to remove all expired plants; perennials to be cut back, or bulbs dug up, depending on species
- II. All lawn areas to be raked, grass, loose leaves collected and disposed of properly until weather conditions no longer allow for above activities
- III. Leaf clean up specific in fall shall also be included.

The award criterion shall be the lowest offer which should comply with the above terms of reference.

Tenders may be submitted in printed or electronic form to the Embassy Secretariat at the latest by **December 24, 2024**.

Interested parties must provide an IBAN bank account info.

Bids from companies other than those invited will not be considered.



The Deputy Head of Mission

Markos Tripolitakis
Embassy Counsellor

*According to Law No 4412/2016 (as amended and in force)