



## The Corporation of the Township of St. Joseph

### REQUEST FOR QUOTATION

<b>Project Name:</b>	Centennial Grounds Hydroseeding
<b>RFQ #</b>	2023-12

#### 1.0 INTRODUCTION

The Township of St. Joseph invites quotes from qualified contractors with WSIB and insurance coverage to provide labour and materials to Hydroseed three soccer fields at the Centennial Grounds at 1511 10<sup>th</sup> Side Road in Richards Landing.

#### 2.0 SCOPE OF WORK

The project is located at the Centennial Grounds, 1511 10<sup>th</sup> Side Road Richards Street, Richards Landing, St. Joseph Township, Ontario. The following scope of work is required:

- 2.1 Supply and install approximately 8000 square meters of hydroseed to three soccer fields.
- 2.2 Proposals should provide a detailed explanation of the materials being recommended, specifications and warranty.
- 2.3 Exact layout to be determined on site.
- 2.4 Any cleanup and disposal of waste produced is the responsibility of the contractor.

\*Note: Fields will be leveled with topsoil by Owner and prepared prior to hydroseed application. See attached overhead images with outlined areas for hydroseed. Water source is available within 2km of site.

#### 3.0 GENERAL

- 3.1 All information provided by a proponent in response to this RFQ must contain sufficient detail to support the work being proposed. The detail and clarity of the proponent's submission will be considered indicative of their expertise and competence to satisfactorily complete the proposed project.
- 3.2 The following specific requirements are identified for inclusion in the proposal:
  - a) The name, address, telephone number, cell number and email address of the proponent firm and its principal contact person.
  - b) Identification of the firm's experience in undertaking similar work, along with three references which shall include the name of the organization, the contact person, telephone number and address.
  - c) A detailed breakdown of the total costs for materials/supplies and labour.
  - d) Provide a timeline of the proposed start date and time to complete the work.

- 3.3 The successful bidder shall supply all labour, materials, and equipment necessary to complete the work in a satisfactory and professional manner.
- 3.4 All work shall be of the highest grade.
- 3.5 All work shall come with a minimum 1-year warranty (specify).
- 3.6 The successful bidder is to provide proof of WSIB and valid liability insurance with a minimum of \$2,000,000.00 (two million Canadian dollars).
- 3.7 Proposals must include labour and materials separately and include ALL applicable taxes.

**4.0 COMPLETION DATE**

Work may begin as soon as contract is awarded.

All work must be completed before Nov 15, 2023.

**5.0 SUBMISSION AND TIMING**

**5.1 The deadline for submitting quotes is September 29, 2023 at 12:00pm**

5.2 Envelopes may be dropped off at 1669 Arthur Street, Richards Landing. Proposals may also be emailed to the contact person below.

Submissions to be clearly marked as Request for Quotation – 2023-12 Centennial Grounds Hydroseeding, sealed and addressed to:

Amanda Richardson, Clerk Administrator  
PO Box 187  
1669 Arthur Street, Richards Landing, ON P0R 1J0  
[clerkadmin@stjoseph township.com](mailto:clerkadmin@stjoseph township.com)

- 5.3 Enquiries/Contacts – Any questions regarding this Request for Quotations shall be directed to the contact above.
- 5.4 The work is to be completed in a timely fashion using the most efficient and safe methods available. Anticipated start and completion dates are to be included in your submission.
- 5.5 The Township reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.
- 5.6 The lowest, or any bid, may not necessarily be accepted and the Township of St. Joseph reserves the right to accept or reject any or all proposals.
- 5.7 The successful bidder is to provide proof of WSIB and valid liability insurance upon notice of successful award. WSIB and Insurance for each subtrade or subcontractor must also be provided to the Township prior to the commencement of work.



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**THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL**

<b>Proponent Firm Name:</b>	
<b>Principle Contact Person:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	

**References**

Three references that can attest to your experience and knowledge of work:

Company Name

Contact Person Name

Telephone and/or email Contact:

Company Name

Contact Person Name

Telephone and/or email Contact:

Company Name

Contact Person Name

Telephone and/or email Contact:

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**Quotation Details**

Warranty:

Materials and Supplies

Labour

Start Date

Estimated Completion Date

<b>MATERIALS AND SUPPLIES</b>	\$
<b>LABOUR</b>	\$
<b>SUBTOTAL</b>	\$
<b>TAXES</b>	\$
<b>TOTAL WITH HST</b>	\$

PLEASE NOTE THAT THE SUCCESSFUL FIRM WILL HAVE ACCESS TO CURRENT DRAWINGS FOR ANY CLARIFICATION AND/OR QUESTIONS ON THE DESIGNS AND SPECIFIC PRODUCTS LISTED.

I, \_\_\_\_\_ (print name) do solemnly attest that I have the authority to bind the corporation and submit that I will be responsible for any and all assertions made herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

