



DEVELOPMENTAL
SUPPORT SERVICES

REQUEST FOR QUOTE:
LAWN CARE/MAINTENANCE
1 Year Contract: Spring 2027 – Fall 2027
(Option to Renew for 2 further terms)

Tender No.: CLH-008-2026

SCHEDULE OF EVENTS:

Release of Tender:	Tuesday August 25, 2026
Closing Date:	Tuesday September 8, 2026
Closing Time:	4:00pm

SUBMISSION

Mandatory Requirements for Compliance must be met in order for bid submission to be accepted.

Alterations of the original document will not be permitted under any circumstances.

CLH Developmental Support Services shall reject any bid that is not received by the closing time indicated above.

Bids will be received by email as indicated on the proposal document.

A handwritten signature in purple ink that reads 'Mary Irvine'. The signature is written in a cursive style and is positioned above a horizontal line.

Mary Irvine
Property and Procurement Manager
mary.irvine@clhmidland.on.ca

SUPPORT, INCLUDE, EMPOWER
339 Olive St. Midland, ON L4R 2R4
P: (705) 526-4253 F: (705) 417-1786
www.clhmidland.on.ca



1. INTRODUCTION

CLH Developmental Support Services is requesting quotes for lawn care and maintenance at our commercial and residential locations, (See Appendix A), for the 2027 season, with the option to renew for 2 further terms.

SCOPE OF WORK

See Appendix A for list of all locations.

- Lawn cutting and care
- Spring and fall clean up
- Removal of all debris from property
- Trimming/cutting back of all hedges, vines, shrubs, and any overgrowth indicated below.

LIABILITY FOR ERRORS

CLH Developmental Support Services has made considerable effort to ensure that information presented herein reflects, with reasonable accuracy, the nature of the goods and / or services requested and its factual components. The information is supplied as a guideline for bidders and may not be completely accurate, comprehensive, or exhaustive. CLH Developmental Support Services does not make any representation, warranty, or guarantee as to the accuracy of the information contained herein. It is the bidders' responsibility to avail themselves of all necessary information to prepare a bid in response to this tender. If bidders have any questions or issues they feel need to be addressed, contact the Tender Coordinator in writing by email (see section "Tender Coordinator").

MANDATORY REQUIREMENTS FOR COMPLIANCE

- Submit detailed quotes, breaking out all costs per location, and returned on or before listed deadline to the Tender Coordinator. Quote should also include:
 - Itemized Terms of Payment
 - All Tax broken out separately
- Proof of \$2,000,000.00 liability insurance
- Proof of WSIB coverage
- Appendix B and C completed and returned along with the detailed quote.

Upon awarding the contract, the bidder must agree to the signing of the following CLH DSS paperwork:

- CLH DSS's Lawn Care Contract
- Summary of Conflict-of-Interest Directive
- Declaration of Confidentiality
- Contractor Safety Rules and Requirements

FORCE MAJEURE

Force Majeure are causes beyond the party's control, which are not avoidable by the exercise of reasonable foresight.

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Neither party shall be responsible for any delay or failure to fulfil its obligations under this agreement for the reason of Force Majeure. If either party is unable to perform any of its obligations in this contract by reason of Force Majeure, including fire or other casualty, strike, order of a public authority, Act of God, or other cause beyond the reasonable control of such party, then such party shall be excused from such performance of the contract for the duration of such cause.

In the event such inability to perform shall continue longer than thirty (30) calendar days, either party may terminate this agreement without further liability by giving written notice to the other party.

LIMITATIONS OF DAMAGES

THE RESPONDENT, BY SUBMITTING A BID, AGREES THAT THEY WILL NOT CLAIM DAMAGES OR COSTS IN PREPARING THEIR BID FOR MATTERS RELATING TO THE AGREEMENT OR IN RESPECT OF THE COMPETITIVE PROCESS, AND THE RESPONDENT, BY SUBMITTING A BID, WAIVES ANY CLAIM FOR LOSS OF PROFITS IF NO AGREEMENT IS MADE WITH THE RESPONDENT.

ADDENDUM

- CLH Developmental Support Services, without liability, cost, or penalty, may at any time prior to the closing time alter any details in this tender, or cancel this tender.
- Any Questions & Answers will be communicated by email to all bidders.

TENDER COORDINATOR

Bidders who wish to obtain further information about the tender and its process must submit their questions by email on or before the date indicated on the front page to:

Attention: Tender Coordinator – Sarah Wilcox

Email: sarah.wilcox@clhmidland.on.ca

The bidder is put on notice that:

- Only the Tender Coordinator specified by CLH Developmental Support Services, under the direction of the Property and Procurement Manager, is authorized to amend or waive the requirements of the tender.
- Under no circumstances shall the bidder rely upon any information or instructions from CLH Developmental Support Services, its employees or its agents and trustees unless the person named above provides the information or instruction in writing.
- CLH Developmental Support Services, nor their respective employees or agents and trustees, shall be responsible for any information or instructions provided to the bidder, with the exception of information or instructions provided in writing by the Tender Coordinator.
- Any questions asked of the Property and Procurement Manager during a site visit will be forwarded to the Tender Coordinator who will then send the questions and answers to those who are bidding.

It is the responsibility of the bidder to seek clarification from the Tender Coordinator specified, of any matter it considers to be unclear before submitting the proposal. CLH Developmental Support Services

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shall not be responsible for any misunderstanding on the part of the bidder concerning the tender or its process.

2. ACCEPTANCE AND AWARD OF THE TENDER

CLH Developmental Support Services may not necessarily accept the lowest bid, or any submitted bid. CLH Developmental Support Services will conduct a debriefing with unsuccessful bidders within sixty (60) calendar days of the date of contract award notification if requested by the bidder.

Bids which are non-compliant with the requirements of this tender, or which contain qualifying conditions, may be disqualified, or CLH Developmental Support Services may waive non-compliance with the requirements of the tender and in their sole discretion retain for consideration.

The selected bidder(s), if any, shall be notified in writing by CLH Developmental Support Services of the award of the tender, in whole or in part.

RIGHT TO NEGOTIATION

After the contract has been awarded to the selected bidder, CLH Developmental Support Services reserves the right to negotiate minor changes, amendments, or modification to the Bidder's submission without offering the other bidders the opportunity to amend their submissions.

3. GENERAL INFORMATION

The selected bidder(s) shall at its own cost comply with all laws governing by the laws of Ontario and Canada.

This tender which is submitted by the bidder without any connection, knowledge, comparison on figures or arrangements with any other person making a bid for the same work and is in all respects fair and without collusion or fraud.

CLH Developmental Support Services, without prejudice to this right, may request clarification where any bidders' intent is unclear and may waive or request or amend where, in the opinion of CLH Developmental Support Services, there is a minor irregularity or omission in the information that is to be submitted to a required document.

INDEMNIFICATION

The bidder hereby agrees that it will, from time to time, and at all times hereafter, well and truly save, keep harmless and fully indemnify CLH Developmental Support Services, its elected officials, employees, and agents and its successors and assign, from and against all actions, claims and demands whatsoever which may be brought against or made upon CLH Developmental Support Services and all loss, liability, judgments, claims, costs demands or expenses with CLH Developmental Support Services may sustain, suffer to be put to, resulting from or arising out of the bidder's failure to exercise reasonable care, skills or diligence in the performance or rendering of any work or service required hereunder to be performed or rendered by the bidder, its agents, servants, employees or sub-consultants of any of them.

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TERMINATION

If a selected bidder fails to execute an agreement within ten (10) business days of notice of selection, CLH Developmental Support Services may, in their sole and absolute discretion and without incurring any liability, rescind the award of that bidder.

In the event of failure to execute as aforesaid, or that the selected bidder does not, in the opinion of CLH Developmental Support Services, comply with the specifications and terms of this contract at any time throughout the duration of the contract, or if CLH Developmental Support Services, in its sole and unfettered discretion determines that either their service or the product / equipment provided by the selected bidder is unsatisfactory at any time during the term of the contract, CLH Developmental Support Services reserves the right to immediately terminate the contract in its entirety and to remove the selected bidder from eligibility to submit future bids for an indeterminate period thereafter.

If the selected bidder should neglect to execute the work properly or fail to perform any provision of this contract, CLH Developmental Support Services, after three (3) business days written notice to the selected bidder, may, without prejudice to any other remedy they may have, make good such deficiencies and may deduct the cost therefore from any payment then or thereafter due to the selected bidder.

The supplier may also cancel this contract for just cause on ninety (90) calendar days written notice to CLH Developmental Support Services.

