



## Town of Carleton Place

### Municipal Grass Cutting Request for Tender

#### PW-2026-GRS

#### Grass Cutting for the 2026 Season

Tenders clearly marked as to contents will be received electronically by Guy Bourgon (gbourgon@carletonplace.ca), Director of Public Works, Town Hall, 175 Bridge Street, Carleton Place, Ontario, K7C 2V8 until:

**1:30pm Local Time, Thursday, April 2<sup>nd</sup>, 2026**

for the following tender.

Please read the tender document carefully because under no circumstances will any change be permitted by a bidder in the tender once it is submitted. Should you require additional information, please contact the following staff members:

- Graham Patterson (Public Works Superintendent) by email at [gpatterson@carletonplace.ca](mailto:gpatterson@carletonplace.ca).

Tenders received after the official closing time will **NOT** be considered during the selection process.

The tender consists of one component – Municipal Roadside Grass Cutting

#### **BASIS OF REJECTION OF TENDER**

Tenders not conforming to the following requirements will be disqualified:

- Tender must be legible in ink by hand, by typewriter, or by printer.
- Tender submissions must be in the possession of the Director of Public Works for the Town of Carleton Place by the closing date and time as specified above.
- Tender must be on the form provided.
- Tender must be signed by an authorized representative / official of the bidding company.
- All items identified must be bid.
- Tender document must not be restricted or modified in any way.

#### **QUALIFICATIONS**

Proponents should have proven experience in the following areas:

- Municipal experience landscaping / grass cutting maintenance services.
- Exceptional customer service skills.
- Strong attention to detail, accuracy in performance; and
- Documented training provided for staff in accordance with Provincial legislation where applicable.

The successful proponent will work closely with the Public Works Superintendent and/or their designates.

#### **CONDITIONS**

1. Cost must be based on a per cut basis. HST is extra.

2. Bidder must provide a complete and detailed list of equipment to be used.
3. Bidder must provide a detailed list of references including current contact information.
4. Bidder must provide a copy of their insurance - minimum of five million (\$5,000,000) dollars liability.
5. For any additional cutting above and beyond this tender please provide an hourly rate for your individual pieces of equipment and minimum hours.
6. Should a Contractor wish to schedule optional site inspections for any locations identified, please call 613-257-2253 to schedule an appointment with Public Works staff.
7. If the Town of Carleton Place and the Contractor that is awarded this one-year contract mutually agree, this contract may be extended with four additional one-year extensions at the discretion of the Town.

If the Contract is extended, the prices will be adjusted annually on the anniversary date of the contract. The increase will be equal to 100% of the increase set out in the Statistics Canada Consumer Price Index (CPI) (for all items-Ontario) as published for the previous 12-month period.

The Contract Price for the second and subsequent years shall also be adjusted for changes to areas being added or deleted as identified by the Superintendent of Public Works and Manager of Recreation & Culture or their designates.

8. The Contractor shall submit a WSIB Certificate of Clearance prior to commencing work in a given year.
9. The Contractor must review the requirements related to the Town of Carleton Place Contractor/Subcontractor Safety Policy and fulfill the described requirements identified on Contractor Safety Practices Acknowledgement, Form ISF-024.
  - a. The Contractor assumes full responsibility for conforming with all legislation regarding the safety of their employees and the public on this contract, and all notices required to comply with the legislation. The Contractor will be deemed to be the "Constructor" for the duration of this contract.
  - b. The Town of Carleton Place will require information from the successful bidder for the following:
    - Health and Safety Policies.
    - Health and Safety Procedures.
    - Joint Health and Safety Committee Compliance; and
    - Workplace Hazardous Materials Identification System Compliance.
  - c. If ever the Contractor's personnel do not comply with all safety requirements and Ministry regulations, the Contractor's Site Supervisor will be reminded of the requirements by the Town of Carleton Place Public Works Superintendent, Manager of Recreation & Culture or his/her designate. Personnel refusing to comply with the safety requirements will be required to leave the property immediately.

- d. Any working procedures not conforming to safety requirements and Ministry regulations will result in the closing down of the work site.
  - e. The Town of Carleton Place will not accept any claims for delays or lost time due to safety compliance or procedures issues.
10. Turf tires must be used on larger pieces of equipment.
  11. Grass must be cut to 3" high, and a finishing type mower must be used.
  12. Contractor that is awarded the tender will be required to fill out a daily summary reports and the invoice must be broken down and totalled indicating all specific areas outline on tender.
  13. Contractors must be aware that wild parsnip has been detected within Carleton Place, The Contractor shall take all precautions necessary to ensure their staff are informed of the dangers of wild parsnip, protected and aware that wild parsnip may be present at other locations within Carleton Place. The Contractor shall also ensure that their activities do not result in the spreading of wild parsnip to other sites.
  14. The Contractor shall report any unsafe or hazardous conditions immediately to Town staff should it be detected.
  15. In addition to the areas identified within this document, there may be a need for additional grass cutting services on municipal property within the municipality. Should the municipality choose to add locations to the contract, the successful bidder can choose to provide an hourly rate or provide a price per square meter for the additional locations.
  16. In the event of drought or wet weather conditions as determined by the Town, the Town reserves the right to suspend all or part of the grass cutting operations until such time as these conditions subside. A minimum of 48 hours notice shall be provided to the contractor by the Town for any suspension of grass cutting. The contractor will not be entitled to any compensation for the works that have been suspended.
  17. All efforts should be made to perform grass cutting activities Monday through Friday. However, should weather conditions impact the schedule, the Contractor must receive permission from municipal staff to cut grass on weekends.
  18. The Contractor will remove any litter and will not mow over any litter.
  19. The Contractor will ensure grass clippings do not remain on sidewalks and trails
  20. Lowest or any tender will not necessarily be accepted.
  21. Award of this contract shall be based on the sum of Parts A1 and A2 as shown in the Form of Tender.
  22. Many of these areas are in proximity to municipal roadways, sidewalks and private property. The municipality may give preference to rear discharge equipment or other means of eliminating projectiles from being discharged. It should also be noted that the contractor is solely responsible for damage claims because of projectiles being discharged from their equipment.
  23. Any incidents of where someone is injured or damage to private property shall be reported the Superintendent of Public Works, and/or their designate as soon as possible.
  24. The successful bidder shall employ orderly, respectful, competent, and skillful employees to ensure the service provided are carried out in such a manner that

reflects positively on the Town of Carleton Place. If any person employed by the successful bidder in connection with the service being provided is found to be disrespectful or not competent in the opinion of the municipality, the successful bidder will address the issue with their employee immediately.

25. Any questions regarding this tender are to be submitted to Graham Patterson at [gpatterson@carletonplace.ca](mailto:gpatterson@carletonplace.ca) prior to 11am on March 26<sup>th</sup>, 2026. Bidders will be advised by addenda of any additions, deletions, or alterations in the requirements of the tender document.

# CONTRACTOR / SUBCONTRACTOR SAFETY POLICY – AHS-003

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<b>Contractor/Subcontractor Safety Policy</b>	<b>Policy Number: AHS-003</b>
<b>Approved By: CAO</b>	<b>Review/Revision Date: August 2006</b>
<b>Areas Involved: All Locations</b>	

<b>Associated ISF Forms: ISF-024</b>
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## Policy

The Corporation of the Town of Carleton Place is committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, contractors, agents and others on our premises.

All Contractors shall:

- demonstrate establishment and maintenance of a Health and Safety program with objectives and standards consistent with the applicable legislation and with the Corporation of the Town of Carleton Place's Health and Safety Policy and requirements.

This policy applies to any external organization which has workers that are working at a municipal site. However, this does not include Contractors that only visit municipal sites. (e.g., deliveries, meetings, inspections)

## Safety Policy Overview

Contractors/Subcontractors are expected to meet or exceed the requirements as set out by the Occupational Health and Safety Act and all applicable regulations. If any member of staff feels that a Contractor/Subcontractor is working in an unsafe manner, the staff should ask the Contractor/Subcontractor to stop work immediately until an appropriate corrective solution is found and report the incident to Town staff responsible for the Contractor.

