

# INVITATION TO TENDER

TENDER 2023-01

LAWN MAINTENANCE CONTRACT  
LAWN CUTTING AND TRIMMING

Deadline for submission is Thursday, April 13, 2023 at 2pm

# **INFORMATION TO TENDERERS**

## **1) GENERAL & SUBMISSION**

You are invited to submit prices for lawn cutting and trimming services as specified on the attached Tender Form, by e-mail to Sharon Gauthier ([sharon@clglen.on.ca](mailto:sharon@clglen.on.ca)) with a subject line "Tender for lawn maintenance 2023-01"

Tenders will be received until Thursday, April 13, 2023 at 2pm

Specific questions regarding this Tender for lawn cutting and trimming services should be directed to:

Sharon Gauthier  
Community Living Glengarry  
Phone: 613-525-4357 x 222

## **2) EXAMINATION OF LOCATION**

Signing of the tender documents shall be deemed to certification by the tenderer that he/she has visited all sites and has determined all conditions which may affect the work, and has taken these conditions into consideration in his/her tender.

## **3) WITHDRAWAL OR QUALIFYING OF TENDERS**

The last tender received shall supersede and invalidate all tenders previously submitted by the tenderer.

Tenders may be withdrawn at any time up to the official closing time.

## **4) INFORMAL OR UNBALANCED TENDERS**

Tenders which are incomplete, conditional, illegible, obscure, or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Tenders that contain prices, which appear so unbalanced as likely to affect the interest of the organization, may be rejected. The Organization reserves the right to waive informalities at its discretion.

## **5) PAYMENT METHOD**

Payment to the successful tenderer will be made by cheque in two equal instalments per year, which is negotiable.

## SPECIFICATIONS FOR SERVICE CONTRACT

### Lawn cutting and trimming

#### 1) **SITE OF WORK**

The service contract for lawn cutting and trimming is to be carried out at six (6) locations:

Location 1	Community Living Glengarry	332 MacDonald, Alexandria
Location 2	Dominion Residence	190 Dominion St. N, Alexandria
Location 3	Bishop Residence	232 Bishop St. N, Alexandria
Location 4	West Boundary Residence	261 West Boundary, Alexandria
Location 5	Roy Crescent Residence	20390 Roy Crescent, Green Valley
Location 6	Anik St. Residence	82 Anik St., Alexandria

#### 2) **SCOPE OF WORK**

All lawn cutting and trimming shall be undertaken by the use of equipment.

All locations must have their lawn cut and maintained around the shrubs, fence, buildings, etc. on a weekly basis, unless the weather prevents to do so. Fallen leaves are to be picked up prior to cutting lawn.

NOTE: TRACKED EQUIPMENT SHALL NOT BE USED WITHOUT THE PRIOR WRITTEN AUTHORITY OF THE EXECUTIVE DIRECTOR

He/she must satisfy the Organization that he/she has sufficient labour, tools, and equipment under his/her control to undertake the work as required at each and every location.

#### 3) **WORK INCLUDED**

The work under this contract shall include the supply of all materials, labour with tools, and operated equipment at the locations as required for the lawn cutting and trimming as specifically stated in this tender document.

#### 4) **DURATION OF THIS TENDER**

This tender is intended to encompass 2 years of services starting with the 2023 season. (May 1 to October 31). However, Community Living Glengarry can terminate this tender upon unsatisfactory services received from the tenderer. The Executive Director will, in all cases of complaints, contact the tenderer and discuss actions required to conform to this tender.

If the successful tenderer wishes to terminate, the tenderer must provide Community Living Glengarry 60 days' notice. Otherwise a fee of \$500 will be applied.

## 5) **GENERAL INFORMATION**

### i) **EQUIPMENT TO BE USED/TENDERER EXPERIENCE**

In the tender, the tenderer shall submit a comprehensive list of the equipment that will be utilized if tender awarded. This list shall indicate the make, model year of manufacture, capacity and condition of the equipment. As well, the contractor will complete Statement "A" of this document to illustrate his experience at similar work.

### ii) **USE OF PREMISES**

The tenderer shall confine his/her apparatus, storage of equipment, and operation of his/her workers to the limits indicated by law, ordinances and shall not reasonably encumber the site as determined by the Organization or its representatives. At no time, shall equipment be left on the premises without prior approval of the Executive Director.

### iii) **DAMAGE TO EXISTING FACILITIES – LIABILITY**

The tenderer shall take all necessary precautions to prevent any damage to Community Living Glengarry properties, stakeholders, or property, and shall prove evidence of sufficient liability insurance upon request, in order to protect the agency from any loss due to any occurrence resulting from his/her activities.

### iv) **WSIB/LIABILITY INSURANCE - REQUIRED**

A WSIB clearance certificate and certificate of liability insurance of over \$5,000,000 will be required upon awarding tender.

### v) **CONFIDENTIALITY AGREEMENT**

A confidentiality agreement will be required to be signed upon awarding the tender.

# LOCATION DETAILS

Please provide cost and list of intend equipment

Community Living Glengarry Main Office 332 MacDonald Blvd.				
Location 1	May 1 to October 31, 2023			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	
Lawn Cutting and Trimming				
TOTAL				
190 Dominion Residence				
Location 2	May 1 to October 31, 2023			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	
Lawn Cutting and Trimming				
TOTAL				
232 Bishop Residence				
Location 3	May 1 to October 31, 2023			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	
Lawn Cutting and Trimming				
TOTAL				

261 West Boundary Residence				
Location 4	May 1 to October 31, 2023			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	
Lawn Cutting and Trimming				
TOTAL				
20390 Roy Crescent Residence				
Location 5	May 1 to October 31, 2023			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	
Lawn Cutting and Trimming				
TOTAL				
82 Anik Residence				
Location 6	May 1 to October 31, 2023			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	
Lawn Cutting and Trimming				
TOTAL				
GRAND TOTAL FOR ALL LOCATIONS				

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Lawn Cutting and Trimming				
TOTAL				
GRAND TOTAL FOR ALL LOCATIONS				



# SIGNATURE

We hereby acknowledge that we:

- a) have read all of the Tender Documents and fully understand the content of the said documents and the requirements included therein;
- b) have filled out all of the required spaces on the Bid Form and have submitted all documentation required by the Tender Documents;

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Name, address and contact information (please print)

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Signature

bids must be submitted **before Thursday, April 13, 2023 at 2pm by e-mail to:**  
**sharon@clglen.on.ca**

**THE LOWEST OR ANY QUOTATION WILL NOT NECESSARILY BE ACCEPTED.**

*Note:*

*If the tender is submitted by or on behalf of a corporation, it must be duly signed in the name of such corporation by the duly authorized officers and the seal of the corporation must be affixed. If the tender is submitted by or on behalf of an individual or a partnership the signature of the individual or the partner must be present.*

## STATEMENT A

A tender is required to provide information to illustrate his experience at similar service work. (Attachments accepted)

### TENDERER EXPERIENCE:

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### TENDERER LIST OF EQUIPMENT:

Description/make	Model	Year of manufacture	Capacity & condition of equipment