



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 provide plants, soil, and labour necessary, as outlined herein, for the planting of freestanding square planters, hanging baskets, half whiskey barrel planters, and round cement planters for the beautification of Downtown Pembroke for summer 2020.

Beautification is one of the main pillars of the PBIA's mandate and the annual summer flower program is a large part of our beautification 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 flower 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 7-10)
- Concept Sketches for freestanding square planters, hanging baskets, half whiskey barrel planters, and round cement planters

1.2.2 Quotations shall be clearly marked:---

Pembroke Business Improvement Area Summer 2020 Flowers

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
- Plausibility of Concept Sketches and relative to price offering



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 upon completion of entire contract. Normal payment term for the PBIA is Net 30 days after receipt of invoice.

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 EARLY PAYMENT DISCOUNTS

Bidders may offer discounts for prompt payment. Discount periods will be computed either from the date of delivery and acceptance of the goods ordered, or the date of receipt of correct and proper invoices, whichever date is later. Discounts will be considered in the evaluation process in determining overall low bid. Indicate your firm's prompt payment discount on the Form of Quotation in the appropriate area.

2.4 SHIPPING

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

2.5 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.



2.6 QUALITY

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

2.7 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.

2.8 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).

2.9 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.

2.10 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.

2.11 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.

2.12 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.

2.13 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 annual basis, the Pembroke Business Improvement Area works to beautify the downtown core by installing freestanding square planters, hanging baskets and half whiskey barrel planters, and planting permanent round cement planters in prominent PBIA district locations. The PBIA requires the successful bidder to

- provide winter storage and plants, soil and labour for the planting of all PBIA freestanding square planters,
- provide winter storage and plants, soil and labour for the planting of all PBIA hanging baskets,
- provide winter storage and plants, soil and labour for the planting of all PBIA half whiskey barrel planters, and
- provide plants of all PBIA permanent round cement planters, as specified below.

3.2 FREESTANDING SQUARE PLANTERS

- fifteen (15) freestanding square planters
- Boxes supplied by the PBIA and delivered to the bidder's location for winter storage and summer planting by bidder
- Inside dimensions of planters – 21" x 21" x 10" deep
- Bidder shall supply and plant five (5) varieties of plants; approximately two (2) of each variety, so box is full and brimming when in full bloom
- Bidder shall provide professionally amended soil in all planters
- Bidder shall provide a concept sketch of a finished planter with their quote
- Bidder shall make an allowance in their pricing for the provision of 20•20•20 soluble fertilizer to the PBIA's watering contractor, sufficient to allow for fertilizing every two (2) weeks
- Completed planters will be picked up by the PBIA

3.3 HANGING BASKETS

- Thirty-six (36) hanging baskets required
- Baskets supplied by the PBIA and delivered to the bidder's location for winter storage and summer planting by the bidder
- Two varieties of baskets with same inside dimensions – 20" diameter x 8" deep
- Bidder shall supply and plant four (4) varieties of plants, with a varied number of each so basket is overflowing in full bloom
- Bidder shall provide professionally amended soil in all baskets
- Bidder shall provide a concept sketch of a finished basket with their quote
- Bidder shall make an allowance in their pricing for the provision of 20•20•20 soluble fertilizer to the PBIA's watering contractor, sufficient to allow for fertilizing every two (2) weeks
- Completed baskets will be picked up by the PBIA

3.4 HALF WHISKEY BARREL PLANTERS

- Approximately forty-seven (47) half whiskey barrel planters required (actual number fluctuates from year to year depending on demand from PBIA members. Final number known in March).
- Barrels supplied by the PBIA and delivered to the bidder's location for winter storage and summer planting by bidder
- Inside dimensions of 40 barrels – 23" diameter x 16" deep
- Inside dimensions of 7 barrels – 30" diameter x 25" deep
- Bidder shall supply and plant five (5) varieties of sun plants; approximately two (2) of each variety, for half of barrels, so barrel is full and brimming when in full bloom
- Bidder shall supply and plant five (5) additional sun plants (can be of same variety as those already planted) for seven sun barrels, to account for the bigger barrel size
- Bidder shall supply and plant five (5) varieties of shade plants; approximately two (2) of each variety, for half of barrels, so barrel is full and brimming when in full bloom
- Bidder shall provide professionally amended soil in all planters
- Bidder shall provide a concept sketch of a finished barrel with their quote
- Bidder shall make an allowance in their pricing for the provision of 20•20•20 soluble fertilizer to the PBIA's watering contractor, sufficient to allow for fertilizing every two (2) weeks
- Completed barrels will be picked up by the PBIA

