



## **THE CORPORATION OF THE TOWNSHIP OF ALNWICK/HALDIMAND**

### **REQUEST FOR TENDERS**

Sealed Tenders, clearly marked

GRASS CUTTING/GENERAL MAINTENANCE

**"Tender #1", "Tender #2", "Tender #3", "Tender #4", Tender #5, Tender #6  
or Tender #7**

**will be received at the Municipal Office  
10836 County Road No. 2  
Grafton Ontario K0K 2G0**

**UNTIL 12:00 NOON ON WEDNESDAY, APRIL 14<sup>TH</sup>, 2010**

**Lowest or any Tender not necessarily accepted.**

**For a site inspection/clarification  
contact Mr. Cam Ward, Public Works Superintendent  
at 905-349-2700**

**All submissions received on or before the due date and time shall  
Be opened at the Regular Council Session**

**On**

**April 21<sup>st</sup>, 2010 at 7:00 p.m.**

**At the Alnwick Civic Centre, Council Chambers**

**Robin van de Moosdyk, A.M.C.T  
Deputy Clerk**

# REQUEST FOR TENDERS

FOR

## GRASS CUTTING/GENERAL MAINTENANCE

### CONTRACT FOR TWO (2) YEARS/OPTIONAL ONE(1) YEAR RENEWAL– 23 WEEKS PER YEAR

(2010 Year-May 10<sup>th</sup> to October 15<sup>th</sup>; 2011 Year-May 9<sup>th</sup> to October 16<sup>th</sup>; AND  
OPTIONAL ONE (1) RENEWAL FOR 2010 Year-May 3<sup>RD</sup> to October 15<sup>th</sup>)

The Township of Alnwick/Haldimand invites tenders for grass cutting and general maintenance at the following locations:

#### Tender #1

##### ❖ Two (2) Township Parks located on Sandy Bay Road

\* cut grass weekly \* clean beach and remove weeds from site weekly \* clean washrooms and keep supplies full weekly \* pick up garbage/debris & empty garbage bags weekly \* trim grass around building and along fences weekly

##### ❖ Alnwick Civic Centre (9059 County Road 45)

\*All grass inside track: cut grass at soccer fields weekly (cut twice weekly for months June, July & August) \* must cut grass at baseball diamond every Tuesday, playground and Civic Centre on either Thursday or Friday of each week \* pick-up garbage/debris & empty garbage bags weekly \* trim grass around buildings weekly \*

##### ❖ Fenella Community Hall, (8071 County Road 45)

\* cut grass weekly \* trim grass around buildings and along any fences

#### Tender #2

##### ❖ Wicklow Beach Boat Launch Facility, Concession # B, Lot #12

\* cut grass weekly \* pick-up garbage/debris \* remove fallen brush

##### ❖ Wicklow Baptist Church, Concession A, Lot #13

\*cut grass weekly\*pick-up garbage/debris\*remove fallen brush\*trim around buildings weekly

#### Tender #3

##### ❖ Township of Alnwick/Haldimand Public Works Department, Centreton, Ontario, (2267 County Road #23); and

##### ❖ Township of Alnwick/Haldimand Public Works Department, Roseneath, Ontario, (554 4<sup>th</sup> Line Road); and

##### ❖ Township of Alnwick/Haldimand Municipal Lands, north-east corner of County Roads 45 and 24, vacant lot; and

##### ❖ Township of Alnwick/Haldimand Municipal Lands-9127 County Road 45 - Old Fire hall; between 11866 3<sup>rd</sup> Line Road and 9132 County Road 45-Hydro Pole by Old Post Office

\* grass cutting weekly \* pick-up any garbage/debris \* trim grass around buildings and along fences weekly \* remove fallen brush

#### Tender #4

##### ❖ Township of Alnwick/Haldimand Municipal Administration Building, (10836 County Road #2)

##### ❖ Heritage Parkette, south-east corner of Old Danforth Rd and Cty. Rd. 2

##### ❖ Township of Alnwick/Haldimand Water Treatment Facility and Grafton Fire Hall (Station #1, 434 Edwardson Road)

##### ❖ Township of Alnwick/Haldimand Lakeport Monument, (Ontario Street, Lakeport, Ontario)

##### ❖ Grafton Community Centre, (718 Station Road) and the ditch on the eastside of Station Road

\* grass cutting weekly \* pick-up any garbage/debris \* trim grass around building and along fences weekly

\* remove fallen brush

# REQUEST FOR TENDERS

## GRASS CUTTING/GENERAL MAINTENANCE

### CONTRACT FOR TWO (2) YEARS & OPTIONAL ONE (1) YEAR RENEWAL

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#### **Tender #5**

❖ **Township of Alnwick/Haldimand Municipal Park (283 County Road #22, Centreton)**

\* grass cutting weekly \* pick-up any garbage/debris \* remove fallen brush \* trim grass around buildings and along fences weekly

❖ **Macklin United Cemetery, 11500 County Road #29 at Macklin Road**

\*grass cut weekly \*pick-up any garbage/debris \*trim grass around headstones and along fences weekly \* and County Road #29 ditch area

#### **TENDER #6**

❖ **Township of Alnwick/Haldimand Stonafton Park, located on St. Andrews Drive, Grafton**

\* grass cutting weekly \* pick-up any garbage/debris \* remove fallen brush

❖ **Johnston Court Walkway (south from County Rd. #2 to Johnston Court)**

\*grass cutting weekly and/or weeds trimmed weekly

#### **TENDER #7**

❖ **Nawautin Sanctuary, Concession B, Lots 24 and 25, Grafton**

\* grass cutting weekly on all trails \* pick-up any garbage/debris \* remove fallen brush

Be it is understood that the contractor(s) awarded any or all tenders will report directly to the Public Works Superintendent.