SETTLEMENT OF DISPUTES

In the event of any dispute or claim arising between CLH Developmental Support Services and the bidder as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within fourteen (14) calendar days of the dispute or cause of action arising. If the dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, CLH Developmental Support Services' Executive Director will meet to hear the dispute and resolve it.

4. SPECIFICATIONS

HEALTH AND SAFETY

The contractor / vendor must comply with the Ontario Ministry of Labour, Occupational health and Safety Act.

NO SMOKING

Smoking is prohibited at the site. The selected bidder shall be responsible for advising its employees or any other person doing or contracted to do the whole or any part of the work contemplated by the contract are foregoing.

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INVOICING

The selected bidder must submit invoices in a timely manner as stipulated in the contract, by email or directly to:

CLH Developmental Support Services

339 Olive St.,
Midland, Ontario L4N 2R4
Attention: Accounts Payable
accounts.payable@clhmidland.on.ca

Reference: Contract # and Purchase Order # provided for the project

WARRANTY

In addition to any warranty, if within a period of sixty (60) months following acceptance, the goods are determined to be defective in material, performance, workmanship or are otherwise not in accordance with the requirements of the contract, the vendor will work with CLH Developmental Support Services to ensure defectives shall be repaired without cost to CLH Developmental Support Services. If on-site support is required to meet the obligation of this warranty, the responsibility will fall to the vendor who performed the installation as specified in the Scope of Work section of this document.

5. GENERAL REQUIREMENT

- The selected bidder shall schedule all deliveries through the Tender Coordinator
- All work shall be carried out in a manner to minimize disruptions to the organization. CLH Developmental Support Services shall be notified 48 hours in advance if any work is to be carried out in a manner that disrupts the normal operation or creates any health or safety concerns to the staff. This includes however is not limited to, interruptions in hydro, water, heating, air conditioning or ventilation.

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APPENDIX A- LOCATIONS

COMMERCIAL LOCATIONS – Midland

- 339 Olive Street
 - ***To include trimming of shrubs & ensuring overgrowth next to all parking lots is cut back at all times.***
- 230 Aberdeen Blvd.

SUPPORTED LIVING HOME LOCATIONS – Midland

- 295 Christine Drive
- 1061 Glen Bogie Crescent
- 975 Glen Mhor Crescent
 - ***To include hedge trimming by driveway***
- 239 Jeanne Street
- 350 Lescaut Road
- 651 Ottawa Street
- 816 Ottawa Street
- 527 William Street
- 661 Yonge Street
- 912 Yonge Street

SUPPORTED LIVING HOME LOCATIONS - Penetanguishene

- 49 Payette Drive
- 34 Sulky Drive

SUPPORTED LIVING HOME LOCATIONS - Tay Township

- 104 Fowlie Street, Victoria Harbour –
 - ***To include hedge trimming***
- 70 Juneau Road, Victoria Harbour
- 353 Park Street, Victoria Harbour
- 311 Browns Line, Waubauskene
- 205 Cherry Street, Waubauskene
- 494 McPhee Blvd, Port McNicoll
 - ***To include hedge trimming***



APPENDIX B- ACKNOWLEDGMENT FORM

By signing this page, you have read and understand the Terms and Conditions. Each bid will be received with the understanding that the acceptance, in writing, by the bidder of the offer to furnish all or any part of the commodities described therein shall constitute a contract between the bidder and CLH Developmental Support Services. This shall bind the bidder on your part to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted proposal. In addition, CLH Developmental Support Services reserves the right to have the awarded Vendor sign a Contract Agreement detailing the aforementioned and additional specifics.

Company: _____

Address: _____

AUTHORIZED SIGNATURE: _____

Name (print): _____

Title: _____

Telephone No.: _____

E-Mail Address: _____

Date: _____

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APPENDIX C - REFERENCES

Include a minimum of three (3) client references who can attest to performance and/or experience.

1) Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

E-mail Address: _____

2) Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

E-mail Address: _____

3) Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

E-mail Address: _____

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APPENDIX D – EVALUATION CRITERIA

CRITERIA

Compliant with mandatory requirements	30%
Quote amount and acceptable terms of payment	30%
Acceptable Terms of Payment	10%
The quality and level of service provided and ability to adhere to scope of work – (based on performance history and/or references.)	30%
TOTAL	100%

Tie scores will be resolved by a 4th party appointed to the Evaluation Team by the Executive Director.