

NORTH
GLENGARRY
NORD



THE CORPORATION OF THE TOWNSHIP OF NORTH
GLENGARRY

Quotation No. PW 2023-02

QUOTATION FOR VEHICLE DETAILING

January 13, 2023

The Township of North Glengarry is seeking submissions from qualified contractors to provide quotations for vehicle detailing on various pieces of Township equipment.

SCOPE OF WORK

The Township will require the provision of non-exclusive detailing services for various pieces of Township equipment on site. Pricing is requested for complete detailing services, interior detailing services and exterior washing. The services required may differ for each piece of equipment. The Township intends to proceed with interior detailing only at this time. However, exterior detailing may be considered depending on budget constraints.

The timeline for work will be as soon as possible, weather dependant. All detailing services will be performed on site at one of the following locations:

Alexandria Garage	530 Tobin Street, Alexandria
Kenyon Garage	19115 Kenyon Concession Road 4, Alexandria
Lochiel Garage	2240 Old Military Road, Alexandria
Water Treatment Plant	22 Gernish Street West, Alexandria

DETAILING SPECIFICATIONS

Interior Detail Services

- Door and truck jambs wiped
- Full interior vacuum
- Stain removal treatment of mats/carpets, flooring and on roof interior
- Full interior shampoo to include seats, carpets and mats
- Clean and shine all vinyl including dash, vents, side panels and all openings
- Clean and shine console including steering wheel
- Interior windows cleaned

Exterior Washing Services

- Full exterior wash including undercarriage wash
- Clean wheels and rims
- Door and truck jambs wiped
- Exterior windows cleaned

Complete vehicle detailing shall include but is not limited to exterior washing services and interior detailing services.

STANDARD TERMS AND CONDITIONS

This work includes the supply of all labor, equipment, and materials necessary to complete the work in accordance with bid documents unless otherwise specified. All work shall conform to the OPS General Conditions of Contract and Ontario Provincial Standards and Specifications. A bid and performance bond of 5% is required for work over \$50,000.00 to be waived at the discretion of the Public Works Director. Contractors confirm they have performed a site visit, accounted for available site conditions, and confirmed all quantities. Unless otherwise stated all work is to be completed by November 1st of each year. Ensure that all work be undertaken in strict accordance with all current editions of all health and safety legislated requirements including, but not limited to the OHSA and regulations, the Environmental Protection Act, the Transportation of Dangerous Goods Act, all applicable acts, regulations, codes, standards, etc. both general and specific to any given project. Proof of current WSIB and insurance with \$2 million minimum coverage for general liability, automobile, and property is required within 10 calendar days of quotation acceptance. The contractor will be responsible for all locates required on this project and all notifications required to carry out the project. This includes the Ministry of labor Notice of Project if required. Any public notices required will be sent to the Township for approval 1 business day before it is needed for release. The contractor must cooperate with any testing requirements requested by the township reasonably associated with the scope of work. The Township will retain 10% from each invoice to satisfy appropriated payments to contractors, and subcontractors. This holdback shall be payable upon final acceptance of the project work, signed off by the Township Director of Public Works. No work shall start until the contractor is notified by the Township to begin and the Township reserves the right to discharge the contractor if unsatisfactory work or material is being supplied in the opinion of the Director of Public Works or designate. Proceeding with the work described will be considered acceptance of these conditions.

SUBMITTALS

The quotation must be submitted on the forms provided, which shall be filled out in ink or by typewriter and shall be duly executed by the signing officer(s) of the corporation. Quotations may be invalidated if the forms are not properly or fully completed. All blanks must be legibly and properly filled in on the printed forms supplied for that purpose.

The prices provided will be provisional based on budgetary constraints. The Township will communicate directly with the winning bidder on what work will be required on which pieces of equipment.

Submissions shall be received by the Township of North Glengarry by email at pwspecialist@northglengarry.ca, no later than 4:00:00 PM local time on February 3, 2023.

Quote Submission Form

**NORTH
GLENGARRY
NORD**



Tender Number:	PW 2023-02
Description:	Quotation for Vehicle Detailing
Closing Date:	February 3, 2023
Closing Time:	4:00:00 PM
Company Name:	

Item No.	Service Description	Estimated Quantity	Unit Cost Flat Rate	Extended Price
Pickup Trucks				
1	Interior detailing only	16		
2	Exterior washing only	16		
3	Complete detailing	16		
Tandem Trucks				
4	Interior detailing only	8		
5	Exterior washing only	8		
6	Complete detailing	8		
Grader				
7	Interior detailing only	2		
8	Exterior washing only	2		
9	Complete detailing	2		
Backhoe				
10	Interior detailing only	2		
11	Exterior washing only	2		
12	Complete detailing	2		
Tractor				
13	Interior detailing only	2		
14	Exterior washing only	2		
15	Complete detailing	2		
Sidewalk Tractor				
16	Interior detailing only	2		
17	Exterior washing only	2		
18	Complete detailing	2		
Excavator				
19	Interior detailing only	1		
20	Exterior washing only	1		
21	Complete detailing	1		
Loader				
22	Interior detailing only	1		
23	Exterior washing only	1		
24	Complete detailing	1		

Price (excluding HST) _____

HST _____

Total Price _____

THE LOWEST OR ANY QUOTE NOT NECESSARILY ACCEPTED.

List of equipment that will be used:

Previous experience and/or contracts:

I/We the undersigned have read and understand this quotation document and agree to perform the work required in accordance with this quotation form, at the price(s) listed above.

Signed and submitted for and on behalf of:

Company Name

Address	City	Postal Code
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Signature of Authorized Signing Officer	Print Name and Title
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Date	Email Address
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Telephone Number	Fax Number
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