



**THE CORPORATION OF TOWNSHIP OF SOUTH GLENGARRY
6 OAK STREET, P.O. BOX 220
LANCASTER, ONTARIO**

**REQUEST FOR QUOTATION
NO. 27-2021
Supply of Tree Removal Services**

CLOSING DATE for submission of Proposal is 1:00 p.m. on October 25, 2021.

Your proposal shall be submitted by email to the Clerk, Kelli Campeau:
kcampeau@southglengarry.com

All inquiries should be directed to Sherry-Lynn Servage,
Director of Parks, Recreation and Culture

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Information to Proponents

1. INTRODUCTION

The Corporation of South Glengarry hereby invites bids for the provision of Tree Services as outlined in this Request for Quotation.

2. SCOPE OF WORK

The Supplier is responsible for the chipping of all branches from the work site upon completion of tree removal, inventory indicated in Article 19 of this document. Wood chips will be disposed of by the successful proponent.

Stumps left from tree removals must be left no higher than 1” above the highest point of soil.

The supplier must comply with all government regulated disposal methods and sites (Example: Ash Disposal methods for Emerald Ash Borer controlled zones).

Work in progress sites shall not be left unattended without eliminating all hazards and installing approved work site isolation barriers.

The Supplier’s crew will pick up all tree debris within the designated work area. Any concerns to be rectified shall be immediately reported to the Director of Parks, Recreation and Culture.

3. PERIOD OF CONTRACT

The supplier will have 25 working days (4 weeks) in order to complete the work outlined in this Request for Quotation with a completion date of December 3, 2021.

Under certain circumstances (example: extended adverse weather conditions) the Director of Parks, Recreation and Culture or designate may grant a completion extension

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equivalent to the number of adverse weather days. Hours available to work shall be from 7:00 a.m. to 5:00 p.m. Monday through Friday.

Should any restoration be required for turf damages from equipment, the supplier shall complete all restoration at their sole expense.

4. QUALITY OF SERVICE

The Supplier shall provide all required equipment and manpower to ensure efficient and effective tree maintenance services.

The successful Supplier shall complete the work as outlined in this Request for Quotation. Any work inadequately completed shall be corrected by the supplier as directed by the Township representative at no cost to the Township.

Work sites must be kept protected and safe at all times. Work site shall be raked neat, parking lot, and pathways shall be cleaned. Windblown debris is also the responsibility of the supplier.

Sidewalks and roadway are to be blown free of debris created by the tree maintenance operations. All debris shall be removed off site. On a daily basis, litter and debris collected shall be disposed of at an off-site location at the Supplier's expense. Garbage shall not be placed in garbage receptacles in the parks, garbage dumpsters in the Parks & Recreation facilities or any other Township department dumpster or site that would incur a cost to the Township.

Adjacent trees that are damaged by the Supplier's operation shall be repaired or replaced at the Supplier's expense and to the satisfaction of the Township representative.

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5. DAMAGE TO STRUCTURES, SERVICES, TREES AND TURF

The supplier shall confine movement of heavy equipment and storage of materials to a predetermined area. Do not store materials or place equipment over root systems. Equipment is not to be fueled within the drip line of a tree or over any grassed area. No fluid leaking equipment is permitted on the job site. Clean-up and property damage due to unforeseen equipment leakage is solely the responsibility of the Supplier.

If any existing tree is injured and does not survive the following year due to negligence or sub-standard operations, it will, where practical, be replaced with a tree of similar size and value as directed by the Township Representative. Should the destroyed tree be of such a size or shape that it cannot be feasibly replaced, the Supplier shall compensate the owner to the sum of \$50.00 per centimeter diameter (DBH), measured at four and a half feet (4.5 ft.) above ground, per destroyed tree. **The use of any weed killer or neutralizer is strictly prohibited.**

All tree work is to be carried out in a consistent uniform manner, using the prescribed equipment and any other prescribed methods to achieve the specified goals. All work shall be completed to the satisfaction of the Township Representative.

Concerns deemed by the Township Representative due to delays not attributed to the performance of the Supplier may be rectified at the Township's expense with use of parks staff or additional alternate Suppliers if the successful Supplier is unable to provide sufficient equipment and manpower within the time frame in the specifications of this contract. The decision to use forces other than the successful Supplier will be the sole decision of the Township. There will be no compensation for the successful Supplier in the event of using other forces.

