



REQUEST FOR QUOTATION

1. INSTRUCTIONS TO BIDDERS

1.1 GENERAL

The Pembroke Business Improvement Area (herein after known as the PBIA) is inviting quotations from interested bidders to change the garbage receptacles, fertilize planter soil, plant some of and water all the summer flowers as well as place and remove temporary planters, perform an annual weeding sweep on Pembroke Street sidewalks as well as in eight downtown flower beds, and install and remove benches and bike racks in the PBIA district, as well as store the PBIA stage and other small items as needed.

Maintenance is one of the main pillars of the PBIA's mandate and the annual maintenance program is the largest part of our maintenance efforts. The PBIA's district runs between Mackay Street to the east and Christie Street to the west, and between Renfrew Street to the south and the Ottawa River to the north. For the purposes of this contract, the waterfront and marina are not included in the maintenance program.

1.2 SUBMISSION OF QUOTATIONS

1.2.1 Bidders shall submit the following, duly completed as part of this quotation request:

- Form of Quotation (pages 7-9)

1.2.2 Quotations shall be clearly marked:---

Pembroke Business Improvement Area 2020 Maintenance Contract
and addressed to:

Bethea Summers, Manager
Pembroke Business Improvement Area
1 Pembroke St. E.
PEMBROKE, ON K8A3J5
Email: pbia@downtownpembroke.ca

1.2.3 Quotations shall be received at the above address on or before **2:00 pm, Local Time, FRIDAY, SEPTEMBER 27, 2019.**

1.2.4 Quotations may be emailed, couriered, or hand-delivered to the above address.

1.2.5 Quotations received by the Manager of the Pembroke Business Improvement Area later than the specified closing date and time shall not be accepted.

1.3 FORM OF QUOTATION

1.3.1 **All bids must be upon the blank Form of Quotation attached.**

1.3.2 Quotes provided on bidder's stationary shall not be accepted.

1.3.3 The Bidder shall complete the Form of Quotation in ink or in type.

1.4 TAXES, PERMITS, FEES

All prices must be stated in Canadian funds. **Prices quoted shall be the NET COST to**



the PBIA (do NOT show list price and discount) and shall be inclusive of all associated costs ie. labour, equipment, material, shipping and any other associated costs required to perform the service to the complete satisfaction of the PBIA. HST shall be extra to bid prices.

1.5 INQUIRIES, DISCREPANCIES AND OMISSIONS

1.5.1 All inquiries during the quotation period shall be directed to:

Betha Summers, Manager, Pembroke Business Improvement Area

Phone: 613-629-5555

Email: pbia@downtownpembroke.ca

1.5.2 Any bidder finding discrepancies or omissions in this quotation document shall at once notify the manager.

1.5.3 Misinterpretations of any requirement of the contract documents will not be considered a release of responsibility to complete the work as indicated. If in doubt about intent of documents, contact the manager before the closing.

1.6 QUOTATION OPENING

Quotations will be opened shortly after closing. There will not be a formal quotation opening.

1.7 INFORMAL QUOTATIONS

Quotations that are incomplete, illegible, conditional or obscure, or which contain additions not called for, reservations, erasures/overwriting/strikeouts not initialed, alterations or irregularities of any kind, or are not properly signed may be rejected as informal.

1.8 PRICING DISCREPANCIES

Whenever there is a discrepancy between the unit price and the extended price on the bid form, the unit price shall govern and the total price bid shall be adjusted accordingly.

1.9 REFERENCES

If requested, bidders shall provide references that are relevant to the current project in scope and value. The PBIA will review these references and the Bidder's prior performance on other contracts with the PBIA and consider same during evaluation of bids. References may be requested during the quotation call or post-bid opening.

1.10 QUOTATION EVALUATION

The following will be taken into consideration in determining the successful bidder:

- Conformity with specified requirements
- Price

1.11 AWARD OF CONTRACT

1.11.1 Award of this contract may be subject to budget approval.

1.11.2 The PBIA reserves the right to negotiate price or terms with the lowest compliant bidder should the bid price be over the budget allotted for the project, or to cancel and recall the bid.

1.11.3 The lowest or any submission will not necessarily be accepted and the PBIA



reserves the right not to award any contract if it is deemed not to be in its best interest.

1.12 RIGHT TO REJECT

The PBIA reserves the right to reject quotations from any bidder who in the PBIA's reasonable opinion are deemed incapable of providing the necessary labour, materials, equipment, financing and management resources to perform the work in a satisfactory manner.

2. TERMS AND CONDITIONS

2.1 TERMS OF PAYMENT

Payment will be made in 12 equal monthly payments over the course of the year.

2.2 PAYMENT WITHHELD FOR UNSATISFACTORY PERFORMANCE

The PBIA shall not pay the final invoice to the successful bidder for the work, services, products or materials stated in these documents until the PBIA is fully satisfied that all terms and conditions stated in these documents and all work, service performed, products or materials delivered shall be deemed to have been completed, installed or delivered to the complete satisfaction of the PBIA.

