

# THE CORPORATION OF THE TOWNSHIP OF LAKE OF THE WOODS

PROPOSAL NO: 15-4604

PROPOSAL FOR: RECREATION HALL CUSTODIAN

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.

PROPOSAL FORM

THE CORPORATION OF THE TOWNSHIP OF LAKE OF THE WOODS

PROPOSAL FOR: RECREATION HALL CUSTODIAN

UNDER CONTRACT NO: 15-4604

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: 15-4604

<u>Item No</u>	<u>Description of Item</u>	<u>Total Price</u>
a)	For minor repairs, cleaning of Bergland Hall, cleaning of Morson or Bergland Council Chambers collection & removal of garbage to outside box, ice/snow removal, <b><u>hourly rate.</u></b>	\$ _____
b)	Cleaning Bergland Hall after a dance, wedding, social etc in excess of regular monthly cleaning(s) <b><u>per time rate.</u></b>	\$ _____
c)	Cleaning Morson Hall after dance or social events in excess of regular monthly cleaning, <b><u>per time rate.</u></b>	\$ _____
d)	Grounds maintenance/mowing etc at Bergland hall, <b><u>per time rate.</u></b>	\$ _____
e)	Grounds maintenance/mowing etc at Morson hall, <b><u>per time rate.</u></b>	\$ _____
f)	Mow and whip the ball field and playground/ public works yard, including collect and dispose of garbage/debris, <b><u>per time rate.</u></b>	\$ _____
g)	<b><u>Hourly rate</u></b> for additional approved work.	\$ _____
h)	HST @13%.	

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.

The Contractor is to certify compliance with the Accessibility for Ontarians With Disabilities Act 2001 (AODO) requirements. The Contractor must provide a clearance certificate from WSIB. This is a contract for service and is not to be construed as an employer employee relationship. The contractor will be required to carry liability insurance for the duration of the contract. 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.

1. B. DUTIES OF CUSTODIAN

- a) will report directly to the Road Superintendent & will deal with emergency/urgent issues with the Road Superintendent.
- b) will have the Road Superintendent authorize all major jobs to be done such as stripping floors, including major cleanings, rental of specialized equipment and supplies etc.
- c) may be required to purchase supplies in accordance with the approved municipal purchasing policies.
- d) will have repairs to the halls approved by the Road Superintendent, excluding those minor items to be performed by the custodian (i.e. light bulbs etc)
- e) may be responsible for scheduling at the community halls and recreation areas.
- f) will be responsible for the collection of rental fees, all monies for events held to be submitted to the Clerk-Treasurer in a timely manner following the scheduled event.
- g) may be requested to do general maintenance or repairs of the buildings, including taking & submitting water samples for testing for the Bergland & Morson halls as may be required from time to time.
- h) will be responsible for the janitor services at both halls, including collection & removal of garbage to outside box(es).
- i) will be responsible for the grounds maintenance around both halls and public works yard. Mowing and trimming should be done together so that the halls have a constant neat appearance. Trimming should be done after every second mowing. Includes ice/snow removal from steps & walkway.
- j) will be responsible for the mowing, whipping and garbage/debris removal of the ball field.
- k) will be responsible for the cleaning of Bergland or Morson council chambers once each month.
- l) will be responsible to ensure the premises are clean prior to an arranged useage of a hall and shall be cleaned within 2 days of an event.
- m) will be responsible when the halls are rented for more than one day, to attend the hall each day and do any necessary cleaning such as bathrooms, sweeping etc. Supplies should be checked and refilled if necessary ensuring the conditions of the hall is documented.
- n) May be required to attend the hall with the renter to ensure the renter is familiar with the operations of the hall, i.e. the air exchanger, lights etc.
- o) will complete cleanings at the Bergland facility and at the Morson facility as necessary.
- p) will be responsible to make every effort to conserve expenses wherever possible. i.e. the turning off of all unnecessary lights and hydro burning appliances of all kinds when the hall is not in use. And to adjust the heat/cooling system when the halls are not in use.
- q) 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.
- r) The Contractor must provide a clearance certificate from WSIB, such certificates may be required every three months.
- s) This is a contract for service and is not to be construed as an employer employee relationship.
- t) The contractor will be required to carry liability insurance for the duration of the contract.

\_\_\_\_\_initials

C: TERM OF CONTRACT:

Signed at the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

District of Rainy River.

\_\_\_\_\_  
Witness or Seal of Corporation

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_intitals

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PROPOSALING REQUIREMENTS

1. Proposal for RECREATION HALL CUSTODIAN.
2. Proposals shall be enclosed in a sealed envelope marked in the lower left-hand corner "PROPOSAL FOR CONTRACT 15-4604" 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.
  - a) 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.
  - b) Notice of acceptance of proposal will be by written form of notice.
  - c) The successful bidder shall provide proof of coverage for employees for mandatory items such as CPP, EI, WSIB and EHT.

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 2010 the total approximate hours billed (with 2 people working) for May through September for each park was as follows: Bergland Hall including garage area and ball diamond 27 hours Morson Hall and park area 17.5 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.

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