

THE CORPORATION OF THE TOWN OF COCHRANE



Community Flowers

CS-22-04

ISSUE DATE: December 9, 2022

CLOSING DATE: January 6, 2023 @ Noon

REQUEST FOR QUOTATIONS

INVITATION INSTRUCTIONS AND SUBMISSION

1.1. INVITATION TO BIDDERS

This Request for Quotations (the “RFQ”) by the Corporation of the Town of Cochrane (the “Town”) invites quotations from qualified Bidders (the “Bidder”) for the supply and delivery of our Community Flowers for 2023.

The Town invites proposals for flowerbed designs, flower and plant supplies that are vibrant within the colour scheme, plentiful, and esthetically pleasing. Proposals shall include bed designs, example in Appendix B, with a list of flowers for each flower bed. Proposals must be approved by the Town of Cochrane prior to planting.

The scope of work for this RFQ is further described below:

- All plant material shall be well rooted, hearty and free of pests and disease.
- Flowers must follow a colour scheme and be easily identifiable around town.
- Bidder shall provide professionally amended soil in all planters
- 4 Hanging Baskets (Exposure: Full Sun)– Supply hanging baskets that are to be 18" in diameter. The baskets are to be planted early enough so that the plants are mature and in full bloom upon delivery.
- Bidder shall supply and plant a variety of plants following the above colour scheme; the plants should be full and brimming when in full bloom. 10% of the overall flowers must be perennials suitable for our Hardiness Zone
 - 16 Downtown Planters (Full Sun) (Appendix B for specs)
 - 6 Wood Square Planters to be placed in parks (Full Sun) (4 ft x 4 ft)
 - 6 Round Concrete Planters to be placed in parks (Full Sun) (3 ft diameter)
 - 2 Wood Triangular Planters at Commando Park (Full Sun) (10 ft x 3 ft)
 - 2 Flower beds at Town Hall (Morning Sun) (2 ft. x 6 ft.).
 - 2 Flower beds at Polar Bear Habitat (Full Sun) (3 ft. x 10 ft.)
 - 1 Flower bed at “Cochrane” sign (Afternoon Sun) (3 ft. x 20 ft.).
 - 1 Flower bed at Queen Elizabeth Park (Full Sun) (4 ft. x 10 ft.)
 - 1 Flower bed at Train Museum (Full Sun) (4 ft. x 10 ft.)
 - 1 Flower bed at Lions Arch (Afternoon Sun) (4 ft. x 10 ft.)
- Flowers must be delivered and planted within the community by Friday June 3th, 2023, final date to be satisfied by the Director of Community Services
- Bidder shall, during planting, include a tutorial to staff on proper care and watering of the plants to optimize growing potential.

The Town of Cochrane 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 Supervisor.

1.2. RFQ CONTACT

To contact the Town or ask questions in relation to this RFQ, Bidders may reach out to:

The “RFQ Contact” for this procurement process will be:

Lilliane Genier
Purchasing Officer
Phone: (705) 272-5086, ext. 322

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Town, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the Bidder and rejection of the Bidder’s proposals.

1.3. TERM OF AGREEMENT

The Contract will commence immediately after award, however, not before the execution of the contract and will continue until the scope of work is complete as approved by the Town. The term of Contract is to be more particularly described in the agreement.

1.4. SUBMISSIONS

All proposals must be submitted either in person or electronically(preferred) to:

Jason Douma
Operations Supervisor
Phone: (705) 272-5084, ext. 432
Jason.douma@cochraneontario.com
7 Tim Horton Drive, Cochrane, ON

MANDATORY SUBMISSION REQUIREMENTS

Bidders are required to complete/upload the following documentation with their Bid Submission. Failure to do so will result in the Bid being rejected.

- a. Proposal Submission Form – Appendix A
- b. Plant schematics, supporting pictures of similar past project would help
- c. Proof of Insurance Coverage
- d. Workplace Safety and Insurance Board (WSIB) Certificate
- e. References

1.5. CONTRACT AWARD

Once all proposals have been evaluated, Town staff will rank the scores and determine which proposal will provide the “Best Value” to the Town of Cochrane. The Director will provide the CAO with an evaluation summary of all compliant submissions and recommend award of contract to the Bidder with the highest ranked proposal (the “Successful Bidder”).

Award of this contract is subject to budget approval through the annual operating budget.

The Bidder shall fully inform themselves regarding availability of labour in the area relative to the requirements of the schedule. The Bidder shall make his own assessment of escalation in costs and increased labour costs and include all these costs in their bid. All risks with respect thereto shall be the Bidders.

1.6. PROOF OF ABILITY/PRIOR EXPERIENCE

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability to perform the work by the specified delivery date. The Town shall be entitled to take into account as part of its evaluation of any Proposal any past experience that the Town or any of its member municipalities or related or affiliated organizations have had with any Bidder, whether favourable or unfavourable, and including specifically any contracts, contract disputes, litigation or other experience or dealings whatsoever or reputation that the Bidders may have, or any of them, with such entities.

1.7. PRICING REQUIREMENT

Prices shall be in Canadian Funds, for the Work, delivered and installed.

