

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**CHRISTMAS LIGHTING INSTALLATION**

**QUOTE FORM**

Quotes must be completed on this form for the services listed below and returned in a sealed envelope, clearly marked: Attention: Diane Smithson, Chief Administrative Officer, Municipality of Mississippi Mills, 3131 Old Perth Road, RR2, Box 400, Almonte, ON, K0A 1A0, "2020 Christmas Lighting Installation and Removal " and dated.

Item	Description	Location		Cost
1	Christmas Lighting Installation and Removal per specifications attached	Almonte		
1	Installation and removal of one (1) large cloth bow on Keepsakes building using existing anchors.	Almonte		
			<b>13% GST</b>	
			Total Cost	

Consideration will not be given to the Quote if received late than **12:00 noon local time on Wednesday, November 10<sup>th</sup>, 2020.**

Consideration will not be given to the quote if the interested bidding company has not had a meeting with Tiffany MacLaren, Community Economic & Cultural Coordinator to discuss the scope of work. Tiffany MacLaren can be contacted at 613-256-1077 (ext.22) or by email at [tmaclaren@mississippimills.ca](mailto:tmaclaren@mississippimills.ca).

The Corporation of the Municipality of Mississippi Mills reserves the right to accept or reject any or all quotes or accept all or any part thereof.

For further information, please call Tiffany MacLaren, Community Economic and Cultural Coordinator at 256-1077 ext. 22.

**Besides signing the quote, bidders are asked to initial each page of the document and the attached general conditions and return all quote documents intact.**

All documents should be returned in a sealed envelope, clearly marked: Tiffany MacLaren, Community Economic & Cultural Coordinator, Municipality of Mississippi Mills, 3131 Old Perth Road, RR 2, Box 400, Almonte, ON K0A 1A0 "Christmas Lighting Installation and Removal" and dated.

FIRM NAME: _____
ADDRESS: _____ _____ _____
SIGNATURE _____
PRINT NAME _____
DATE: _____
TELEPHONE: _____
FAX NO. _____
DELIVERY DATE: _____

*The Corporation of the Municipality of Mississippi Mills*  
**Christmas Lighting Installation and Removal**

**SPECIFICATIONS**

A. DURATION

The contract for this quotation will include installation of downtown Almonte décor by December 5<sup>th</sup>. Removal must be completed by January 24, 2020.

B. SERVICES REQUIRED

The successful bidder shall be responsible to provide the following services:

1. Inventory inspect and repair Christmas décor prior to installation.
2. Install (6) shooting stars; four (4) garlands decorations at highly visible areas of downtown Almonte including Mill Street and the bridges on Main Street and Queen Street.
3. Straighten and test Christmas lights on two large pine trees (40-50ft) at the corner of Bridge St. and Mill Street in Almonte (add supplied lights as required)
4. Straighten and test Christmas lights on large Christmas Tree adjacent to Almonte General Hospital (add supplied lights as/if required)

The following work may be undertaken depending on the price received:

1. Install one (1) large cloth bow on Keepsakes building

C. GENERAL CONDITIONS AND INFORMATION FOR BIDDERS

1. Quotes not conforming to the following requirements shall be disqualified:
  - i. Quote must be legible, in ink by hand, by typewriter or by printer
  - ii. Quote must be in possession of the Municipality by the closing date and time.
  - iii. Quote must be on form provided
  - iv. Quote must be signed and sealed by an authorized official of the bidding organization. A joint quote must be signed and sealed by each company.
  - v. One or more items must be bid. Applicable taxes must be indicated in the spaces provided.
  - vi. Quote must not be restricted or modified in any way.
2. Two work related references shall accompany the quote form and shall include the name, phone number and a description of work completed, for follow up by the Municipality.
3. The quote may only be altered by either party with the mutual consent of the parties.
4. The successful bidder shall not assign, transfer, convey or sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm, company or corporation without the previous written consent of the Corporation.

*The Corporation of the Municipality of Mississippi Mills*  
**Christmas Lighting Installation and Removal**

5. Unless otherwise specified in these quotation documents, bidders agree that this quotation constitutes an irrevocable offer to provide the goods and / or services described herein for a period of forty-five (45) calendar days from the closing date of the receipt of quotations. Acceptance by the Municipality is effective upon approval by its awarding authority without communication or notice to the bidder, although such notice will, of course, be given as expeditiously as possible.

**TERMS AND CONDITIONS**

1. All work related to installation to be completed during the period November 12th and December 1st
2. Downtown Almonte décor must be installed by noon December 1<sup>st</sup> , 2020.
2. All work related to removal to be completed during the period January 4<sup>h</sup> to 22<sup>nd</sup>, 2021.

The successful bidder shall be responsible for the following:

3. Interested companies must meet with Tiffany MacLaren, Community Economic & Cultural Coordinator to discuss the scope of work prior to submitting bid.
4. To provide detailed invoices to the Community Economic and Cultural Coordinator for work in December 2020 and January 2021.
5. Any materials purchased and remaining after the completion of any service undertaken for the Municipality shall remain the property of the Municipality and shall be returned to the Community Economic and Cultural Programmer.
6. To ensure all work undertaken on behalf of the Municipality meets Ontario Building and Fire Codes.
7. To comply with all ordinances, by-laws and all other regulations from time to time imposed by law as they relate to work under this quote.
8. To supply their own personal equipment i.e. truck, safety equipment, etc. included in the price of the bid.
9. To possess adequate Workers' Safety Insurance Board coverage, if employing other workers and for meeting all other payroll regulations and shall provide proof of such to the Municipality.
10. To provide proof to the Municipality of liability insurance coverage in the amount of \$2,000,000.00, naming the Municipality of Mississippi Mills as an additional insured.
11. To maintain a safe workplace / work site in accordance with standard safe work practices and housekeeping.
12. To comply with the Occupational Health and Safety Act of Ontario and the regulations.