



**November 15, 2022**

**Re: REQUEST FOR QUOTATION – 2023 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:

**Daily Lennox, Parks Supervisor**

City of Moose Jaw

Phone: (306) 631-4958

E-mail: [parksbids@moosejaw.ca](mailto:parksbids@moosejaw.ca)

Subject Line : 2023 BEDDING OUT PLANT RFQ

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** Central Standard Time on **Friday, December 2, 2022**.

Questions regarding this Request for Quotation ("RFQ") may be submitted by email to **[dlennox@moosejaw.ca](mailto:dlennox@moosejaw.ca)** to the attention of **Daily Lennox** or by calling **(306) 631-4958**.

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,

**Daily Lennox  
Parks Supervisor**

## Schedule A – Project Requirements

### Description of the Work

1. Moose Jaw requires bedding out plants for 2023 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**, 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. These baskets are to be delivered between **May 23 and June 12, 2023**. Baskets are to be planted early enough so that plants are mature and in full bloom by delivery.
6. Supplier shall provide for flower pot containers, based on the below options:

**Container Option One:** Include potting mix and planting of **140 City of Moose Jaw flower pots** with quantities and varieties shown on itemized listing attached to be delivered between **May 23 and June 12, 2023**. 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.

**Container Option Two:** Provide plants only for the above stated pots. Plants would have to be delivered between **May 23 and June 12, 2023**, as requested.

Quotes may be submitted for one or both options.

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. The City reserves the right to accept any quotes submitted in whole or in part or to reject any or all Quotes or to award the work in one or more contracts and to waive any irregularities.
9. Moose Jaw shall not be responsible for payment for material delivered in excess of the listed quantities.
10. 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**

11. 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 23, 2023** and all deliveries shall be completed on or before **June 23, 2023** ("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.
12. Flower pots and hanging baskets shall be delivered to the downtown core and other City medians as directed between **May 23 and June 12, 2023**. 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.
13. 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**

14. Moose Jaw expects the Work to be priced on a "fixed sum" basis.
15. Bidders may provide a Bid Price based on Container Option One and/or Option Two. Quotes shall be submitted using Schedule B - Bid Form, included.

**Payment**

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

**Contract**

17. 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
<b>Crescent Park</b>					
Alternanthera Purple Prince	cell pack	176	doz		
Begonia Non stop Red	2 inch	66	doz		
Begonia Non stop White	2 inch	132	doz		
Celosia Ice Cream Series Mix	cell pack	115	doz		
Coleus Fairway Yellow	cell pack	201	doz		
Cosmos Sonata Complete Mix	cell pack	28	doz		
Cucumber	2 inch	10	doz		
Dill Weed	cell pack	20	doz		
Gomphrena Las Vegas Series Purple	2 inch	26	doz		
Impatiens super Elfin XP Series Blue Pearl	cell pack	30	doz		
Impatiens super Elfin XP Series Orange	cell pack	30	doz		
Impatiens super Elfin XP Series Red	cell pack	30	doz		
Impatiens super Elfin XP Series Rose	cell pack	30	doz		
Impatiens super Elfin XP Series Salmon	cell pack	30	doz		
Impatiens super Elfin XP Series Violet	cell pack	30	doz		
Impatiens super Elfin XP Series White	cell pack	48	doz		
Marigold Discovery Orange	cell pack	120	doz		
Marigold Discovery Yellow	cell pack	60	doz		
Osteospermum Akila Sunset Shades	2 inch	18	doz		
Peppers Bell	2 inch	20	doz		
Petunia Debonair Black Cherry	cell pack	1	doz		
Petunia Success Series Blue	cell pack	80	doz		
Petunia Success Series Burgundy	cell pack	84	doz		
Petunia Success Series Red	cell pack	10	doz		
Petunia Success Series Salmon	cell pack	89	doz		
Petunia Success Series White	cell pack	239	doz		
Petunia Success Series Yellow	cell pack	55	doz		
Snapdragon Candy Showers Purple	cell pack	50	doz		
Snapdragon Candy Showers Rose	cell pack	50	doz		

