



November 17, 2021

Re: REQUEST FOR QUOTATION – 2022 BEDDING OUT PLANT RFQ

You are invited to submit a price quotation for consideration by the City of Moose Jaw ("Moose Jaw") to perform the work identified in Schedule A – Project Requirements (the "Work").

Submission of Quotations

Please submit your quotation by email to Moose Jaw at:

Sarah Regent, City Horticulturalist

City of Moose Jaw

Phone: 306-694-4439

Fax: 306-692-7151

E-mail: parksbids@moosejaw.ca

City of Moose Jaw

228 Main Street N,

Moose Jaw, SK S6H 3J8

Quotations should be received by Moose Jaw on or before **2:00 pm on Friday, December 3, 2021**.

Questions regarding this Request for Quotation ("RFQ") may be submitted by email to **sregent@moosejaw.ca** to the attention of **Sarah Regent** or by calling **(306) 694-4439**.

Please include in your quotation detailed pricing information addressing all the requirements set out in Schedule A – Project Requirements.

Form of Contract

Moose Jaw expects to enter into a Bedding Out Plant Supply Agreement with the successful respondent using a contract incorporating substantially the terms outline in Schedule A – Project Requirements, which will be presented to the successful respondent for execution following award.

Legal Framework

This RFQ is also not intended to be a tender or subject to the laws applicable to competitive bidding and is not subject to the New West Partnership Trade Agreement or the Agreement on Internal Trade. Moose Jaw does not intend to create a

contractual relationship including a bid contract (either expressed or implied) with any person submitting a response to this RFQ.

Moose Jaw is not responsible for any costs that you incur in responding to this RFQ.

Conflict of Interest Disclosure

Interested parties responding to this RFQ should disclose any actual or potential conflicts of interest that may exist between the respondent, its management, employees or consultants and Moose Jaw or its management, employees or representatives, and the nature of such conflict of interest. If a respondent has no such conflict of interest, a statement to that effect should be included in its price quotation.

Moose Jaw employees are ineligible to participate, directly or indirectly, with any respondent in the Bedding Out Plant Supply Agreement.

Confidentiality

Interested parties responding to this RFQ are advised that as a city, Moose Jaw is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a city. Interested parties responding to this RFQ are advised that Moose Jaw may be required to disclose the RFQ documents and a part or parts of any quotation in response to this RFQ pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).

Interested parties responding to this RFQ are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, respondents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFQ. Interested parties responding to this RFQ **should identify any information in their proposals that they consider to be confidential or proprietary business information.**

Thank you in advance for your interest and quotation.

Sincerely,



Sarah Regent
City Horticulturalist

Schedule A – Project Requirements

Description of the Work

1. Moose Jaw requires bedding out plants for 2022 in the varieties, sizes and quantities specified in the attached list.
2. Any changes to specifications and listed varieties must be approved in advance by the Director of Parks and Recreation or designate. All changes and approvals will be provided to all known bidders and on the website by addendum prior to close.
3. All plant material shall be well rooted, hardened, and free of pests and diseases. Soil media shall be sterilized prior to planting to prevent introduction of pests and weeds.
 - a. Petunias shall have no fewer than 3 pairs of fully developed true leaves at the time of delivery.
 - b. All other plants grow for their flowers are to be at or within 2 weeks of blooming stage prior to delivery.
 - c. Foliage plants such as coleus and ornamental grasses shall be well-developed prior to delivery.
4. Plant material for Crescent Park, Cemetery and Boulevard Planters shall be grown in #1204 or #1206 "Cell Packs" unless otherwise specified. If requested, all containers can be picked up by the supplier after planting.
5. Supplier shall plant **76 small hanging baskets and 8 large hanging baskets**, including potting mix, with quantities and varieties shown on the attached itemized listing. Small hanging baskets are 18 inches in diameter and hold 18 L (0.023 cubic yards) of potting mix. Large hanging baskets are 24" in diameter and hold 34 L (0.045 cubic yards) of potting mix. These baskets are to be delivered between **May 17 and June 10, 2022**. Baskets are to be planted early enough so that plants are mature and in full bloom by delivery.
6. Supplier shall supply potting mix and plant **140 City of Moose Jaw flower pots** with quantities and varieties shown on itemized listing attached to be delivered between **May 17 and June 10, 2022**. There are 46 flower pots that are 24 inches deep and 25 inches in diameter. The remaining 94 flower pots are 28 inches in diameter and hold 38 L (1.32 cu ft) of potting mix. Pots are to be planted early enough so that plants are in full bloom and covering at least 80% of the potting mix surface area by delivery.
7. Moose Jaw reserves the right to reject any plant material supplied that is not of suitable quality, size, and/or maturity for bedding out as determined solely by the Director of Parks and Recreation or designate. If substitutions are necessary and the substitutions are acceptable to the Director or designate, Moose Jaw will pay the original product RFQ price or the cost of the substitution, whichever is less. If the substitutions cause a change in the flower bed designs, a further

reduction may be applied at the Director of Parks and Recreation's reasonable discretion. Flower bed designs will be provided to the successful bidder.

8. Moose Jaw shall not be responsible for payment for material delivered in excess of the listed quantities.
9. Moose Jaw reserves the right to alter the varieties, sizes and quantities of plants required prior to entering into a Bedding Out Plant Supply Agreement.

Schedule

10. Delivery of bulk plants shall be made to Crescent Park, Rosedale Cemetery, or City Complex (for Boulevard Planters) as noted in the Itemized Plant List. Deliveries shall begin no earlier than **May 17, 2022** and all deliveries shall be completed on or before **June 30, 2022** ("Delivery Time"). Should an unusual weather event occur, delaying delivery beyond these dates, the parties shall consult with a view to arriving at a reasonable amended Delivery Time. Delivery quantities and times will be as required by the City Horticulturalist or designate. Order size may range from 100 to 1,000 dozen daily.
11. Flower pots and hanging baskets shall be delivered to the downtown core and other City medians as directed between **May 17 and June 10, 2022**. Flower pot locations on medians will be clearly marked. The Contractor shall deliver hanging baskets to the bases of the light posts; City of Moose Jaw staff shall be responsible for hanging up the baskets.
12. In the event that daily deliveries are not made as requested without prior consultation, there shall be a price reduction at the Director of Parks and Recreation's reasonable discretion. Any plant material not delivered within the Delivery Time without consultation to amend the Delivery Time will not be paid for by Moose Jaw.

Pricing

13. Moose Jaw expects the Work to be priced on a "fixed sum" basis.

Payment

14. Moose Jaw expects that the Contractor may invoice Moose Jaw upon complete performance of the Work.

Contract

15. A contract incorporating substantially these terms will be presented to the successful respondent for execution following award.

Itemized Plant List

Landscape Plants					
Plant Species and Varieties	Size	#	Unit	price/unit	total price
Crescent Park					
Basil, Dolce Fresca	cell pack	15	doz		
Basil, Purple Ball	cell pack	15	doz		
Begonia, fibrous rooted, Bada Boom Scarlet	cell pack	12	doz		
Begonia, tuberous rooted, Non Stop Pink	2 inch	12	doz		
Begonia, tuberous rooted, Non Stop Rose Pink	2 inch	12	doz		
Begonia, tuberous rooted, Non Stop White	2 inch	12	doz		
Calibrachoa, Kabloom Orange	cell pack	12	doz		
Calibrachoa, Kabloom Yellow	cell pack	78	doz		
Coleus, Fairway Yellow	cell pack	135	doz		
Dianthus, Floral Lace Red	cell pack	60	doz		
Dichondra, Emerald Falls	2 inch	60	doz		
Dusty Miller, Quicksilver	cell pack	150	doz		
Gazania, Big Kiss White Flame	cell pack	12	doz		
Gazania, Big Kiss Yellow Flame	cell pack	12	doz		
Impatiens, Dazzler Blue Pearl	cell pack	66	doz		
Impatiens, Dazzler Salmon	cell pack	66	doz		
Impatiens, Dazzler White	cell pack	66	doz		
Impatiens, Florific Violet	cell pack	42	doz		
Marigold, Discovery Orange	cell pack	224	doz		
Osteospermum, Serenity Red	2 inch	48	doz		
Parsley, Forest Green	cell pack	60	doz		
Pepper, Just Sweet	2 inch	10	doz		
Pepper, Orange Blaze	2 inch	10	doz		
Pepper, Sweet Banana	2 inch	10	doz		
Petunia, Black Magic	cell pack	22	doz		
Petunia, Carpet White	cell pack	100	doz		
Petunia, Dreams Midnight	cell pack	22	doz		
Petunia, Dreams Red	cell pack	90	doz		

