



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

**Town of Shelburne
Request for Quotation 05-2020
Supply of Replacement Trees
Issued September 24, 2020
Closing: October 15, 2020**

Instructions to Bidders:

1. The Town of Shelburne is soliciting quotes for planting of 45 boulevard trees. This project if accepted, is proposed to be completed by November 30, 2020. There is a potential for increasing the number of trees planted based upon budget considerations and the final quoted cost accepted per tree.

Closing 2:00 pm Thursday, October 15, 2020

- Please indicate the unit cost per tree including labour, equipment, and materials necessary to complete planting (Schedule A) based upon recommended species provided on Schedule A
 - Schedule B provides addresses that require replacements and allows contractor to recommend species of tree. Please refer to “Recommended Species” on Schedule A. Provide final total for each tree species on Schedule B
 - Please include available date that work will be carried out (Schedule A)
 - Provide company details and Insurance documents (Schedule A)
 - Price quote must be valid for ninety (90) days
2. Request for Quotation submissions must include Schedule A provided Request for Quotations to be addressed by email to Carey Holmes, Treasurer at cholmes@shelburne.ca with the subject line clearly stating RFQ 05-2020 Submission.

September 24, 2020

October 12, 2020 (4:00 pm)

(questions & addendums (if any))

Request for Proposal Issued

Deadline for emailed questions to Municipality from Interested Suppliers; Replies will be circulated to all Suppliers: Addendums (if necessary) will be the responsibility of the bidder to download from the town website at Shelburne.com or Merx.com

October 15, 2020 (2:00 pm)

October 19, 2020

Closing date for Proposal Submissions

The Municipality will award the Request for Proposal and notify the successful Contractor

3. Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. Copies are available on the Town's website: <https://www.shelburne.ca/en/town-hall/resources/Documents/Municipal-Procurement-Policy-2019.pdf>

This document is available in alternative format upon request.

4. Request for Quotation documents are available at the Town of Shelburne office and on the Town of Shelburne website as specified below. Any questions should be directed by email only to:

Jim Moss, Director of Development and Operations
Town of Shelburne
203 Main Street East,
Shelburne, Ontario L9V 3K7
Phone: 519-925-2600 x 227
Email: jmoss@shelburne.ca
Website: www.shelburne.ca

Responses and clarifications requests will be provided to all proponents in writing. No clarification requests will be accepted by telephone.

Point of contact for site visits: Brad MacDonald 519-939-1342

Instructions to Contractors

The Town of Shelburne invites quotations for the supply of boulevard tree replacements. Contractors are responsible for obtaining utility locates prior to planting. All excavations are to be done in a manner to minimize the disturbance to grassed areas wherever possible. If damage occurs, it will be the responsibility of the contractor to repair in a timely manner.

Locations

Various boulevard locations on streets within the Town of Shelburne. Areas will be marked for planting and staff will be available for guidance and walk throughs. For specific addresses please refer to Schedule B.

Point of contact for site visits: Brad MacDonald 519-939-1342

Tree Species and Specifications

The current number of trees to be planted is 43 locations provided in the table Schedule B. All dead trees and stumps have been removed from planting area. Replacement trees must have a minimum caliper of 50 mm and measure to 1.2 m in height from the finished grade.

Tree Maintenance and Warranty

Supplied trees will carry a one-year warranty period. Homeowners will be provided a care guide and will be responsible for the care and maintenance after tree has been installed. Contractors will provide care guide to homeowners and will be provided to the Town for preapproval. The contractor must arrange water and fertilizing on the day of planting and provide door knockers with care guides to households.

Once planted, trees are to be staked with 2 wooded stakes, staked outside the root ball and supported with arbour ties. Trees are to be mulched in a 40 cm ring beyond the root ball and mulch should not contact the trunk of the new tree. The contractor shall cut and remove all twine, rope or burlap from top half of root base, prior to installation.

Planting mixes (peat moss/bone meal/topsoil) must be added to amend the soil around the tree. If the area of planting has poorly drained soils, the base of the tree should be planted 50 mm above the finished grade. Otherwise, base of the tree must be flush with grade.

The contractor will return to remove stakes and arbour ties once trees are established the following year.

Extra Work

At the discretion of the Town, the contractor may be required to do extra work not specified. If this does occur, all unit prices in the quotation shall apply where applicable but a written quotation in writing will be considered and will be valued on actual costs of labour and materials.