All of the above-noted Tenders will be in effect for a two (2) year period with an optional third year renewal. The optional third year renewal will be dependent upon the satisfactory completion of the conditions and terms of the respective tender for the previous two (2) year period. The review and renewal of any and all tenders will be at the discretion of the Public Works Superintendent.

The Contractor, at their own expense, shall have all their personnel, of which a complete list of personnel shall be submitted to the municipality within seven (7) days of notice of award, who perform the services, covered under the provisions of the Workers' Compensation Act or similar legislation is applicable and shall maintain Comprehensive General Liability Insurance with a limit of not less than \$1,000,000.00 inclusive of bodily injury and property damage and the Corporation of the Township of Alnwick/Haldimand is to be added as an additional named insured. The policy is to be extended to include products and completed operations coverage, contingent employers' liability, and sixty (60) days notice of cancellation to be supplied to the Corporation of the Township of Alnwick/Haldimand. Confirmation of insurance shall be submitted with each tender package.

Be it understood that if at any time during the term of any or all of the tenders, any dispute, difference or question arises between the parties or their representatives, regarding the tender or tenders as awarded, the meaning or effect of any requirement of the tender, then either the contractor or the municipality can and shall request a meeting without delay to resolve the matter. If a dispute, difference or question persists, the municipality or the contractor may terminate the tender as awarded with a Twenty-one (21) day written notice. The notice shall be forwarded by registered mail and considered delivered to the recipient within seven (7) working days at any Canada Post and/or hand delivered in person.

Tenders to be received individually in a sealed envelope marked "**Tender #1**", "**Tender #2**", "**Tender #3**", "**Tender #4**", "**Tender #5**", "**Tender #6** or "**Tender #7**" not later than 12:00 Noon on Wednesday, April 14<sup>th</sup>, 2010 in the Municipal Administration Office at 10836 County Road #2, Grafton, Ontario.

Please illustrate weekly charge based upon 23 weeks for cutting period in your final tender price. Please note, if you are the successful bidder, upon the first cutting of any particular tender that has several locations, you will be requested to supply the time required to complete each task in order to allocate the appropriate costs to each department according.

# **REQUEST FOR TENDERS**

## **GRASS CUTTING/GENERAL MAINTENANCE**

### **CONTRACT FOR TWO (2) YEARS & OPTIONAL ONE (1) YEAR RENEWAL**

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Please illustrate amount for each year (2010, 2011 and 2012). All tenders to be individually signed and dated to illustrate that the contractor accepts all requirements as stated above.

Any questions pertaining to these tenders in respect to defined maintenance areas please contact Public Works Superintendent, Cam Ward at 905-349-2700. All sundries are supplied by the Township.

***Lowest or any tender not necessarily accepted.***

Robin van de Moosdyk, A.M.C.T.  
Deputy Clerk, Township of Alnwick/Haldimand  
P.O. Box 70, 10836 Cty. Rd. 2  
Grafton, Ontario  
K0K 2G0 (905) 349-2822  
email: [rvandemoosdyk@alnwickhaldimand.ca](mailto:rvandemoosdyk@alnwickhaldimand.ca)

**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**TENDER #1 includes the following locations:**

Two (2) Township Parks located on Sandy Bay Road: \* cut grass weekly \* clean beach and remove weeds from site weekly \* clean washrooms and keep supplies full weekly \* pick up garbage/debris & empty garbage bags weekly \* trim grass around building and along fences weekly.

Alnwick Civic Centre (9059 County Road 45): \*All grass inside track: cut grass at soccer fields weekly (cut twice weekly for months June, July & August) \* must cut grass at baseball diamond every Tuesday, playground and Civic Centre on either Thursday or Friday of each week \* pick-up garbage/debris & empty garbage bags weekly \* trim grass around buildings weekly.

Fenella Community Hall, (8071 County Road 45): \* cut grass weekly \* trim grass around buildings and along any fences.

CONTRACTOR:

After having carefully examined the contract documents and/or visited the site, I/we, the undersigned, hereby agree to furnish all necessary labour and equipment required to perform the grass cutting/general maintenance services in accordance with the documents as follows:

**CONTRACT COST: To be invoiced and paid on a monthly basis**

- \$ \_\_\_\_\_ WEEKLY CHARGE 2010
- \$ \_\_\_\_\_ YEAR 2010 (based on 23 weeks)
- \$ \_\_\_\_\_ WEEKLY CHARGE 2011
- \$ \_\_\_\_\_ YEAR 2011 (based on 23 weeks)
- \$ \_\_\_\_\_ WEEKLY CHARGE 2012
- \$ \_\_\_\_\_ YEAR 2012 (based on 23 weeks)

COMPANY NAME \_\_\_\_\_

SIGNING OFFICER \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

CELL NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Signed, \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
(Signature of Signing Officer)  
2010.