Petunia, Dreams Sky Blue	cell pack	60	doz		
Petunia, Dreams White	cell pack	270	doz		
Petunia, Easy Wave Red	2 inch	18	doz		
Petunia, Sophistica Blackberry	cell pack	96	doz		
Petunia, Success HD White	cell pack	36	doz		
Petunia, Trilogy Lime	2 inch	100	doz		
Portulaca, Happy Hour Coconut	cell pack	100	doz		
Sage, Silver Queen (<i>Artemisia ludoviciana</i>)	4 inch	1	doz		
Sunflower, Jua Maya	2 inch	6	doz		
Tobacco, Wild (<i>Nicotiana rustica</i>)	2 inch	1	doz		
Tomato, Great White	2 inch	10	doz		
Tomato, Tidy Treats	2 inch	10	doz		
Tomato, Yellow Canary	2 inch	10	doz		
Zinnia, Profusion Double Mix	cell pack	28	doz		
Tomato, Yellow Canary	2 inch	10	doz		
Zinnia, Profusion Double Mix	cell pack	28	doz		
Cemetery					
Snapdragon, Solstice Burgundy	cell pack	60	doz		
Marigold, Zenith Yellow	cell pack	72	doz		
Petunia, Carpet Plum	cell pack	84	doz		
Boulevard Planters					
Angelonia, Serenita Pink	cell pack	24	doz		
Begonia, Fibrous Rooted, Harmony Plus Scarlet	2 inch	16	doz		
Begonia, Tuberous, Nonstop Joy Yellow	2 inch	16	doz		
Calendula, Costa Yellow	cell pack	16	doz		
Celosia, Fresh Look Red	cell pack	12	doz		
Celosia, Glorious Orange	cell pack	16	doz		
Cosmos, Mandarin	cell pack	22	doz		
Delphinium, Cheer Blue F1	cell pack	6	doz		
Dianthus, Venti Parfait Crimson	cell pack	8	doz		
Geranium, Horizon Orange	2 inch	8	doz		
Marigold, Hot Pak Orange	cell pack	18	doz		
Marigold, Marvel II Yellow	cell pack	6	doz		

Marigold, Zenith Yellow	cell pack	10	doz		
Pansy, Delta Speedy Purple	cell pack	12	doz		
Pentas, Honey Cluster Red	cell pack	8	doz		
Pentas, Lucky Star Pink	cell pack	8	doz		
Petunia, Easy Wave Lavender Sky Blue	2 inch	26	doz		
Petunia, Easy Wave Red	2 inch	18	doz		
Petunia, Madness Yellow	cell pack	18	doz		
Petunia, Pretty Grand Midnight	cell pack	28	doz		
Petunia, Tritunia Salmon	cell pack	18	doz		
Snapdragon, Liberty Classic Yellow	cell pack	36	doz		
Torenia, Duchess Deep Blue	cell pack	8	doz		
Vinca, Titan bubblegum mix	cell pack	8	doz		
Zinnia, Crystal Orange	cell pack	8	doz		
Zinnia, Profusion Apricot	cell pack	12	doz		
Landscape Plants Total					

List continues next page

Pre-Planted Containers				
Plant Species and Varieties	#	Unit	price	total
18" hanging baskets				
Soil mix	76	bskt		
Petunia, Easy Wave Lavender Sky Blue	380	plnts		
24" hanging baskets				
Soil mix	8	bskt		
Petunia, Easy Wave Lavender Sky Blue	72	plnts		
Pot A (24" diameter) x 46				
Soil mix	46	pots		
Petunia, Easy Wave Red 3/pot	138	plnts		
Marigold, Marvel II Yellow 2/pot	92	plnts		
Zinnia, Profusion Apricot 2/pot	92	plnts		
Pot B (28" diameter) x 47				
Soil mix	47	pots		
Petunia, Easy Wave Lavender Sky Blue 3/pot	141	plnts		
Celosia, Fresh Look Red 3/pot	141	plnts		
Canna Lily, Cannova Yellow 1/pot	47	plnts		
Pot C (28" diameter) x 47				
Soil mix	47	pots		
Petunia, Easy Wave Red 3/pot	171	plnts		
Cosmos, Mandarin 2/pot	94	plnts		
Millet, Purple Baron 1/pot	47	plnts		
Pre-Planted Containers Total				
Grand Total				

Schedule B – Bid Form

BID FORM

We _____
(Company Name)

of _____
(Business Address)

having examined the documents to this RFQ; hereby offer to supply in accordance therewith, the plants as indicated on the attached Itemized Listing of this RFQ form F.O.B. Moose Jaw for a fixed price of

_____ Dollars (\$_____) in Canadian Funds, which price does not include G.S.T. or P.S.T. All prices given shall be effective at least sixty (60) days from date of closing of call for RFQs, only G.S.T. and P.S.T. will be levied on the contract price.

1. Are you prepared to offer additional plants at the quoted unit price cost?
YES NO

Evaluation is based on attached itemized list of this RFQ form FOB Moose Jaw for the fixed price stated above without regard to any increase or decrease of units indicated on original list. Additional plants, from #1 above, are not included in the calculation or evaluation.

Unit price and total extended price are requested, however, should there be any discrepancy or error in the calculation of the total extended price on the submitted bid, the stated unit price will be considered as the proposed bid submitted. The total extended price will be recalculated, including the bidder's stated unit price and the quantity as stated on the bid form by the City of Moose Jaw, to obtain the recalculated total extended price. The evaluation of the RFQ will be based on the unit price as stated by the bidder and the quantity stated by the City of Moose Jaw on the bid form and any adjustments as per below by the City of Moose Jaw.

Moose Jaw reserves the right to alter the varieties, sizes and quantities of plants required prior to entering into a Bedding Out Plant Supply Agreement.

Please clearly mark on envelope, **"2022 BEDDING OUT PLANT RFQ"**.

USE THIS FORM FOR YOUR SUBMISSION

DECLARATIONS:

We hereby declare that:

- (a) we agree to supply the goods in compliance with the RFQ documents.
- (b) no person, firm, or corporation other than the undersigned has any interest in this RFQ or in the proposed Contract for which this RFQ is made;
- (c) this RFQ is open for acceptance for a period of sixty (60) days from the RFQ closing date.

SIGNATURES:

Signed, sealed, and submitted for and on behalf of:

Company:

(Name)

(Street Address or Postal Box Number)

(City, Province, and Postal Code)

(Apply SEAL above)

Signature:

Name and Title:

(Please Print or Type)

Witness:

Date:

at _____ this _____ day of _____, 2021

NOTE: Where legal jurisdiction or Owner requirement calls for proof of authority to execute this RFQ, proof of such authority in the form of a certified copy of a resolution naming the person or persons in question as authorized to sign this RFQ for on behalf of the Corporation or Partnership should be attached.

Please clearly mark on envelope, "2022 BEDDING OUT PLANT RFQ".

USE THIS FORM FOR YOUR SUBMISSION