

REQUEST FOR QUOTE: GENERAL INSTRUCTIONS
Parkdale Village Business Improvement Area (BIA)
Floral Hanging Basket Program

January 2019

1.0 INTRODUCTION

Quotations are invited for the provision of all labour, materials and equipment necessary for the installation, watering & maintenance of Floral Hanging Baskets, at various locations throughout the Parkdale Village Business Improvement Area (BIA), **for a six (6) month period, starting May 2019 and ending October 2019**, all in accordance with the Specifications, WSIB, and Labour Trades Contractual Obligations in your Industry.

2.0 SCOPE OF WORK

Subject to any limitation set forth herein, the Contractor should have complete control of the horticultural services and is to effectively direct and supervise all work and activities associated herewith, using their best skill and attention, and is to be solely responsible for all safety, services, methods, techniques, sequences and procedures and for coordinating parts of the Services. The Contractor will be responsible for providing all the necessary resources to carry out, but not limited to, the following activities related to this project:

Floral Hanging Basket Installation Quote A:

- May 2019-October 2019
- List plant materials and basket specifications
- Order 145 Floral hanging baskets with plant materials per specification (*this includes approx. 2 for any damages or theft*)
- Provide floral hanging basket hanging hardware
- Provide storage of floral hanging baskets prior to/ during installation
- Provide transportation of floral hanging baskets to each installation location (*13 Pedestrian Lights, 130 Properties*)
- Safe installation of 145 floral hanging baskets in May 2019
- Safe removal of 145 floral hanging baskets in October 2019
- Provide transportation and or storage of 145 floral hanging baskets prior to / during removal
- Disposal of 145 floral hanging baskets and hardware
- Report any vandalism, damages or theft of floral hanging baskets or repairs needed to BIA owned metal brackets installed on building facades.

**hardware is in reference to chains and/or wiring used to hang the basket, it does not refer to the BIA owned metal brackets installed on building facades.*

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Floral Hanging Basket Watering Quote B:

- May 2019-October 2019
- Watering of floral hanging baskets to each installation location (*13 Pedestrian Lights, 130 Properties*)
- Provide regularly scheduled watering services
- Ensure safe and permitted access to water
- Provide safe transportation for staff and watering equipment
- Report any vandalism, damages or theft of floral hanging baskets or repairs needed to BIA owned metal brackets installed on building facades.

Floral Hanging Basket Quote A & B to include:

- Monthly invoiced estimate
- Weekly coverage
- Insurance
- WSIB
- List any additional procedural details you find relevant

The Contractor will be responsible for providing the above services within the following Parkdale Village Business Improvement Area (BIA) boundaries:

- North and South side of Queen Street West from Roncesvalles Ave to Dufferin St

Upon award of the purchase order a final walk through will be conducted with contractor and PVBIA to create a revised list of locations/ boundaries.

Only the items listed above will be considered for this request for quotation.

3.0 Additional Work

The Parkdale Village BIA has the right to change, add or delete items or quantities included in this Request for Quotation, to fit budgetary or permitting needs, or as site conditions require; and by accepting this Request for Quotation, the Contractor shall take that no claims will be entertained for any such changes.

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4.0 LITERATURE

Bidders should submit literature on materials selection (perennials), at no additional cost to the Parkdale Village BIA, with Quotation documents.

5.0 BILLING

Prior to substantial completion and final payment/invoicing, the Contractor shall submit a Monthly Invoice to:

The Parkdale Village BIA
1313 Queen Street West
Toronto, Ontario M6K 1L8
Attention: Anna Bartula, Executive Director

6.0 INSTALLATION

Contractor is responsible for obtaining Road Occupancy permit, if necessary, as well as ensuring that all other necessary permits are in place.

All work shall be performed as per manufacturer's recommendations.

All items shall be installed in accordance with all applicable regulatory codes, including, but not limited to: Parkdale Village BIA standards, the Occupational Health and Safety Act and Regulations, etc.

Existing or surrounding area to be protected during installation & watering. Ensure that surfaces are protected from damage.

All surrounding areas to be secured prohibiting public access during work.

The site area to be secured no greater than half the width of the City Boulevard.

The Contractor shall protect finished surfaces and parts, against possible damage resulting from conduct of work by subcontractors and trades. The Contractor shall without extra compensation, refinish such spaces where such surfaces prove to have been inadequately protected and are damaged.