Snapdragon Candy Showers Yellow	cell pack	50	doz		
Snapdragon Sonnet Series Yellow	cell pack	18	doz		
Snapdragon Twinny Series Violet	cell pack	28	doz		
Snapdragon Twinny Series White	cell pack	28	doz		
Swiss Chard	2 inch		doz		
Tomatoes	2 inch		doz		
Zinnia Profusion Series Double Mix	cell pack	24	doz		
<b>Cemetery</b>					
Marigold Big Duck Series Yellow	cell pack	72	doz		
Petunia Success Series Burgundy	cell pack	84	doz		
Snapdragon Solstice Series Burgundy	cell pack	60	doz		
<b>Boulevard Planters</b>					
Angelonia Serenita Series Pink	2 inch	9	doz		
Angelonia Serenita Series Sky Blue	2 inch	17	doz		
Begonia Viking Series Pink on Chocolate	2 inch	9	doz		
Calendula BonBon Yellow	cell pack	3	doz		
Calibrachoa Kabloom Series Cherry	cell pack	5	doz		
Calibrachoa Kabloom Series Yellow	cell pack	5	doz		
Celosia Dragon breath	cell pack	13	doz		
Celosia Glorious Yellow	cell pack	5	doz		
Coleus Fairway Orange	cell pack	16	doz		
Coleus Wizard Velvet Red	cell pack	13	doz		
Dianthus Amazon series Neon Cherry	cell pack	9	doz		
Dianthus White Floral Lace	cell pack	8	doz		
Erysimon Sugar Rush Purple	2 inch	17	doz		
Gazania New Day Series Clear orange	cell pack	8	doz		
Geranium Maverick Series Orange	2 inch	16	doz		
Geranium Maverick Violet Picotee	2 inch	17	doz		
Geranium Multi Bloom Series Red	2 inch	5	doz		
Geranium Horizon Series White	2 inch	6	doz		
Heliotrope Marine	2 inch	17	doz		
Marigold Gem Series Orange	cell pack	5	doz		
Marigold Yellow Zenith	cell pack	1	doz		

Marigold Orange Zenith	cell pack	16	doz		
Marigold Safari Red	cell pack	13	doz		
Marigold Little Duck Series Yellow	cell pack	5	doz		
Petunia Hulahoop Rose	cell pack	13	doz		
Petunia Success Series Blue	cell pack	22	doz		
Petunia Success Series Coral	cell pack	18	doz		
Petunia Success Series Pink	cell pack	18	doz		
Petunia Success Series Rose	cell pack	18	doz		
Petunia Success Series Violet	cell pack	5	doz		
Petunia Supreme Raspberry Ice	cell pack	18	doz		
Petunia Trilogy Purple Vein	cell pack	5	doz		
Petunia Trilogy Purple	cell pack	5	doz		
Snapdragon Gem Series Orange	cell pack	5	doz		
Snapdragon Snapshot Pink	cell pack	9	doz		
Snapdragon Snaptastice Series Red	cell pack	5	doz		
Snapdragon Sonnet Series Speedy Yellow	cell pack	5	doz		
Snapdragon Snaptastic Flame	cell pack	4	doz		
Snapdragon Solstice Series white	cell pack	4	doz		
Zinnia Magellan Series Cherry	cell pack	5	doz		
Zinnia Profusion Series Lemon	cell pack	5	doz		
<b>Landscape Plants Total</b>					



Pre-Planted Hanging Baskets and Containers				
Plant Species and Varieties	#	Unit	price	total
<b>18" hanging baskets</b>				
Soil mix	76	bskt		
Petunia, Easy Wave Purple	384	plnts		
<b>Pre-Planted Baskets Total</b>				
<b>Pot A (24" diameter) x 46</b>				
Soil mix	46	pots		
Grass Ornamental King Tut	46	plnts		
Petunia Wave Series Purple	368	plnts		
<b>Pot B (28" diameter) x 47</b>				
Soil mix	47	pots		
Begonia Whopper Series Rose w/Bronze Leaf	92	plnts		
Petunia Wave Series White	184	plnts		
Potato Vine Purple	184	plnts		
<b>Pot C (28" diameter) x 47</b>				
Soil mix	47	pots		
Canna Cannova F1 Series Bronze Orange	47	plnts		
Geranium Maverick Series Orange	184	plnts		
Dichondra Emerald Falls	184	plnts		
<b>Pre-Planted Containers Total (Container Option One)</b>				
<b>OR Plants Only Total (Container Option Two)</b>				
<b>Grand Total</b>				

**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 the price(s) specified in the Bid Form.

Prices are quoted in Canadian funds, which 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.

The following is our fixed Bid Price(s) to perform the work required in this RFQ:

**Price 1 (using Container Option One):**

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

**Price 2 (using Container Option Two):**

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

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.

**USE THIS FORM FOR YOUR SUBMISSION**

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.

**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 \_\_\_\_\_, 2022

**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.

**USE THIS FORM FOR YOUR SUBMISSION**