



THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

REQUEST FOR QUOTATION

Lawn Cutting

RFQ-PW-001-2025

CLOSING DATE

Friday April 11, 2025

11:30 am

Township of North Stormont
57A Cockburn Street, Berwick
613-987-2821

Late quotations will not be accepted

The Corporation of the Township of North Stormont reserves the right to accept or reject all or part of any Quotation, to accept other than the lowest Quotation, and to cancel this Request for Quotation at any time.

1. SCOPE OF PROJECT AND SPECIFICATIONS

The Corporation of the Township of North Stormont is seeking quotations for Lawn Cutting at various locations for the 2025 season, with the possibility of a one-year renewal in 2026, subject to mutual agreement by both parties. *The Public Works Superintendent will advise when the season ends.*

Each location may be awarded individually; therefore, quotations are to be submitted on a per-site basis, with a lump sum price for each cut.

	LOCATION	ADDRESS
1	Municipal Office (including side lot)	15 Union Street, Berwick
2	Monument in Berwick (whole lot)	10 Cockburn Street, Berwick
3	Municipal Office (including daycare)	57 Cockburn Street, Berwick
4	West Patrol Garage	19 Beaver Street, Berwick
5	Berwick Cemetery	Victoria Street, Berwick
6	Finch Arena and west parking lot	4 John Street, Finch
7	Finch Fire Hall	11 John Street, Finch
8	Fleming Cemetery	County Road 43, Finch
9	Sutherland Cemetery	Casselman Road, Finch
10	St. Luke's Cemetery	St. Luke's Road, Finch
11	MacMillan Cemetery	Finch-Osnabruck Boundary Road, Finch
12	Avonmore Fire Hall	16307 County Road 43, Avonmore
13	East Patrol Garage	2594 Tolmies Corners Road, Moose Creek
14	Moose Creek Fire Hall	60 Sabourin Street, Moose Creek
15	Crysler Fire Hall	18 Second Street, Chrysler

Scope

- Lawn Cutting to be completed after growth of 2 inches
- Trimming to be completed every second cut
- One of the Project Contacts must be notified within 24 hours of a cut being completed for inspection
- The Public Works Superintendent will advise when the season ends

Maps of each location are attached to this document, with the areas to be cut outlined in red. Please trim only the sections that have been previously maintained and avoid overgrown areas.

Proponents may arrange site visits by contacting one of the Project Contacts (Section 8).

2. SUBMISSION FORMAT

Forms to be submitted must be completed in their entirety in hard copy or by email. Proponents must complete the Form of Quotation located at the end of this document. Submissions should include the Quotation title and number.

All entries shall be clear and legible, and made in a non-erasable medium. The form must be signed in ink (no electronic signatures).

Submissions may be:

1. Emailed to the Project Contact (Section 8) with a read receipt.
2. Mailed, couriered, hand-delivered to the Township office, in a sealed envelope addressed to the Township. Delivery made through a third-party courier service shall be at the risk of the Bidder and must be arranged in due time for the documents to arrive at the office before the RFQ closing time.

*The Corporation of the Township of North Stormont
57A Cockburn Street, Berwick ON
K0C 1G0*

3. TIMELINE

Proponents must sign and submit their bids by the closing date stated on the first page of this document.

Opening and Notification of Acceptance

Quotations will be opened by Municipal Staff following the closing date and time as stated on the first page of this document. The quotations **will not** be opened in a public forum so that staff can ensure that all requirements have been met prior to disclosing any information to the public. Following the awarding by the Municipality, notification of acceptance shall be made by phone or email, addressed to the winning Proponent at the address contained in the quotation. Upon notification of acceptance, the successful proposal shall constitute a contract between the parties. Therefore, it is anticipated that no agreement or other separate documents will be required.

Quotations shall be open for acceptance for a period of thirty (30) days after the closing date. After this time the Quotation may only be accepted with the consent of the successful bidder or contractor.

4. BASIS OF REJECTION

The Corporation of the Township of North Stormont reserves the right to reject any or all proposals for any reason whatsoever including but not limited to Schedule "A" (as applicable) attached to this document.