All Contractors/Subcontractors are required to have their own insurance coverage under the Workplace Safety and Insurance Act or carry equivalent accidental injury coverage.

Prior to commencing work, the Contractor/Subcontractor must be familiar with the specific policies and procedures that apply. The Contractor/Subcontractor must also be aware of any potential or actual hazards at the workplace.

Form ISF-024 should be obtained with all bids and is to be completed and filed in the project file. The same form, ISF-024, may be used on multiple projects provided all projects are within the scope of the work.





## **ACCESSIBLE CUSTOMER SERVICE**

Provincial law now requires that all municipalities, and their contractors, provide Accessible Service to all customers according to the following principles:

- Goods or services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of goods or services to a person with disabilities and others will be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the good or service.
- Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.
- Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
- All employees, when communicating with a person with a disability, shall do so in a manner that takes into account the person's disability.

For additional inquiries regarding accessibility contact: [sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)

**Contractors are required to sign and submit an Accessible Customer Service Contractor Compliance Form prior to the awarding of the Contract.**

## **ACCESSIBLE CUSTOMER SERVICE - CONTRACTOR COMPLIANCE FORM**

\_\_\_\_\_ hereby agrees to ensure that all employees, agents and  
(Name of Contractor)  
subcontractors will provide Accessible Customer Service consistent with the following principles whenever interacting with any of the Town's staff, customers or the public:

- Goods or services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of goods or services to a person with disabilities and other will be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the good or service.
- Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.
- Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
- All employees, when communicating with a person with a disability, shall do so in a manner that takes into account the person's disability.

**Authorized Representative of Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## FORM OF TENDER

### PART A – Public Areas (See Appendix 1 for map of areas to be cut)

Location #	Description	Estimated Area (m <sup>2</sup> )	Cutting Frequency	Per Cut & Trim Price
1	Sussex Street across from Senior Citizens building	4,607	Weekly	
3	Franktown Road - West side	2,737	Weekly	
4	Industrial Park South	984	Weekly	
5	Coleman Street - Train Station to McNeely Avenue	5,907	Weekly	
6	McNeely Avenue - West side from Lake Avenue to Patterson Street	4,076	Weekly	
7	McNeely Avenue - East side from Lake Avenue to McNeely Bridge	4,794	Weekly	
8	Lake Avenue East - North side from McNeely Avenue to Maple Lane	2,244	Weekly	
9	Welcome to Carleton Place Sign - Hwy. 7 & 15	2,743	Weekly	
10	Findlay Ave. north side from Knox St. to the entrance of the condos	704	Weekly	
11	Rental Village / CP Tire	557	Weekly	
12	Canadian Tire	1,729	Weekly	
13	Independent Grocer	599	Weekly	
14	Shopper's Drug Mart	1,798	Weekly	
16	Ditch at 375 McNeely Avenue	2,535	Weekly	
19	Townline Road East – Northside from Industrial Ave. to Army Navy Club	1,507	Weekly	
20	Townline Road East at William Street to island	567	Weekly	
21	Townline Road East at 8 <sup>th</sup> Line – Carleton Place Sign	864	Weekly	
22	McNeely Ave & Stonewater Bay	387	Weekly	
24	West side of McNeely walking path	2,103	Weekly	

