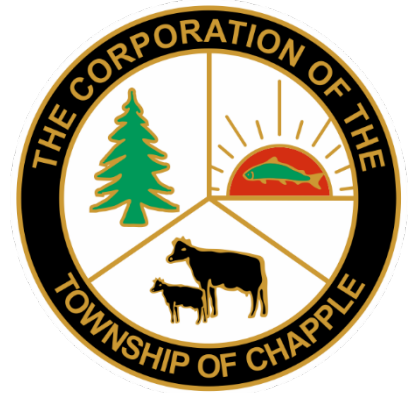


TENDER FORM FOR GRASS CUTTING & TRIMMING SERVICES FOR THE TOWNSHIP OF CHAPPLE TENDER# 2026-01

**Closing Date: May 22, 2026
Closing Time: 3:00 p.m.**

Township of Chapple
54 Barwick Road
P.O. Box 4
Barwick, ON
POW 1A0
Email: cao@chapple.on.ca



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General Description of Tender #2026-01

The Township of Chapple is inviting proposals for grass cutting and trimming services within the Township of Chapple.

Please submit your completed tender forms and deliver before the closing date and time as indicated in this tender package.

Scope of Tender #2026-01

The scope of the work involves the supply of necessary labour, equipment, and services to complete the Grass Cutting and Trimming of Municipal Property and Cemeteries located within the Township of Chapple for the 2026-2029 seasons.

1. Areas are to be free of debris prior to cutting (garbage, etc.).
2. Trimming must be done around all benches, garbage cans, streetlights, flower beds, monuments, etc.
3. If grass cutting results in windrows, grass must be raked or picked up.
4. Cut grass cannot remain on sidewalks, up against buildings, playgrounds areas, pavilions, etc.
5. Municipal facilities are not for contractor use or storage.

Onsite Meeting

Onsite meeting will take place Friday May 8 at 1:00 pm, beginning at the Chapple Municipal Garage on 54 Barwick Road. Contractors will be able to visit municipal properties referenced in this tender. This will be the only onsite meeting.

Schedule

The contract shall commence June 1, 2026, and the last mowing to be no later than September 30 of every year, as weather permits, or as arranged by the Township of Chapple. All areas are to be cut and trimmed as needed, weather permitting. The Township of Chapple deems that mowing is not necessary if the grass is less than 4 inches in height. The Township of Chapple reserves the right to adjust the frequency of cutting as it deems necessary.

Certifications

A copy of contractor's insurance policy and proof of liability/WSIB coverage will be required prior to contract commencement date.

Submission Process

Via post: Submit one (1) copy of tender form and any additional applicable documentation in a sealed envelope quoting the tender number, marked "confidential" and deliver before the closing date and time at the address below:

Submissions are to be delivered to:

Cindy Nielson – CAO/Clerk-Treasurer
Township of Chapple
54 Barwick Road, P.O. Box 4
Barwick, ON
P0W 1A0
Re: Tender #2026-01 – Grass Cutting & Trimming Services

Via email:

Must contain all mandatory information specified and must be received before the closing date and time to the email address listed below and contain the following on the subject line:

cao@chapple.on.ca

Re: Tender #2026-01 – Grass Cutting & Trimming Services

Tender forms will be signed by the individual offering his/her services and will provide the name(s), title(s), addresses, email(s) and telephone number(s) of the individual(s) to be contacted during the evaluation process.

All proposals shall become property of the Township of Chapple.

It is the responsibility of each respondent to submit all required documents as outlined in this tender. Any expenses incurred by the respondent in the preparation of the tender submission are entirely the responsibility of the respondent and will NOT be charged to the Township of Chapple.

Submissions will not be accepted after 3:00 p.m. CST May 22, 2026. Proposals received after the official closing time will NOT be considered during the selection process.

General Terms and Conditions

Rights of the Municipality

1. The Township of Chapple is not liable for any costs incurred by the contractor in preparation of their response to the tender or selection interviews, if required. The Township of Chapple shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any contractor prior to, after, or by reason of the acceptance of non-acceptance by the Township of Chapple of any bid or reason of any delay in award of the contract.
2. The lowest submission will not necessarily be accepted, and the Township of Chapple reserves the right to accept/reject any or all responses and/or reissue the tender in its original or revised form.
3. The Township of Chapple reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the tender.
4. The Township of Chapple reserves the right to modify any or all requirements started in the tender at any time prior to the possible awarding of the contract.
5. The Township of Chapple reserves the right to cancel this tender at any time, without penalty or cost to the Township of Chapple. This tender should not be considered a commitment by the Township of Chapple to enter any contract.
6. The Township of Chapple reserves the right to enter negotiations with the selected contractor. If these negotiations are not successfully concluded, the Township of Chapple reserves the right to begin negotiations with the next selected contractor.
7. In the event of any disagreement between the Township of Chapple and the contractor regarding the interpretation of the provisions of the tender, the CAO, or an individual acting in that capacity, shall make the final determination as to interpretation.

General Notes to Contractor

1. The contractor is not to act on verbal instruction from the municipality on work they consider to be extra in their contract scope. Extra work can only be authorized by the municipality and in written/email format. The written format must also include that this work is an extra to the contract scope, and the method by which extra costs will be tabulated.
2. This proposal is made by the contractor without any connection, knowledge, and comparison of figures or arrangement with any other person or persons submitting a proposal for the same services and is in all respects fair and without collusion or fraud.

Conflict of Interest

1. The successful contractor shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectful manner.
2. In the even that any person employed by the successful contractor in connection with the service arising out of this proposal gives, in the opinion of the Township of Chapple just cause for complain, the successful contractor upon notification by the Township in writing, shall not permit such person to continue in any future service arising out of this proposal.

Termination of Contract

1. Either party may terminate this agreement at any time upon giving notice in writing at least sixty (60) days prior to the date of termination without penalty or recourse. In the event of such termination, the contractor shall be paid for services up to and including the date of termination.

Municipality not Employer

1. The contractor agrees that the Township of Chapple is not to be understood as the employer to any successful contractor nor to such contractor's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this tender document.

Invoicing

1. Payments are issued by the municipality via cheque monthly, following approval at the regular meeting of council.
2. To ensure payment is issued on a timely basis, the chosen contractor will submit invoices to the municipality via mail or email on or before the Thursday prior to each month's regular meeting of council.
3. The Township of Chapple is requesting firm pricing for the term of this contract. All prices quoted must be in Canadian funds.

Damage Caused by Contractor's Operations

1. Any damage caused by the contractor's operations to the municipal property, including turf, underground plants, structures, trees, headstones, or plants located in the cut and trim areas shall be immediately repaired or replaced as directed by the Township of Chapple at the contractor's expense.

Errors and Omissions

1. The Township of Chapple shall not be held liable for any errors or omissions in any part of this tender. While the Township of Chapple has used considerable efforts to ensure an accurate representation of information in this tender, the information contained in this document is supplied solely as a guideline for the contractor. The information is not guaranteed or warranted to be accurate by the municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this tender is intended to relieve the contractor from forming their own opinions and conclusions with respect to the matters addressed in the tender.

Freedom of Information

1. All information obtained relative to this tender is property of the Township of Chapple. All written tenders received by the Township of Chapple become public record. Once a tender submission is accepted by the Township of Chapple and a contract is signed, all information contained in them is available to the public.

2. Submission of bids as a result of this tender are in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Basis of Rejection of Tender

Tenders not conforming to the following requirements will be disqualified:

1. Tender must be legible, in ink, by typewriter or by printer.
2. Tender must be in possession of the Township of Chapple by the specified closing date and time.
3. Tender must be on form provided.
4. Tender must be signed and sealed by an authorized individual of the bidding organization. A joint tender must be signed and sealed by each contractor/company.
5. Tender must not be restricted or modified in any way.

Acknowledgement

I certify that I have read and understand the content of the General Terms and Conditions of Tender #2026-01 for Grass Cutting and Trimming Services for the Township of Chapple.

Date

Signature

Name and Title (Print)