

REQUEST FOR QUOTATION 02-2026

2026 Botanical Supply

Issued: January 20, 2026

Deadline for Submissions: February 06, 2026



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



1. GENERAL DESCRIPTION

The Corporation of the Town of Shelburne invites qualified and experienced horticulturists to submit quotations for the supply and delivery of prepared hanging baskets and planter arrangements for the Shelburne downtown core. This will be of two seasonal deliveries of prepared hanging baskets and planters occurring between June 2026 and December 2026. Quantities are provided in Schedule A; sizes and planter specifications are provided in Appendix A.

Interested proponents should ideally have:

- A minimum of two (2) years of relevant experience completing similar municipal projects.
- The ability to provide client references and photo examples of past work.
- A willingness to collaborate with Town staff to discuss design concepts and seasonal arrangement ideas.

2. SCOPE OF WORK

The successful proponent will support the Town's efforts to enhance and beautify the downtown core by supplying vibrant, eye-catching annual flower arrangements. All arrangements must be visually full at the time of delivery, with bright, colourful blooms that contribute to an attractive and welcoming streetscape.

Annual flowers selected for this project must be hardy, capable of withstanding challenging downtown conditions—including vehicle pollution—and must provide long-lasting colour throughout the growing season.

All raised planter boxes must be fitted with appropriately sized pots or inserts, ensuring a maximum fit for optimal appearance and plant health.

1. Supply of Materials

- Provide all soil, plant materials, and required supplies for the creation of annual flower arrangements.
- Provide disposal pots or inserts for the Town Hall planters and Jack Downing Park planters.



- Town staff will supply and deliver the hanging baskets and the inserts for the square planter boxes to be used for arrangement planting.

2. Design and Planting

- Design, create, plant and prepare all annual hanging baskets and raised planter box arrangements.
- Ensure all arrangements are full, colourful, and consistent with the Town's beautification objectives.
- Provide a sample design or mock-up of the proposed seasonal arrangements for staff review and approval prior to planting.

3. Delivery and Installation

- Deliver all summer annual flowers no later than **June 5, 2026**.
- Deliver all materials and completed arrangements to the following location:

Shelburne Operations Yard

124 Luxton Way

Shelburne, Ontario, L9V 3M8

3. TIMELINE

January 20, 2026	Request for Quotation Issued.
January 30, 2026 (4:30pm) (questions & addendums (if any))	Deadline for emailed questions to the Municipality (jkaske@shelburne.ca) 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 .
February 06, 2026 (3:00pm)	Closing date for Quotation Submissions.
February 09, 2026	The Municipality will award the Request for Quotation and notify the successful Proponent.



All questions pertaining to this Request for Quotation should be directed by email only to:

Jamie Kaske
Municipal Operations, Parks and Facilities Clerk
Email: jkaske@shelburne.ca

Deadline for emailed questions will be **January 30, 2026 at 4:30pm.**

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

4. PROPOSAL REQUIREMENTS

Request for Quotation submissions are to be addressed by email only to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating **RFQ 02-2026 Submission.**

Emails must be sent no later than **3:00 p.m. (15:00 hours) local time**, on the specified closing date; Friday February 06, 2026. Late bids will not be accepted.

Request for Quotation submissions must include:

- Completed in full Request for Quotation Form by date and time specified – **February 06, 2026 – 3:00 pm EST.**
- Completed in full Fee Proposal signed by Proponent and provide a formal detailed quote with estimated delivery date (Schedule A). All prices quoted must be in Canadian Dollars valid for one hundred and twenty (120) days.
- Company Profile including certifications and accreditations along with relevant experience.
- References and photo examples of similar projects from previous/existing clients to showcase botanical arrangement provided.
- Copy of Contractor's current Insurance Certificates and WSIB Clearance Certificate.

5. PROPOSAL EVALUATION CRITERIA

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



- Price - 40%
- Experience of Personnel - 40%
- References - 20%

Note: Lowest or any quotation not necessarily accepted.

