

**The Corporation of the
Town of Ingersoll**

Quotation

**No. 2011-12306
Roadside Grass Cutting**

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**TOWN OF INGERSOLL
GRASS CUTTING QUOTATION NO. 2011-12306**

INFORMATION FOR BIDDERS

A-1

(1) Scope of Work

The work under the quotation consists of cutting grass along the roadsides behind guide beam on Ingersoll Street extension and #119 (Harris Street), in Ingersoll (see attached drawings). These operations shall be carried out using string trimmers or hand mowers 4 times per season as instructed by the Director of Public Works.

All areas are to be cut around, front and behind the rail and beam to 3' (feet) below the grade to a height of 3" (inches). All grass debris is to be cleared off the roadway and boulevard area in front of the rails after each cut.

(2) Delivery and Opening of Quotations

Sealed Quotations clearly marked to their content will be received by John D. Phillips, Director of Public Works, Town of Ingersoll, 130 Oxford Street, Ingersoll, Ontario until **11:00 A.M. local time,**

THURSDAY, APRIL 28th, 2011

(3) Blank Form of Quotation

All Quotations must be upon the blank Form of Quotation annexed hereto and shall give the price for the proposed work and shall include the proper completion of all Schedules and Statements, and shall be signed.

All index and reference numbers either in the Quotation Form, Specifications, Special Conditions or Schedule is given for the convenience of the Bidder, and such must be taken only as a general guide to the items referred to. It must not be assumed that such numbering is the only reference to each item, but the Specifications and Special Provisions as a whole must be fully read in detail for each item.

(4) Examination of Site

Each Bidder must satisfy himself by personal examination as to the local conditions to be met with during the conduct of the work. He shall make his own estimate of the facilities and difficulties to be encountered.

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INFORMATION FOR BIDDERS

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(5) Ability and Experience

It is not the purpose of the Owner to award this Contract to any Bidder who does not furnish the satisfactory evidence that they have the ability and experience in this class of work and that they have sufficient capital and plant to enable them to prosecute and complete the same successfully.

(6) Acceptance or Rejection of Quotations

The Owner reserves the right to reject any or all bids or to accept any bid if it is deemed in the interest of the Owner to do so.

(7) Informal Bids

Bids which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected by the Owner.

(8) Insurance

The Contractor shall procure and maintain All Risk and Liability Insurance and shall file such with the Corporation, together with a Cover Note of such All Risk Insurance and a Certificate of Liability Insurance. The Contractor shall file with the Corporation prior to commencing work, the original policy of such All Risk Insurance or a Certificate

- (a) The All Risk Insurance shall be maintained until the works have been completed and accepted by the Town.
- (b) The Liability Insurance shall:
 - (i) Include the Town of Ingersoll only with respect to liability arising out of work performed by the Contractor in connection with
Contract 2011-12306
 - (ii) Have a limit of liability of not less than \$2,000,000 inclusive for any one occurrence.
 - (iii) Have Comprehensive Liability Insurance covering all operations and liabilities assumed under the Contract with the Town.

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INFORMATION FOR BIDDERS

A-3

(8) Insurance cont'd

- (iv) Include insurance against liability for bodily injury and property damage caused by vehicles owned by the Contractor and used on the work, and in addition, shall include insurance against liability for bodily injury and property damage caused by vehicles not owned by the Contractor, and used on the work. Each such insurance shall have a limit of liability of not less than \$2,000,000.00 inclusive for any one occurrence. A "vehicle" shall be as defined in the Highway Traffic Act.
- (vi) Be endorsed to provide that the policy will not be altered, cancelled or allowed to lapse, without 30 days prior written notice to the Town.

(9) Owner

Where herein reference is made to "Owner", "Corporation", or "Town", it shall be taken to mean the Corporation of the Town of Ingersoll.

(9) Health & Safety Clause

The Contractor will be responsible for and have control and charge of all health and safety precautions and programs and work in accordance with the applicable construction safety legislation, occupational health and safety legislation, and other regulations and general construction practices. The Contractor will also be responsible for health & safety acts or omissions of the Sub-Contractors or their agents, employees or other persons performing any other work, contracted out by the Town of Ingersoll.