2.3 SHIPPING

For those items requiring delivery, they shall be shipped F.O.B. Destination. No additional charges for shipping will be entertained.

2.4 DELIVERY PERIOD

Failure of a bidder to deliver within the time specified or within reasonable time as interpreted by the PBIA, will constitute authority for the PBIA to purchase in the open market to replace the commodities not delivered. On all such purchases, the bidder agrees to promptly reimburse the PBIA for excess costs occasioned by such purchases. Such purchases will be deducted from the contract approximate quantities.

2.5 QUALITY

Goods and service are subject to the PBIA's inspection and approval at a reasonable time after delivery. If specifications are not met, goods may be returned or services asked to be re-done at seller's expense.

2.6 SATISFACTION OF BIDDER

The submission of a bid shall be deemed proof that the bidder has satisfied him/herself as to all the provisions of the contract which may be encountered, of what materials he/she will be required to supply, or any other matter which may enter in the carrying out of the order, and no claims will be entertained by the PBIA based on the assertion by the bidder that he/she was uninformed as to any of the provisions or conditions intended to be covered by the contract.

2.7 RESERVATIONS FOR REJECTION AND AWARD

The PBIA reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities and to request rebids on the required services. The PBIA also reserves the right to waive minor variations to specifications (interpretation of minor variances will be made by the PBIA's board of directors).



2.8 BIDDER'S EXPENSE

Bidders are solely responsible for their own expenses in preparing a quotation. If the PBIA elects to reject all quotations received, the PBIA will not be liable to any bidder for any claims, whether for costs or damages incurred by the bidder in preparing the quotation, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

2.9 DEFAULT OF BIDDER

If, at any time during the contract period, in the opinion of the PBIA's board of directors, the bidder does not fulfil the terms and conditions of this contract, the PBIA shall have the right to terminate this contract forthwith.

2.10 LIABILITY INSURANCE

The bidder shall carry liability insurance in an amount not less than \$2,000,000.00 inclusive per occurrence to cover any possible claim(s) for bodily injury, death and damage to property including loss of use thereof, by third parties due to this operation. The PBIA shall be named as an additional insured on the policy. This policy must not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform. Prior to commencing work, the bidder shall provide to the PBIA proof of this insurance. This insurance shall be continued in force for the duration of this contract.

2.11 WORKPLACE SAFETY & INSURANCE BOARD (W.S.I.B.)

The bidder shall at the time of entering into any contract with the PBIA, furnish a satisfactory clearance from W.S.I.B. stating that all assessment or compensation payable to the W.S.I.B. has been paid. The successful bidder further agrees to maintain that good standing throughout the contract period.

2.12 REMOVAL FROM BIDDER'S LIST

The PBIA reserves the right to remove from its list of bidders, for an indeterminate period, the name of any bidder who fails to execute or accept a contract or purchase order or for unsatisfactory performance on any previous or current contract held with the PBIA or if the bidder is currently involved in or responsible for litigation of any kind against the PBIA.

3. SPECIFICATIONS

3.1 GENERAL

On an ongoing basis, the Pembroke Business Improvement Area works to maintain the downtown core by changing the downtown garbage receptacles, fertilizing soil and planting and watering flowers in the summer season, installing and removing bike racks and benches and once annually removing weeds on the Pembroke Street sidewalks and cleaning the beds for which the PBIA is responsible.

The PBIA requires the successful bidder to:

- change existing garbage receptacles every second day,
- fertilize soil in existing cement planters in the PBIA District,
- prep same cement planters for planting by weeding and loosening soil
- plant flowers and remove flowers in the same cement planters,
- place and remove seasonally temporary hanging baskets, whiskey barrel planters and square wood planters,
- water all PBIA flowers in the PBIA District



- install and remove seasonally bike racks in the PBIA District
- store the PBIA stage and other small items as necessary,
- weed once annually the sidewalks on Pembroke Street in the PBIA District, and,
- perform a spring cleanup in the flower beds in the PBIA District for which the PBIA is responsible.

3.2 CHANGING OF THE GARBAGE RECEPTACLES

- Thirty-five (35) garbage receptacles
- Bidder shall change each receptacle every second day throughout the year
- Bidder shall change the receptacles prior to 9 a.m.
- Bidder shall occasionally be called to empty some receptacles in cases where extra garbage has been placed in a receptacle
- Bidder shall use extra strong or contractor-grade bags in the receptacles, which may be supplied at the bidder's expense and be built into the contract price or may be purchased on the PBIA Sani-Sol account and be outside the contract price, subject to the PBIA manager's approval
- Bidder shall dispose of all garbage and recycling collected from the waste receptacles

3.3 SOIL FERTILIZATION

- Forty-two (42) round cement barrels
- Bidder shall provide product and carry out fertilization in the round cement barrels in the PBIA District prior to the summer planting in June, as well as every two weeks post planting in June until flowers are due to be removed from planters in September
- At the same time as the initial fertilization, the bidder shall prep the cement barrels for planting by weeding them where necessary and loosening the soil

