

REQUEST FOR TENDER 2010-49

Grounds Maintenance and Snow Removal Services for the Caledon Centre for Recreation & Wellness, 14111 Regional Road 50 North, Bolton and the Caledon Seniors Centre, 7 Rotarian Way, Bolton

Sealed bids for the above, one original and one copy, on the supplied forms and in a clearly marked envelope, are to be delivered to the Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6, **prior to 2:00:00 P.M. LOCAL TIME** (as per time clock located in the Purchasing & Risk Management Division) **on 7 September 2010.**

The Town of Caledon is soliciting bids from qualified Bidders to furnish all labour, equipment and materials to provide grounds maintenance, including mowing, trimming, pruning, and raking and snow removal services, including sanding, salting, ice removal, windrow removal from street ploughs and winter maintenance for the Caledon Centre for Recreation & Wellness and the Caledon Seniors Centre in accordance with the terms, conditions and specifications herein.

Contract Term - The contract shall be for three (3) years, and pricing shall remain firm for that period; being 15 November 2010 through to 15 November 2013. The contract start date shall be 15 November 2010.

The Town reserves the right to extend contract for two (2) additional one (1) year terms, under the same terms and conditions and based upon mutual agreement.

The intent is to award the grounds maintenance and snow removal services to one Bidder. **Subcontracting will not be allowed.** The Town of Caledon reserves the right not to enter into an agreement due to the lack of availability of funding.

Scheduled Site Meeting

A scheduled site meeting to review/examine the site will be held on **24 August 2010**. The meeting will be held at **10:00 a.m.** at the Caledon Centre for Recreation & Wellness, 14111 Highway 50 North, Bolton. It is strongly suggested that any interested Bidder attend this meeting to ascertain the scope of work and site conditions. The Bidder will accept the site conditions and the requirements of the work, as is, whether this site meeting is attended or not. No modifications to the Bid will be accepted after closing of this bid. Regardless of attendance, all Bidders are expected to understand the scope of work and the site conditions.

Bid Deposit

Each Bid must be accompanied by a Bid Deposit in the form of a certified cheque, bank draft, money order or irrevocable letter of credit in the amount of **\$2,000.00**, made payable to The Corporation of the Town of Caledon as surety that, if the Bid is accepted, a Contract will be entered into for the proper performance of the work. The Bid Deposit of the Bidder whose Bid is accepted shall be forfeited by the Bidder should the Bidder fail to execute a contract and provide the necessary documents as required within this document (such as satisfactory security, insurance certificate, Workplace Safety and Insurance Board letter of clearance, Health and Safety Policy) within seven days after receiving written notice from the Town of the award of the contract to the Bidder. Certified cheques, bank drafts or money orders are to be drawn on a Canadian Chartered Bank.

Bids that do not contain the required Bid Deposit will be declared non-compliant and will be rejected.

Bids received after the deadline, whether delivered personally, or if mailed, regardless of postal markings, will not be opened. Fax or electronic (email) submissions will not be accepted. The onus is on the Bidder to ensure that the Bid is received in the proper location and before the closing time.

Documents may be obtained from the Town of Caledon, Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon L7C 1J6 or Bidders may choose to have an electronic PDF document emailed. Contact Maria Giovannone at maria.giovannone@caledon.ca to arrange for the document to be emailed.

Diana Serrano, CPP
Senior Buyer
Purchasing & Risk Management Division, Corporate Services Department