The Township has the authority and discretion to terminate this quotation at any time, without giving reason and to accept any proposal considered best for its interest.

5. BASIS OF PAYMENT

The Proponent shall provide an invoice to the Township after the contract work has been completed. Invoices should be submitted monthly, with each location itemized separately.

Payment shall be made within thirty (30) days upon receipt of the Proponent's invoice.

6. TERMS AND CONDITIONS

General Conditions

- The Proponent shall provide competent workers to carry out the work in a safe and responsible manner
- The hours of work shall be determined by the Township
- Township inspection staff shall confirm acceptance of work performed prior to issuance of payment
- The successful Proponent shall indemnify and save harmless The Township of North Stormont from and against all claims, actions, losses, expenses, costs, or damages of every nature and kind whatsoever which The Township of North Stormont, its employees, officers or agents may suffer as a result of the negligence of the Contractor, his employees, officers or agents in the performance of the contract.

Regulations/Policy

The Contractor shall abide, if applicable, by the requirements of the Industrial Standards Act, Employment Standards Act and any other Acts or By-Laws including Provincial and Federal Legislation which are relative to the performance of work. All contractors and sub-contractors must comply with all Health and Safety requirements as well as the Violence and Harassment policy for The Township of North Stormont.

Public Works Superintendent or Designate

The Public Works Superintendent or designate shall mean any such person, partnership or corporation, appointed by the Council, to act on their behalf in any capacity.

Damage by Vehicle and Other Equipment

If at any time, in the opinion of the Public Works Superintendent, damage is done or is likely to be done to any highway, parking lot, sidewalks, surrounding sodden areas or any property thereon by the Contractor's vehicles or other equipment whether licensed or unlicensed, the Contractor shall, on the direction of the Public Works Superintendent and at the Contractor's own expense make changes in or substitutions for such vehicles or other equipment or shall alter loadings or shall in some other manner remove the cause of damage and complete the necessary clean up and repairs to the satisfaction of the Public Works Superintendent.

The successful bidder shall at their own expense within ten (10) days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of:

Liability Insurance

The Proponent shall provide the Township with a certificate of insurance in compliance with the insurance requirements stipulated below.

- The policies shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation.
- The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.
- Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the bidder and the Township shall bear no cost towards such deductible.
- The bidder is responsible for keeping their property and assets insured. Failure to do so shall not impose any liability on the Township.

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the contractor relating to its obligations under this agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add The Corporation of the Township of North Stormont as Additional Insured subject to a waiver of subrogation with respect to the operations of the contractor. This insurance shall be contributing with and apply as primary and not as excess of any insurance available to the Township.

Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death, and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss.

Indemnification

The successful bidder shall defend, indemnify and save harmless The Corporation of the Township of North Stormont, their elected officials, officers, employees, and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by bidder, their officers, employees, agents, or others who the bidder is legally responsible.

This indemnity shall be in addition to and not in lieu of any insurance to be provided by the bidder in accordance with this agreement and shall survive this agreement.

Workers Compensation

The successful bidder shall comply with the regulations of the Workers Safety Insurance Board of Ontario (WSIB). The Contractor shall provide proof of coverage to the Township prior to the commencement of work.

7. NOTE TO THE PROPONENT

The Proponent has carefully examined the provisions, specifications and conditions of this document and has carefully examined the site and location of the work to be done under this contract. The Proponent also understands and accepts the said provisions, specifications and conditions and for the price set forth in this quotation, hereby offers to furnish all labour, equipment, and so on, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, specifications and conditions of this quotation.

Quotations shall be open for acceptance for a period of thirty (30) days after the closing date. After this time the quotation may only be accepted with the consent of the successful Proponent.

8. PROJECT CONTACT

For any questions, comments, clarifications, or concerns regarding this RFQ, please contact:

Blake Henderson
Public Works Superintendent
57A Cockburn Street, Berwick
bhenderson@northstormont.ca
Cell: 613-551-0498

Bethany MacDonald
Public Works Administrative Assistant
57A Cockburn Street, Berwick
bmacdonald@northstormont.ca
Phone: 613-984-2821 ext.227

9. FORM OF QUOTATION

I/We (the Proponent) have reviewed the specifications for RFQ-PW-001-2025 for Lawn Cutting and agree to undertake the work in a good and workmanlike manner by the specified completion date. I/We have reviewed all the terms and conditions of the forms in this RFQ.

Each location may be awarded individually; therefore, quotations are to be submitted on a per-site basis, with a lump sum price for each cut.

	LOCATION	PRICE PER CUT (including trimming)
1	Municipal Office (including side lot)	
2	Monument in Berwick (whole lot)	
3	Municipal Office (including daycare)	
4	West Patrol Garage	
5	Berwick Cemetery	
6	Finch Arena and west parking lot	
7	Finch Fire Hall	
8	Fleming Cemetery	
9	Sutherland Cemetery	
10	St. Luke's Cemetery	
11	MacMillan Cemetery	
12	Avonmore Fire Hall	
13	East Patrol Garage	
14	Moose Creek Fire Hall	
15	Crysler Fire Hall	