Before commencement of any work relating to this contract the Contractor must first meet with the Director of Public works and fill out a "Town of Ingersoll Safe Work Permit". During this meeting the contractor must also supply proof of WSIB coverage.

The Contractor is called to the fact that workers will be working on the road allowance and must have a Traffic Plan filled out for each location as per the Ontario Traffic Manual Book 7 and all employees must be trained in their use. Traffic Plans must be approved by the Director of Public Works before any work is carried out. The cost of all necessary precautions shall be included in the price of this Quotation.

(10) Payment

Payments terms will be as follows:

- (a) Request for payment may be made after each scheduled cut.
- (b) Payment terms will be 30 days upon receipt of invoice

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INFORMATION FOR BIDDERS

A-4

(10) **Payment** cont'd

- (c) There will be no additional costs for extra items unless prior approval for such has been given by the Director of Public Works.
- (d) HST will not be included in the bid price but will be added to each invoice.

(11) **Suspension of Work**

The Director of Public Works may, by an order in writing, at any time stop or suspend any part of the work, or direct any portion to be commenced or completed in priority to any other part or portion, or may cancel the order to proceed with the work, or with any part thereof, and the Contractor shall not thereby be entitled to any additional payment or to any claim for loss or profit, or anticipated profit, or for damages or otherwise, howsoever, by reason or such order.

(12) **No Spirituous Liquors**

The Contractor shall neither permit nor suffer the introduction or use of spirituous liquors on or about the work assigned to him.

(13) **Director of Public Works Sole Judge**

Should any discrepancies appear, or differences of opinion or misunderstanding arise as to the meaning of the Contract or of the General Conditions or Specifications as to any omissions there from or miss-statements therein in any respect, or as to the quality or dimensions, or sufficiency of the materials, plant or work, or any part thereof, or as to the measurement or quantity or valuation of any works executed, or to be executed under this Contract, or as to extras thereupon, or deductions there from, or as to any other questions or matters arising out of the Contract, the same shall be determined by the Director of Public Works

**TOWN OF INGERSOLL
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FORM OF QUOTATION

B-1

**CONTRACT: 2011-12306
GRASS CUTTING**

Contractor:

Contractor's Name

Contractor's Address

Contractor's Telephone No.

Contractor's FAX No.

Contractor's E-Mail Address

Name of Person Signing for Firm
(PLEASE PRINT)

Position of Person Signing

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FORM OF QUOTATION

B-2

TO: THE COUNCIL OF THE TOWN OF INGERSOLL

**RE: CONTRACT:2011-12306
Grass Cutting**

Sirs:

The Contractor has carefully examined this Quotation and has carefully examined the site and location of the work to be done under this Contract. The Contractor also understands and accepts the said Provision, Plans, Specifications and Conditions, and for the price set forth in this Quotation, hereby offers to furnish all machinery, tools, apparatus and other means of construction, and furnish all materials, except as otherwise specified in the Contract, and to complete the work in strict accordance with the Provisions, Plans, Specifications and Conditions referred to in the said Schedule.

The Contractor understands and accepts that any quantities indicated are approximate, and are subject to increase, decrease, or deletion, entirely if found not to be required.

TOTAL Cost per Cut

\$ _____

If this Quotation is accepted, the undersigned agrees to the proper fulfilment of the Contract as required under the terms in Information to the Bidders and Special Terms section of this contract.

Bidders Signature

(
(_____
(
(_____

Witness

(_____

Dated at _____

This _____ day of April, 2011

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SPECIAL PROVISIONS

C-1

(1) **Timing**

Once the contractor has been notified by the Director of Public Works to carry out the work it shall be completed within 5 working days.

(2) **Working With the Public**

The Contractor is called to the fact that the work under this Contract is working in the vicinity of the Public. The Contractor shall take all necessary precautions to protect Public from injury during cutting operations. Such precautions shall be subject to the approval of the Director of Public Works. The cost of all necessary precautions shall be included in the price of this Quotation.

(3) **Cleanliness of Work**

The Contractor shall keep all his work and the areas occupied by him in a neat, clean and orderly condition at all times.
All grass debris is to be cleared off the roadway and boulevard area in front of the rails after each cut. Such debris may be spread over the grades behind the rail areas.