27	McNeely Ave – East Side from TD Bank South to Town Limits	3,349	Weekly	
31	Hooper Street Entrance towards Peever Street east side	1008	Weekly	
32	Cavanagh Road – Along path- McNeely Ave to Cavanagh Road Parking lot	1232	Weekly	
33	Captain A Roy Brown Blvd – Pathway South Side	3349	Weekly	
34	Captain A Roy Brown Blvd – Center	720	Weekly	
35	Captain A Roy Brown Blvd – North Side	4048	Weekly	
36	Captain A Roy Brown Blvd to Riddell	105	Weekly	
37	McNeely Ave south to Flegg Way	2820	Weekly	
38	McNeely Ave in front of Smart Centre Property	1500	Weekly	
39	Lanark lot – between 370 & 380 Lanark Street	440	Weekly	
		<b>Weekly Subtotal</b>		
<b>Location #</b>	<b>Description</b>	<b>Estimated Area (m<sup>2</sup>)</b>	<b>Cutting Frequency</b>	<b>Per Cut &amp; Trim Price</b>
2	Lake Ave. East – south side from Francis to McNeely	255	Bi-weekly	
15	Welcome to Carleton Place ditch, islands and ditch at Big Country RV	3,459	Bi-weekly	
17	McNeely Ave. South of Hwy 7 to TD Bank - East Side	914	Bi-Weekly	
18	McNeely Ave. – Westside from Patterson to Bridge (Berm)	3,312	Bi-Weekly	
23	South side Cavanagh Road from McNeely to Hooper Street	366	Bi-weekly	
25	Highway 7 south side – along fence to hydrant	1,234	Bi-weekly	
26	Townline Road – Highgate Subdivision	1,167	Bi-weekly	



**Town of Carleton Place  
PW-2026-GRS  
Roadside Grass Cutting Tender**

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

\_\_\_\_\_

Signature

(Contractor's Name & Seal)  
This tender accepted by the  
Town of Carleton Place