Total price on the Bidder's proposal sheet must include items listed in the specifications.

All prices bid shall include applicable taxes, customs duty, excise tax, freight, insurance, and all other charges of every kind attributable to the work except for Provincial Sales Tax, as applicable, which shall be shown as extra, unless otherwise specified. No extra charges will be permitted unless prior written authorization is obtained from the Town.

1.8. INSURANCE COVERAGE REQUIREMENTS

The Bidder shall obtain and maintain at its own expense, including the cost of any applicable deductible, the insurance coverage required by the Town. The policies required shall not be cancelled or permitted to lapse unless the insurer notifies the Town in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The Town reserves the right to request higher limits of insurance or other types of policies appropriate to the work, as the Town may reasonably require.

1.9. TERMS OF PAYMENT

Unless progress payments or alternative payment terms are specifically agreed to, as accepted by the Town, the contract price shall be invoiced after delivery of material or services rendered and acceptance and payable thirty (30) days from the later of such date and the date of receipt of invoice.

All deliverables required from this project (Schedule A – RFQ Deliverables), including, but not limited to, design drawings, specifications, tender documents, geotechnical report, hard copies and digital copies are owned by the Town and the Town has ownership of patent and copyright for these items.

1.10. LOBBYING

In order to ensure fairness to all Bidders, the Town must endeavour to prevent unfair advantage created by lobbying. Therefore, the Town reserves the right to disqualify, at any time and at its sole discretion, any Bidder engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract between the Town and the Successful Bidder(s). The Town may disqualify a Bidder at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Town, in its sole discretion, determines has or may give an unfair advantage to one Bidder relative to other Bidders. Without limiting the foregoing, lobbying may include:

- a) Verbal or written communication with or to any Town staff other than those identified as contacts in this RFP.
- b) Direct or indirect requests by the Bidder to any person, organization, or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Council.
- c) Verbal or written communication with or to media organizations.
- d) Direct or indirect offers of gifts of any kind or value to any Town representative or Council.

1.11. Post Project Evaluation

The successful bidder will be subject to the Town of Cochrane "Vendor Performance Evaluation Form" – Appendix C, at the conclusion of the project.

APPENDIX A

PROPOSAL SUBMISSION FORM

PROPONENT INFORMATION (Please Print)

| | |
|-----------------------------|----------|
| Company Name: | |
| Address: | Contact: |
| City | Phone: |
| Province: | Fax: |
| Postal Code: | Email: |
| H.S.T. Registration Number: | |

SCHEDULE

The Town anticipates awarding the Contract within two weeks of the closing date. The Work must be completed by June 4, 2023. Please produce your schedule date of completion.

Completion Date: _____, 2023

PRICING

Pricing is in Canadian Dollars. HST is shown as a separate line item. All pricing shall be inclusive of all equipment, materials, labour, permits, fees, licenses and all other related costs necessary to complete all Work successfully as stated within this RFQ.

| | |
|---------------------------------------|-----------|
| COST OF FLOWERS & MATERIAL | \$ |
| COST OF LABOUR | \$ |
| SUBTOTAL | \$ |
| H.S.T. | \$ |
| TOTAL | \$ |

I/We the undersigned, agree to having examined and read the proposal documents. I/We agree to all of the above stated clauses and by signing this form I/We agree to supply the goods, materials or services for the unit prices stated herein.

Signature of Authorized Company Official

**Name of Authorized Company Official
(Please Print)**

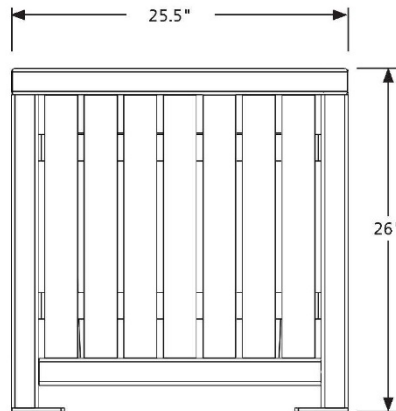
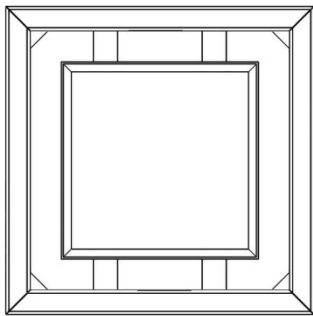
Title (Please Print)

APPENDIX B



PLANTERS

| | |
|---------------|---|
| Model: | PL002I-AL |
| Desc.: | Square Planter with Vertical IPE Slats and Polyethylene Liner |
| Material: | 1" x 2.5" (25.4 x 63.5 mm) Red Batu Hardwood, 2" (50.8 mm) Square Aluminum Tubing |
| Type: | Vertical Slat Red Batu Hardwood |
| Options: | PL002C-AL Cedar Slats PL002R-AL Recycled Plastic Slats |
| Finish: | Polyester powder coating applied electrostatically over substrate. |
| Installation: | Planter is assembled at factory. Holes in feet provide a way to secure each leg. |
| Maintenance: | Periodically wipe down to keep clean. Apply Red Batu oil annually by cloth and wipe clean to remove excess oil. |



| Dimensions: | IMPERIAL | METRIC |
|-------------|----------|----------|
| Width: | 25.5" | (648 mm) |
| Height: | 26" | (660 mm) |

