



Anglican Church of Canada

Dioceses of Huron

ST. James' Anglican Church

GRASS/WEED CUTTING TRIMMING AND SNOW REMOVAL SERVICES TENDER

CLOSING DATE: **13:00 LOCAL TIME, ON FRIDAY MAY 5th 2023**

RETURN TO: Ms. Deborah Cayer,
Office Administrator
St. James' Anglican Church
520 Ellis Road, Box 29044
Cambridge, Ontario, N3C 0E6

REQUEST FOR TENDER

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INVITATION TO SUBMIT TENDER

You are invited to submit a Tender for Grass/Weed Cutting Trimming and Snow Removal Services for our Church property as outlined on Pages 7 & 8 of this document. This is a one-year contract with an option for extension to a three-year contract from 15th May -to- 14th May, of the year following, for the year 2023, and possible extension to include the years 2024 and 2025.

The complete Tender document is attached for your perusal. Should you have any questions regarding the documents or the process, please contact:

**Ms. Deborah Cayer, Office Administrator
St. James' Anglican Church
520 Ellis Road
Cambridge, Ontario, N3C 4K1**

**Telephone: 519-658-4547
E-mail: office@stjanesang.ca
www.stjamesang.ca**

GENERAL INFORMATION FOR BIDDERS

Sealed Tenders will be accepted until **13:00 Local Time, on Friday, May 5th 2023**, for Grass/Weed Cutting Trimming and Snow Removal Services for our church property as detailed on Pages 7 & 8 of this document and in accordance with the specifications attached hereto.

A detailed mapping of areas to be cut and snow removed are included in this package (mapping may not be to scale).

SUBMISSION

All Tenders must be received on the form provided and sealed in an envelope/package. The envelope must be clearly identified as "Grass and Snow Tender". Tenders arriving after the stated closing time *will not* be considered and will be returned. It is the responsibility of the bidder to ensure that the Tender is received by the Church as the Church will not accept any responsibility for Tenders that are lost or not received by the deadline.

Tenders must be delivered to:

**Attention: Ms. Deborah Cayer - "Grass and Snow Tender"
St. James' Anglican Church
520 Ellis Road
Cambridge, Ontario, N3C 4K1**

Tenders delivered by hand shall be delivered and accepted at the church office. All Tenders received must remain valid for acceptance up to 90 days beyond the closing date.

CLARIFICATION

Should a Bidder find discrepancies in the Tender Document or should there be any doubt as to their meaning, contact should be made via e-mail to Deborah Cayer at officet@stjamesang.ca. Should a correction, explanation or interpretation be necessary, a written addendum will be issued to all bidders that are registered with the Church and a copy of the addendum will be posted on the Church Website. Addendums issued during the bidding period will become part of this Tender Document.

Questions regarding this Tender Document will be accepted from bidders up to and including **Friday April 28th 2023**. The Church will provide the answers to all bidders that are registered with the Church by **Tuesday May 2nd 2023**. Questions received after the stated deadline will not be responded to. Addenda issued during the period prior to the closing date of the project are to be considered part of this Tender Document.

RESERVATIONS

Tenders that are incomplete, conditional, and obscure or which contain additions not requested may be rejected.

QUALIFICATIONS OF BIDDERS

The Church requires that all bidders provide satisfactory evidence that they have the qualifications, ability, experience, capital, and physical equipment to enable them to complete the contract successfully. Past performance of any particular contractor shall also be a consideration. The bidder must be authorized to do business in the Province of Ontario.

SITE VISIT

A visit to the site by each bidder is *highly* recommended. A map of the site has been attached to this tender. The attached site maps provide only estimates of the areas of grass to be cut, snow removed and are subject to minor adjustments. The mapping may not be to scale. It is the bidder's responsibility to confirm the area to be cut and snow to be removed at this location and to contact the church if further clarification is required. Please contact the Church office administrator at 519-658-4547 for any clarification.