Please note that the lowest or any quotation not necessarily accepted.

**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**Tender #2 includes the following locations:**

Wicklow Beach Boat Launch Facility, Concession # B, Lot #12  
\*cut grass weekly \* pick-up garbage/debris \* remove fallen brush

Wicklow Baptist Church, Concession A, Lot #13  
\*cut grass weekly\*pick-up garbage/debris\*remove fallen brush\*trim around buildings weekly

CONTRACTOR:

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**CONTRACT COST:            To be invoiced and paid on a monthly basis**

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- \$ \_\_\_\_\_ YEAR 2010 (based on 23 weeks)
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- \$ \_\_\_\_\_ YEAR 2011 (based on 23 weeks)
- \$ \_\_\_\_\_ WEEKLY CHARGE 2012
- \$ \_\_\_\_\_ YEAR 2012 (based on 23 weeks)

COMPANY NAME \_\_\_\_\_

SIGNING OFFICER \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

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2010.

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**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**TENDER #3:**

Township of Alwick/Haldimand Public Works Department, Centreton, Ontario, (2267 County Road #23); and

Township of Alwick/Haldimand Public Works Department, Roseneath, Ontario, (554 4<sup>th</sup> Line Road); and

Township of Alwick/Haldimand Municipal Lands, south-east corner of County Roads 45 and 24, vacant lot; and

Township of Alwick/Haldimand Municipal Lands-9127 County Road 45; Old Fire hall; between 11866 3<sup>rd</sup> Line Road and 9132 County Road 45-Hydro Pole by Old Post Office

\* grass cutting weekly \* pick-up any garbage/debris \* trim grass around buildings and along fences weekly \* remove fallen brush

CONTRACTOR:

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\$ \_\_\_\_\_ YEAR 2011 (based on 23 weeks)

\$ \_\_\_\_\_ WEEKLY CHARGE 2012

\$ \_\_\_\_\_ YEAR 2012 (based on 23 weeks)

COMPANY NAME \_\_\_\_\_

SIGNING OFFICER \_\_\_\_\_

(PLEASE PRINT)

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**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**TENDER #4 includes the following locations:**

Township of Alwick/Haldimand Municipal Administration Building, (10836 County Road #2)

Township of Alwick/Haldimand Water Treatment Facility and Grafton Fire Hall (Station #1, 434 Edwardson Road)

Township of Alwick/Haldimand Lakeport Monument, (Ontario Street, Lakeport, Ontario)

Grafton Community Centre, (718 Station Road) and the ditch on the eastside of Station Road  
\* grass cutting weekly \* pick-up any garbage/debris \* trim grass around building and along fences weekly  
\* remove fallen brush

CONTRACTOR:

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\$ \_\_\_\_\_ WEEKLY CHARGE 2011

\$ \_\_\_\_\_ YEAR 2011 (based on 23 weeks)

\$ \_\_\_\_\_ WEEKLY CHARGE 2012

\$ \_\_\_\_\_ YEAR 2012 (based on 23 weeks)

COMPANY NAME \_\_\_\_\_

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**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**TENDER #5 includes the following locations:**

Township of Alnwick/Haldimand Municipal Park (283 County Road #22, Centreton) \*  
grass cutting weekly \* pick-up any garbage/debris \* remove fallen brush \* trim grass  
around buildings and along fences weekly

Macklin United Cemetery, 11500 County Road #29 at Macklin Road  
\*grass cut weekly \*pick-up any garbage/debris \*trim grass around headstones and along  
fences weekly

CONTRACTOR:

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**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**TENDER #6:**

Township of Alnwick/Haldimand Stonafton Park, located on St. Andrews Drive,  
Grafton: \* grass cutting weekly \* pick-up any garbage/debris \* remove fallen  
brush

Johnston Court Walkway (south from County Rd. #2 to Johnston Court): \*grass  
cutting weekly and/or weeds trimmed weekly

CONTRACTOR:

After having carefully examined the contract documents and/or visited the site, I/we, the undersigned,  
hereby agree to furnish all necessary labour and equipment required to perform the grass  
cutting/general maintenance services in accordance with the documents as follows:

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**GRASS CUTTING/GENERAL MAINTENANCE 2010, 2011 OPTIONAL 2012**

NAME OF CONTRACTOR: \_\_\_\_\_

**TENDER #7:**

Nawautin Sanctuary, Concession B, Lots 24 and 25, Grafton:  
\* grass cutting weekly on all trails \* pick-up any garbage/debris \* remove fallen brush

CONTRACTOR:

After having carefully examined the contract documents and/or visited the site, I/we, the undersigned, hereby agree to furnish all necessary labour and equipment required to perform the grass cutting/general maintenance services in accordance with the documents as follows:

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