\_\_\_\_\_

Toby Randell, Mayor

\_\_\_\_\_

Stacey Blair, Clerk

**APPENDIX 1  
PART A  
PUBLIC AREAS**

# TOWN OF CARLETON PLACE

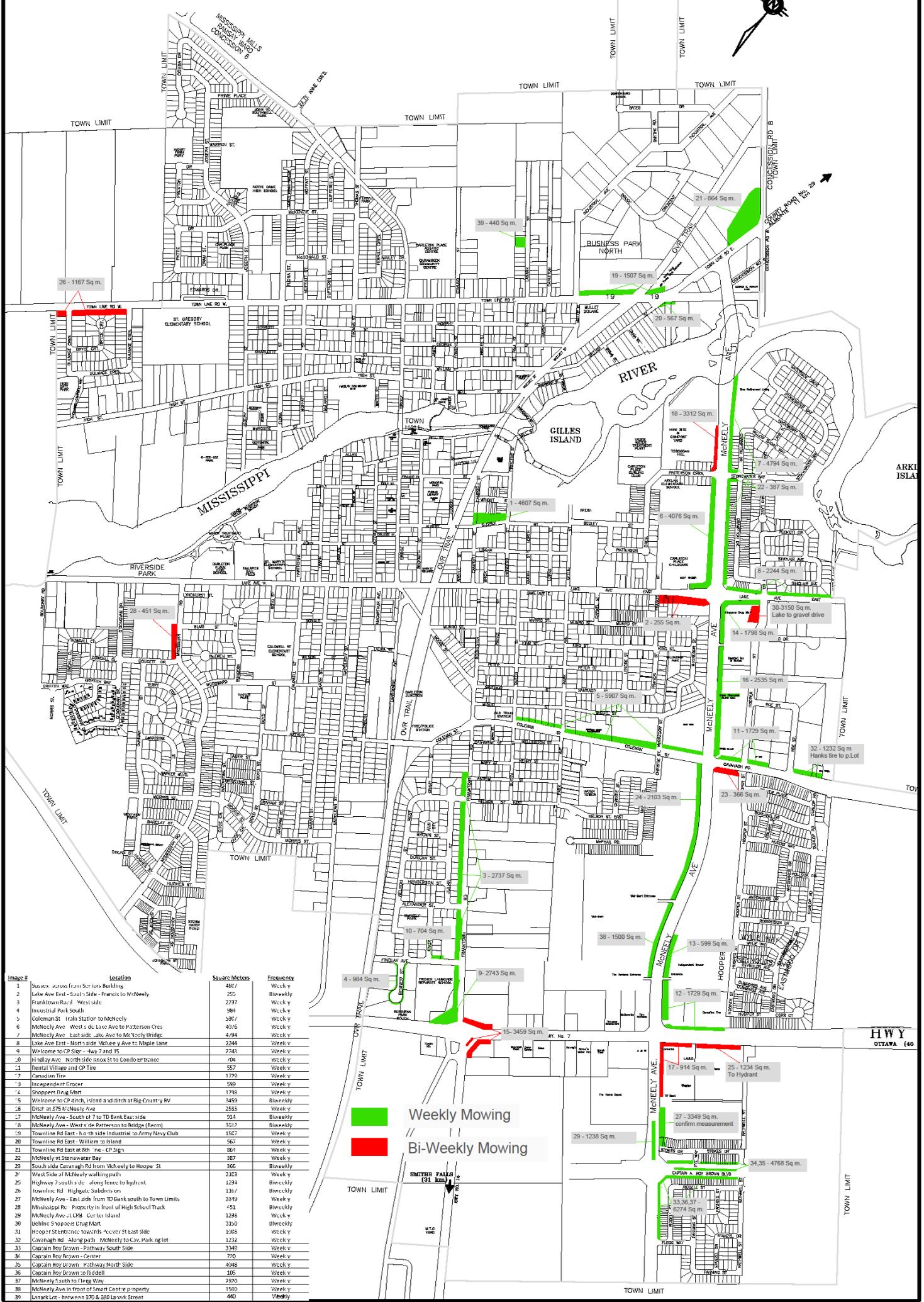


Image #	Location	Square Meters	Frequency
1	Access across from Scoters Building	467	Weekly
2	Lake Ave East - South Side - Francis to McNeely	255	Bi-weekly
3	Franktown Road - West side	2737	Weekly
4	Industrial Park South	984	Weekly
5	Colman St - Train Station to McNeely	587	Weekly
6	McNeely Ave - West side Lake Ave to Patterson Cres	4016	Weekly
7	McNeely Ave - East side also Ave to McNeely Bridge	4794	Weekly
8	Lake Ave East - North side McNeely Ave to Maple Lane	2244	Weekly
9	Welcome to CP Sign - Hwy 7 and 15	2743	Weekly
10	Holly Ave - North side Knox St to Condo entrance	704	Weekly
11	Rental Village and CP Tire	557	Weekly
12	Canadian Tire	1720	Weekly
13	Independent Grocer	580	Weekly
14	Shoppers Drug Mart	1718	Weekly
15	Welcome to CP ditch, island and ditch at Big County RV	3459	Bi-weekly
16	Ditch at 575 McNeely Ave	2535	Weekly
17	McNeely Ave - South of TD Bank East side	910	Bi-weekly
18	McNeely Ave - West side Patterson to Bridge (Barrow)	3517	Bi-weekly
19	Townline Rd East - North side Industrial to Army Navy Club	1527	Weekly
20	Townline Rd East - William to Island	567	Weekly
21	Townline Rd East at 8th line - CP Sign	861	Weekly
22	McNeely at Sunnyside Bay	327	Weekly
23	South side Carleton Rd from McNeely to Hooper St	366	Bi-weekly
24	West side of McNeely walking path	2103	Weekly
25	Highway 7 south side along fence to hydrant	1234	Bi-weekly
26	Townline Rd - Highgate Subdivision	1367	Bi-weekly
27	McNeely Ave - East side from TD Bank south to Town Limits	2919	Weekly
28	Mississippi Rd - Property in front of High School Track	451	Bi-weekly
29	McNeely Ave - LCPB - Carleton Island	1238	Weekly
30	Uchline Shoppers Drug Mart	3300	Bi-weekly
31	Hooper St entrance towards Access St East side	1008	Weekly
32	Cowpath Rd - Along path McNeely to Cow Path rd lot	1232	Weekly
33	Captain Roy Brown - Pathway South Side	2340	Weekly
34	Captain Roy Brown - Center	720	Weekly
35	Captain Roy Brown - Pathway North Side	4048	Weekly
36	Captain Roy Brown to Riddell	105	Weekly
37	McNeely South to Fragg Way	2870	Weekly
38	McNeely Ave in front of Smart Centre property	1520	Weekly
39	Landscaper - between 270 & 280 Island Street	460	Weekly

Weekly Mowing  
 Bi-Weekly Mowing

HWY OTTAWA (46)