

THE CORPORATION OF THE TOWNSHIP OF LAKE OF THE WOODS

PROPOSAL NO: 15-4603

PROPOSAL FOR: CEMETERY GROUNDS KEEPER

CLOSING DATE TIME: April 6th, 2015 4pm LOCAL TIME

PROPOSAL OPENING LOCATION, DATE, TIME:

Bids will be opened at the Bergland Council Chambers, 7705B Hwy 600 Bergland ON April 7th, 2015 at 7p.m.

To be considered Proposals must be in the municipal office by 4pm April 6th, 2015.

Instructions for Proposals:

- Carefully read all Terms and Conditions
- A completed proposal must be received at the designated location prior to closing date and time to be considered valid.
- The successful bidder will be notified by means of a letter.
- The Township reserves the right to reject any or all proposals or to accept any proposal, should it deem it in the interests of the Township to do so, and in particular, if only one proposal is received, the Township reserves the right to reject it.
- Further information on project may be obtained from Patrick W Giles @ 852-3529.

_____Initials

PROPOSAL FORM

THE CORPORATION OF THE TOWNSHIP OF LAKE OF THE WOODS

PROPOSAL FOR: CEMETERY GROUNDS KEEPER

UNDER CONTRACT NO: 15-4603

BY _____

(Name of Firm or individual)

Address _____

Name of person Signing for firm _____

Position of person Signing for Firm _____

I/We the undersigned, having carefully examined the site of the proposed work and having read, understood and accepted the Provisions, Duties, Term & Conditions attached hereto, each and all of which form part of this proposal, hereby offer to furnish all machinery, tools, labour, apparatus, plant and other means construction, all materials, except as otherwise stated in the Contract; and to complete the work in strict accordance with the Provisions, Duties Term and Conditions hereto attached for the prices shown in the attached schedule of prices which forms part of this Proposal.

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

SCHEDULE OF UNIT PRICES AND FORMING PART OF THE PROPOSAL NO: 15-4603

| <u>Item No</u> | <u>Description of Item</u> | <u>Total Price</u> |
|----------------|--|--------------------|
| a) | Leveling plot removal of debris & brush, hourly rate (one person) | \$ _____ |
| b) | Supply labour, mower(s) & whipper(s) etc to mow and whip grass in Bergland Cemetery hourly rate (minimum of 2 people) | \$ _____ |
| c) | Supply labour, mower(s) & whipper(s) etc to mow and whip grass in Morson Cemetery, hourly rate (minimum of 2 people) | \$ _____ |
| d) | Add applicable HST@ 13%. | |

Notes _____

_____ Initials

The Contractor is responsible for all payroll cost of his/her including, but not limited to the following items such as CPP, EI, WSIB, EHT and all other applicable taxes or rates. And stay in compliance during the term of the agreement.

Work to be completed under SPECIAL PROVISIONS, DUTIES and TERM.

I/WE agree that the work specified in this contract will be performed in strict accordance with the following Provisions, Duties & Term of Contract:

A: SPECIAL PROVISIONS

The contractor is to supply all the necessary labour, mowing & whipping equipment and materials, including gas, oil, parts maintenance of equipment and transportation of all necessary equipment & supplies. Successful contractor must provide a clearance certificate from WSIB. The contractor may be required to carry liability insurance coverage during the term of the contract.

B. DUTIES: These are the duties for the Cemetery Grounds Keeper.

- a. will be governed by the Township of Lake of the Woods cemetery rules.
- b. will report directly to the Road Superintendent.
- c. will report any problems to the Council through the Road Superintendent and the cemetery committee.
- d. will complete mowing and whipping of grass, usually as follows: May to July 2 to 3 times per month and August to October once or twice a month.
- e. The Contractor is to certify compliance with the Accessibility for Ontarians With Disabilities Act 2001 (AODO), WHIMS and all other health and safety training requirements.
- f. The Contractor must provide a clearance certificate from WSIB such certificates may be required every three months.
- g. This is a contract for service and is not to be construed as an employer employee relationship.
- h. The contractor will be required to carry liability insurance for the duration of the contract.

C: TERM OF CONTRACT: APRIL 1, 2015 TO MARCH 31, 2015 and may be extended upon mutual agreement.

Signed at the _____ of _____ District of Rainy River.
this day of 2015.

Witness or Seal of Corporation

Signature of Contractor

PROPOSALING REQUIREMENTS

1. Proposal for CEMETERY GROUNDS KEEPER.
2. Proposals shall be enclosed in a sealed envelope marked in the lower left-band comer "PROPOSAL FOR CONTRACT 15-4603 and be addressed to the Corporation of the Township of Lake of the Woods, Box 427 Rainy River, ON POW IL0. If Proposals are delivered by hand they shall be taken to the municipal office at 211 4th St, Rainy River, ON.
3. A Proposal may be withdrawn prior to closing.
4. The Proposal form must be signed and sealed in the spaces provided by a responsible official of the bidding organization. If a joint Proposal is submitted, it must be signed and sealed separately on behalf of each company.
5. Proposals shall be submitted by the date and time specified and on the Proposal Form attached hereto and must be properly signed and witnessed, or signed and sealed if the bidder is a corporation.
6. Proposals must be legible. Proposals which are incomplete, unbalanced, conditional, or obscure, or which contain erasures or alterations, not properly initialed, or irregularities of any kind, may be rejected as informal or void.
7. Inquires during bidding relative to the contract shall be directed to the Municipal Office: phone 852-3529
8. Following the opening and checking of Proposals, the Clerk will notify the successful bidder that Council has accepted this Proposal, subject to execution of the contract.
9. Notice of acceptance of Proposal will be by written form of notice.
10. The successful bidder shall provide proof of coverage for employees for mandatory items such as CPP, EI, WSIB and EHT. And stay in compliance during the term of the agreement.

SPECIAL PROVISIONS CONTRACT PRICES AND PAYMENTS

The contractor shall provide an invoice to the Township once a month after commencing work on the Contract. Invoice shall indicate work done in accordance with the terms of the contract. Payments shall be issued only once per month. The Contractor shall submit invoices to Municipal Office, and be received, no later than 12 noon of the Monday prior to the first Tuesday of each month. Payments will be released after Wednesday of same week and according to request of Contractor will be either mailed out or available for pick up. Invoice received after deadline may not be paid until next following month. Statutory holdbacks may apply.

SUPPLEMENTAL INFORMATION FOR THE PROPOSAL

In 2015 the total approximate hours billed (with 2 people working) for May through September for each cemetery was a follows: Bergland Cemetery **28 hours** and Morson Cemetery **13 hours**.

This information is provided for estimating purposes and each year may be different due to weather conditions. These hours were based on two people.

____Initials