Please Be Advised

Proposals that are incomplete, conditional, illegible, or obscure or that contain additions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal. Bidders are required to fill in all the blanks.

A Proponent may, without prejudice to himself, withdraw his tender at any time up to twenty-four (24) hours before the time set for the closing of the tender. Such withdrawal shall be made in writing and be received by the Town within the specified time. The Proponent who has withdrawn their Proposal may submit a new Proposal but must be received by the Town on or before the closing date and time. After closing, the Proposals are final and binding on the Proponent.

6. TERMS AND CONDITIONS

ADDENDUM

If an addendum is found to be necessary, it will be released to all companies that have requested a copy of the RFP, or already submitted a Proposal for the RFP. If the Town revises this RFP, any revisions will be included in this Addendum. The Addendum shall advise any changes to the Proposal submission date if more time is allowed for all Proponents to revise their Proposals. It will be the responsibility of all Proponents to download from the Town website or Merx.com.

CONFIDENTIALITY

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, Proponents are advised that all correspondence provided by a Proponent responding to this RFP as hereby collected under the authority of the Municipal Act, 2001 and will be used exclusively in the RFP process. The Town will treat all Proposals as confidential within the boundaries of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) but may be released pursuant to the Act. All public reports approved by the Town of Shelburne will become public information. Notwithstanding the foregoing, Proponents recognize and agree that the Town will not be



liable in any way for any losses that the Proponent may suffer from the disclosure of information to third parties.

CONFLICT OF INTEREST

The Proponent must disclose to the Town any potential conflict of interest that might compromise the project. In the case where there might be a conflict of interest, the Town may refuse to consider the Proponent. The Proponent must fully disclose any potential conflict of interest with a Town employer, board member or commission that may have a financial gain with the awarding of the contract and state the nature of that interest.

FAILURE OR DEFAULT OF PROPONENT

If the Proponent, for any reason, fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of the RFP, the Town may disqualify the Proponent from the RFP and/or from competing for future bid opportunities (RFTs/RFQs/RFPs/etc.) issued by the Town. In addition, the Town may at its option either: 1. Consider that the Proponent has withdrawn any offer made, or abandoned the Agreement if the offer has been accepted, whereupon the acceptance, if any, of the Town shall be null and void; or 2. Require the Proponent to pay the Town the difference between its Proposal and any other Proposal which the Town accepts, if the latter is for a greater amount and, in addition, pay the Town any cost which the Town may have incurred, by reason of the Proponent's failure or default, and further, the Proponent will indemnify and save harmless the Town its officers, employees and agents from all loss, damage, liability, cost, charge and expense whatever, which it, they or any of them may suffer, incur due to the failure of the Proponent.

INDEMNIFICATION

The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne, its elected officials, officers, employees, and agents 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. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful Proponent in accordance with the RFP.

INSURANCE

The party to whom this Contract is awarded shall supply the Town with proof of insurance and a copy of the policy, prior to signing of the Proponent by Town officials, and provide coverage throughout the term of the Proposal in the amounts outlined below. 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).

All premiums and expenses incurred with this insurance shall be paid for by the Contractor. Failure to maintain adequate insurance, the Proponent shall be totally responsible for all claims for damage.

LIMITS AND LAWS/CONFORMITY TO LEGISLATION

The Proponent shall obtain, and pay for all required permits from Federal, Provincial and Municipal Authorities having jurisdiction over the work. The Proponent shall comply with all applicable laws, ordinances, rules, and regulations including but not limited to, the Occupational Health and Safety Act, the Labour Act, Environmental Protection Act and Highway Traffic Act.

NON-COLLUSION

A Proponent is prohibited from any communication, directly or indirectly, with any other Proponent/Agent or representative of the Proposal. If a breach is discovered, the Town reserves the right to disqualify the Proposal.

PAYMENT

Payments will be made upon satisfactory seasonal delivery. The Proponent shall show its HST Registration number on each invoice. The amount of HST being charged shall be shown separately on all invoices. Prices contained in submission are to be in Canadian Funds, and to include all necessary labour, travel, and equipment required for execution of the work.