The successful Supplier may be asked to adjust the work completion date to meet a special requirement brought up by the Township Representative.

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The Supplier shall take all necessary steps to acquaint themselves with the nature and location of all plants, trees, structures and soil conditions existing within the area covered by the contract. The Supplier will notify the Township Representative immediately of issues or damage that occurs.

6. EQUIPMENT

The Supplier shall supply all equipment necessary to perform the work to the satisfaction of the Township Representative as included in the submission to the Request for Quotation.

All Original Equipment Manufacturer (O.E.M.) safety devices must be in place and activated during the performance of this contract.

All equipment, bucket truck, pick up etc. except the chipper must have the name of the supplier visible.

The parking of vehicles and trailers should be well defined with proper signage. The Supplier should refer to and comply with the Ontario Traffic Manual Book 7 (latest revisions) for temporary signage required for maintenance along a roadway (if applicable). The Supplier shall be responsible for the preparation of a traffic management and control plan as per the Ministry of Labour's requirements. This includes but is not limited to: supply and install all traffic control and pedestrian control devices, purchase any permits for specific traffic control set-ups (if applicable).

7. OWNERSHIP

Suppliers must have physical legal possession (ownership, lease, etc.) of the equipment being offered for rental at the time of submission. Proof must be made available to the Corporation upon request. The same item of equipment must not be submitted for consideration more than one time or, by another Respondent, with respect to this quotation.

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8. OPERATORS

The operator of each piece of equipment shall be fully trained, qualified, and experienced in operation of such equipment. Only staff that have been listed and certificates given will be allowed to work on this tender also only the qualified ISA or equivalent staff members may trim/remove trees, staff that do not have this qualification are to be used as grounds persons only.

If the operator of any piece of equipment is not performing or operating the equipment safety or to the satisfaction to the Township Representative, they shall have the right to suspend the operation and have the equipment and operator removed from the job site.

9. DAILY REPORTING

The Supplier is to notify the Township Representative by text once arrived onsite each day, prior to starting the work. After finishing for the day, a cell phone text is to be sent with a summary of work completed. The Supplier or designate must be reachable during the working hours of this contract by cellular telephone, number to be supplied.

10. STAFF KNOWLEDGE/PERSONAL PROTECTIVE EQUIPMENT

Suppliers shall ensure that their staff is aware of all safety regulations in relation to the handling of equipment specified in this contract. Further, the Supplier shall ensure that all works wear C.S.A. approved equipment where required under applicable regulation including green patch safety footwear, safety glasses, fluorescent yellow/orange safety vests, long pants or coveralls with reflective strips, sleeved shirts and all chainsaw safety gear when working on Township property. If the operator's clothing, safety gear or any piece of equipment is not presentable or in good operating condition, the Township Representative shall have the right to suspend the operation and have the equipment and operator removed from the job site.

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The Supplier and all of their employees must comply with Ministry of Labour regulations and the Township of South Glengarry's Health and Safety Policy. Workers are required to wear CSA approved hearing protection while operating equipment.

Supplier shall ensure that all work on this contract is in accordance with Canada Health and Safety Regulations and the Ontario Health and Safety Act.

The successful Supplier's personnel shall be required to be neat, polite, courteous, and sober at all times and shall perform their duties in a manner, which shall present a high level of public relations for the successful Supplier and the Township of South Glengarry.

The Supplier shall provide and maintain the necessary First Aid items and equipment as called for under the first aid regulations of the Workplace Safety & Insurance Board Act.

The Supplier agrees to instruct all personnel working in the public on the importance of being courteous and maintaining good relations with the general public and to refer any comments or complaints to the Parks, Recreation and Culture Department.

The successful Supplier shall assume all financial responsibility for loss or damage of equipment while performing work pursuant to this tender and personal injury sustained by himself/herself and/or their employees engaged in their work.

11. INSPECTION, SUPERVISION AND DISCIPLINE

The Township Representative will inspect and report on the progress of the work, quality of work and the health and safety aspects of the work. The Township will be the sole judge of the adequacy and completeness of the work. Claims for extra compensation will only be considered for work authorized, in writing, by the Township as an addition to the work specified herein.

