



**Township of Lanark Highlands  
Request for Quotation  
Supply of Annuals for Hanging Baskets  
and Flower Barrels**

**1.0 PROJECT DESCRIPTION**

The Corporation of the Township of Lanark Highlands (hereinafter referred to as the Township) is seeking proposals from qualified firms/individuals to provide services concerning the supply of plant materials and services for the 2022 – 2023 seasons.

The purpose of this Request for Quotation (RFQ) is to fill the Township’s needs for hanging baskets as well as plant materials for the flower barrels/boxes for Lanark Village. This RFQ also addresses the maintenance of the hanging baskets, flower barrels/boxes, and municipal office gardens as indicated under Project Scope. Schedule A identifies the location of flower boxes and hanging baskets. Each component should be submitted separately as the Township **may accept the lowest bid for each component** regardless of bidders total bid.

**2.0 PROJECT SCOPE**

**Component Number 1:**

To supply, deliver and hang the following baskets in the Village of Lanark during the first week of June each year:

- **30** hanging baskets with a diameter of 22 inches, including plastic liners, with each basket containing 18 Mini-Red Cascading Geraniums and a 6 month slow-release fertilizer.
- **25** hanging fiber baskets with a diameter of 16 inches, with each basket containing 7 Mini-Red Cascading Geraniums (closest brand name Pelargonium Peltatum) and 3 Yellow Petunias (closest brand name Calibrocais Hybrid)

**Component Number 2:**

To supply, deliver and plant the following plant materials suitable for flower boxes/barrels in the Village of Lanark during the first week of June each year:

Quantity of plants per Box/Barrel	Description	Closest Name Brand
3	Pale pink cascading single petunia hybrid	Supertunia “Blushing Princess”
3	Blue striped cascading single petunia hybrid	Surfina “Sky Blue”
2	Mauve veined wave single petunia hybrid	Supertunia “Bordeaux”
2	Deep pink cascading single petunia hybrid	Supertunia “Vista Bubble Gum”
2	Verbena	Superbena “Dark Blue”

Each Barrel and Flower box will contain 12 plants with a mix of the above flowers. There are a total 5 flower boxes and 25 barrels. There should be a mix of plants for each barrel/box as outlined above.



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**Component Number 3:**

The successful bidder will be responsible for the watering and maintenance of the above noted flowers and baskets throughout the season (component 1 & 2). The flowers will be maintained to ensure optimum growing conditions throughout the year and not allowed to die as a result of draught.

Damaged, diseased or missing flowers or baskets must be reported to the Municipal office as soon as possible.

The municipal office gardens will also be watered to ensure the flowers and shrubs are maintained in optimum condition.

**Component Number 4:**

The successful bidder will also be responsible for weeding the municipal office gardens at 75 George Street (front, side and rear) to maintain the gardens appearance. Litter will be removed from the gardens during the weeding process. Hedges will be trimmed, weeded and kept in a neat manner throughout the year and litter will be removed from the hedge area. The cost per each weeding session should be included in the quotation. The Township may determine the amount of weeding required.

**3.0 PROJECT AUTHORITY**

For further information regarding all aspects of this Request for Quotation, please contact:

Chelsea Rath, Manager of Facilities / Community Affairs  
Township of Lanark Highlands  
75 George Street, P.O. Box 340  
Lanark, ON K0G 1K0

Email: [commaffairs@lanarkhighlands.ca](mailto:commaffairs@lanarkhighlands.ca)  
Telephone: 613-259-2398 ext. 252  
Fax: 613-259-2291

**4.0 PROPOSAL VALIDITY**

Proposals shall remain valid and open for acceptance by the Township for a period of thirty (30) calendar days, following the due date for receipt of submissions.

**5.0 SUBMISSION OF PROPOSAL**

Please provide your proposal, signed by an authorized official, in a sealed envelope clearly identified as **REQUEST FOR QUOTATION – SUPPLY OF HANGING BASKETS AND PLANTS FOR FLOWER BARRELS/BOXES, WATERING AND GARDEN MAINTENANCE** addressed to the Project Authority. Proposals **MUST** be received at this location **NOT LATER THAN 4:00 pm on November 30<sup>th</sup>, 2021**. Proposals received after the above due date and time will not be considered, and will be returned unopened, to the originator.