COMPANY NAME	
CONTACT	
ADDRESS	
TELEPHONE	
EMAIL	

Name

Title

Signature

Date

Witness Name

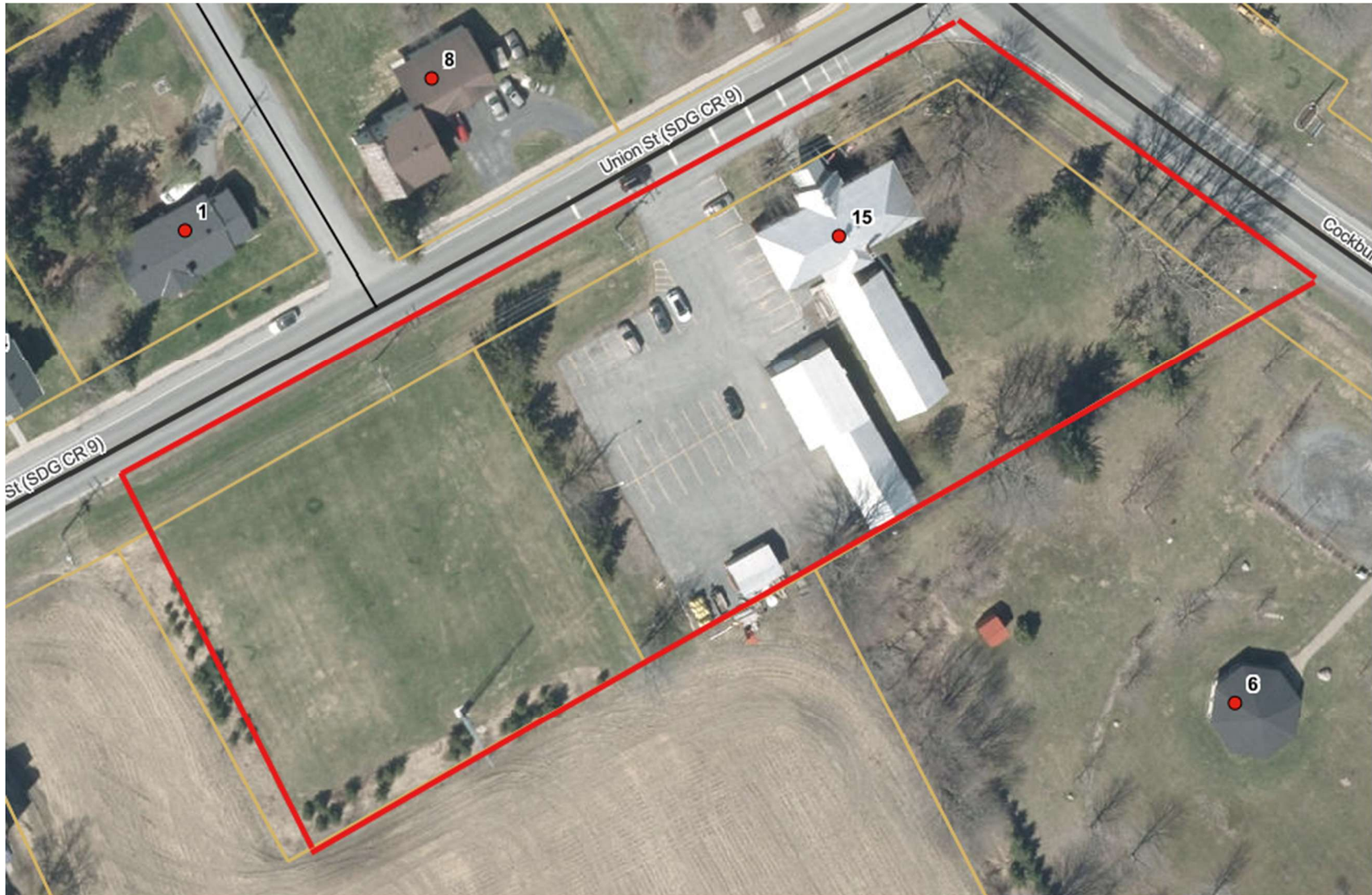
Signature

Date

RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 1

15 Union Street, Berwick



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 2

10 Cockburn Street, Berwick



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 3

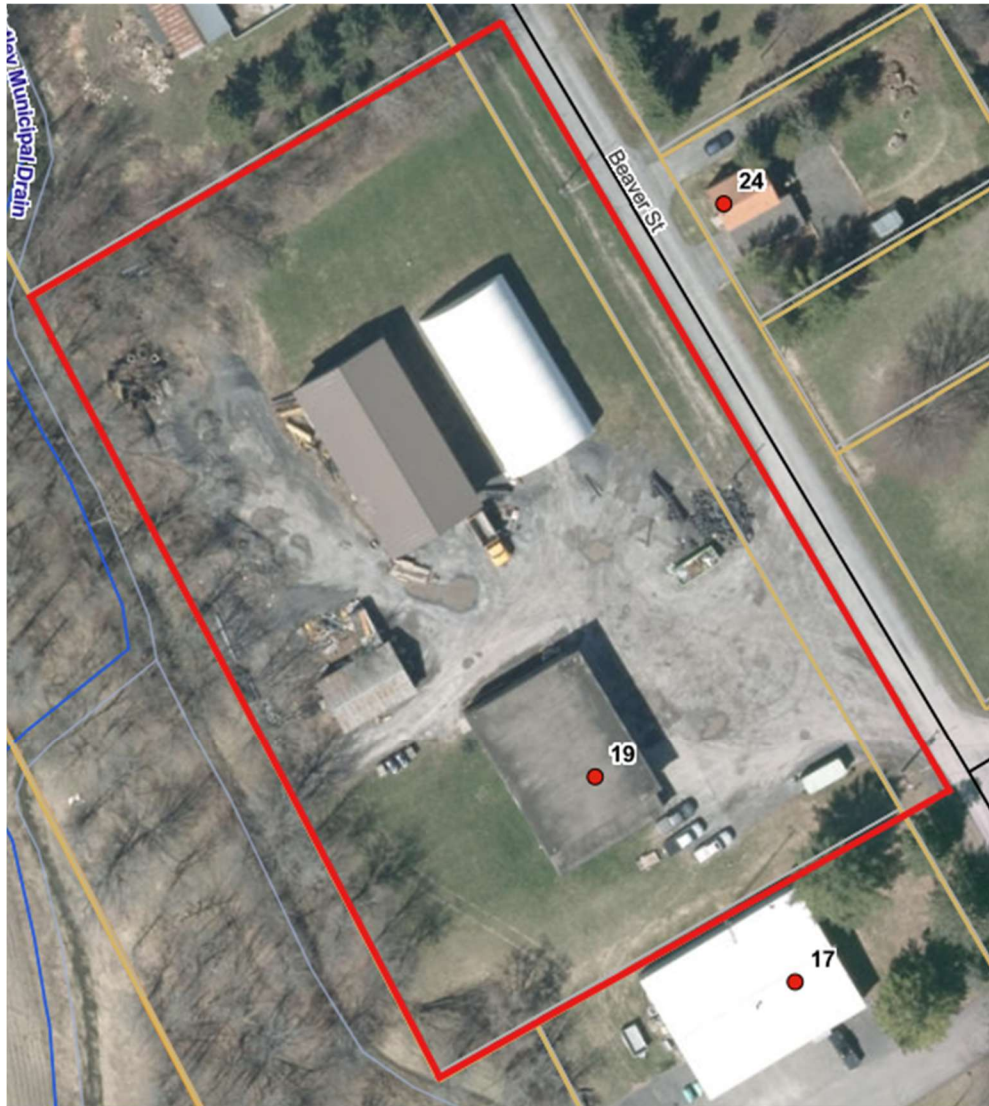
57 Cockburn Street, Berwick



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 4

19 Beaver Street, Berwick



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 5

Victoria Street, Berwick



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 6

4 John Street, Finch



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 7

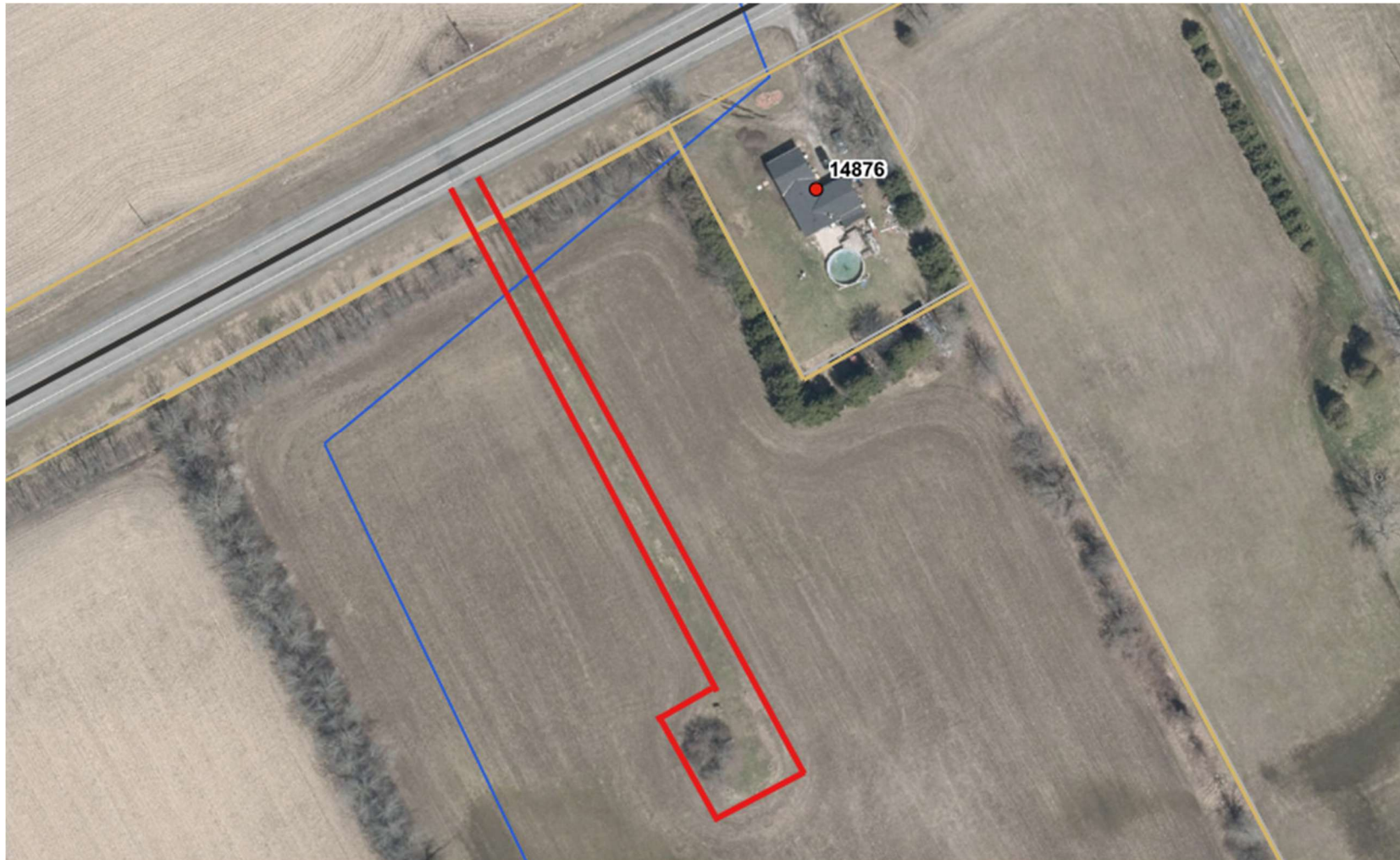
11 John Street, Finch



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 8

County Road 43, Finch (west of 14876 County Road 43)



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 9

Casselman Road, Finch (west of 14334 Casselman Road)



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 10

St. Luke's Road, Finch (north of intersection St. Luke's Road and Concession 1-2 Road)



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 11

Finch-Osnabruck Boundary Road, Finch (west of intersection Finch-Osnabruck Boundary Road and County Road 14)



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 12

16307 County Road 43, Avonmore



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 13

2594 Tolmies Corners Road, Moose Creek



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 14

60 Sabourin Street, Moose Creek



RFQ-PW-001-2025 North Stormont Lawn Cutting – Location Maps

LOCATION 15

18 Second Street, Crysler



SCHEDULE "A"

RESPONSES FOR ADMINISTERING IRREGULARITIES CONTAINED IN BIDS		
GENERAL		
1	Late Bids	Automatic Rejection. Returned unopened to bidder.
2	Unsealed envelopes	Automatic rejection.
INSUFFICIENT FINANCIAL SECURITY		
3	No bid deposit, uncertified cheque, or financial security not an original (i.e. photocopy)	Automatic rejection.
4	Amount of financial security is insufficient	Automatic rejection.
5	Name or signature of supplier, or bonding company are missing or incomplete	Automatic rejection.
6	Failure to provide a letter of agreement to bond (if required)	Automatic rejection.
BID DOCUMENT EXECUTION		
7	Bids completed in erasable medium	Automatic rejection.
8	Signature of representative authorized to bind the supplier is missing or incomplete on bid document	Automatic rejection.
9	Electronic signature of representative authorized to bind the supplier shown on admission form	Five (5) working days to obtain original signature
10	Form of proposal or quotation missing or incomplete	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
11	Form of Tender missing or incomplete	Automatic rejection.
12	Signature of witness, if required, missing or incomplete	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
13	Date of bid missing or incomplete	Two (2) working days to correct, otherwise automatic rejection.

SCHEDULE "A"

14	Incomplete, illegible or obscure bids or bids which contain information not called for, erasures, overwriting or strikeouts not initialed	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
15	Document, in which all necessary addenda have not been acknowledged	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
16	Failure to attend mandatory site visit (if required)	Automatic rejection.
17	Bid received on documents other than those provided in the bid solicitation	Automatic rejection unless allows for in the bid solicitation
18	Failure to insert the full bidder's business name in the space provided in the bid solicitation form	Automatic rejection unless in the opinion of the Treasurer or designate, the incomplete nature is trivial
19	Mathematical errors	Two (2) working days to initial the corrections as made by the Township. Unless otherwise state in the bid, the unit price shall prevail and the total bid price shall be adjusted accordingly.
20	Qualified bids (bids qualified or restricted by an attached statement)	Automatic rejection
21	Bids containing minor obvious clerical errors	Two (2) working days to confirm bid to the satisfaction of the Treasurer or designate
22	Any other irregularities	Upon legal opinion, the Treasurer or designate shall have the authority to waive other irregularities or grant two (2) working days to initial such irregularities considered to be minor.