



Invitation to Bid – To provide “Fresh cut grass”

Date: 20/9/2024

Project Title: Fresh cut grass bid invitation.

Service Description:

Ross University School of Veterinary Medicine (RUSVM) is inviting interested persons to submit bids for the supply and delivery of premium quality grass for the University animals located on the campus in West Farm, St. Kitts.

This is an invitation to bid, and as such, RUSVM reserves the right to clarify, negotiate, and correct misinterpretations taken by bidder(s). Throughout the term of the resultant contract(s), RUSVM reserves the right to increase or decrease the scope of this service requirement.

An information session will be held on Tuesday, September 24th, 2024, at 10:30 am to 12:00 noon at the University campus to provide additional clarity on the scope of service to be provided and to answer any questions from prospective bidders.

Scope of Work:

The prospective vendor will provide:

- Premium quality grass defined as green, fresh, firm, free of weeds, free of discoloration, and free of wilting.
- Each vendor must provide a minimum of three (3) feeder loads of grass per day.
 - Feeder Loads should be a standard weight (**details of weight will be provided at the information session.**)
 - The daily target for fresh grass is thirty-four (34) feeder loads per day.
 - The vendor can commit to any number of loads above three (3) per day.
- Delivery must be made between the hours of 8:00am – 10:30 am daily.
- Grass will be graded on a 1-5 scale. Grade 1 being the premium quality grass and 5 being the worst quality. The quality of grass will determine whether it is rejected or approved. RUSVM will only accept grass of quality grade 1 to 3 (grade impacts price).
- Grass must be distributed to the respective feeders in the pasture after delivery is examined and approved by the RUSVM representative. Trucks will be required to be weighed in and out to establish an accurate weight.
- Payment will be determined based on the quality/grade of the grass and number of feeder loads approved and weight of loads.



- The vendor will operate at an optimum level of professionalism and always provide high quality customer service.
- The vendor will be expected to adhere to RUSVM safety standards and campus access protocols.

Product and Pricing:

All bidders should submit a proposal that outlines their commitment to provide the services requested. The bid should include, but is not limited to the following:

1. Date of bid.
2. Business name.
3. Name of Payee if different to business name.
4. Contact phone number.
5. Contact email address.
6. Bid amount based on number of load (34 loads or less).
7. Bid price showing cost per load of grass (approx. weight will be shared at information session).
8. Signature.

Submission of Bids:

Please submit all bids in sealed envelopes or by email using the bid sheet template attached no later than Monday September 30th, 2024, 4:00pm. **RUSVM reserves the right not to consider bids received after this date.**

Bids should be submitted to:

Attn: Mahadai Liburd
Purchasing Department
Ross University School of Veterinary Medicine
West Farm
St. Kitts
Email: mliburd@rossvet.edu.kn

For queries you may contact:

Name: Mahadai Liburd
Tel: 869-465-4161 ext. 401-1419
Email: mliburd@rossvet.edu.kn

Name: Norval McCall
Tel: 869-465-4161 Ext. 401-1409
Email: nmccall@rossvet.edu.kn



Bid Sheet – Grass Vendors

Date: _____

Description:

Ross University School of Veterinary Medicine (RUSVM) is inviting qualified and experienced persons to submit bids for the supply and delivery of premium quality grass for our resident animals located on campus. The prospective vendor will operate at an optimum level of professionalism and always provide high quality customer service. The vendor will be expected to adhere to our safety standards and campus access protocols.

Commitment:

Fill spots where applicable

Premium Quality Grass	Yes _____ No _____
Number of feeder loads (TBD lbs.):	Number _____
Delivery time	8:00 - 10:30am ONLY Yes _____
Grass Grade	Grade 1: Yes _____
Distribute grass to feeders	Yes _____
Accept payment based on grass quality grade and weight of feeder load	Yes _____

Business Name (block letters): _____

Name of Payee if different to business name: _____

Contact phone number: _____

Contact email address: _____

Number of feeder loads committed to supply daily): _____

Bid price showing cost per feeder load (TBD lbs.): _____

Signature: _____