



Rideau Lakes

The Township of Rideau Lakes
Request for Quotations (RFQ)

Horticulturalist Services
CS 2026-02

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1.0 Information to Supplier

General Description

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, Phillipsville, Lombardy, and Chantry.

The Township of Rideau Lakes is seeking proposals from qualified firms to provide horticultural services at various municipal properties for the 2026 season.

1. Required Services (Core Scope)

The scope of this project is to provide horticultural services to the listed properties/locations beginning in April 2026 and ending in December 2026. Garden beds will be maintained throughout the season and seasonal décor will be placed at properties for both Fall and Winter.

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. Proposals should focus on low maintenance native perennials.

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.

- 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
- Place fall décor early October and remove and replace with winter décor following Remembrance Day at the Municipal Office.

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. (1439 County Rd. 8, Delta)
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 Halladay St., Elgin)
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. (441 Hwy 15, Smiths Falls)
4. Van Clief Park has 2 shrub beds along the front of the park which are approximately 45m² each. (21 Blacksmith Rd, Lombardy)
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. (Hwy 15 and Stanley Lash Lane)
6. Millstream Park in Delta has 3-tiered garden beds with native species of shrubs and perennials which is approximately 100m² in total. (50 Kings Street, Delta)
7. Memorial Park in Newboro has a garden bed approximately 15m² which has a mixture of native shrubs and perennials. (28 John Street, Newboro)
8. Portland Hall/Library has a large native shrub/plant perennial bed approximately 25m² at the front of the building. (24 Water Street, Portland)
9. Welcome sign 4m² planter box County Rd. 42 @ Westport boundary (at Rideau Vista)

2. Optional Additions

1. Elgin Hall/Library garden bed is 45m² and a mix of shrubs, perennials and annuals. There are annual planters as well. (47 Main St, Elgin)
2. North Crosby Community Centre has 3 garden beds 25m², 25m², 60m² which are a mix of perennials and annuals (875 8th Concession Rd, North Crosby)

3. Pricing Requirements

Proponents must provide:

- **Separate itemized pricing for each optional addition** listed in Section 2.
- An **hourly rate** to be provided to the Community Enhancement Committees for on-call use.

Optional additions will be evaluated separately and may be implemented in whole or in part depending on budget and project priorities.

Specific variations or elaborations may be employed depending on the **Department** and the nature of services requested. The general criteria are:

- Experience of firm doing similar projects: 50 points
- Price: scores for the cost criterion will be calculated as follows:
 - The lowest Hourly Rate receives 25 points
 - The lowest Product Pricing receives 25 points

Total Available Points 100

Inquiries During RFQ Period

All inquiries relative to these RFQ documents shall be directed to:

Leila Stafford
Recreation and Volunteer Coordinator
lstafford@rideaulakes.ca

No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

Quote Submission

The supplier shall comply with the following instructions. Those failing to do so may be subject to disqualification.

Quotes shall be made in response to the information within section 1.0 and include the completed forms provided in section 2.0.

Quotes will be received until 4:00p.m. E.S.T., April 16, 2026. It is the Bidder's responsibility to ensure that the submission is received by the Township prior to the submission deadline.

All submissions received will be held, unopened, and in strict confidence until after the closing date and time.

All submissions must be clear and legible, and made in ink. All items shall be bid according to the any instructions in this document and with entries made for a unit price, lump sum, extensions and totals as appropriate.

Submissions that are incomplete, illegible and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting or strikeouts are to be initialed by the person signing for the Supplier.

The forms must be signed in the space provided by an authorized official of the Supplier. If a joint bid is submitted, it must be signed on behalf of each Supplier. Quotes must be mailed to or dropped off at the below address.

Township of Rideau Lakes
c/o Leila Stafford
1439 County Road 8
Delta ON, K0E1G0

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) in 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 and maintain good standing with the WSIB throughout the contract period.

Price Submission

The price shall include total costs, in Canadian Dollars. All prices in Form "B" Quote Form shall not include HST.

Cost of Submission

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

Terms of Payment and Invoices

The Township shall pay for services supplied upon receipt of an itemized invoice received by the Township of Rideau Lakes, noting the name of the project. Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon receipt of invoice. Direct invoices to:

Accounts Payable

accountspayable@rideaulakes.ca

c/o Leila Stafford

Recreation and Volunteer Coordinator

lstafford@rideaulakes.ca

2.0 Submission Forms

Form "A" – Supplier's Information Form

File No. CS 2026-02

Company _____

Name of Firm or Individual (Hereafter referred to as "Supplier") _____

Address _____

City _____ Postal Code _____

Telephone _____ Fax _____

Name _____

Name of Person Signing for Firm (please print) _____

Position _____

Email _____

Signature _____

HST No. _____

Dated at _____ this _____ day of _____, 2026.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE

Form "B" – Price Form

QUOTE FORM
File No. CS 2026-02

Description	Price
Total Cost of Labour for summer maintenance (incl. spring & fall clean up) and installation of fall/winter décor and annuals for all sign and flower bed locations (listed under required services)	
Total Cost of clear cedar mulch 3" thick for all flower bed locations (listed under required services)	
Total Cost of Winter Décor for the Municipal Office: (mixture of pine, spruce, and cedar bows, 8 dogwood stems, 3 white birch sticks, 12 pinecones 10" long and 12" in diameter Christmas balls or equivalent)	
Total Cost of Fall for the Municipal Office: (3 large Pumpkins, 2 bunches of corn stalks, 3 fall mums in 12" pots or equivalent)	
Total Cost for annuals (50) and perennials (15) at the Township of Rideau Lakes Municipal Office	
Total Cost for annuals (15) and perennials (10) at the Ronald E. Holman Municipal Complex	
Total Cost for perennials (25) Red Brick Schoolhouse	
Total Cost for annuals (20) at the Township Welcome sign in Morton	
Total Cost for annuals (12) at the Welcome sign planter box County Rd. 42 @ Westport boundary	
Total Cost:	
Hourly Rate	
Cost per 4" pot annuals: (mixture of Zinnias, Marigolds, Salvias, Alyssum, Celosias, and Lantanas or equivalent)	
Cost per 4" pot perennials: (mixture of Echinacea, Astilbe, Liatris and Rudbeckia or equivalent)	
OPTIONAL ADD ONS:	
Total Cost for annuals (12) and perennials (10) at the Elgin Hall/Library	
Total Cost for annuals (30) and perennials (15) at the North Crosby Community Centre	
Total Cost of Labour for summer maintenance (incl. spring & fall clean up) at the Elgin Hall/Library	
Total Cost of Labour for summer maintenance (incl. spring & fall clean up) at the North Crosby Community Centre	

ALL PRICES NOT TO INCLUDE HST OR FREIGHT

Company Name: _____

Dated at _____ this _____ day of _____, 2026.

Bidder's Signature: _____

OR

Please complete the chart noted below and submit as a price form:

DESCRIPTION	COST (HST excluded)
TOTAL	
HST	
GRAND TOTAL	

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE

Form “C” – Tax Compliance Declaration

I/We hereby certify that, _____ at the time of submitting this
(Legal Name of Company)

Quote, is in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at _____ this _____ day of _____ 2026.

(An Authorized Signing Officer)

(Title)

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE