



Windsor-Essex Children's Aid Society

Request For Quote #2020-21-001

Grounds Maintenance and Snow Removal

1671 Riverside Drive Location

History: The Windsor-Essex Children's Aid Society (CAS) is a non-profit, child welfare agency committed to the protection of children and enrichment of families. Since its inception over 114 years ago, the agency has been a pioneer both locally and provincially in initiatives, which have advanced the credibility given to child welfare issues

Mission: We are dedicated to the well-being and safety of every child by advocating for, and partnering with, our children, families and communities

Mandate: The CAS exists in order to administer effective protection of, and service to, children and their families. In this mandate, we find pride of purpose and acknowledge the unique position it affords us within our communities. We undertake to safeguard the public trust and confidence, which are vested in our service, and to discharge our responsibilities and duties in a manner which inspires respect and which adheres to the highest standards of conduct.

Request Objective

The Windsor-Essex Children's Aid Society ("WECAS") requires a vendor to perform the following duties and to be priced for three (3) parts as noted below. WECAS requires the contractor to have the appropriate liability insurance, knowledge, equipment, manpower and collaterals to provide optimum care, uptake and services to maintain the outdoor needs of its Windsor office located at 1671 Riverside Drive East.

The agreement term will be for two (2) years starting November 1, 2020 to October 31, 2022. WECAS reserves the right to terminate the agreement, without cause, upon thirty (30) calendar day's prior written notice to the successful vendor.

Scope of Work

Part A: Provide turf and grounds maintenance through the year, including lawn cutting, edge trimming, debris collection, weed control, fertilizer program, tree trimming, bush trimming, landscape bed maintenance (removal of weeds, upkeep of mulch beds, etc.), outdoor refuse collection and sweeping/care of sidewalks. Maintenance period from April 1 to October 31. Please provide per month all-inclusive pricing for these requirements in chart below.

Part B: Clear all sidewalks/entranceways of ice and snow including pathways on grounds leading up to entranceways. All sidewalks at 1700 Assumption Avenue (rear parking lot sidewalk) and front sidewalk at 1671 Riverside Drive East bordering our lot lines to comply with City of Windsor by-laws for clear sidewalks on property owned. Sidewalk snow removal maintenance to include salting, de-icing pellets and/or sand to provide reduced slip/fall hazards on all walkways and

entranceways. This must be provided 7 days a week and in place prior to 8:00 am each day of a snowfall with follow-up later in the day should the needs arise. WECAS must have ability to have contractor on call as needs arise to maintain safety of the facility during inclement weather as well including weekends and holidays. Maintenance period from November 1 to March 31. Please provide per month all-inclusive pricing for these requirements in chart below.

Part C: Parking lot removal of snow and ice accumulation, as well as salt/de-icing or sand parking lot areas and traffic ways for 1671 Riverside Drive East. Parking lot to hold as many as 258 cars if possible. Snow collection banks to be placed on boulevards, landscape area or rear corners of parking lot whenever possible. Ensure driveways and entranceways are clear. WECAS must have ability to have contractor on call as needs arise to maintain safety of the facility during inclement weather as well including weekends and holidays. Maintenance period from November 1 to March 31. Please provide per month all-inclusive pricing for these requirements.

Service	Annual Quote (excluding HST)	
	Year 1	Year 2
Part A		
Part B		
Part C		
Total Annual Cost		

Proponent Questions

If you should have any questions or require an onsite visit to assess the needs of WECAS and this Request for Quote, please contact Jason Rainsforth at 519-252-1171 or by email at [jrainsforth@wecas.on.ca](mailto:j rainsforth@wecas.on.ca).

Terms and Conditions

The proponent acknowledges that the:

1. Society reserves the right to reject any or all submissions;
2. Society is not liable for any of the Proponent's cost associated with the preparation and presentation of the submission;
3. Supplier's selected for further consideration may be requested for an interview and to make a presentation in support of their submission;
4. Adjustments to submission by telephone, e-mail, facsimile or letter will not be considered;

5. The respondent acknowledges the confidentiality requirements associated with this RFQ and agrees not to divulge or discuss any information concerning the RFQ without prior approval from the Windsor-Essex Children's Aid Society.
6. The lowest pricing structure will not necessarily constitute or ensure a successful submission.
7. A purchase order will be issued to the selected supplier. The issuance of a purchase order to the supplier will constitute a legally binding offer to enter into a contract.

Submission of Quote

This completed Request for Quote, along with any additional supporting documentation can be emailed to Olivia Carlini at ocarlini@wecas.on.ca or mailed to the following address:

Windsor-Essex Children's Aid Society
1671 Riverside Drive East,
Windsor, ON, N8Y 5B5
Attention: Olivia Carlini, Director of Finance and Administration
REQUEST FOR QUOTE #2020-21-001

The completed Request for Quote is due on or before **Friday September 25, 2020 at 4:30pm.**

Vendor Name: _____

Vendor Authorized Representative Name (print): _____

Vendor Authorized Representative Signature: _____