3.5 ROUND CEMENT PLANTERS

- Forty-two (42) permanent round cement planters require plants
- Inside dimensions of planters – three sizes: 33" diameter x 14" deep; 42" diameter x 11" deep; and, 29" diameter x 12" deep
- Bidder shall supply five (5) varieties of plants; approximately two (2) of each variety, so planter is full and brimming when in full bloom
- Bidder shall provide a concept sketch of a finished planter with their quote
- Prepared plants will be picked up by the PBIA

3.6 COMPLETION DATE

The bidder shall ensure that all freestanding square planters, hanging baskets, half whiskey barrel planters are completed and round cement planter plants are ready on or about the second week of June 2020. Actual dates for completion of all these tasks shall be determined between the successful bidder and the PBIA after award.

3.7 INVOLVEMENT OF OTHERS

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

3.8 ADDITIONAL REQUIREMENTS

3.8.1 WINTER STORAGE

The PBIA requests that the nursery with the winning bid also store the planters over the winter.



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

**PEMBROKE BUSINESS IMPROVEMENT AREA
FORM OF QUOTATION
 PBIA SUMMER 2020 FLOWERS**

A. FREESTANDING SQUARE PLANTERS 15 Required

State Plant Name	State Variety	# of Plants Per Planter	# of Planters	Total # of Plants (# of Plants per planter X # of planters)	Unit Price	Total
			15			
			15			
			15			
			15			
			15			
Soil & Potting/Labour Charge per square planter:			15 planters	@	/planter =	
						Subtotal A:

B. HANGING BASKETS 36 Required

State Plant Name	State Variety	# of Plants Per Basket	# of Baskets	Total # of Plants (# of Plants per Basket X # of Baskets)	Unit Price	Total
			36			
			36			
			36			
			36			
Soil & Potting/Labour Charge per Hanging Basket:			36 baskets	@	/bsk =	
						Subtotal B:



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**C. HALF WHISKEY
 BARRELS - SUN** **Approx. 27 Required**

State Plant Name	State Variety	# Plants per barrel	# barrels	Total # of Plants (# of Plants per barrel X # of barrels)	Unit Price	Total
			20			
			20			
			20			
			20			
			20			
(Extra flowers for larger barrels)			7			
Soil & Potting/Labour Charge per sun whiskey barrel:			20 barrels	@	/barrel =	
Soil & Potting/Labour Charge per sun whiskey barrel:			7 barrels	@	/barrel =	
Subtotal C:						

**D. HALF WHISKEY
 BARRELS - SHADE** **Approx. 20 Required**

State Plant Name	State Variety	# Plants per Barrel	# Barrels	Total # of Plants (# of Plants per barrel X # of barrels)	Unit Price	Total
			20			
			20			
			20			
			20			
			20			
Soil & Potting/Labour Charge per shade whiskey barrel:			20 barrels	@	/barrel =	
Subtotal D:						



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E. ROUND CEMENT PLANTERS

42 Require plants

State Plant Name	State Variety	# Plants per planter	# planters	Total # of Plants (# of plants per planter X # of planters)	Unit Price	Total
			42			
			42			
			42			
			42			
			42			
					Subtotal E:	

F. ADDITIONAL REQUIREMENTS

WINTER STORAGE

Planter types	# of planters	Unit Price	Total
Freestanding square planters	15		
Hanging baskets	36		
Whiskey barrels	47		
		Subtotal F:	

Subtotals A + B + C + D + E + F: _____

HST _____

TOTAL _____

Ensure **CONCEPT SKETCHES** (for all planters) are included with this quotation.



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EARLY PAYMENT DISCOUNT

We hereby offer a discount of _____ % for payment within _____ days.

.....

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:
