



Subject: Invitation to Quote - Municipality of Brockton RFQ # PW2026GRA - Third Party Grass Cutting Services

Dear Sir or Madam:

The Municipality of Brockton has a requirement to purchase Third Party Grass Cutting Services as described in detail in the attached Request for Quotations (RFQ).

You are invited to submit a written Quotation to supply the above-noted services/goods by completing the attached Bidder Quotation Sheet and returning the completed sheet to the address and by the deadline specified in the attachment.

Your Quotation must be received by no later than: 2:00:00 p.m. EST on Monday March 9th, 2026. Quotations received after this time will be rejected. For emailed Quotations, please be advised that any delays caused by telecommunication lines or IT systems will be your sole responsibility, so you are encouraged to email your quote well in advance of the deadline.

Any request for information regarding the contents of this RFQ are to be made in writing and sent to the email address stated above. All responses to such requests will be provided by the Municipality by email to all prospective contractors. No verbal requests will be considered. The Municipality will accept requests up to the close of business prior to the date of closing. Requests received after that time will not be addressed.

Sincerely,

A handwritten signature in black ink that reads "N. Schnurr".

Nicholas Schnurr,
Director of Operations



REQUEST FOR QUOTATIONS NO. PW2026 Grass Cutting - Third Party Grass Cutting Services

Submission Deadline: Monday March 9th, 2026, by 2:00:00 PM EST

**Submit Quotes to:
Nicholas Schnurr, nschnurr@brockton.ca**

BIDDER QUOTATION SHEET	
Prepared by Bidder Representative:	
Email to contact:	
Bidder Legal Name:	
Bidder Address:	
RFQ Process Terms and Conditions	See below
Scope of Work	See attached Schedule A – Statement of Goods/Services Requirements



BIDDER'S FINANCIAL QUOTATION

TOTAL QUOTE FOR SERVICES In Canadian Dollars				
Grass Cutting Service Location	Estimated Number of Hours (To be used for reference purposes only, billed based on actual hours)	Hourly Rate:	Total Number of Hours per week (approximately 22 weeks):	Total Quote
Glamis Park	0.75 Hours			
North Water Tower	0.50 Hours			
Walkerton Pollution Control Plant	2.25 Hours			
Well 7, 8, 9	0.75 Hours			
Brant Shop	0.75 Hours			
Greenock Shop	0.75 Hours			
Malcolm Cairn	0.50 Hours			
Wallace Water Tower	0.50 Hours			
Pump Station Booster	0.75 Hours			
Greenock Landfill	0.75 Hours			
Brant Landfill	0.75 Hours			
Fischer Dairy Road Station	0.50 Hours			
Veolia Yard and Well 5	1.25 Hours			
Baptist Cemetery	0.50 Hours			
Brocklebank Abandoned Cemetery	0.50 Hours			
Curtis Cemetery	0.50 Hours			
Greenwood Cemetery	0.25 Hours			
Greenock United Church Cemetery	0.50 Hours			
Holy Trinity Cemetery	0.75 Hours			
Jackson's Family Cemetery	0.50 Hours			
McLeans Cemetery	0.50 Hours			
Old German Methodist Cemetery	0.50 Hours			
Old Presbyterian Cemetery	0.50 Hours			
Starkvale Cemetery	3.5 Hours			
TOTAL ALL-INCLUSIVE QUOTE (exclusive of applicable sales taxes):				
<i>Prices are inclusive of shipping, travel and lodging costs unless otherwise specified below and exclude all applicable taxes.</i>				



Additional Reimbursable Expenses. Prices are all-inclusive except for: N/A

The above Quote shall remain open for acceptance for 90 calendar days.

