

Township of
Leeds and the
Thousand Islands

PREVIEW
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The Corporation of The Township of Leeds and the Thousand Islands

1233 Prince Street, Lansdowne, Ontario K0E 1L0
Phone: 613-659-2415 Fax: 613-659-3619

Request for Quotations
OPS-2020-008

Supply of Annual Plants and Flowers (2020)

Date of Issue:	February 4, 2020
Deadline for Questions:	February 13, 2020 at 11 a.m.
Submission Deadline:	February 20, 2020 at 2 p.m.
Submission Opening:	Bids received electronically and results displayed within five business days.

Any documentation submitted with respect to this tender will be subjected to the Municipal Freedom of Information Act and Protection of Privacy Act

Further information may be obtained from James Tuck, Supervisor of Public Works at managerroads@townshipleeds.on.ca.

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Introduction

The Township of Leeds and the Thousand Islands owns and manages flower gardens, beds, pots, baskets and planters throughout the municipality to enhance the beauty of the Township.

Scope

The Township is requesting quotations for flats of flowers, as well as planted hanging baskets:

- Flats will be picked up through May 2020, as needed;
- Empty baskets will be provided by the Township and should be planted with six (6) plants per basket.
- Completed baskets will be picked up the week of May 11 – 15, 2020.

Dealing with Submissions

Without limiting the generality of anything else contained in this Request for Quotation, the Township reserves the right to:

- Reject any quote, whether or not complete and whether or not it contains all the required information;
- Require clarification of any submission;
- Request additional information on any submission;
- Reject any and all submissions without any obligation of compensation or reimbursement to the Vendors;
- Re-advertise for new submissions for this work or work of a similar nature;
- Negotiate with any one or more of the Vendors with respect to any aspect of the Request for Quotation, this process, mandatory requirements or otherwise with respect to the submission; and,
- The Township may, in its sole and absolute discretion, independently verify any information obtained in any submission.

Submission Format

Electronic submissions will be received through the online bidding system at https://leeds1000islands.bidsandtenders.ca until **February 20, 2020 at 2:00 p.m.** Bids will not be received after closing time. Results displayed within five business days.

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Fee Schedule

This request for quotation for the Township of Leeds and the Thousand Islands is to supply annual Plants and Flowers as per the specifications outlined.

Items to be Supplied	Quantity	Colour	Unit Cost	Total Cost (no HST)	Total Cost (incl HST)
Hanging Baskets	40 (6 plants/pot)	White/Pink/ Purple Petunias & Vinca Vine			
Flat (20 plants)	14	White Petunias			
Flat (20 plants)	12	Pink Petunias			
Flat (20 plants)	15	Purple Petunias			
Vine/Spike	75	Vinca Vine (green)			
Replacement Stock	3 Flats each colour	White/Pink/ Purple Petunias			
			Supply Cost		

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BIDDER'S DECLARATION

To: The Corporation of the Township of Leeds and the Thousand Islands

1. I **DECLARE** that the undersigned is an authorized signing officer of the bidder.

2. **FURTHER DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.

3. **FURTHER DECLARE** that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal (unless performed under a "joint" agreement and so declared in the Bid), and in all respects is fair and without collusion or fraud.

4. **FURTHER DECLARE** that no Township of Leeds and the Thousand Islands employee, or Member of Council or member of its Committees, is or will become interested directly or indirectly as a contracting party.

5. **FURTHER DECLARE** that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the bidder.

6. **FURTHER DECLARE** that I have examined the specifications relating thereto, prepared, submitted and rendered available on behalf of the Township of Leeds and the Thousand Islands, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined, and do hereby propose and offer to enter into a contract to do the work and to provide for all of the labour and to provide and deliver, all matters mentioned and described or implied therein, including sales taxes in effect on the date of acceptance of the Bid, and all other charges, on the terms and conditions and under the provisions therein set forth, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities and unit prices attached to this Bid.

7. **FURTHER DECLARE** that the undersigned is hereby authorized by the bidder to submit this proposal and is authorized to negotiate all matters with Township representatives relative to this Proposal.

RFQ-OPS-2020-008 - Supply of Annual Plants and Flowers (2020)

Opening Date: February 4, 2020 5:00 PM

Closing Date: February 20, 2020 2:00 PM

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Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional. In lawful money of Canada.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a "**MANDATORY**" line item.

If the line item and/or table is "**NON-MANDATORY**" and you are not bidding on it, leave the table and/or line item blank. Do not enter a $0.00 dollar value unless you are prepared to provide the line item at zero dollars to the Owner.

If a table is "**NON-MANDATORY**" and you are bidding on it, you must bid on all line items with an asterisk.

If there are multiple tables, you must click the "**EDIT PRICING**" button inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

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Supply of flowers

Line Item	Items to be Supplied	Quantity	Colour	Unit Cost *	Total Cost incl. HST
1	Hanging Baskets (6 plants/pot)	40	White/Pink/ Purple Petunias & Vinca Vine		
2	Flat (20 plants)	14	White Petunias		
3	Flat (20 plants)	12	Pink Petunias		
4	Flat (20 plants)	15	Purple Petunias		
5	Vine/Spike	75	Vinca Vine (green)		
6	Replacement Stock - 3 Flats each colour	9	White/Pink/ Purple Petunias		
				Subtotal:	

Summary Table

Bid Form	Amount
Supply of flowers	
HST (13%)	$ 0.00
Total Contract Amount:	

Addenda, Terms and Conditions

To: The Corporation of the Township of Leeds and the Thousand Islands

1. I **DECLARE** that the undersigned is an authorized signing officer of the bidder.

2. **FURTHER DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.

3. **FURTHER DECLARE** that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal (unless performed under a “joint” agreement and so declared in the Bid), and in all respects is fair and without collusion or fraud.

4. **FURTHER DECLARE** that no Township of Leeds and the Thousand Islands employee, or Member of Council or member of its Committees, is or will become interested directly or indirectly as a contracting party.

5. **FURTHER DECLARE** that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the bidder.

6. **FURTHER DECLARE** that I/we have examined the specifications relating thereto, prepared, submitted and rendered available on behalf of the Township of Leeds and the Thousand Islands, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined, and do hereby propose and offer to enter into a contract to do the work and to provide for all of the labour and to provide and deliver, all matters mentioned and described or implied therein, including sales taxes in effect on the date of acceptance of the Bid, and all other charges, on the terms and conditions and under the provisions therein set forth, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities and unit prices attached to this Bid.

7. **FURTHER DECLARE** that the undersigned is hereby authorized by the bidder to submit this proposal and is authorized to negotiate all matters with Township representatives relative to this Proposal.

☐

I/WE agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

○ **Yes** ○ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.
Please check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

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