The Township Representative will inspect the work accomplished and advise the Supplier in writing of concerns (if applicable). It will be the responsibility of the Supplier to correct these concerns within three (3) days of notice, at no additional cost to the Township.

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Issues or concerns not corrected by the Supplier may be completed by Township staff or an alternate Supplier that is contracted by the Township. The cost will be deducted from payment for the services related to this Tender. Unresolved issues or concerns will be directed to the Director of Parks, Recreation and Culture to be resolved, and such decision will be final.

Failure to comply with the contract requirements will be deemed Breach of Contract and may result in termination of the contract.

12. ADVERTISING AND IDENTIFICATION

No advertising of any sort will be allowed on any Municipal property or structures. Suppliers are required to provide signage on each transport vehicle on-site, sufficient to provide the name and telephone contact information of the supplier.

13. PUBLIC RELATIONS

The Supplier, as a result of being the successful supplier must treat the public with the utmost respect. The Supplier shall advise the Township Representative of all complaints received within twenty-four (24) hours however the preference being ASAP.

14. ACCESS AND SERVICES

The Supplier shall have access to the site as directed by the Township. As and when required, the Supplier shall verify on site all underground and aboveground services and be fully responsible for locating and staking of said services on the site by the public utility companies. The Supplier shall at all times allow for access to the site by others.

INFORMATION AND GENERAL SPECIFICATIONS

15. BID OPENING AND ADDENDUM

Bids shall be delivered by email to the Clerk, Kelli Campeau (kcampeau@southglengarry.com) on or before 1:00 p.m. (local time) on Monday

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October 25, 2021. Submissions received at 1:01 p.m. or later will be deemed to be late and non-compliant and will not be opened.

Submission results will be included in an upcoming Council meeting and will be awarded.

15.1 Ability and experience of Supplier

It is the intention of the Corporation to award this contract to a supplier who does furnish satisfactory evidence that they have the ability and experience in this class of work and that they are able to complete the project in the time named in the contract. References may be requested by the Corporation and relied upon by the Corporation.

15.2 Right to accept or reject quotation

The Corporation reserves the right to reject any or all quotations. The selection of the successful supplier will also be based on references and past performance of the supplier.

The following bids will be rejected:

- Late bid (Bid received after closing time as specified in the quotation document)
- Quotation Bid Form not completed
- Quotation Bid Form not signed
- Addendum not attached (if applicable)

15.3 Award

It is the intent of the Corporation to award this quotation to the most responsive and responsible supplier(s), based upon the submissions received. The Corporations decision as to the award will be final. This contract may be awarded in part, in whole or not at all.

15.4 Withdrawal of Quotation

Requests for withdrawals of quotations received prior to closing time will be allowed. However, withdrawal requests received after the closing time will not be allowed.

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15.5 Clarification

It shall be the Supplier's responsibility to clarify any points in question with Purchasing Services of the Corporation of the Township of South Glengarry.

Questions arising during bidding period should be directed by email no later than October 19, 2021 at 4:00 p.m. to

Director of Parks, Recreation and Culture

Sherry-Lynn Servage

slservage@southglengarry.com

Any responses made on behalf of the Corporation will be via email. Any issuance of an addendum will be posted on the Township website on October 20, 2021.

15.6 Addendum

If applicable, addendums will be posted on the Township website on October 20, 2021. All such changes shall be in the tender and shall become part of the contract. The addendum must be printed, signed and returned with the form of quotation. It is the responsibility of the Supplier to check the Township website.

15.7 Non-Mandatory Site Visit

There will be a non-mandatory site visit at the location specified below on Tuesday, October 19, 2021 at 11:00 a.m.

Glen Walter Regional Park

Kilkenny Street

Lower Parking Lot

INSURANCE AND COVERAGE REQUIREMENTS

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16. INSURANCE

The successful Supplier shall at its own cost and expense, obtain and maintain in full force and effect the following insurance coverage throughout the term of the Contract (including any renewal thereof) issued by a Company duly registered and authorized to conduct insurance business in the Province of Ontario.

