

The Township of Rideau Lakes



Rideau Lakes

Request for Proposals

Rideau Lakes Horticultural Services

ADMIN2025-01

Contents

1.0 Information to Bidders	3
General Description.....	3
Bid Submission	3
RFP Schedule	3
Cost of Submission	3
Right to Accept or Reject Proposal	4
Validity	4
Withdrawal of Proposal Prior to Closing	4
Review of Documents	4
Multiple Proposals	4
Addenda	4
Price Submission	5
Award.....	5
Collection of Personal Information and Confidentiality Provision.....	5
Standard Terms and Conditions	5
Terms of Payment and Invoices	6
Termination	6
Background Check	6
Conduct of Vendor Staff.....	6
Accessibility	6
Insurance – Liability, Automotive and Non-Owned Automobile Insurance	7
Workplace Safety Insurance Act	7
Contractor's Liability	7
Quality of Work.....	7
Conflict of Interest.....	8
Lobbying.....	8
Proposal Evaluation and Qualification Criteria.....	8
Questions Regarding the Request for Proposal	9
2.0 Submission Forms	10
FORM 'A'	10
Bidder's Information Form	10
FORM 'B'	11
Proposal Submission Form	11
FORM 'C'	13
Bidders Declaration Form.....	13
3.0 – Project Context, Principles and Goals.....	14

1.0 Information to Bidders

General Description

The Township of Rideau Lakes is seeking proposals from qualified firms to provide horticultural services at various municipal properties for the year 2025.

Bid Submission

Proposals shall be made in the format specified in Section 1, include the forms in Section 2, be responsive to the project context, principles and goals outlined in Section 3 and include the information outlined in Section 4 in the format specified. Proposals shall be properly labeled with the proposal number 'ADMIN2025-01' and submitted no later than the Closing Date and Time.

Proposals are to be submitted in hard copy form, in a sealed envelope, clearly marked with its contents. Proposals must be mailed or delivered to the Township Office in Chantry at 1439 County Road 8. Fax transmissions and emails will not be accepted.

**RFP ADMIN 2025-01
Christy Melvin, Acting Recreation and Volunteer Coordinator
Township of Rideau Lakes
1439 County Rd 8, Delta, ON K0E 1G0**

Proposals will be received until 11:00 a.m. E.S.T., on February 14, 2025. It is the Bidder's responsibility to ensure that the bid submission is received by the Acting Recreation and Volunteer Coordinator prior to the submission deadline. All proposals received will be held in strict confidence until after the closing date and time.

RFP Schedule

Every attempt will be made to meet all dates. The Township of Rideau Lakes reserves the right to modify any or all dates at its sole discretion.

**Last Day for Questions: February 10, 2025
RFP Closing Date and Time: February 14, 2025 at 11:00 a.m.
Selection of Successful Vendor: March 2025
Project Execution: As per proposal**

Cost of Submission

The Township of Rideau Lakes will not be liable nor reimburse any Bidder for any costs incurred in developing a Proposal submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this Request for Proposal.

Right to Accept or Reject Proposal

The Township of Rideau Lakes reserves the right to reject any or all Proposals, as a whole or in part, and waive formalities as the interests of the Corporation may require, without stating reasons. Therefore, the lowest or any Proposal may not necessarily be accepted.

If there are a limited number of responses to this request, the Township reserves the right to terminate the request or make further requests for proposals.

Validity

The Proposal submitted shall remain valid for at least one hundred and twenty (90) days from the Proposal Closing Date.

Withdrawal of Proposal Prior to Closing

A Bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions:

1. The RFP closing date and time has not passed. There shall be no withdrawals of Proposals allowed after the closing date and time for receiving Proposals;
2. The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
3. The request is made to the Recreation and Volunteer Coordinator by email or by hand.

In all cases, a request for the withdrawal of a Proposal will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated Proposal shall be given no further consideration.

Review of Documents

The Bidder must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Request for Proposal.

Multiple Proposals

Multiple responses from any one Bidder are acceptable, providing each response is complete as per the format specified herein, and is packaged and transmitted separately;

Addenda

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have

registered as Bidders. It is the Bidder's responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process.

Price Submission

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, supervision, statutory charges and vendor overhead and profit.

Award

Upon completion of evaluations, the Township of Rideau Lakes may select a Bidder with whom it wishes to undertake negotiations for the project. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The Township of Rideau Lakes reserves the right in its absolute discretion to:

1. Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Township of Rideau Lakes, at its sole discretion, deems it necessary.
2. Accept or reject any submission(s) in whole or in part.

Therefore, the lowest cost Proposal may not necessarily be accepted. The acceptance and award of a Proposal shall be subject to the approval of The Township of Rideau Lakes Council.

Collection of Personal Information and Confidentiality Provision

Any personal information collected through the Request for Proposal process will be done so, and managed, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Any personal information collected is being done for the purposes of proposal review and potential vendor selection.

All responses to this Request for Proposal will only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* where **an explicit request to do so is provided in writing in the proposal**. Submission of a proposal without this explicit request shall constitute consent for disclosure in accordance with the Act.

The information contained in this Request for Proposal will be utilized by the Bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Township of Rideau Lakes.

Standard Terms and Conditions

The Township of Rideau Lakes maintains standard procurement Terms and Conditions that apply to this Proposal. A copy of the Township's Procurement of Goods and Services Policy – Revised May 2024 will be provided on request.

Terms of Payment and Invoices

The Township of Rideau Lakes terms of payment are net thirty (30) calendar days upon receipt of invoice. Invoices are to be forwarded to the attention of:

Christy Melvin
Acting Recreation and Volunteer Coordinator
lstafford@rideaulakes.ca

Invoices submitted for goods not received or services not completed, or completed in accordance with the contract, will be held until the date of delivery or completion prior to starting the net thirty days to payment.

Termination

The Township of Rideau Lakes reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the Township of Rideau Lakes may terminate the contract after fifteen (15) business days with written notice to the vendor.

Background Check

The Township of Rideau Lakes, at its discretion, may perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of any successful vendor or manufacturer.

Conduct of Vendor Staff

The successful vendor shall employ orderly, competent and skilled staff to ensure that the Request for Proposal is completed in a respectable manner. If any one person employed by the successful vendor in connection with the Request for Proposals efforts, in the opinion of the Township of Rideau Lakes is just cause for complaint, the vendor, upon notification from the Township of Rideau Lakes, shall not permit such person to continue in any future work arising out of the Request for Proposal.

Accessibility

The Township of Rideau Lakes is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations.

Any successful Bidder for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all statutory requirements will be met at the vendor's full cost.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of any successful vendor, the vendor shall:

1. Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
2. Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
3. Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his subcontractor's same limits as required in Clause (a).
4. Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

Workplace Safety Insurance Act

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) with respect to the contract work and all persons employed on or in connection therewith and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Quality of Work

Any successful vendor at all times shall provide the Township of Rideau Lakes Representative with suitable access, and or status of the work covered under the Request for Proposal. The Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the

opinion of the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to the Township of Rideau Lakes.

Conflict of Interest

By submitting a bid, a Bidder declares that the submission is not made in connection with any other submitting Bidder or vendor, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the Township of Rideau Lakes has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Lobbying

In order to ensure fairness to all Proponents, the Township must endeavour to prevent unfair advantage created by lobbying. Therefore, the Township reserves the right to disqualify, at any time and at its sole discretion, any Proponent 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 or Purchase Order between the Township and the Successful Proponent(s). The Township may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Township, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents.

Without limiting the foregoing, lobbying may include:

- a. Verbal or written communication with or to any Township staff / Council member other than those identified as contacts in this RFP in respect of this RFP.
- b. Verbal or written communication with or to any expert or other advisor assisting the Evaluations and Selection of this RFP.
- c. Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d. Direct or indirect requests by the Proponent 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 Evaluation and Selection team or Council.
- e. Verbal or written communication with or to media organizations.
- f. Direct or indirect offer of gifts of any kind or value to any Township representative or personnel.

