



**TheCounty**  
PRINCE EDWARD COUNTY + ONTARIO

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
Expression of Interest**

**2017-CDD-43**

**WELLINGTON HERITAGE MUSEUM PARKETTE**

**PLEASE USE BLUE OR BLACK INK TO COMPLETE**

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Name of Firm

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Address

Postal Code

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Telephone Number

Fax Number

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Name of Person Signing for Firm

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Name of Contact Person

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Email Address for Contact Person

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Company Website

**CLOSING DATE: August 2<sup>nd</sup>, 2017 at 2:00 pm**

**Prince Edward County  
Wellington Historical Museum**

Jennifer Lyons  
Head Curator Museums  
613.476.2148 x 2521  
[jlyons@pecounty.on.ca](mailto:jlyons@pecounty.on.ca)

**HELP OUR GARDEN GROW!**

The Friends of the Wellington Heritage Museum are seeking the community's support in supplying goods and/or services for the construction of a public garden planned for the rear of the Museum (290 Main Street, Wellington). An overview of the project's requirements is outlined below; work on the garden is scheduled to begin late summer 2017.

The garden is envisioned as an outdoor extension of the museum's collection, as well as its spirit. Heritage plants and a symmetrical layout hearken back to Victorian times and the Quaker aesthetic. Garden benches will replicate a design that is thought to be unique to Prince Edward County and the garden's sculptural element will reflect the community's rich and vibrant history.

The supplies and services required are outlined below. All vendors or contractors are invited to participate in the EOI process (for all or a portion of the work). Donations of products and services are encouraged and very much appreciated (tax receipts can be provided for cash donations over \$20 towards the project). For donations above \$500, your generosity will be recognized with prominent signage along Wellington Main Street throughout the duration of garden construction.

**LOCATION**

The Wellington Heritage Museum is located at 290 Main Street, Wellington, Ontario.

**DESIGN**

- Planting plan for a Victorian-era garden that references Wellington's history and Museum's permanent collection. Please see attached rendering.
- Design and permit drawings for a 10-foot by 20-foot pergola and deck.

**HISTORICAL ELEMENTS and GARDEN FEATURES**

- Four solid wood exterior benches constructed with exterior-grade finish and materials (design to be based on a traditional 19th-century bench design; see appendix for photo)

**EXCAVATION**

- Terra forming / excavation of 600 sq. feet of garden pathways; soil preparation for planting and sod
- Excavation and backfill for 10 (ten) 12-inch sonotubes (for the garden's entertainment and sculpture pads) and a 25-foot trench for electrical wiring

- Grading and preparing the site for sod installation and garden beds
- Existing grading around the general perimeter of the building/foundation will remain unchanged.

## **ELECTRICAL**

- Run power from the Museum to the garden's new entertainment pad. Work and materials required include:
  - Approximately 25 feet of shielded, exterior-grade electrical wire and underground conduit
  - Min 12-circuit 60-amp electrical panel
  - Two 20-amp circuit breakers
  - Two 1-gang GFCI outdoor outlets (with covers), installed to code

## **MATERIALS**

- Pressure-treated lumber for pergola (size and quantities to be confirmed based on Pergola design)
- Sod (2080 square feet)
- Topsoil (5 yards)
- Triple mix (15 yards)
- Interlock Bricks (Unilock 6-inch "Town Hall" or similar) for the garden path's 280 sqft border
- Limestone Screening (90 yards)
- Sand (5 yards)
- Concrete (approximately 1 cubic yard)
- Five (5) Siberian Flowering Crab apple trees

## **GENERAL LABOUR**

- Install deck and pergola per design drawings
- Tree pruning of large sugar maple in the garden
- Garden bed prep (1600 sq. feet)
- Sod laying (2080 sq. feet)
- Install interlock border along the garden path (280 sq. feet)
- Install limestone screening garden path (600 sq. feet)

## **Requirements**

The submission should include but is not limited to the following:

- **A site meeting will be held July 24<sup>th</sup>, 2017 at 10:00 a.m. at the Wellington Museum**
- Outline your intent for the parkette
- Provide examples of previous experience to demonstrate your ability to carry out your proposal.
- Clearly outline the condition that the site would be left in.
- **Project to be completed by September 30, 2017.**

**Process**

Submissions will be used by the County to better determine the options available. Further detail regarding your submission may be requested under a separate process.

**Terms and Conditions**

Nothing in this Expression of Interest, receipt by the County of a submission to this Expression of Interest, or subsequent negotiations by the County of the terms of an agreement or contract, shall in any way impose a legal obligation on the County to sign an agreement or contract with any opponent.

**Submissions**

PROPOSERS shall submit one document marked "original" and Three (3) additional copies. Submissions must be delivered to:

The County of Prince Edward,  
Clerk's Office, 2<sup>nd</sup> Floor  
332 Main Street,  
Picton, Ontario, K0K 2T0

**Submissions must be received no later than 2:00 pm, Friday, August 2<sup>nd</sup>, 2017**

All projects out for competition are posted on the County website:

[www.thecountyca/county-government/department/purchasing/](http://www.thecountyca/county-government/department/purchasing/)

## **ACCESSIBILITY**

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service every provider of goods and services shall ensure that every person who deals with a member of the public or participates in the developing of the County's policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained as follows:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use equipment that is available on the premises that may help in the provision of goods or services.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities

Contract employees, third party employees, agents and others who deal with members of the public on behalf of the County of Prince Edward must meet the requirements of Ontario Regulation 429/07 with regard to training. If a training policy is not yet in place, please go the following link and complete the training module.

<http://www.mcass.gov.on.ca/mcass/serve-ability/splash.html>



**Accessibility for Ontarians with Disabilities Act (AODA)**

**Accessible Customer Service Training**

Company Name: \_\_\_\_\_

I acknowledge that all staff employed by \_\_\_\_\_ who may undertake any duties and interact with any persons with disabilities, in the course of this company's contractual obligations with The County of Prince Edward, have reviewed a *Service Ontario video/ on-line training course* outlining the Accessibility for Ontarians with Disabilities Act (AODA) regulations.

As a principle of the contractor employed by The County of Prince Edward, I understand the municipality's requirements to comply with the Customer Service Standard. I will ensure that all future staff hired to assist with this company's contractual obligations will receive similar training as soon as they are hired, to meet these ongoing requirements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **General Liability Insurance**

Prior to commencement of work the SUPPLIER must provide proof of **\$2,000,000 (two million)** General Commercial General Liability Insurance including coverage for public liability, property damage, all his trucks, vehicles and machines; also, any vehicles or equipment hired by him, and used in connection with this work. The Corporation of the County of Prince Edward must be shown as additional insured on the policy.

## **Automobile/Equipment Insurance**

The SUPPLIER/CONTRACTOR will effect at his/her own expense (including the cost of deductibles) and maintain and keep in force during the term of this agreement, automobile/equipment insurance coverage naming The Corporation of the County of Prince Edward as an insured, including a cross-liability provision in favour of The Corporation of the County of Prince Edward, against claims for personal injury, death, property damage or loss, arising from an accident or occurrence relating to this agreement, in an amount of not less than Two Million Dollars (**\$2,000,000.00**) in respect of each claim or occurrence. The insurance policy as required herein shall be in force during the terms of the contract.

## **Workplace Safety & Insurance Board**

- a) The successful Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This form must be furnished prior to commencement of work. The successful Proponent further agrees to maintain their WSIB account in good standing throughout the contract period.
- b) Clearance certificates should be renewed every ninety (90) days during the term of the Contract.
- c) If the successful Proponent is a self-employed individual, partner or executive officer who does not pay WSIB premium and is recognized by WSIB as an "independent operator" a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the County prior to commencement of work.

## **Confirmation of Favourable Health and Safety Practice Form**

### **To Contractor(s):**

The Municipality of The Corporation of the County of Prince Edward is committed to:

1. The prevention of workplace injury and illness to all workers at Municipal work locations.
2. The belief that contractor safety is compatible with the safety policy of the Municipality and is good business.
3. Assuming a leadership role by citing contractors for any violations of the contract.

To ensure the Municipal workplace is a healthy and safe working environment, contractors, constructors and sub-contractors must have knowledge of and operate in compliance with the Occupational Health and Safety Act and any other legislation pertaining to employee health and safety.

For long term contracts, or contracts involving pre-selected contractors, the Municipality reserves the right to cancel (or place on probation) the contract of any contractor who is sited with violations and/or charged and/or convicted of offences under the Occupational Health and Safety Act and/or applicable regulations while carrying out any part of a project with the Municipality.

### **Contractor's Statement of Responsibility**

As a contractor retained to perform work for the Municipality of Prince Edward County, I/we accept the following health and safety responsibilities:

I/we will comply with all procedures and requirements of the Occupational Health and Safety Act, Municipality safety policies, standards and procedures, department and site-specific policies, standards and procedures and all applicable legislation and regulations.

I/we will work safely with skill and care to prevent accidental injury to ourselves, fellow employees and all other persons on the site of the work.

For contracts or sub-contracts that involve commercial motor vehicles as defined by the Highway Traffic Act, I/we acknowledge possession of a current Carrier CVOR abstract with one of the following safety ratings: Excellent; Satisfactory; Conditional; or Satisfactory - Unaudited.

I/we will advise the Municipality if the CVOR safety rating of our firm is changed to "Unsatisfactory" at any time during the course of the contract and, upon request, will provide the Municipality with a copy of the most recent Carrier CVOR abstract indicating the sanctions imposed by the Ministry of Transportation.

\_\_\_\_\_  
Offerer (Print Name)

\_\_\_\_\_  
Signature of Offerer

\_\_\_\_\_  
Date