3.4 PLANTERS

- Forty-two (42) round cement planters, thirty-six (36) hanging baskets, fifteen (15) square wood planters and approximately forty-seven (47) half whiskey barrel planters (actual number fluctuates from year to year depending on demand from PBIA members. Final number known in March).
- In June, Bidder shall pick up the plants for the round cement barrels from the assigned nursery and plant each round cement barrel as per the approved planter design
- Bidder shall remove and dispose of flowers from round cement barrels at end of the season (fluctuates with weather, but typically in mid to late September)
- Bidder shall pick up from the assigned nursery and place/install half whiskey barrel planters, square wood planters and hanging baskets as per the assigned layout from the PBIA in June
- Bidder shall remove half whiskey barrel planters, square wood planters and hanging baskets from the PBIA District and return them to the assigned nursery at the end of the season (fluctuates with weather, but typically in mid to late September)

3.5 WATERING

- Bidder shall water all PBIA planter-supplied flowers in the PBIA District every second day, starting in mid-June once they have been planted/placed, with the exception of the first week following planting where the flowers will be watered every day



- Bidder shall stop watering flowers in at end of season in mid-September

3.6 BIKE RACKS

- Two (2) temporary bike racks
- Bidder shall install temporary bike racks in the PBIA District as per the PBIA location map in the spring, exact date to be determined by the weather so as to not interfere with City Operations snow removal tasks
- Bidder shall remove temporary bike racks in the PBIA district in the fall, exact date to be determined by the weather so as to not interfere with City Operations snow removal tasks
- Bidder shall pick up and return benches and bike racks from downtown storage location

3.7 STORAGE

- Bidder shall store PBIA stage, size 9' x 12'

3.8 WEEDING

- Bidder shall once annually remove weeds from the sidewalk on Pembroke Street West, time of year to be determined by the PBIA board of directors, without the use of chemicals or flammable gases.
- Bidder shall perform a spring cleanup of the Alexander Street Parking Lot east-end and west-end flower beds (x6), EGM Parking Lot flower bed and Farmers' Market flower bed in order to make them presentable for the upcoming summer season.
 - *Dimensions:*
 - Alexander 1: inside dimensions: 22' x 7'7"; Alexander 2: inside dimensions: 27'9" x 7'6"; Alexander 3: inside dimensions: 21'3" x 6'; Alexander 4: inside dimensions: 21'3" x 6'; Alexander 5: inside dimensions: 17'7" x 6'3"; Alexander 6: inside dimensions: 31'3" x 6'2"
 - EGM: L shape: outside of the L: 19'7"; Inside the L: 15'6"; Ends: 4'2"

3.9 SPECIAL REQUESTS

At times, the bidder may be called upon for special requests such as to remove bulk items from downtown or to do other odd jobs, to be paid for beyond that which is outlined in the total price of the maintenance contract.

3.10 INVOLVEMENT OF OTHERS

The successful bidder will be required to work/liaise with the PBIA manager and with the PBIA's flower contractor with respect to this contract.



PEMBROKE BUSINESS IMPROVEMENT AREA
FORM OF QUOTATION
PBIA 2019 MAINTENANCE CONTRACT

A. CHANGING OF THE GARBAGE RECEPTACLES
Changing of 35 receptacles every second day =
Disposal of receptacle garbage and recycling =
Changing price includes receptacle bags? Yes____ No____
Subtotal A:

B. SOIL FERTILIZATION
Fertilization and soil prep (weeding and loosening) x 42 round cement barrels =
Subtotal B:

C. PLANTERS
Pick up and planting of plants x 42 round cement barrels =
Removal and disposal of plants from x 42 round cement barrels =
Pick up and placing/installation of x 36 hanging baskets, x 15 square wood planters and x 47 half whiskey barrel planters =
Removal and return of x 36 hanging baskets, x 15 square wood planters and x 47 half whiskey barrel planters =



Subtotal C:

D. WATERING

Watering of all PBIA-supplied planters from mid-June to mid-September every second day (every day for first week following planting) =

Subtotal D:

E. BENCHES AND BIKE RACKS

Pick up and installation of temporary bike racks x 2 =

Removal and return of temporary bike racks x 2=

Subtotal E:

F. STORAGE

Storage of PBIA stage and other small items as necessary =

Subtotal F:

G. WEEDING

Once-a-year Pembroke Street West sidewalk weeding =

Cleanup of Alexander Street Parking Lot flower beds, EGM Parking Lot flower bed and Farmers' Market bed (8 beds total) =

Subtotal G:



Pembroke Business Improvement Area
1 Pembroke St. E.
Pembroke, ON, K8A 3J5
613-629-5555

Subtotal A + B + C + D + E + F + G =
HST=
TOTAL PRICE:

SPECIAL REQUESTS
Hourly rate for special requests such as removal of bulk items or odd jobs =

OFFERED BY:
COMPANY:

(Name)

(Street Address)

(City, Province, Postal Code)

(Telephone No.)

(Fax No.)

(Email Address)

SIGNATURE:

(I have the authority to bind the company)

PRINT NAME & POSITION:

DATE:
