



THE CORPORATION OF THE CITY OF STRATFORD

CITY CLERK'S DIVISION

LEASE AGREEMENT REFERENCE: L16 - 01

FARM LAND EAST OF O'LOANE AVENUE TO THE REAR OF AVONDALE CEMETERY

CLOSING DATE: 2:00:00 p.m., Wednesday, April 27, 2016

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INSTRUCTIONS TO BIDDERS

1. Sealed bids must clearly identify the Bidder's Name and Company in the return address detail and be marked " Lease Agreement for Farm Land East of O'Loane Avenue to the Rear of Avondale Cemetery, City Clerk's Department," addressed to:
City of Stratford, City Hall, ATT: Purchasing Department BID# : L16 - 01, 1 Wellington Street, Stratford, Ontario, N5A 2L3 will be received up to:
2:00:00 p.m., Local Time, Wednesday, April 27, 2016
and opened publicly at the same location at:
2:15:00 p.m., Local Time, Wednesday, April 27, 2016
2. Each bid shall contain the full name of the party or parties bidding and the signature of the parties bidding shall be in their respective handwriting.
3. Bids must be submitted on the attached Bid Form provided.
4. The intent of this project is to lease the City-owned Farm Land East of O'Loane Avenue to the Rear of Avondale Cemetery, as per attached, Specifications, Lease Agreement and enclosed diagram, and as directed by Ms. Joan Thomson, City Clerk, (519) 271-0250 ext. 235 or at jthomson@stratfordcanada.ca .
5. Lease and use of this parcel of land are to be carried out in accordance with the attached lease agreement.
6. The Lessee shall obtain Farm Liability including Farmers Limited Pollution Liability insurance of at least Two Million Dollars (\$2,000,000.00), covering injury to, or destruction of person or property, for which the Lessee may be held liable. The Lessee must obtain Farm Liability including Farmers Limited Pollution Liability insurance on a form of coverage issued by an insuring company acceptable to the City, which names the City as an additional insured. The Lessee shall provide the City, by the 1st day of June 2016 and then the 1st day of May in each year thereafter during the term hereof, with an insurance certificate showing the required insurance coverage.

7. No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be posted on the City of Stratford website; [Bid Opportunities¹](#). It is the Bidder's sole responsibility to check the website for addendum(s) prior to submitting their bid. Any bid received without addendum(s) acknowledged and/or submitted as instructed will be rejected.
8. No bid will be accepted from any bidder inclusive of its subcontractor(s), which has a claim or instituted a legal proceeding or has threatened a claim or instituted a legal proceeding against The Corporation or against whom the Corporation has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.
9. The highest or any Bid will not necessarily be accepted. The Corporation of the City of Stratford reserves the right to reject any or all bids, or to award the Contract to other than the bidder submitting the highest Bid, as in its opinion may be for the best interest of The Corporation of the City of Stratford.
10. Instances where a bid shall be rejected as unacceptable are:
 - Incomplete bids (all items put to tender are not bid).
 - Bids are not properly signed and dated.
 - Bids offered or received after the specified closing time.*
 - Bids that contain restrictions placed on the goods or services, by the vendor.
 - Bids completed in pencil, rather than typed or written in ink.
 - Bids withdrawn by the vendor or his agent.**
 - Bids with calculations not completed as per instructions.
 - Bids completed on forms other than those supplied by The Corporation of the City of Stratford.
 - Bids submitted without the required documentation attached or completed, bonding, etc.
 - Bids that do not include samples (if requested).
 - Bids where the bidder did not attend a mandatory site meeting.
 - Bids where goods or services do not comply with called for specifications.

¹ <https://www.stratfordcanada.ca/en/insidecityhall/bidopportunities.asp>

THE CORPORATION OF THE CITY OF STRATFORD

Lease Agreement - Farm Land East of O'Loane Avenue to the Rear of Avondale Cemetery,
City Clerk's Office

* Bids received after the designated closing time and date specified, will be returned to the vendor unopened.

** Request for withdrawal of a bid shall be allowed if the request is made before the closing time. Requests must be directed to the Manager of Financial Services by a Senior Official of the company with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of the bid does not disqualify a bidder from submitting another bid on the same contract. No facsimile bids accepted.

BIDDER DECLARATION

To: The Corporation of the City of Stratford

I/We _____
(name)

(title/position)

of _____
(name of firm)

1. DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.
2. FURTHER DECLARE that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same requirement (unless performed under a "joint" agreement and so declared in the bid), and in all respects is fair and without collusion or fraud.
3. FURTHER DECLARE that no City of Stratford employee, or Member of Council is, or will become interested directly or indirectly as a contracting party unless disclosed as follows:

4. FURTHER DECLARE that all statements, schedules and other information provided in this bid are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.
5. FURTHER DECLARE that I have carefully examined the entire bid document, and response requirements and hereby acknowledge the same to be part and parcel of any contract to be let for this project therein described or defined and do all the work and to provide the services of the project mentioned for the price(s) stated.

6. FURTHER DECLARE that the agent listed below is hereby authorized by the Proponent to submit this bid and is empowered and authorized to negotiate all matters with the City representatives on behalf of the Proponent.
7. AGREE that this bid is to continue open for acceptance until the formal Contract is executed or a Purchase Order is issued to the successful Proponent or for ninety (90) days following the bid closing date, whichever occurs first and that the city may, at any time within that period, without notice, accept this bid whether any other bid has been previously accepted or not.
8. Agrees to have checked the City of Stratford website and have allowed for Addenda numbered as follows: _____ through to _____.

Signature of Authorized Officer

Name of Authorized Officer (print)

THIS FORM MUST BE INCLUDED IN YOUR SUBMISSION COMPLETED IN INK, IN FULL.
FAILURE TO DO SO SHALL RESULT IN THE SUBMISSION BEING REJECTED.

SPECIFICATIONS

Location

This parcel of land is located East of O'Loane Avenue to the rear of Avondale Cemetery.

Dimensions

Refer to the attached map for the approximate dimensions of this property, containing approximately thirty-one and a half (31.5) acres.

Term

The term of this agreement is for five years. May 1, 2016 to and inclusive to December 31, 2020. The Corporation of the City of Stratford has a right to terminate this agreement at any time throughout this term. However, thirty days written note must be provided to the successful bidder.

BID FORM L16 - 01

Bid Closing: 2:00:00 p.m., Wednesday, April 27, 2016

Bid Opening: 2:15:00 p.m., Wednesday, April 27, 2016

His Worship Mayor Dan Mathieson and
Members of City Council
City of Stratford, Ontario

Ladies and Gentlemen:

I/We the undersigned, do hereby submit our Bid to Lease City-owned Farm Land East of O'Loane Avenue to the Rear of Avondale Cemetery for the years, 2016, 2017, 2018, 2019, and 2020 in accordance with the attached Instructions to Bidders, Specifications and Lease Agreement as follows:

<u>Year</u>	<u>Price per Acre</u>	<u>H.S.T.</u>	<u>Total Price per Acre</u>
2016			
2017			
2018			
2019			
2020			

THE CORPORATION OF THE CITY OF STRATFORD
Lease Agreement - Farm Land East of O'Loane Avenue to the Rear of Avondale
Cemetery,
City Clerk's Office

Bid Form Cont'd
L16 - 01

Vendor Name:
Address 1:
Address 2:
City, Province, Postal Code
Telephone:
Fax:
Website:
E-mail:
Primary Contact
Authorized Signature:
Date: