



Request for Quotation
2021 and 2022 Flower Program

Date Issued: March 3, 2021

The Town of Drumheller invites your company to provide a quotation

to: Town of Drumheller
224 Centre Street Drumheller,
Alberta T0J 0Y4

Purchasing Department: 2021 and 2022 Flower Program

Quotes will be accepted until 2:00 pm on Tuesday, March 16, 2021.

Quotes must be clearly marked, sealed with the RFQ title and submitted by hand, mail or via courier. Emailed quotations are not accepted.

Any questions regarding this RFQ, must be submitted in writing or via email to:
kblanchett@drumheller.ca

Sincerely,

Kevin Blanchett
Operations Manager

SECTION #1

Initiator of Request: Kevin Blanchett, Operations

Manager Date: March 3, 2021

The Town of Drumheller is inviting quotations from interested bidders to supply and maintain the Town of Drumheller's freestanding planters and hanging baskets for the 2021 and 2022 Flower Program.

ITEM #1

SCOPE OF WORK • FLOWERS

The Town of Drumheller requires bedding out plants and hanging baskets for Summer 2021 and 2022 in the varieties, sizes and quantities specified in Schedule B - Pricing

Any specification and listed varieties must be approved in advance by the Operations Manager. All changes and approvals will be provided to all know bidders and on the website by addendum prior to close.

Once the planters have been prepared, the Town's staff will relocate the planters from the Public Works yard to the new location

All planters are located within 1.5 km radius of Town Hall located at 224 Centre Street, Drumheller Alberta. A map of the planter's location will be provided to the successful bidder.

Delivery shall be made to the Town of Drumheller's Public Works, located at 702 Premier Way on June 1, 2021 & June 1, 2022.

SPECIFICATIONS:

All plant material shall be well rooted, hardened and free of pests and disease.

The Town of Drumheller reserves the right to reject any plant material supplied that is not of suitable, size, and or maturity for bedding out as determined solely by the Operations Manager. If substitutions are necessary and the substitutions are acceptable to the Operations Manager, the Town of Drumheller will pay no more than the original product RFQ price or the cost of substitution, whichever is less.

The Town of Drumheller reserves the right to alter the varieties, sizes and quantities of plants required prior to entering into a bedding out plant supply agreement.

Twelve (12) Hanging Baskets

1. Three varieties of baskets with same inside dimensions - 18" in diameter
2. Bidder shall supply and plant a variety of plants, with varied number of each so basket is overflowing in full bloom.

Fifteen (15) Concrete Barrier Planters (24" x 72" x 32"H}

1. Bidder shall supply and plant four (4) varieties of plants; minimum four (4) of each variety and two (2) - 24" Spike per box so the planter is full and brimming when in full bloom
2. Bidder shall provide professionally amended soil in all planters

Forty- three (45) Concrete Round Planters (33" Diameter x 30"H)

1. Bidder shall supply four (4) varieties of plants; minimum two (2) of each variety and one (1) - 24" Spike per planter so the planter is full and brimming when in full bloom
2. Bidder shall provide professionally amended soil in all planters

Twenty-Nine (29) Self-Watering Square Planters (36" x 36" x 30"H)

1. Bidder shall supply and plant four (4) varieties of plants; minimum two (2) of each variety and one (1) 24" Spike per box, so the planter is full and brimming when in full bloom
2. Bidder shall provide professionally amended soil in all planters

Fourteen (14) Self-Watering Rectangle Planters (54" x 26" x 21"H)

1. Bidder shall supply and plant four (4) varieties of plants; minimum two (2) of each variety and one (1) 24" Spike per box so the planter is full and brimming when in full bloom
2. Bidder shall provide professionally amended soil in all planters

Nine (9) Planters 15" x 15" X 32 H - Badland Community Facility

1. Bidder shall supply and plant four (2) varieties of plants; minimum two (2) of each variety and one (1) Purple Grass so the planter is full and brimming when in full bloom
2. Bidder shall provide professionally amended soil in all planters

Miners Memorial Park - 2 Horseshoe Shaped Concrete Planters

1. Bidder shall supply and plant two (2) varieties petunias, "Bumble Bee and Bees Knees", choice of fillers and eight (8) Purple Fountain Grass
2. Bidder shall provide professionally amended soil in all planters

ITEM #2 - SCOPE OF WORK - PLANTER AND TREE WELL MAINTENANCE

Responsible for maintaining approximately 101 mix of concrete and polyethylene planters. Included in the scope of work will include the maintenance of the 15 trees wells which are located in the highway medians from approximately June 1, 2021 to September 15, 2021 and June 1, 2022 to September 15, 2022

Specifications

Ensure all plant material is healthy, replacing any dead or dying plants and dead heading if required.