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## **6.0 INQUIRIES**

All inquiries regarding this Request for Quotation are to be directed to the Project Authority. Inquiries must be received in writing (facsimile is allowable) no later than November 16th, 2021. Both the questions and the answers will be distributed to all known potential proponents by way of a written addendum, without stating the source(s) of the inquiry. Information obtained from any other source is not official and should not be relied upon.

## **7.0 RIGHTS RESERVED BY THE TOWNSHIP**

The Township will not be responsible for any costs incurred in the preparation and submission of this Request for Quotation.

The lowest cost proposal will not necessarily be accepted, and the Township reserves the right, in its sole discretion, to accept or reject any or all proposals and/or to reissue the Request for Quotation in its original or revised form. The Township also reserves the right to cancel this Request for Quotation at any time, without penalty or cost to the Township.

This Request for Quotation and the resulting proposals should not be considered a commitment by the Township to enter into any contract with any service provider. The Township of Lanark Highlands reserves the right to cancel this tender within 30 days of written notice. This tender is subject to council approval.

## **8.0 BASIS OF SELECTION**

The onus is on the applicant to demonstrate their expertise, understanding and capacity to provide the materials outlined in Section 2 herein. The proposals will be assessed based on cost and according to how well they assure the Township of success in relation to the RFQ requirements. Please address each component in your submission. The detail and clarity of the written submission will be considered indicative of the applicant's expertise and competence. All proposals **must** contain the following information:

- Name, address, e-mail, telephone and fax number of the principal contact person;
- A list of related projects in the past three (3) years;
- At least three (3) client references for whom comparable work has been completed
- Contract rate with each component prices separately

## **9.0 CONTRACT**

The Township is proposing a two year contract, prescribing the required terms and conditions. The successful applicant will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without written consent of the Township.



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**10.0 INDEMNIFICATION AND LIABILITY INSURANCE**

The successful bidder shall at their own expense within 10 days of notification of acceptance and prior to the commencement of any work, obtain and maintain until the termination of the

contract or otherwise stated, provide the Township with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence for any negligent acts or omissions by the contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including the loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township as an Additional Insured with respect to the operations of the bidder. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful bidder shall indemnify and hold the Township, its officers and employees harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or acts of omissions whether willful or otherwise by the bidder, it's agents, officers, employees or other persons for whom the bidder is legally responsible.

**Automobile Liability Insurance** with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000, inclusive for each and every loss.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to Township

**11.0 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications. Questions about the collection of Information should be directed to the Deputy Clerk at 613-259-2398 ext. 231.

**12.0 HEALTH AND SAFETY**

The successful contractor shall be responsible for providing all safety training and related safety equipment, for employing safe work practices at all times while carrying out work for the Township, and for complying with all applicable health and safety legislation/regulations.



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**13.0 EVALUATION**

Quotations will be evaluated by the Community Services Department and the Clerk/Chief Administrative Officer prior to final approval by Township Council.

**Right to Accept or Reject Tenders**

The owner reserves the right to reject any or all tenders or to accept any tender should it be deemed to be in their best interest to do so.

Tenders which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal.

The Township **may accept the lowest bid at any location** individually in Schedule B regardless of bidders total bid. Bidders are not eligible for losses or damages due to the Townships selection of bids at separate locations. Contracts will be awarded individually per location.



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**SCHEDULE "A"**

Locations of Flower Baskets/Barrels/Boxes

- Clyde River Park 3 boxes
- Ball Diamond 2 boxes
- Hanging Baskets are located along South, Mill and George Street on the existing hangers. Final locations will be discussed with municipal staff
- Barrels are to be located as specified by municipal staff



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**SCHEDULE "B"**

BID FORM

**Section 1 – Bidder Contact Information**

Name of Firm Bidding: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Section 2 – Pricing**

<u>Description</u>	<u>Price</u>
<b><u>Per basket price</u></b> for the supply and delivery of hanging baskets, barrels and boxes as per components 1,2,3,4	<b>Year One \$</b> <span style="float: right;"><b>each</b></span>
	<b>Year Two \$</b> <span style="float: right;"><b>each</b></span>
** Prices must include all applicable fees, levies and charges except HST	