

# TOWNSHIP OF PLUMMER ADDITIONAL

## REQUEST FOR QUOTES

### GRASS CUTTING AND GROUNDS MAINTENANCE SERVICES

**Quote Issue Date:** April 9, 2026

**Quote Submission Deadline:** April 24, 2026 at 3:00pm

**Quote Opening Date/Time:** April 24, 2026 at 3:15pm

**Submit Quotes To:**

- Physical: Township of Plummer Additional, 38 Railway Crescent  
Bruce Mines, ON P0R 1C0
  - Email: lwebster@plummertownship.ca
- 

## 1. INTRODUCTION

The Township of Plummer Additional is soliciting quotes from qualified contractors to provide grass cutting and grounds maintenance services for Township-owned properties, including the Township Cemetery, Township Parks, and Township Grounds.

---

## 2. SCOPE OF WORK

The purpose of this RFQ is to obtain competitive quotes for all labor, equipment, materials, and supervision necessary to perform grass cutting and general grounds maintenance at the following locations:

- Township Cemeteries (5 locations within the township)
- Township Parks (Waltonen Park, Round Lake, Rose Lake)
- Bruce Station Community Hall and Township office

### Required Services:

1. Mowing all turf areas.
2. String trimming around headstones, monuments, fences, trees, buildings, and playground equipment.

3. Edging sidewalks, curbs, and paved surfaces.
4. Blowing or sweeping grass clippings from sidewalks, driveways, and monuments.
5. Removal of debris prior to mowing when necessary.
6. Proper disposal of collected debris off-site.

Special care must be taken at the cemetery to prevent damage to headstones, markers, and decorations.

---

### **3. SERVICE SCHEDULE**

- Services shall be performed on a bi-weekly basis during the growing season (typically May through October).
  - Additional mowing may be required due to weather conditions.
  - Contractor must complete mowing within 3 days of notification when extra service is requested.
- 

### **4. CONTRACT TERM**

The contract term shall be from May 1, 2026 through October 31, 2026.

The Township may renew the contract for additional one-year terms upon mutual agreement.

---

### **5. QUOTES SUBMISSION REQUIREMENTS**

Quotes must include the following:

1. Completed Quote Form (see Section 10).
2. Proof of General Liability Insurance (minimum \$1,000,000.00 per occurrence).
3. Workers' Compensation coverage documentation.
4. List of equipment to be used.
5. At least three (3) references for similar municipal or commercial work.
6. Contractor's business license (if applicable).

#### **Submission Instructions:**

- Quotes may be submitted in a sealed envelope clearly marked:

**“Grass Cutting Quotes – Township of Plummer Township”**

- Or submitted by email to: lwebster@plummertownship.ca
  - Quotes submitted late, incomplete, or unsealed will not be accepted.
  - All submissions must comply with the terms outlined in this RFQ.
- 

## **6. INSURANCE REQUIREMENTS**

- General Liability Insurance (minimum \$ 1,000,000.00 per occurrence)
- Workers' Compensation Insurance
- Automobile Liability Insurance (if applicable)

The Township shall be listed as an additional insured. Proof of insurance must be provided before work begins.

---

## **7. PERFORMANCE STANDARDS**

- Grass height shall be maintained at approximately 3 inches.
  - All work must be completed in a neat and professional manner.
  - Damage to property, headstones, irrigation systems, landscaping, or structures must be reported immediately.
  - Contractor is responsible for repair or replacement of damage caused by negligence.
- 

## **9. QUOTE EVALUATION**

Quotes will be evaluated based on:

- Price
- Experience and qualifications
- Equipment adequacy
- References
- Ability to meet Township needs

The Township is not obligated to accept the lowest quote and reserves the right to select the quote that best meets its needs.

---

## 10. QUOTE FORM

### Quote Submitted by:

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Pricing (Select One or Complete as Directed)

**Per Mowing Rate**

Cemetery: \$\_\_\_\_\_ per mowing  
Parks: \$\_\_\_\_\_ per mowing  
Township Grounds: \$\_\_\_\_\_ per mowing

OR

**Seasonal Lump Sum**

Total Seasonal Price: \$\_\_\_\_\_

I certify that I have examined the specifications and agree to provide services as outlined in this Request for Quote.

Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

---

## 11. QUESTIONS

All questions regarding this bid must be directed to:

Name: Line Webster  
Title: CAO-Treasurer  
Phone/Email: 705-785-3479 – lwebster@plummertownship.ca