Proposal Evaluation and Qualification Criteria

Proposals will be evaluated using a best value approach considering both merit and price. The Selection Committee will score the Proposals on the basis of the components of the following evaluation table:

Proposal Evaluation Criteria	Points
Qualifications	25
Experience	25
Price: scores for the cost criterion will be calculated as follows:	
The lowest Hourly Rate receives 25 points:	25
The lowest Product Pricing receives 25 points:	25
Total Available Points	100

Questions Regarding the Request for Proposal

Bidders having questions or finding discrepancies or omissions or having doubts as to the meaning or intent thereof, shall contact the Acting Recreation and Volunteer Coordinator. The Acting Recreation and Volunteer Coordinator may elect to provide clarifications directly or via an Addenda to all vendors, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

Christy Melvin
Acting Recreation and Volunteer Coordinator
613-928-2251 ext. 238
lstafford@rideaulakes.ca

2.0 Submission Forms

FORM 'A'

Bidder's Information Form

Registered Business Name: _____

Business Address, City, Postal Code: _____

Contact Name: _____

Telephone Number: _____

E-mail Address: _____

Signature of Authorized Officer: _____

Name of Authorized Officer (please print): _____

Note for Signing Office: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above-named organization.

FORM 'B'
Proposal Submission Form

I/We have reviewed the Request for Proposal and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

For the Provision of:

Project – Horticultural Services	Cost (excluding HST)	Bid Amount
Total Cost of Annual Materials: (mixture of Zinnias, Marigolds, Salvias, Alyssum, Celosias, and Lantanas in 4" pots) <u>Signs (9 per listed planter or location):</u> 1. Chantry – 2 signs along County Rd 8 2. County Rd. 10 @ Westport boundary (bottom of Foley Mountain) 3. County Rd. 10 @ Concession Rd. 8 4. County Rd. 10 @ 9985 Perth Rd. (Aerodrome) 5. County Rd. 12 @ Westport boundary 6. County Rd. 36 @ Westport boundary 7. County Rd. 42 @ Westport boundary 8. Hwy 15 @ Stanley Lash Lane (Morton) 9. Harlem Rd. @ Hossack Lane 10. Ronald E. Holman Sign and 2 planters @ 441 Hwy 15 Smiths Falls <u>Flower Beds (please note amounts):</u> 1. Rideau Lakes Municipal Office (2 beds) – 1439 County Rd 8 Delta (100 annuals) 2. Red Brick School House (4 beds) – 3 Halladay Street Elgin (50 annuals) 3. Ronald E. Holman Municipal Complex (2 beds) – 441 Hwy 15 Smiths Falls (maintenance ONLY)	Cost per 4" pot plant:	\$
	Total cost of annuals provided:	\$
Total Cost of Fall décor for 4 Signs locations listed below: (3 large Pumpkins, 2 bunches of corn stalks, 3 fall mums in 12" pots per listed planter) County Rd. 10 @ bottom of Mountain County Rd. 12 @ Westport boundary County Rd. 36 @ Westport boundary County Rd. 42 @ Westport boundary	Cost per large pumpkin:	\$
	Cost per bunch of corn stalk:	\$
	Cost per 12" pot mum:	\$
	Total cost of fall décor provided:	\$
Total Cost of Winter Décor:	Cost of greenery per planter:	\$

(mixture of pine, spruce, and cedar bows, 8 dogwood stems, 3 white birch sticks, 12 pinecones 10" long and 12" in diameter Christmas balls) County Rd. 10 @ bottom of Mountain County Rd. 12 @ Westport boundary County Rd. 36 @ Westport boundary County Rd. 42 @ Westport boundary	Cost per dogwood stem:	\$
	Cost per 10" pinecone:	\$
	Cost per 12" in diameter Christmas ball:	\$
	Total cost of Christmas décor provided:	\$
Total Cost of clear cedar mulch 3" thick for all sign and flower bed locations (listed on page15):	Cost per cubic yard:	\$
	Total cost of mulch in all beds maintained:	\$
Total Cost of Labour for summer maintenance (spring & fall clean up) and installation of fall/winter décor and annuals for all sign and flower bed locations (listed on page15):	Total labour costs for contract works:	\$
	Hourly rate to be provided to volunteer Community Enhancement Committees:	\$
Grand Total Cost:		\$

FORM 'C'
Bidders Declaration Form

I/We (enter name) _____

Title/Position _____

Name of Organization or Business _____

1. Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.
2. Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
3. Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
4. Further declare that the several matters stated in the said proposal are in all respects true.
5. Further declare that I/We have examined the Project Documents and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal.
6. Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.

Name of Authorized Officer (please print) _____

Signature of Authorized Officer _____

Signature of Witness _____

Name of Witness (please print) _____

Dated _____

3.0 – Project Context, Principles and Goals

Project Context

Rideau Lakes is a large, rural municipality serving approximately 18,000 year-round and seasonal residents and contains many scenic Villages and Hamlets - Morton, Delta, Elgin, Chaffeys Locks, Jones Falls, Crosby, Newboro, Portland, Phillippsville, Lombardy, and Chantry.

The Township of Rideau Lakes is seeking proposals from qualified firms to provide horticultural services at various municipal properties for the 2025 season.

Project Scope and Sign/Planter/Bed Location

The scope of this project is to provide horticultural services to the listed properties/locations beginning in April 2025 and ending in December 2025. Garden beds will be maintained throughout the season and seasonal décor will be placed at properties for both Fall and Winter.

- Firms shall conduct a clean-up at each site in the Spring;
- Coordinate plantings at each site in accordance with the watering schedule which commences yearly at the end of May;
- Visit each site one (1) time per month to maintain;
- Plant fall bulbs provided by the Township, conduct a fall clean-up and place fall décor in accordance with the watering schedule which ends yearly the first week of October and;
- Remove fall décor and replace with winter décor yearly following Remembrance Day at the listed locations.

Additionally, hourly rates will be provided to the 7 Community Enhancement Committees should they wish to contract services for additional plantings/projects.

The firm shall furnish all insurance, labour, equipment, tools, services, skills, etc. required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to, edging, pruning and cleanup. Also included are purchased and installation of annuals and other plant material along with necessary soil amendments and seasonal decor.

Please note all measurements are approximate and are to be used as a guideline. Bids shall be all inclusive of labour, materials, equipment, travel etc. No additional submissions for costs will be considered with the exception of Township approved additional hours as per bid price schedule.

The properties are:

1. Township of Rideau Lakes Municipal Office (2 beds) – 1439 County Rd 8 Delta
2. Red Brick School House (4 beds) – 3 Halladay Street Elgin
3. Ronald E. Holman Municipal Complex (2 beds) – 441 Hwy 15 Smiths Fall

Property descriptions and bed sizes:

1. The Township of Rideau Lakes Municipal Office has one garden around the sign which is approximately 30m² and one large garden near the mailbox gazebo which is approximately 60m². These beds are a mix of perennials and annuals.
2. The Red Brick School House has 3 garden beds surrounding the building which are approximately 25m², 50m² and 50m², as well as one stand-alone garden bed behind the building which is approximately 30m². These beds are a mix of perennials and annuals.
3. The Ronald E. Holman Municipal Complex has a garden bed running along the front of the building which is approximately 60m². This bed contains perennials. The garden bed under the sign is approximately 8m² and is a mix of perennials and annuals. There are also perennial plantings in the center of the pump track and 2 planters located at the front of the building.
4. Van Clief Park has 2 shrub beds along the front of the park which are approximately 45m² each.
5. The Township Welcome sign in Morton has one large 3-tiered garden bed which is approximately 30m² and contains a mix of perennials and annuals.
6. Millstream Park has 3-tiered garden beds with native species of shrubs and perennials which is approximately 100m² in total.
7. Memorial Park in Newboro has a garden bed approximately 15m² which has a mixture of native shrubs and perennials.

Additionally, the Township has Road and Welcome Signs (approx. In 4m² planter boxes or beds):

Village/Hamlet/Historic Settlements

1. Chantry – 2 signs along County Road 8
2. 1 sign- Harlem Rd. @ Hossack Lane

Welcome and Other Signs:

1. County Rd. 10 @ Westport boundary (at bottom of Foley Mountain)
2. County Rd. 10 @ Concession Rd. 8
3. County Rd. 10 @ 9985 Perth Rd. (Aerodrome)
4. County Rd. 12 @ Westport boundary (Past #5466)
5. County Rd. 36 @ Westport boundary (at Lions Beach)
6. County Rd. 42 @ Westport boundary (at Rideau Vista)
7. Hwy 15 @ Stanley Lash Lane (Morton) Township Welcome Sign (1 bed)
8. 441 Hwy 15 @ The Ronald E. Holman Municipal Complex

4.0 – Proposal Content

Each proposal document should clearly demonstrate that the bidder possesses a clear understanding of the overall scope of the project and the particulars of the assignment.