

REQUEST FOR QUOTATION 03-2021

Botanical Supply 2022

Issued: November 24, 2021

Deadline for Submissions: December 20, 2021



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

The Corporation of the Town of Shelburne

203 Main Street East | Shelburne, ON L9V3K7

Phone 519 925-2600 | Fax 519 925-6134 | Email: treasurer@shelburne.ca



GENERAL DESCRIPTION

The Corporation of the Town of Shelburne invites qualified and experienced horticulturists to submit quotations to provide the botanical supply for but not limited to Town Hall, raised planter boxes (49), urns (2), and hanging baskets (30), within the Town of Shelburne Downtown core for the period beginning May 16, 2022. Quotations must be valid for one hundred and twenty (120) days. A 50% deposit will be made at that time, the remaining balance paid out 40% at Fall delivery and 10% at Winter delivery.

Delivery of supply to:

Shelburne Public Works Yard

124 Luxton Way

Shelburne, Ontario

L9V 3M8

SUBMISSION

Request for Quotation submissions must include Schedule A and B provided. In the quotation, please provide company details and insurance documents (Schedule A), the cost per planter (Schedule B) and include delivery date and fee (Schedule B). Request for Quotations to be addressed by email to Carey Holmes, Treasurer at cholmes@shelburne.ca with the subject line clearly stating RFQ 03-2021 Submission.

November 24, 2021	Request for Proposal Issued
December 10, 2021 (4:00 pm) <i>(questions & addendums (if any))</i>	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.ca or Merx.com
December 20, 2021 (2:00 pm)	Closing date for Proposal Submissions
December 23, 2021	The Municipality will award the Request for Proposal and notify the successful Proponent



PROCUREMENT POLICY

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.

QUESTION PERIOD

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

Jamie Kaske, Municipal Operations, Parks and Facilities Clerk

Town of Shelburne
203 Main Street East,
Shelburne, Ontario L9V 3K7

Phone: 519-925-2600 x 261

Email: jkaske@shelburne.ca

Website: www.shelburne.ca

Deadline for emailed questions will be December 10, 2021 at 4:00 pm. Responses and clarifications requests will be provided to all proponents in writing. No clarification requests will be accepted by telephone.

SCOPE OF WORK

Assist in the efforts to beautify downtown Shelburne by providing colourful eye catching annual flower arrangements. Flower arrangements must be instantly full, bright and colourful and beautify the Downtown business core. Chosen Annual Flowers must have the ability to withstand harsh downtown conditions (vehicle pollution) and provide long-lasting blooms and colour for the entire contract period.

- Shopping, and delivery of all botanical supplies and materials
- Planting and design of all annual hanging baskets and raised planter boxes located in the downtown business core
- Create and decorate seasonal displays for raised planter boxes and town urns



Notes:

- All raised planter boxes will require appropriate pots and sizes must be maximum fit
- Service provider will provide all plant materials including, but not limited to hanging baskets, soil, plant materials, extra-large plant pots for raised planter boxes
- Town staff will be responsible for watering, hanging and removing all raised planter beds and hanging baskets

Town Owned Planters:

1. Rectangular metal planters (24)
 - Approximate Dimension: 24" (w) x 10" (d) x 32" (h)
 - Requirements: Plant material that will stand vertical 12" high or more to provide a noise break
2. Square wooden planters (25)
 - Approximate Dimension: 24" (w) x 24" (d) x 24" (h)
3. Concrete Urns (2)
 - Approximate Dimension: 22" sq. x 36" (H)
 - Requirements: Seasonal decorative plant materials, Winter supply of 4 arrangements.

CONTRACT

Botanical supply to be provided from May 16, 2022 through November 15, 2022.
Seasonal Fall supply by September 15, 2022.

CONTRACTOR REQUIREMENTS

1. Qualified Horticulturist
2. 2 or more years' relevant experience on similar projects or for similar municipalities would be an asset
3. References and a list of clients
4. Ability to work with the Town to discuss ideas



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 December 23, 2021, the anticipated delivery date will be May 16, 2022.
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 cleanup and any costs associated with the cleanup.
11. Sample design is required to ensure quality before delivery is scheduled. Please submit the design to Jamie Kaske, Municipal Operations, Parks and Facilities Clerk by email jkaske@shelburne.ca

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

Signature of Authorized Person: _____

Print Name _____

Title: _____

Signature of Witness: _____



PRICING

DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Rectangular metal planters (24)	Seasonal x 2 (Summer, Fall)			
Square wooden planters (25)	Seasonal x 2 (Summer, Fall)			
Concrete Urns (2)	Seasonal x 3 (Summer, Fall, Winter)			
Hanging Baskets (30)	Seasonal x 1 (Summer)			
Delivery to 124 Luxton Way, Shelburne, ON				
Date of Delivery:			Subtotal:	
			HST (13%)	
			Total:	

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