IN WITNESS WHEREOF , Bidder's duly authorized representative below has executed this Bidder Quotation Form as of the date set out below:	
Signature:	
Printed Name:	
Title:	
Date:	



RFQ TERMS AND CONDITIONS

RFQ TERMS AND CONDITIONS

1. Selection Criteria. Subject to these terms, the Municipality intends to enter award the contract to the Bidder offering the **lowest Total All-Inclusive Quote**.
2. Language. All Quotes must be submitted in the English language.
3. Municipality's Reserved Rights and Privileges. The Municipality reserves the right in its sole and absolute discretion to: (i) reject Quotes which fail in any respect to comply with the requirements of the RFQ; (ii) reject any or all Quotes, cancel or re-issue this RFQ, in whole or in part, at any time, for any reason, without any obligation or liability whatsoever to any Bidder; (iii) award one or more Contracts in connection with this RFQ; (iv) seek clarification, verify or confirm, independently or with the help of the Bidder, any or all information provided by the Bidder with respect to this RFQ; (v) disqualify a Bidder on a ground listed in the Municipality's procurement policy; (vi) reject Quotes that are in any other language but in English.
4. Contract Terms and Conditions. By responding to this RFQ, the Bidder accepts to supply the goods and services described in this RFQ ("Goods" and "Services") pursuant to the information in this RFQ, the Bidder Quotation Sheet and on the Municipality's General Terms and Conditions which are available on the Municipality's website at Brockton.ca (search the term "procurement" and the terms are General Terms and Conditions).



STATEMENT OF WORK

INTRODUCTION

The Municipality of Brockton (the “**Municipality**”) is a lower-tier municipality within Bruce County with an estimated population of 9,000. The Municipality is inviting formal quotes from contractors capable of performing weekly (up to 22 weeks) Grass Cutting Services for the Municipality at multiple Municipal properties. Please see Appendix A for a list of sites and addresses. The contract will be for one (1) year commencing the week of May 18th, 2026, with up to two (2) one (1) year options.

SCHEDULE A – STATEMENT OF GOODS/SERVICES REQUIREMENTS

INTRODUCTION

The Municipality of Brockton is a thriving community in Southern Bruce County with a proud history and promising future. Whether you’re looking to start or expand a business, find a new home, or simply explore the region, this is a good place to start.

Brockton is a full-service community with a range of government services, top-notch schools and childcare, a hospital, community centres, and a wide array of outdoor recreation, from golf, fishing, hiking and paddling the Saugeen River, to snowmobiling and cross-country skiing in winter.

Weekly Grass Cutting of Abandoned Cemeteries and other Brockton Assets (owned property) is a necessary part of the Municipality’s annual seasonal maintenance program.

The Municipality of Brockton is seeking formal quote submissions for weekly (up to 22 weeks) grass cutting services of Brockton owned and maintained properties. Please see Appendix A for a listing of sites and their addresses.

The Term of the Contract is the date of signature by both parties and until October 31, 2026. Thereafter the Contract may be extended by up to 2 years by the Municipality in two (2) 1-year extensions. The Contractor will be notified of the Municipality’s exercise of a renewal option by written notice provided before March 31 of each year.



SERVICES

1. SERVICES SPECIFICATIONS

- Weekly Grass Cutting and Trimming of Municipally owned properties
- Approximately 22 weeks – Starting the week of May 18th, 2026
- Contract MAY be extended by up to 2 years by the Municipality in 2 – 1-year extensions. The contractor will be notified of the Municipality’s exercise of a renewal option by written notice (formal letter or email) provided before March 31 of each year.
- Weekly Grass Cutting and Trimming Services are to be done on an “as needed” basis unless otherwise directed by Brockton’s Director of Operations or his/ her designate.
- Service Level – Service Level/ Workmanship will be reviewed by Brockton’s Director of Operations (or his/her designate) without notice.
- Unsatisfactory workmanship will be reviewed with the contractor in person.
- Contract will be terminated, in writing, after two (2) documented complaints have been filed with the Contractor.
- The Contractor must, immediately, notify the Director of Operations if he/ she comes across any challenges or barriers in fulfilling the duties at any of the identified sites, including, but not limited to: monument vandalism, improper storage/dumping of materials, etc.
- A diary of activities/challenges that includes dates, times, and locations will accompany the monthly invoices.
- The Municipality does not pay overtime to the Contractor or his/ her staff. Scheduling is the responsibility of the Contractor.
- Estimates of each location can be found in Part 4, however these are estimates only and are provided for reference purposes only.

2. DELIVERABLES AND DELIVERY TIMELINES

- Start date is the week of May 18th, for up to 22 weeks, in 2026.
- Weekly Grass Cutting and Trimming Services are to be done on an “as needed” basis unless otherwise directed by Brockton’s Director of Operations or his/ her designate.

Should there be a repeated failure to meet the service levels set out herein, the Municipality will issue a formal warning notice to Contractor describing the incidents giving rise to the warning notice. If the Contractor fails to rectify the poor service levels following receipt of the warning notice to the Municipality’s satisfaction, the Municipality may exercise its rights of termination pursuant to the Contract.

MUNICIPALITY CONTRACT REPRESENTATIVE

The Municipality’s representative for all matters concerning this Contract and the services shall be:

Nicholas Schnurr, Director of Operations



INSURANCE REQUIREMENTS

Insurance	Minimum Coverage Limits	Required Yes/No
<p>Commercial General Liability insurance, underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit of not less than <i>[see next column]</i> per occurrence, an aggregate limit of not less than <i>[see next column]</i>, within any policy year with respect to completed operations, and a deductible of not more than <i>[see next column]</i>. This policy shall include but not be limited to:</p> <ul style="list-style-type: none"> (a) Name the Municipality as an additional insured (b) Cross-liability and severability of interest (c) Blanket Contractual (d) Products and Completed Operations (e) Premises and Operations Liability (f) Personal Injury Liability (g) Contingent Employers Liability (h) Owners and Contractors Protective (i) Broad Form Property Damage (j) Non-owned automobile liability (k) The policy shall include 30 calendar days' notice of cancellation. 	<p>\$5M per occurrence \$5M minimum aggregate limit within a policy year \$100,000 maximum deductible</p>	<p>YES</p>
<p>Professional Liability or Errors and Omissions insurance in the amount of not less than <i>[see next column]</i> providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy deductible shall not exceed <i>[see next column]</i> per claim and if the policy has an aggregate limit, the amount of the aggregate shall be not less than double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall be in place for the Term of the Contract and shall be renewed for 2 years after termination or expiration of the Contract. A certificate of insurance evidencing renewal is to be provided each year. If the policy is to be cancelled or non-renewed for any reason, 30-day notice of said cancellation or non-renewal must be provided to the Municipality.</p>	<p>\$1M coverage \$100,000 maximum deductible</p>	<p>NO</p>
<p>Computer Security and Privacy Liability insurance covering actual or alleged acts, errors or omissions committed by, or on behalf of the Contractor, its agents, employees or subcontractors. The policy shall also extend to include the</p>	<p>\$2M per occurrence \$5M in the aggregate</p>	<p>NO</p>



<p>wrongful acts of the Contractor, its employees or subcontractors. The policy shall expressly provide, but not be limited to, coverage for the following perils: (i) unauthorized use/access of a computer system; (ii) defense of any governmental authority action involving a breach of privacy; (iii) failure to protect confidential information (including, personal Information and commercial information) from disclosure; and (iv) notification costs, and mitigation costs including but not limited to forensics, public relations, and identity restoration costs. The policy(s) shall have limits of liability of at least [see next column] per occurrence or event and [see next column] in the aggregate. If the policy is to be cancelled or non-renewed for any reason, 30-day notice of said cancellation or non-renewal must be provided to the Municipality.</p>		
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ADDITIONAL INSURANCE CLAUSES

Certificate of Insurance. The Contractor shall provide a Certificate of Insurance evidencing the required coverage before the commencement of services or the supply of goods and shall be required to ensure the coverage is maintained throughout the Term of the Contract. Any claims-made policy needs to be maintained for at least 24 months following termination or expiration of the Agreement.

Additional Insured. At Contractor’s sole expense, the Municipality, its affiliates and each of their respective officers, councillors, directors, agents and employees shall be named as Additional Insureds on a primary basis on all liability policies with the exception of professional liability/errors and omissions.

Primary Coverage. The Contractor’s insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Notice of Cancellation or Changes. Except as otherwise approved by the Municipality, the policies shall be endorsed to provide the Municipality with not less than 30 calendar days written notice in advance of any cancellation, change or amendment which restricts coverage such that the Contract requirements are no longer met.

Insurance Not to Affect Other Contract Obligations. Insurance procured by Contractor shall not reduce or limit Contractor’s contractual obligation to indemnify and defend the Municipality as provided in the Contract.