

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 Attention: Tiffany MacLaren, Community Economic & Cultural Coordinator, Municipality of Mississippi Mills, 14 Bridge St. Almonte, ON, K0A 1A0, “2021 Christmas Lighting Installation and Removal ” and dated. Or via email tmaclaren@mississippimills.ca

Item	Description	Location		Cost
1	Check all power connections and confirm power prior to completion of job. Liaise with ORPC where needed.	Almonte		
2	Install (6) shooting stars on the bridges on Main Street and Queen Street.	Main Street and Queen Street Almonte		
3	Install four (4) garlands decorations down Mill Street	Mill Street, Almonte		
4	Installation and removal of one (1) large cloth bow on Keepsakes building using existing anchors.	Mill Street, Almonte		
5	Add lights to 4 Maple/deciduous trees along the river at Almonte Old Town Hall	14 Bridge St. Almonte		
6	Wrap 12 light poles and 5 street lights with warm white rope lights (provided)	Bridge St. and Mill Street Almonte		
7	Check and straighten white lights on two large pine trees – corner of Mill and Bridge St. Add new multi-coloured lights to existing lights	Corner of Mill and Bridge St. Almonte		
8	Add Multi-coloured lights to 1 Maple/deciduous tree along at the Naismith Square – corner of Mill St. and Little Bridge St.	corner of Mill St. and Little Bridge St.		
9	Straighten and test Christmas lights on large Christmas Tree adjacent to Almonte General Hospital (add supplied lights as/if required)	Spring St. Almonte		
			13% GST	
			Total Cost	

Consideration will not be given to the Quote if received late than **11:00 am local time on Thursday, November 11th, 2021.**

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.

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 on this form for the services listed below and returned attention: Tiffany MacLaren, Community Economic & Cultural Coordinator, Municipality of Mississippi Mills, in person at 14 Bridge St. Almonte, ON, K0A 1A0, "2021 Christmas Lighting Installation and Removal" and dated. Or via email tmaclaren@mississippimills.ca

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 4th. Removal must be completed before February 2022.

B. SERVICES REQUIRED

The successful bidder shall be responsible to provide the services itemized on page 1 of this document. All décor materials will be provided by the Municipality.

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.
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.

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

TERMS AND CONDITIONS

1. All work related to installation to be completed during the period November 12th and December 4th
2. Downtown Almonte décor must be installed by noon December 4th , 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 2021 and January 2022.
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.