The Contractor shall restore all property temporarily removed, damaged, or destroyed during the supply, delivery, setting-in-place, installation, and removal of any debris to the satisfaction of and at no cost to the Parkdale Village BIA. For greater certainty, the Contractor shall, before final payment, remove all surplus materials and any debris of every nature resulting from its operation and put the site(s) in a neat, orderly condition; thoroughly clean. If the Contractor fails to clean up at the completion of the supply, delivery, setting-in-place, installation, and removal of any debris, the BIA deduct said costs from any monies still owing to the Contractor.

The Contractor shall furnish all labour, materials, services, supplies, tools, equipment, apparatus, transportation, facilities and incidentals required and perform all operations necessary to accomplish the complete supply, delivery, setting-in-place, installation, and removal of any debris.

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7.0 EVALUATION

If requested, bidder shall submit to the Parkdale Village BIA, a sample of product(s) offered for evaluation purposes within five (5) business days of such a request, at no additional cost to the Parkdale Village BIA.

8.0 ORDER QUANTITY

Quantities provided are estimates only and should not be interpreted as indicating a minimum or maximum order quantity. All bidders therefore acknowledge that the Parkdale Village BIA is not obligated to place any minimal orders and cannot be held responsible for any potential losses in anticipated revenue by any contractor or supplier.

9.0 SCHEDULE

The work schedule starts May 2019 and ends October 2019, unless otherwise agreed upon, after award, by the Parkdale Village BIA and the Contractor.

10.0 INSURANCE & WSIB

The Contractor shall provide proof of Commercial Liability Insurance (copy of Certificate of Insurance), with coverage of \$2,000,000.00 per occurrence for liability arising at law for damages caused by reason of bodily injury or damages to property by employees or subcontractors. The Parkdale Village Business Improvement Area must be added as an additional insured to policy.

The Contractor shall provide a copy of current (within last ninety days) WSIB clearance certificate and is obligated to maintain the current status with The Workplace and Safety Insurance Board for the term of the awarded contract period.

11.0 ENVIRONMENT PROTECTION

The Contractor warrants that it will not produce or discharge in any manner or form, directly or indirectly, chemicals or toxic substances into the environment and that all equipment used will not pose a hazard to, or harm or adversely affect anyone coming into contact with it and covenants and agrees to provide the PVBIA with an environmental plan (where applicable), acceptable to the PVBIA, which plan should outline the procedures to be followed by the Contractor to prevent the production or discharge of chemicals or toxic substances into the environment and the actions to be taken should the discharge occur.

The Contractor is to be responsible to take all necessary measures to comply with the requirements of the Federal and Provincial environmental protection agencies, City by-laws as amended and any other applicable acts and regulations in respect to air, earth and water pollutants.

12.0 ATTACHMENTS

- a) Parkdale Village BIA Boundaries Map – 2006 document

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13.0 PRICING

For your quotation to be considered, pricing must be provided on all items listed in the Price Schedule.

Pricing shall be held firm for the full duration of the purchase order and no increases will be accepted.

14.0 PRICE SCHEDULE

Price shall include the supply of all labour, materials, equipment, products, tools, services, overhead, supervision, profit, incidentals, delivery, assembly, installation, removal of all debris and all other charges, excluding harmonized sales tax.

Description	Estimated Quantity	Price per Unit	Total Price
145 floral hanging baskets			\$ _____
Installation			\$ _____
Removal			\$ _____
Disposal			\$ _____
Watering: May			\$ _____
Watering: June			\$ _____
Watering: July			\$ _____
Watering: August			\$ _____
Watering: September			\$ _____
Watering: October			\$ _____
Delivery Surcharge			\$ _____
		SUB TOTAL	\$ _____
		HST	\$ _____
		TOTAL	\$ _____

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15.0 CHANGE ORDERS

Any changes to the scope of work and value of the purchase order are to be directed in writing, via a change order, to be approved by the Parkdale Village BIA, prior to the commencement of any additional work.

16.0 COMMUNICATION

The Contractor is requested to identify one senior individual by name, address, telephone number and fax number, who will act as the primary liaison/contact with the Parkdale Village BIA, for post-submission communication and on-going consultation with regard to the purchase order.

17.0 SUBMISSION DEADLINE

Submit all RFQ documents by Friday January 11th, 2019 5:00pm electronically to director@parkdalevillagebia.com. Please direct all inquiries concerning this RFQ document via email to Anna Bartula at director@parkdalevillagebia.com or by phone (416) 536-6918.