Keep planters free of all vegetative and non-vegetative litter (e.g. paper, cups, refuse and cigarette butts) which has been disposed of offsite.

WATERING

The watering program is Monday, Wednesday and Friday, however during hotter periods the concrete planters may require additional watering.

The water level in the planter water reservoirs shall be monitored on a regular basis to ensure that the water level never drops below 2.5" in depth as measured from the bottom of the reservoir. The frequency of water level monitoring shall be increased during extended periods of dry weather.

Fertilizer to be added to the water 2 x per week

Planters on the medians are to be watered by 9:00am Monday, Wednesday and Friday

Watering must not obstruct pedestrians using sidewalks.

Watering in the evening may be acceptable, to be discussed at time of award.

Promptly report any damage to the planters or plants

Water will be supplied by the Town of Drumheller.

SAFETY

Contractor to follow the Town of Drumheller's Health and Safety

Manual Complete a 2-hour orientation

Follow the Town of Drumheller's traffic plan for

highways Personal Protective Equipment to be worn

at all times

The town will supply safety equipment such as signage and cones

The bidder shall ensure that all planters and hanging baskets are completed on June 1, 2021 and June 1, 2022. Actual dates for completion of all these tasks shall be determined between the successful bidder and the Town of Drumheller's Operations Manager.

All quoted prices shall include freight and delivery to the Town of Drumheller's, Public Works building or other destination point as specified by the town and the successful bidder, hereafter named the Supplier shall bear all risk of loss or damage.

The supplier will guarantee that its quotation will meet the needs of the Town of Drumheller. The Supplier will also guarantee that any goods supplied will be correct. If the goods supplied by the supplier are in anyway incorrect or unsuitable all correction costs shall be borne solely by the supplier.

EVALUATION CRITERIA:

Each quotation received, will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.

By submitting a quotation, each bidder acknowledges and agrees to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

CRITERIA	WEIGHTING
Cost	80%
Meets required specifications	10%
Delivery Time	10%

All Procurement processes will follow the Town of Drumheller purchasing policy.

QUOTATION INELIGIBILITY

All pages of the quotation must accompany submission. Quotations that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, late, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind and maybe considered invalid.

The lowest, or any evaluated quotation, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all quotes or to accept the quotation evaluated to be in the best interest of the Town of Drumheller.

Before the contract can be awarded, the contractor must produce the following: Current 2021

Town of Drumheller Business License

WCB Coverage

Commercial Liability Insurance in the amount of \$2,000,000.00

SECTION #2

TO BE COMPLETED BY THE CONTRACTOR

1. Total cost of Flowers, Planting and supplies for 2021 growing season
(Less GST)
\$ _____

2. Total cost of Flowers, Planting and supplies for 2022 growing season
(Less GST)
\$ _____

3. Total maintenance costs of planters and tree wells for the 2021 growing season
(Less GST)
\$ _____

4. Total maintenance costs of planters and tree wells for the 2022 growing season
(Less GST)
\$ _____

Quotation submission price in effect days date of acceptance from the Town of Drumheller.

The Town may choose not to proceed with item 2, SCOPE OF WORK Planters and Tree Wells Maintenance”.

SECTION #3

INTENT

The undersigned contractor hereby provides a quotation to supply the product as described within its entirety for the cost as described in section 2, item 1

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____

Email Address: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: _____

Signature: _____

Date: Year 2021 Month__ Day_____

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller

Addenda Received # _____ Signature: _____

Addenda Received # _____ Signature: _____

Addenda Received # _____ Signature: _____

This label should be affixed to the front of your submission envelope. Should you decide to use your own return envelope label in lieu of the label provided, then ALL of the information shown on the above label must be on the envelope submitted.

The Town of Drumheller cannot be held responsible for documents submitted in envelopes that are not labelled in accordance with the above instructions. If you have any questions, feel free to contact Operations Manager at 403-820-2253

Address Envelope

Please firmly affix this address label to the envelope containing your submission for submitting by mail or courier.

_____Cut here_____

Quotation Envelope

Return Name: _____

Address: _____

Telephone: _____

Town of Drumheller
Purchasing Department
224 Centre Street
Drumheller, Alberta
T0J0Y4

Description: 2021 and 2022 Flower Program
Closing Time & Date: 2:00:00 p.m., Friday March 9, 2021

_____Cut here_____