

# **REQUEST FOR QUOTATION 02-2026**

## **2026 Botanical Supply**

### **Addendum #1**

Questions and Answers: February 02, 2026

Deadline for Submissions: February 06, 2026



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

**The Corporation of the Town of Shelburne**

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## **QUESTION PERIOD**

Questions relating to this tender were accepted by email only until 4:30pm on January 30, 2026. Responses and clarifications requests have been provided in writing below.

## **QUESTIONS RECEIVED**

**Q1:** I am inquiring on the referenced RFP, is this a structure that is needed or internal supplies I could not confirm via the information online and wanted to verify before ordering documentation.

**A1:** We are looking for the supply of outdoor flower arrangements for our downtown core, not a structure for housing flowers and plants.

**Q2:** Regarding RFQ 02-2026 Botanical Supply, my firm has a few questions. After reading through the contract its clear the successful bidder will be required to provide both summer and winter displays for the city. No flowers or winter features are listed in the project I recognize the city desires a bidder that will work hand in hand with the city on design, but I am curious whether specifications can be provided or if a previous year's order quantity(not price) could be shared to assist bidders in more accurately representing the desires of the city in their bid submission?

**A2:** Quantities for the winter 2025 supply were the same as the quantities listed in the fee proposal. 7 winter arrangements for the concrete Jack Downing Park planters, and 3 winter arrangements for the Town Hall planters. Images of some of the past arrangements attached for reference only.

**Q3:** Does the city have a ship date or a range of dates they are looking at for the winter deliveries?

**A3:** End of November to the first week of December with delivery no later than Friday December 04, 2026.

**Q4:** Are the images included in the RFP exclusively for reference, example,e or does the city desire the successful bidder to create designs similar in appearance to those in the photos?

**A4:** Any images that have been provided are for reference only and do not necessarily reflect what is expected for 2026. Proponents are to provide their references and photo examples to showcase their talents and work (i.e., botanical arrangements

provided for similar projects or options that could be best suited for our downtown core and planter needs).

**Q5: Hanging Baskets** Can the Town confirm whether the hanging baskets provided are new or reused from prior seasons, and whether they will be delivered clean and ready for planting?

**A5:** Town staff will supply and deliver the hanging baskets to be used for arrangement planting. We have self-watering Pathway 18 Deep Hanging Baskets, specifications are provided in Appendix A on page 13. Image attached. They will be clean, empty, and ready for planting upon delivery.



**Q6: Planter Inserts** For the Town Hall planters and Jack Downing Park planters, is the proponent responsible for supplying all inserts, or only those explicitly referenced in the RFQ? If inserts are Town-supplied, will they be provided prior to planting?

**A6:** Proponents are responsible for providing disposal pots or inserts for the Town Hall planters and Jack Downing Park planters. Town staff will supply and deliver the hanging baskets and inserts for square planter boxes to be used for planting.

**Q7: Winter Arrangements** Could you confirm the intended composition of winter arrangements (e.g., cut evergreens, live plant material, artificial elements, or a combination), and whether irrigation or post-delivery maintenance is expected during the winter season?

**A7:** Past winter arrangements have been a combination of composition. Images of some of the past arrangements attached for reference only. There is no irrigation or post-delivery maintenance.

**Q8: Scope of Maintenance** Please confirm that the scope is limited to design, planting, preparation, and delivery only, and that no ongoing maintenance, watering, or replacement is required post-delivery.

**A8:** Scope is limited to supplying materials, design, planting, preparation, and delivery of botanical arrangements. There is no ongoing maintenance, watering or replacement included in the scope of work or required post-delivery.

**Q9: Design Approval** Is a digital planting palette or visual mock-up acceptable for design approval, or is a physical sample required?

**A9:** Physical sample is not required. Digital planting palette or visual mock-up is acceptable.

### **Images provided for Questions 2 & 7**







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