



THE CORPORATION OF THE CITY OF STRATFORD
LEASE AGREEMENT REFERENCE: L13 - 01
CITY CLERK'S DEPARTMENT

FARM LAND ON VIVIAN LINE 37

CLOSING DATE: 2:00:00 p.m., Wednesday, October 30, 2013

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 on Vivian Line 37, City Clerk's Department," addressed to:
**City of Stratford, City Hall, ATT: Purchasing Department BID#: L13 - 01,
P. O. Box 818, 1 Wellington Street, Stratford, Ontario, N5A 6W1** will be received up to:
2:00:00 p.m., Local Time, Wednesday, October 30, 2013
and opened publicly at the same location at:
2:15:00 p.m., Local Time, Wednesday, October 30, 2013.
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 on Vivian Line 37, 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@city.stratford.on.ca.
5. Lease and use of this parcel of land are to be carried out in accordance with the attached sample lease agreement.
6. This agreement includes provisions for the implementation of the HST.
7. The Lessee shall obtain Farmers Comprehensive 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 insurance on a form of coverage issued by an insuring company acceptable to the City, which names the City as an additional insured and contains a Cross Liability Clause. The Lessee shall provide the City, by the 1st day of May in each year during the term hereof, with an insurance certificate showing the required insurance coverage.

8. 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 <https://www.stratfordcanada.ca/en/insidecityhall/bidopportunities.asp> . 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.
9. 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.
10. 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.
11. **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.**

***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.



CERTIFICATE OF INSURANCE

THE CORPORATION OF THE CITY OF STRATFORD
This is to certify that the Insured, named below, is insured as described below

CITY FILE NUMBER
L13 - 01

This form must be completed and signed by your insurer or insurance broker

Note: 1. Proof of liability insurance will be accepted on this form only (with no amendments)
2. If a facsimile has been transmitted, the original certificate must follow

NAME OF INSURED		TELEPHONE NUMBER	AREA CODE
ADDRESS OF INSURED	STREET NAME	CITY	POSTAL CODE

TYPE OF INSURANCE	INSURER'S NAME	POLICY NUMBER	EFFECTIVE DATE			EXPIRY DATE			LIMITS OF LIABILITY Bodily Injury & Property Damage-Inclusive
			YR.	MO.	DAY	YR.	MO.	DAY	
Farmers Comprehensive Liability									Per Occurrence \$ Aggregate \$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess									\$

Commercial General Liability Occurrence Basis

CLAIMS MADE POLICIES ARE NOT ACCEPTABLE

Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause. The policy also includes:

Tenant's Legal Liability ☐ No or ☐ Yes (Limit) \$ _____ Liquor Liability ☐ No or ☐ Yes (Limit) \$ _____

XCU Endorsement (Excavation and Underground Work Contracts) ☐ No or ☐ Yes (Limit) \$ _____ Deductible \$ _____

Professional Liability or Errors & Omissions Insurance									\$
--	--	--	--	--	--	--	--	--	----

Environmental Liability or Contractors Pollution Liability									\$
--	--	--	--	--	--	--	--	--	----

Environmental Liability Policy includes coverage for off-site operations ☐ Yes or ☐ No

Motor Vehicle Liability									\$
-------------------------	--	--	--	--	--	--	--	--	----

Motor Vehicle Liability - Must cover all vehicles owned or operated by the insured

THE CORPORATION OF THE CITY OF STRATFORD has been added as an additional insured but only with respects to their interest in the operation of the Named Insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned, an Insurer licensed in the Province of Ontario, Canada, to the insured named above are in force at this time.

If cancelled or changed in any manner that would affect The Corporation of the City of Stratford as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Stratford

Attention: Purchasing Department

P. O. Box 818, 1 Wellington Street

Stratford Ontario, N5A 6W1

Fax: 519-271-4357

This Certificate is executed and issued to the aforesaid, The Corporation City of Stratford, the day and date herein written below.

Date	YR	MO	DAY	NAME OF INSURANCE COMPANY OR BROKER (COMPLETING FORM)					
ADDRESS OF INSURER OR INSURANCE BROKER				TELEPHONE NO.		FAX NO		AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:	

THIS FORM MUST BE COMPLETED, SIGNED & STAMPED BY YOUR INSURER OR INSURANCE BROKER

Revision 2011

THE CORPORATION OF THE CITY OF STRATFORD
Lease Agreement 2014, 2015 and 2016, Farm Land on Vivian Line 37,
City Clerk's Department.

SPECIFICATIONS

Location

This parcel of land is located on Vivian Line 37.

Dimensions

Refer to the attached diagram for the approximate dimensions of this property, containing approximate 5.7 acres.

Crop or Land Use

Please identify on the Bid Form the intended use of the said lands.

Term

The term of this agreement is for three (3) years, January 1, 2014 to and inclusive to December 31, 2016. The Corporation of the City of Stratford has a right to terminate this agreement at any time throughout this term. However, thirty (30) days written notice must be provided to the successful bidder.

THE CORPORATION OF THE CITY OF STRATFORD
Lease Agreement 2014, 2015 and 2016, Farm Land on Vivian Line 37,
City Clerk's Department.

BID FORM L13 - 01

Quotation Closing: 2:00:00 p.m., Wednesday, October 30, 2013
Quotation Opening: 2:15:00 p.m., Wednesday, October 30, 2013

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 on Vivian Line 37 for the years, 2014, 2015 and 2016, 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>
2014			

Proposed crop or land use _____

<u>Year</u>	<u>Price per Acre</u>	<u>H.S.T.</u>	<u>Total Price per Acre</u>
2015			

Proposed crop or land use _____

<u>Year</u>	<u>Price per Acre</u>	<u>H.S.T.</u>	<u>Total Price per Acre</u>
2016			

Proposed crop or land use _____

Company Bidding			
Address			
City		Postal Code	
Telephone		Fax Number	
Contact Name			
Title			
Authorized Signature		Date	

Please include your **FARM BUSINESS REGISTRATION NUMBER** _____.