PROCUREMENT POLICY

Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. A copy of the Procurement Policy is available on the Town website: <https://www.shelburne.ca/media/vg5ntimp/amended-municipal-procurement-policy-2019-05.pdf>

TOWN'S RIGHT TO ACCEPT OR REJECT

The Town of Shelburne reserves the right to accept any Proposal or Proposals or any portion of any Proposal that the Town determines is in the Town's best interests, even if that Proposal is not the lowest in dollar amounts. Such decisions of the Town are final and binding.

The Town of Shelburne reserves the right to reject any Proposal, even if that Proposal is the lowest in dollar amounts and may award the contract to the Proponent that the evaluation team finds the most appropriate. The Town will not be liable for any incurred costs that may arise from submitting the Proposal.

It is not the intention of the Town to award this RFP to any Supplier who does not furnish satisfactory evidence that they have the ability and experience in this class of work, and



that they have sufficient capital and plant to enable him to prosecute and complete the same successfully, and to complete it in the time stated in this Proposal. It will be the Supplier's responsibility to clarify any details in questions before submitting a Proposal.

The Town of Shelburne will not bear any fault for any oral communications. The Town reserves the right to re-tender the Project or potentially negotiate a contract with a suitable Proponent.

Proponents are required to disclose their legal status as to whether they are a Federal, Provincial or Foreign Corporation, a partnership or an individual and to state the names and addresses of the responsible officers or partners as the case may be.

TOWN'S AUTHORITY

The Director of Development & Operations shall be the Contract Administrator as identified in Ontario Provincial Standards (O.P.S.) Section GC 3.01 of the General Conditions. It is mutually agreed between the parties of this Contract that the Town's Director of Development & Operations or designated representative, shall supervise, direct, and approve all work included herein, and in all cases shall decide every question which may arise relative to the execution of the work to be performed under this Contract as per Section GC 7.0 – Contractor's Responsibilities and Control of the work.

WORKPLACE SAFETY AND INSURANCE BOARD

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 payments by the Proponent have been made.

The Proponent clearly understands and agrees that they are not, nor is anyone hired by the Proponent, covered by the Corporation of the Town of Shelburne under the Workplace Safety & Insurance Board Act, The Unemployment Act, or any other Act, whether Provincial or Dominion, in respect of the Proponent, their employees and operations, and shall upon request furnish the Town with such satisfactory evidence that the Proponent has complied with the provisions of any such Acts.

The Town of Shelburne is not to be deemed the employer of the supplier or their personnel under any circumstances whatsoever.



FEE PROPOSAL – SCHEDULE A

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Seven (7) Concrete Jack Downing Park Planters	➤ 7 Summer ➤ 7 Winter	14		
Twenty-five (25) Square Wooden Planters	➤ 25 Summer	25		
Three (3) Town Hall Planters (Self-watering Terrace 27)	➤ 3 Summer ➤ 3 Winter	6		
Thirty (30) Hanging Baskets (Self-watering Pathway 18 Deep)	➤ 30 Summer	30		
Two (2) Seasonal Deliveries (124 Luxton Way, Shelburne, ON)	➤ 1 Summer ➤ 1 Winter	2		
			SUBTOTAL	\$
			HST (13%)	\$
			TOTAL	\$

Signature of Authorized Person

Date



REQUEST FOR QUOTATION FORM

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

Signature of Authorized Person:

Print Name:

Title:

Signature of Witness:

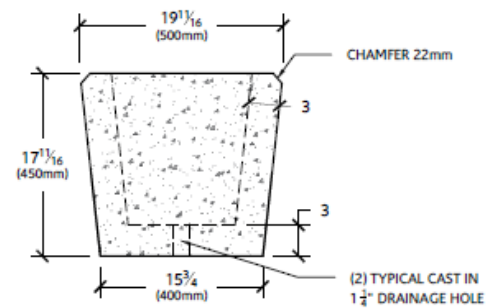
Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFQ/Contract. Failure to sign submission will result in a rejection of the quotation. Request for Quotation submissions must include Schedule A and Request for Quotation Form provided. Request for Quotations to be addressed by email to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating **RFQ 02-2026 Submission**



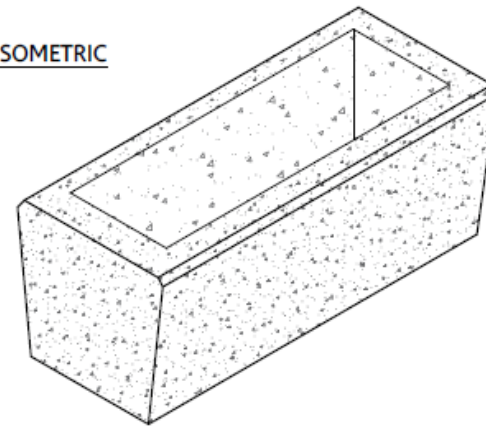
APPENDIX A – PLANTER SIZES AND SPECIFICATIONS

Concrete Jack Downing Park Planters

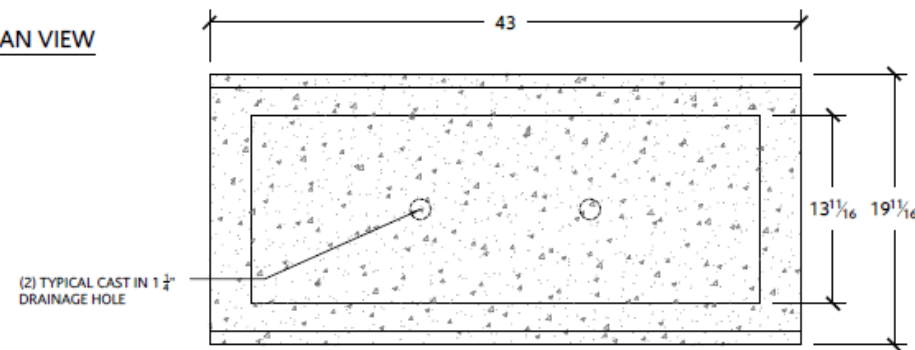
SECTION



ISOMETRIC



PLAN VIEW





Square Wooden Planters

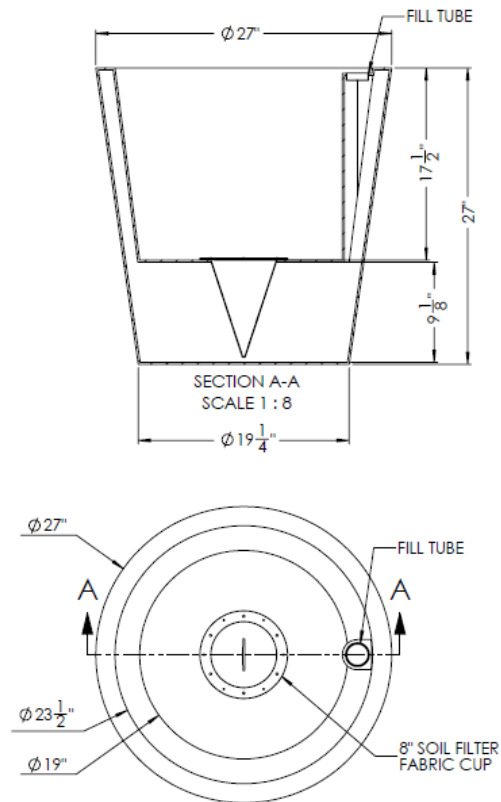
Approximate Dimension:

24" (w) x 24" (d) x 24" (h)

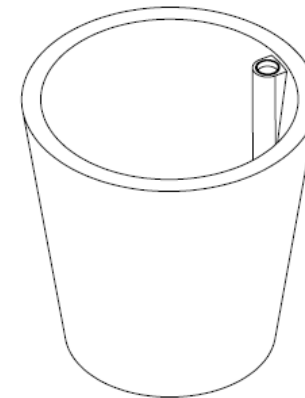




Self-watering Terrace 27 Town Hall Planters



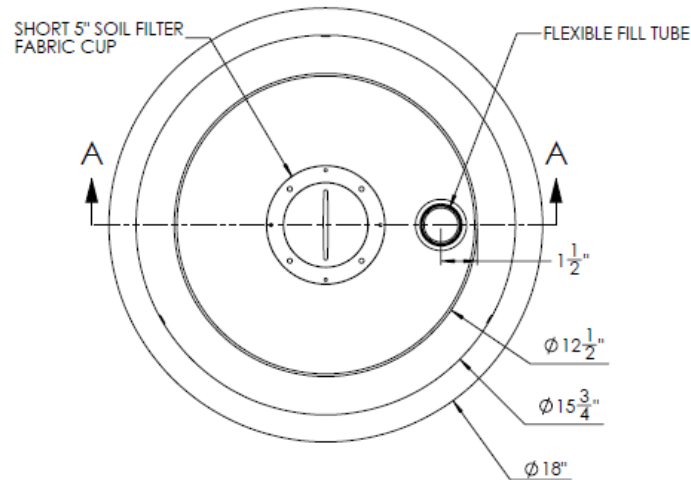
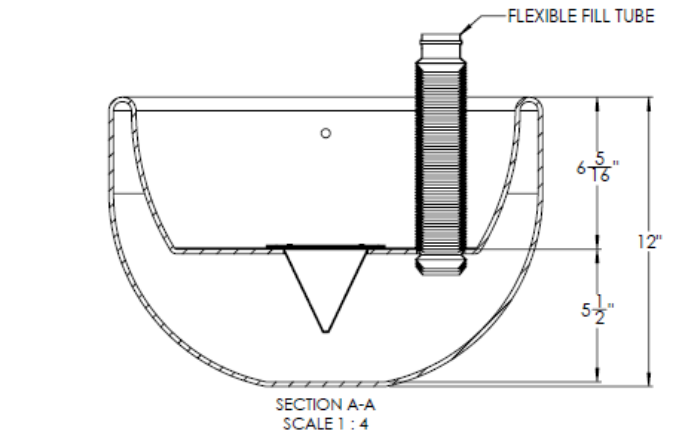
SOIL CAPACITY	WATER CAPACITY
.134 YDS ³	12.75 US GAL.



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DIMENSIONS ARE IN INCHES		DRAWN	MAC	02/03/21	TITLE:
TOLERANCES: ± 0.030		CHECKED			TERRACE 27
FRACTIONS: 1/8		ENG APPR.			FINISHED
ANGULAR: MATCH BEND		MFG APPR.			
TWO PLACE DECIMAL: ±		G.A.			
THREE PLACE DECIMAL: ±		COMMENTS:			
INTERPRET GEOMETRIC TOLERANCING PER:					
MATERIAL					
POLYETHYLENE					
MATTE					
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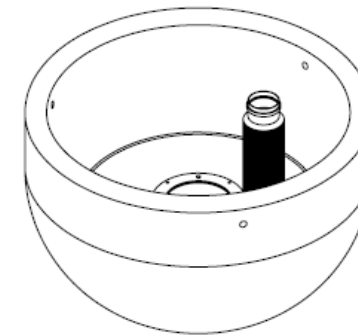


Self-watering Pathway 18 Deep Hanging Baskets



SOIL CAPACITY	WATER CAPACITY
0.019 YDS ³	2.3 US GAL.

CHAIN LENGTH: 2-1/2 FT
CHAIN RATING: 200 LBS/LENGTH



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FRACTIONAL ±		ENG APPR.		
ANGULAR: MAC ±		MFG APPR.		
TWO PLACE DECIMAL ±				TITLE: PATHWAY 18 DEEP FINISHED
THREE PLACE DECIMAL ±				
INTERPRET GEOMETRIC TOLERANCING PER:				
MATERIAL				
FINISH				
POLYETHYLENE				SIZE DWG. NO. REV B EQ-383 2
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