PRICES AND BUDGETS

The Church has a strictly defined budget for the services to be supplied within this contract and reserves the right to change the scope of this contract to bring the Tender price within the available budget limits. Should it be determined that the changes in the scope of the contract are of sufficient magnitude, then the Church shall cancel the Tender. Then, at its discretion, the Church will commence a new process in order to obtain grass/weed cutting trimming and snow removal services within the budget available.

SALES TAXES

The Tender prices shall clearly show all applicable HST.

RIGHT TO AMEND REQUIREMENTS

Upon awarding the Contract, based on the information submitted in Tenders received, the Church reserves the right to work with the successful bidder to modify any of the Tender components outlined in the document that are agreeable to all parties. In the event that the chosen bidder fails to act in good faith by refusing or failing to negotiate, or fails to fulfill the intent of the Tender, or to execute any negotiated agreement within 10 business days of the award, the bidder will be considered to have abandoned all rights and interest in the contract award and the award may be cancelled without penalty. The award may then be made to the next highest ranked bidder or all Tenders may be rejected at the sole discretion of the Church.

LIMITATION OF LIABILITY

The Church enforces a strict code of ethics and attempts to always be fair in evaluating and awarding contracts resulting from any bidding process. By submitting a Tender, bidders agree that the Church will not be held liable for any amount in excess of the amount required to prepare and submit a Tender in the event that the Church is found to have erred in any manner in the award of any contract.

HEALTH AND SAFETY COMPLIANCE

Any successful bidder will be required to abide by the bidders Health & Safety Policy. A complete copy of this document is to be provide with the Tender.

CONTRACT REQUIREMENTS

Successful bidders will be required to provide the following:

a) **Insurance**

A certificate of insurance or a certified copy of the Contractor's policy shall be provided showing coverage as follows:

The Contractor shall obtain and maintain in full force and effect during the Term and, where applicable, Extended Term hereof, current and valid general and professional liability insurance with an insurance company licensed to provide such insurance in the Province of Ontario for an amount not less than \$2,000,000.00, covering the Contractor and the Church with respect to claims, demands, actions, or proceedings for sums of money, damages, costs, penalties and losses and all liability which may be imposed by law arising or resulting from the Contractor's performance of the Services.

The Contractor shall provide proof of such insurance upon executing this Agreement and at any other time as requested from time to time by the Church.

b) **Worker's Safety Insurance Board**

It is the obligation of any successful Bidder to comply with all requirements of the *Workplace Safety and Insurance Board Act*. Bidders must certify that all employees, officers, agents and sub-contractors* are covered under the *Act or prove exemption*. A WSIB certificate shall be supplied at the time of contract signing and updated every 60 days in compliance with the *Act*. Failure to supply or update this certificate as required is cause for termination of the contract.

*See Assignment below

c) **Assignment**

No party may assign any of the rights or delegate or assign any of its obligations in terms of this Grass/Weed cutting, Trimming and Snow Removal

GRASS/WEED CUTTING TRIMMING AND SNOW REMOVAL SERVICES

SPECIFICATIONS

The Vendor is responsible to supply the necessary equipment, labour and materials to cut and trim, as Specified the church property as follows:

Property located in the City of Cambridge (Hespeler) Region of Waterloo

520 Ellis Road, Cambridge, Ontario, N3C 4K1

The Vendor is responsible to supply the necessary equipment, labour and materials to Remove Snow, as Specified, the church property as follows:

Property located in the City of Cambridge (Hespeler) Region of Waterloo

520 Ellis Road, Cambridge, Ontario, N3C 4K1

1.0 GUIDELINES (Grass and Weed Cutting)

The following guidelines shall not at any time be construed as the limiting requirements to perform the work satisfactorily:

- (a) Remove all debris including garbage, limbs, and obstructions from all areas to be cut. Plus, at the start of the season (Spring) sweep the asphalt parking lots, driveway and sidewalk to remove winter debris.