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www.vistafurnishings.com
sales@vistafurnishings.com

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Appendix C
VENDOR EVALUATION FORM

**VENDOR PERFORMANCE EVALUATION FORM**

Contract No. _____

Description: _____

Purchasing _____

Department _____

Representative: _____

Representative: _____

Vendor Name: _____

Address: _____

Contact Name: _____

Email: _____

Check One:

Final Evaluation

Interim Evaluation

Contract Completion Date: _____

Date of Evaluation: _____

| Evaluation Criteria (including but not limited to) | Evaluation Assessment | | Evaluator Comments |
|--|--|-----------------|--------------------|
| | Rating Category (see chart on this form) | Score out of 10 | |
| Administration: <input type="checkbox"/> Invoice accuracy <input type="checkbox"/> Customer Service <input type="checkbox"/> Communication (public & staff) | Exceptional | | |
| | Good | | |
| | Satisfactory | | |
| | Cautionary | | |
| | Not Satisfactory | | |
| | Unacceptable | | |
| Quality of Project/Project Management: <input type="checkbox"/> Project Delivery <input type="checkbox"/> Quality of workmanship <input type="checkbox"/> Project Management <input type="checkbox"/> Communication | Exceptional | | |
| | Good | | |
| | Satisfactory | | |
| | Cautionary | | |
| | Not Satisfactory | | |
| | Unacceptable | | |
| Timelines: <ul style="list-style-type: none"> Adherence to project schedule | Exceptional | | |
| | Good | | |
| | Satisfactory | | |
| | Cautionary | | |
| | Not Satisfactory | | |
| | Unacceptable | | |
| Cost Control: <input type="checkbox"/> Number of Change Orders <input type="checkbox"/> Cost of Additional Service and/or Work <input type="checkbox"/> Compliance with Original Contract Price | Exceptional | | |
| | Good | | |
| | Satisfactory | | |
| | Cautionary | | |
| | Not Satisfactory | | |
| | Unacceptable | | |
| Health & Safety: <input type="checkbox"/> Adherence to Health & Safety Act <input type="checkbox"/> Injuries or "close calls" | Exceptional | | |
| | Good | | |
| | Satisfactory | | |
| | Cautionary | | |
| | Not Satisfactory | | |
| | Unacceptable | | |
| TOTAL SCORE: | | /50 | = % |

| | |
|-------------------|--|
| Overall Comments: | |
|-------------------|--|

Evaluator Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Purchasing Rep: _____ Signature: _____

Staff Acknowledgment:

I declare that I have completed this evaluation in a fair and honest manner. I further confirm that my judgement in completing this evaluation has not been influenced by any actual or potential "Conflict of Interest" as defined in the Municipality of Oakton Conflict of Interest Policy 4.2.5.

| Rating | | Description of Rating |
|--------|------------------|---|
| 10 | Exceptional | Performance <i>significantly exceeds</i> Contract requirements to the Municipality's benefit, for example, the Contractor implemented innovative or business process reengineering techniques, which resulted in added value to the Municipality. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective. |
| 8-9 | Good | Performance meets contractual requirements and <i>exceeds in some area(s)</i> to the Municipality's benefit. The contractual performance of the element or sub- element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective. |
| 6-7 | Satisfactory | Performance <i>meets</i> contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which proposed corrective actions taken by the Contractor appear satisfactory, or completed corrective actions were satisfactory. |
| 5 | Cautionary | Performance <i>did not quite meet</i> contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which proposed corrective actions taken by the Contractor appear to be a continued minor concern, or completed corrective actions were slightly below satisfactory. |
| 3-4 | Not Satisfactory | Performance <i>does not meet some</i> contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the Contractor has submitted minimal corrective actions, if any. The Contractor's proposed actions appear only marginally effective or were not fully implemented. |
| 0-2 | Unacceptable | Performance <i>does not meet</i> contractual requirements and/or recovery is <i>not likely</i> in a timely or cost effective manner. The contractual performance of the element or sub-element contains serious problem(s) for which the Contractor's corrective actions appear to be or were ineffective. |

VENDOR REPLY TO COCHRANE MUNICIPALITY

The Vendor has ten (10) business days to:

1. Accept the evaluation rating by signing and returning this form; or
2. Appeal this evaluation by checking the appropriate box below, signing and returning with an attached written response.

If no response is received within the ten (10) business day timeframe the evaluation will be deemed final and binding.

Please fill out the following form, and return to the Municipality.

| | |
|-----------------------------|--|
| Business Name: | |
| Contract No. & Description: | |
| Address: | |
| Phone Number: | |
| Fax Number: | |
| Contact Name and Title: | |
| Contact Phone: | |
| Contact E-mail: | |
| Vendor Comments: | |

Check One:

I agree with this evaluation as completed by the Municipality.

I do not agree and wish to appeal this evaluation, further information is attached.

Signature

Date