Prior to the commencement of the Work, the successful Supplier shall provide and deliver original Certificates of Insurance or Certified copies of each such insurance policy or policies, as evidence of the Supplier's insurance coverage signed by an authorized representative of the insurer together with true copies of any amending endorsements on terms satisfactory to the Township of South Glengarry.

16.1 Insurance Requirements

Broad form Commercial General Liability Policy for a limit of not less than **\$5 Million (\$5,000,000.00)** dollars on an occurrence basis with respect to third party liability claims for bodily injury, property damage including loss of use thereof, personal injury.

This policy shall include but not be limited to:

- Premises and Operation Liability
- Blanket Contractual Liability
- Products and Completed Operations
- Tenants' Legal Liability
- Non-Owned Automobile Liability
- Owner's and Contractor's Protective Liability
- Contingent Employers' Liability
- Cross Liability and Severability of Interest Clause

The policy shall be endorsed to include the following additional insured language indicating the Tender description and number:

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“The Corporation of the Township of South Glengarry shall be named as “Additional Insureds” with respect to liability arising out of the activities performed by, or on behalf of the Supplier”.

16.2 Owned Automobile Liability Insurance

The successful Supplier shall comply with all requirements of the current legislation of the Province of Ontario having an inclusive limit of not less **than 2 Million (\$2,000,000.00)** dollars per occurrence for bodily injury, death, and damage to property, covering all licenced vehicles owned, leased, operated or used by the Supplier in any manner in connection with the performance of the terms of this Contract. The Supplier shall provide the Township of South Glengarry with confirmation of such automobile insurance coverage.

16.3 Supplier’s Tools and Equipment/Property Insurance

The successful Supplier shall be solely responsible to maintain its own tools and equipment insurance/property insurance, as may be applicable, with respect to loss or damage (including fire, theft, burglary etc..) of its own property and property in its care, custody and control, including owned and non-owned machinery and equipment, tools, used in connection with the performance of the Work.

The Supplier shall provide the Township of South Glengarry with confirmation of such insurance and shall not allow subrogation claims by the insurer against the Township.

17. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) COVERAGE

The successful Supplier must have proper WSIB coverage.

18. COMMERCIAL VEHICLE OPERATOR REGISTRATION (CVOR) LEGISLATION

The selected Supplier is to be known as the operator with regards to Commercial Vehicle Operator Registration Legislation as defined in the Highway Traffic Act.

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The Supplier may be requested to provide a CVOR Abstract. Only suppliers with acceptable safety ratings will be considered.

DETAILED OUTLINE OF WORK AND BID FORM

Tree removal will take place within Glen Walter Regional Park. Work will be completed between November 8, 2021 and December 3, 2021. Additional details regarding scope of work can be found in Article 1 and Article 2 of this document.

19. TREE REMOVAL INVENTORY

Species	Polewood 10-24 cm	Small 26-36 cm	Medium 38-48 cm	Large 50 cm+	Total Number of Trees
Ash	77	28	9	1	
Elm	3	4	1		
Total	80	32	10	1	123

19.1 The diameter of the trees is taken at approximately 1.3 metres from the ground. Trees marked for removal in 2021 are marked with a blue dot on the South side and two blue lines on two sides of the tree. Trees will be identified during the non-mandatory site visit as specified in Article 15.7 of the document. Once the RFQ is awarded, the Township Representative will provide an initial site visit meeting with the successful proponent to review the identified trees for removal.

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20. REQUEST FOR QUOTATION #27-2021 BID FORM

SUPPLY OF TREE REMOVAL SERVICES

(To be submitted with Original and each copy of Proposal Submitted)

The proponent offers to provide the services detailed herein, to the acceptance of the Township of South Glengarry for the following stated prices:

#27-2021 Bid Form		
<u>Task</u>	<u>Fees</u>	<u>Total</u>
Tree Removal Size 10-24 cm 80 Trees		
Tree Removal Size 26-36 cm 32 Trees		
Tree Removal Size 38-48 cm 10 Trees		
Tree Removal Size 50 cm+ 1 Tree		
Additional Costs – identify below:		
SUBTOTAL =		
HST (as applicable):		
TOTAL PRICE =		

Company/Proponents Name: _____

Proponents Signature: _____

Address: _____