



www.GrandForks.ca

The City of Grand Forks

REQUEST FOR QUOTATION (RFQ)

REQUESTER INFORMATION			Date of the RFQ	RFQ Closing Date & Time	
Department:	Public Works		28/11/2016	16/12/2016 - 2:00pm	
Contact Name:	Steven Howard				
Telephone #:	250-442-8266 x 60256		RFQ NO.		
E-mail:	showard@grandforks.ca		PW2016-11-RFQ 2017 Hanging Baskets		
Description of required supplies, works or services: as listed in the attached Specification Document					
TIMELINE:					
28-Nov-16 RFQ posting					
16-Dec-16 RFQ closing					
16-Jan-17 RFQ awarded					
Item No.	Quantity	Unit of Measurement	Goods & Services Catalogue # and Description	Unit Price CDN \$	Total Price CDN \$
	50		Summer Hanging Baskets 21 1/2" diameter		
	52		Summer Hanging Baskets 16" diameter		
	40		Winter Hanging Baskets		
F.O.B. to Grand Forks BC					
Total Amount before Taxes					
Goods & Services Taxes (G.S.T.)					
Grand Total including G.S.T.					
Supplier Information:		The following Section must be completed by the Supplier and included in the Supplier's proposal in response to this RFQ.			
Supplier Name		Supplier Address, Telephone No. & E-mail			Supplier's Quotation #
					Quotation Date
Supplier Contact Name			Signature		

RFQ Terms and Conditions

- 1 Supplier's response to this RFQ must be sent to the City of Grand Forks by mail or E-mail to the attention of the Requester, as specified above.
- 2 Supplier may attach a quotation to this form or may enter prices directly on this form.
- 3 If quotation is provided, the Supplier Information Section of this form must be completed and attached as the first page of Supplier's proposal.
- 4 The quantity specified above is provided as a best estimate only.
- 5 Prices are in Canadian dollars. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation, the unit price will prevail.
- 6 Goods and Services Tax (G.S.T.) is applicable but should not be included in the quoted prices.
- 7 Supplier's proposal shall be valid for sixty (60) days from the date of Supplier's submission.
- 8 Price may or may not be the determining factor in Supplier selection process.
- 9 The award may be made to the Supplier(s) whose proposal(s) is (are) determined to be of highest value in terms of quality and price.
- 10 The City reserves the right to request the Supplier(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- 11 The City reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.
- 12 The City reserves the right to reject any or all proposals after evaluation.
- 13 Rejection of all proposals will mean that the City, in its own best interest at this time, has determined not to pursue the acquisition.
- 14 A Supplier who submits a proposal to the City in response to this RFQ must be licensed and certified as required by the laws of B.C..
- 15 Any resulting purchase shall be subject to the City of Grand Forks Contracting Authority & Purchasing Policy #802-A1.
- 16 Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.
- 17 Submissions will be deemed successfully received when displayed as a new email in the inbox of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program.



Settle down.

THE CITY OF GRAND FORKS

REQUEST FOR QUOTE – HANGING BASKETS 2017

SPECIFICATIONS

1. CONSTRUCTION

- 1.1 50 large Plastic baskets shall be supplied by the City of Grand Forks. 52 small wire baskets or equivalent & all other materials, including and not limited to plants, growing medium, fertilizer & liners shall be supplied by the Contractor
 - a. 50 baskets with 21 ½” diameter tops
 - b. 52 baskets with 16” diameter tops
- 1.2 The growing medium must be soilless sunshine mix.
- 1.3 The fertilizer must be Nutricote 14.14.14 (100 day), supplemented by regular applications of 20.20.20 water soluble fertilizer.

2. HANGING BASKET MATERIAL

- 2.1 The contractor shall choose plant varieties based on a hot bright colour scheme and overall proven performance in hanging baskets to provide an interesting, colourful display all season. The City shall approve in writing all plant material chosen.
- 2.2 Each basket shall have:
 - a. A minimum of twelve (12) plants per 21 ½” basket
 - b. A minimum of three (3) colours plus white (complimentary or analogous)
 - c. A minimum of six (6) proven winners per basket.
 - d. A minimum of four (4) plant types per basket.
 - e. One center plant to provide high and extra interest per basket.
- 2.3 Baskets shall be created to reflect needs as outlined below:
 - a. 21 ½” baskets Full sun = 44
 - b. 21 ½” baskets Shade = 6
 - c. 16” baskets Full sun = 46
 - d. 16” baskets Shade = 6
- 2.4 All planted hanging baskets must be greenhouse grown, hardened off in bloom and ready for display by May 15, 2017.
- 2.5 All plant material shall be free of weeds, insects and diseases.

2.6 Growth regulators shall not be used on any plant material.

2.7 All plant material shall be available for inspection at the growing area by the City.

3 DELIVERY

3.1 All prices to be F.O.B. Grand Forks Address

Contractor will deliver baskets to individual sites and assist City staff in installing baskets. Delivery will take place during the a.m. in the week of May 15, 2017, Monday through Friday, weather permitting. If at the time there is a possibility of frost damage, the City reserves the right to postpone the delivery until the danger of frost is past.

Contractor shall notify a City representative minimum two (2) days prior to delivery date to allow the City representative to schedule work.

4. WINTER BASKETS

Specifications

4.1 Supply Winter Hanging Baskets

- a. Contractor to build 40 winter hanging baskets.
- b. The evergreen foliage shall hide the basket and liner. Colourful twigs , berries, cones, etc. are to fill the top portion of the basket. The sides of the baskets will also have three red bows attached or other approved decorations.
- c. The baskets shall be built to withstand winter weather.
- d. Suggested materials depending on availability
 1. Pine, Fir, Cedar and Spruce bows
 2. Red and/or yellow twig Dogwood, Oregon Grape, Holly
 3. Or other material as approved by City of Grand Forks staff
- e. Delivery to be the week of Nov. 20th, 2017, no later than Thursday Nov. 23rd, 2017 to the City of Grand Forks, Public Works Yard or another determined location at the discretion of the City of Grand Forks.

