



Township of Southgate Request for Quote (RFQ)

Lawn Maintenance Contract

Instructions to Bidders

1. **Quotation Bids**

Sealed quotations clearly marked "**Lawn Maintenance Contract**" must be addressed to the following:

Township of Southgate
Attention: Kevin Green, Facilities Manager
185667 Grey Rd 9, RR 1
Dundalk, Ontario N0C 1B0

Submission closing date: **April 24, 2020 at 12:00 pm**

2. **Scope**

The intent of this project is to supply the necessary labour, equipment and services to complete the Lawn Maintenance Contract for the 2020-21 seasons, in all areas as listed in the attached pages.

3. **Examination of Site**

Each Contractor must visit the site of the proposed work before submitting the tender and must be satisfied by personal examination as to the local conditions that will be present while completing the specified work. The Contractor shall determine the difficulty of the facilities to be encountered. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of tender.

4. **Acceptance or Rejections**

Lowest or any tender not necessarily accepted.

Southgate reserves the right to award the total of the locations to one or separate contractors. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest tender, as in Southgate's opinion, may be in the best interest of the Township.

General Conditions

1. **Extent**

The Contractor shall be liable for all costs of doing the work including labour, equipment and materials.



2. **Contractor's Responsibility**

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance as per the following:

- (a) The Contractor shall be protected and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$3 million inclusive.
- (b) All liability policies shall be written in such terms as will fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- (c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate and shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- (d) Certificate of such other insurance as the owner may from time to time deem necessary.
- (e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

3. **Workers' Compensations**

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of contract.

4. **Protection of Property**

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's or surrounding property must be made good to the satisfaction of Southgate. If applicable, any trees, shrubs, flowerbeds, walks, drives, etc. shall be properly protected. Picnic tables and other outdoor



fixtures must be moved by hand. Any expenses for damage caused by the contractor pushing or moving outdoor fixtures with grass cutting equipment will be the responsibility of the contractor.

5. **Applicable Legislation**

- A. The Contractor shall comply with all applicable **Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.**
- B. **Municipal Freedom of Information and Protection of Privacy Act** – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. **Accessibility for Ontarians with Disabilities Act, 2005** – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

6. **Protection**

Temporary safeguards and protection shall be provided to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

Specifications

1. **Areas to be Maintained**

Lawn areas to be maintained will include all areas designated as parklands including parks, islands, riverbanks and playing fields and all other areas within the Township of Southgate as designated by the Township of Southgate Recreation Department/Works Department.

2. **Maintenance Operations**

- (a) The successful contractor shall commence lawn mowing within 24 hours upon the request of the Facilities Manager and/or Designate.

The cutting schedule will be as follows:

Planned Cuts for the month	Approximate Frequency
May – 4 cuts (Pending on date of first cut)	every 7 days
June – 4 cuts	every 7 days
July – 2 cuts	every other week
August – 2 cuts	every other week
September – 2 cuts	every 15 days
October – 1 cut	



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- (b) Additional requests for cutting will be at the discretion of the Facilities Manager and may extend into April and/or October. **Requests will be confirmed via email.** Additional cuts may be at certain locations only and may be specific to each location.
 - (c) All areas as designated are to be maintained in a tidy state on a regular basis by mowing and trimming around fixed obstacles. It is to be understood that all areas requiring lawn maintenance include the area to the edge of the road or curb.
 - (d) The grass cut height is 2 ½ inches (6 ½) centimeters. Sports fields grass cut height 2 inches (5) centimeters. It may be necessary in some cases to collect grass clippings to keep a well-groomed lawn.
 - (e) The owner shall notify the Contractor only once of maintenance that has not been carried out as specified in this contract. The owner shall then perform any catch up or emergency cutting with own forces and adjust contract payment accordingly.
 - (f) Contractor must supply Township of Southgate with Occupation Health and Safety Standard Operating Procedures for all equipment signed by all operators.

Director of Work

The Facilities Manager and/or Designate reserve the right to direct the operations of the Lawn Maintenance, to inspect the Contractor's equipment from time to time and to restrict the use of any equipment which may be deemed detrimental to the Parks system.

Termination

If, at the discretion of the Facilities Manager and/or Designate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon the giving of fifteen (15) days notice to the Contractor.

Upon termination of the contract, the balance of the contract price shall be forfeited.



Contractor Health and Safety Agreement

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 6 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee;

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine the causes and corrective actions to prevent recurrence.

Disciplinary Action in the form of:

- Step 1 – verbal warning
- Step 2 – written warning
- Step 3 – notification to the Ministry of Labour re: Health and Safety Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

A WSIB Certificate must be attached.



Contractor Approval: _____

Contact Phone Number: _____

Pre Bid Checklist and Submissions Required

Contractor Responsibilities	Municipal Required	Contractor Submitted
Documentation: <ul style="list-style-type: none">• WSIB Certificate of Clearance (equivalent private)• Liability Insurance Certificates \$3,000,000 min• Health and Safety Policy Statement and Operating Procedures	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
General Requirements: <ul style="list-style-type: none">• Comply with all Legislation, Regulations and Codes• Enforce compliance with Municipal issued safety violations• Perform regular safety inspections of project• Employ only qualified competent workers on project• Provide qualified competent on-site supervision• Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt• Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

Signature: _____



Bid Form:

Statement of Qualifications

- a) As an integral part of this tender, the Contractor shall list her/his experience in Lawn Maintenance, which has been completed successfully, of a similar nature to that being tendered

CONTRACT

Description & Location

DATES

(Start-Finish)

REFERENCE

PHONE #

- b) My/our proposed number of personnel and supervisors to carry out this contract are as follows:

Number of Personnel

Number of Supervisors

Minimal Equipment Requirements

Tenderer's Specifications

One (1) 60" Mowing Units

Necessary auxiliary hand operated equipment (mowers, trimmers), etc.

Transportation (equipment)

ALL BLANKS MUST BE FILLED IN TO INDICATE THAT BIDDERS HAVE THE REQUIRED EQUIPMENT OR IDENTIFY EQUIPMENT THAT THEY WILL PURCHASE.

Further, the Contractor will list below the equipment of similar size that is at his/her IMMEDIATE DISPOSAL to be used as "BACK UP" equipment in the event of a breakdown of his/ her assigned mowing equipment.



Specified Areas

1. Dromore Playground & Ball Diamond/Soccer Field
2. Holstein Ball Diamond/Park Area & Cenotaph
3. Holstein Work Depot
4. Cemetery on Southgate Sideroad 41, south of Southgate Rd 12 on East side
5. Cemetery at 391692 Grey County Road 109
6. Parking Lot across from 392098 Grey County Road 109 – Loves Sugar Bush

Method of Payment

The contract price submitted for lawn maintenance shall be paid in progress payments for work completed to the end of May, June, July, August and September with the approval of the Facilities Manager.

PRICE SUBMITTED

Contractor Name: _____

Location

Price per cut

Dromore Playground &
Ball Diamond/Soccer Field \$_____

Holstein Ball Diamond/Park Area,
Cenotaph & Soccer Field \$_____

Holstein Work Depot \$_____

Cemetery Sideroad 41 \$_____

Cemetery Grey Rd 109 \$_____

Parking Lot Love's Sugar Bush \$_____

Note: Not all locations may be included when contract is let.



Lawn Maintenance Contract

I/we, the undersigned, have carefully examined the locality and sites of the proposed work and, hereby agree to furnish all labour, materials, equipment and services necessary to complete the work for the 2020-21 seasons, in accordance with the attached Instructions to Bidders, General Conditions and Specifications for Tender Contract Price:

Name of Contractor _____

Address _____

Phone Number _____

Signature: _____

Date: _____

Workers' Compensation Number _____

Contractors' Insurance _____

Address _____

Township of Southgate

Signature: _____

Date: _____