- (b) Cut grass and or weeds to accepted standard from 1st May to 31st October of 2023 and optionally, at the Church discretion, 2024 and 2025.
- (c) Grass and/or weeds to be cut to a height of not less than 3 inches.
- (d) Grass and/or weeds to be cut at a frequency that does not permit any grass and/or weeds within the areas described to exceed 5 inches, unless otherwise directed by the Church.
- (e) Grass and/or weed clippings *shall not* be permitted to accumulate. Accumulation shall be removed immediately and disposed of in an acceptable manner.
- (f) Trimming will be required around all buildings, trees, shrubs, fences, roadways, including any grass the grows between the Driveway curb and Asphalt and around all other appurtenances. Sidewalks, asphalt areas, are to be kept clean from grass trimmings. If grass trimmings are heavy and unsightly, raking will be required and shall form part of your bid price.
- (g) Grass and/or weed cutting and trimming shall be carried out during daylight hours on any day of the week excluding Sundays.
- (h) Fertilize lawn and over seed in early spring and Fertilize in the fall. Fertilize application is not to be applied within fenced daycare area.

2.0 GUIDELINES (Snow Removal and Ice Management)

The following guidelines shall not at any time be construed as the limiting requirements to perform the work satisfactorily:

- (a) At the start of the season stakes are to be placed to delimit the areas to be plowed in an effort to minimize damage to vegetative areas.
- (b) Snow to be plowed from parking lot, City Sidewalk, Driveway, Driveway Sidewalk. Also, Snow is to be removed from the Main Entrance Steps and Sidewalk, Back Entrance Sidewalk, Daycare Entrance Sidewalk. At all Emergency Exits enough snow is to be removed to allow safe egress from these exists.

- (c) Salting, sanding for the above areas as required.
- (d) Areas are to be cleared by 8:00am on weekdays and 7:00am on Sundays.
- (e) Snow may be piled on the grass areas along the South Property line (but not against the fence or trees) and the Grassed triangle at the Southeast Corner of the property.

(There is a Drainage Swale that bisects this part of the property; it must not be buried by the snow removal operations, also snow is not to be piled on either side of the driveway.

- (f) Snow, plowed by the City, that blocks the driveway or sidewalk entrance to the church is to be, upon notification, removed.

GRASS/WEED CUTTING, TRIMMING AND SNOW REMOVAL SERVICES

SUBMISSION FORM

St. James' Anglican Church is requesting Tenders for Grass/Weed Cutting Trimming and Snow Removal Services for the Church for the 2023-2025 period (1 or 3-year contract is being considered), being **15th May -to- 14th May** of each year.

The Church is asking that each Tender include the total cost to cut the grass/weeds and remove snow at the Church property located at 520 Ellis Road, Cambridge noted on Pages 7 & 8 of the Tender document. In addition, the Tender should also provide a separate cost to cut grass and snow removal for each year as laid out in the form below. The Church reserves the right to include or separate the annual costs for a one year or three contracts depending on cost. Please submit your Tender for each year as follows: The prices quoted (below) are to be divided into equal monthly payments and is understood to not reflect on the work being completed each week.

PROPERTY 520 Ellis Road	Tender Price 2023	Tender Price 2024	Tender Price 2025
Grass/Weed Cutting			
Snow Removal			
SUB TOTAL			
HST			
GRAND TOTAL			
Monthly Payment Amount (Including HST)			

Salt application per visit plus HST \$ _____, \$ _____ HST 2023 – 2025 seasons

THIS FORM MUST BE RETURNED TO THE CHURCH

**ST. JAMES' ANGLICAN CHURCH
Attn: Deborah Cayer, Office Administrator
520 Ellis Road, Cambridge, ON, N3C 4K1**

Tenders will be received by the Church, at the Church Office (520 Ellis Road, Cambridge, Ontario, N3C 4K1) up to 13:00 LOCAL TIME, ON FRIDAY MAY 5th 2023. Tenders shall be submitted on this form, in a sealed envelope which shall be clearly marked "Grass/Snow Tender".

I/We hereby agree that notification of acceptance of this tender shall be in writing, and may be sent by prepaid post or email, acceptance shall be deemed to have been made on the date of the mailing of such notification.

Company Name: _____

Name: _____

Signature: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Figure 1 – Grass and Weed Cutting Areas



Figure 2 - Snow Removal Areas