Confidentiality of Information

The successful Proponent shall not at any time during or after the completion of the process divulge any confidential information communicated or acquired by or disclosed by the Town. No such information shall be used by the proponent on any other engagement without prior written agreement.

Indemnity

The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Proponent, his agents or employees, in the execution of his work.

Terms and Conditions

1. All prices quoted must be in Canadian Dollars.
2. All Contractors shall provide a list on a separate sheet providing any features they will provide in addition to the basic specifications required for this bid.
3. The lowest or any Request for Quotations may not necessarily be accepted.
4. The Town of Shelburne reserves the right to negotiate and to refine the requirements where it is in their best interest to do so.
5. Contractor must meet all Federal and Provincial safety standards and laws currently in effect on the date of the submitted quote.
6. A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payment by the Proponent have been made
7. Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Town. The Comprehensive General Liability Insurance shall include premises and operations liability, Proponent's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non-owned or hired units).
8. With the anticipated date of award of October 19, 2020, the anticipated start date for planting will be October 26, 2020 with all trees planted by November 30, 2020.

9. The Contractor shall be solely responsible for all loss, damages, costs and expenses with respect to any injury sustained to persons, property or infringement of rights that may occur by the Contractor, their employees or agents.
10. Clean up of all debris resulting from the work will be required. No dumping on Town right of ways and Contractor will be responsible for clean up and any costs associated with the clean up.

PROPOSAL EVALUATION CRITERIA:

Proposals will be assessed on the information provided in the proposal. Evaluation will be based upon the following items:

- Price-30%
- Conformity to Specification-30%
- Experience of Personnel -20%
- References-10%
- Value added features or Options-10%

Note: Lowest or Any Proposal not necessarily accepted.

Schedule A: Contractor Information:

Company Name:	
Address:	
City, Province, Postal code	
HST Registration number:	
Contact:	
Phone:	
Email	
Insurance Company:	
Policy Number:	
Insurance Coverage:	
WSIB Clearance Certificate number	

Pricing for Tree Species

RECOMMENDED SPECIES	NUMBER OF UNITS	UNIT PRICE	AMOUNT
Red Maple			
American Basswood			
Skyline Honeylocust			
Little Leaf Linden			
Red Oak			
Pin Oak			
White Oak			
Service Berry			
Redspire Pear			
Flowering Crab Apple			
Ornamental Pear			
Shademaster Honeylocust			
		Subtotal:	
		HST:	
		Total:	

Schedule A continued:

Please indicate the estimated start date and end dates of the planting:

Signature of Authorized Person: _____

Print Name

Title:

Signature of Witness: _____

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFQ/Contract.

Failure to sign submission will result in a rejection of the proposal.

Schedule B Locations requiring Tree Replacements

Please list recommended species (see Schedule A)

Please arrange site visits with Brad MacDonald, Public Works Supervisor 519-939-1342

	Address	Recommended Species
432	Andrew St.	
680	Canfield Pl	
624	Canfield Pl	
140	Carolyn St	
608	cedar St	
520	Fiddle Park Lane	
113	Fleming Way	
123	Franklyn	
163	Franklyn	
170	Franklyn	
174	Franklyn	
178	Franklyn	
182	Franklyn	
190	Franklyn	
203	Franklyn	
211	Franklyn	
210	Franklyn	
214	Franklyn	
794	Greenwood Cres	
889	Greenwood Cres	
861	Greenwood Cres	
938	Greenwood Cres	
837	Greenwood Cres	
623	Hammond St.	
299	Jelly St. N	
124	joseph st	
131	Main St W	
230	Main ST. E	
202	Marilyn	
101	Marion St	
126	Marion St	
912	O'Reilly Cres	
419	Orvis St	
316	Owen Sound St.	
412	Owen Sound St.	
406	Owen Sound St.	
424	Rintoul Cres	

Address		Recommended Species
321	Rintoul Cres	
379	Rintoul Cres	
300	Rintoul Cres.	
304	Rintoul Cres.	
108	Second Ave. W	
433	Simon St.	
232	Victoria St.	
143	First Ave W	Requesting Maple
Total Trees Recommended		Totals
	Red Maple	
	American Basswood	
	Skyline Honeylocust	
	Little Leaf Linden	
	Red Oak	
	Pin Oak	
	White Oak	
	Service Berry	
	Redspire Pear	
	Flowering Crab Apple	
	Ornamental Pear	
	Shademaster Honeylocust	
	Red Maple	
	American Basswood	
	Skyline Honeylocust	
	Total trees	45