



THOROLD BUSINESS IMPROVEMENT AREA ASSOCIATION

**LANDSCAPING SERVICES**

FOR THE

**PLANTING OF FLOWERS**

ALONG THE STREETS OF

**DOWNTOWN THOROLD**

REQUEST FOR PROPOSALS CONTRACT NO.: BIA2019-01

ISSUE DATE: Friday, March 22, 2019

CLOSING DATE: Monday, April 8, 2019

THOROLD BUSINESS IMPROVEMENT AREA ASSOCIATION  
REQUEST FOR PROPOSAL (RFP)

Landscaping Services for the  
Planting of Flowers  
along the streets of Downtown Thorold.

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## 1. INTRODUCTION

The Thorold Business Improvement Area Association is seeking proposals from qualified landscape design and maintenance teams, hereinafter referred to as the *Contractor* to undertake design and planting of the flowerbeds in accordance with the terms, conditions and stipulations contained in this Request for Proposal (RFP).

This RFP and project is managed by the Executive Board of the Thorold BIA in order to obtain proposals from companies that:

- Are knowledgeable in the design of garden planting with regards to optimal plant types for different lighting solutions, ground depths, water availability etc.
- Have an established reputation for the delivery of superior services.
- Offer services on a competitive fee basis.

## 2. BACKGROUND

The Thorold BIA Association represents the downtown business area and is responsible for the maintenance and marketing of the area as a shopping destination. It features 10 wooden flower beds, some with trees. The flower beds are on both the east and west sides of Front Street between Regent Street and Clairmont Street and on the South side of Clairmont between Ormond Street and Towpath Street. They are currently watered by the City of Thorold.

## 3. GENERAL RFP SUBMISSION INSTRUCTIONS

### 3.1 General

- A. The submission of a proposal to this RFP indicates acceptance by the *Service Provider* of all the conditions contained in this RFP unless clearly and specifically noted in the *Contractor's* proposal and confirmed in the formal planting & maintenance contract with the Owner. Deviations from the RFP must be clearly identified in the written submission.
- B. A site visit is mandatory for all bidders in order to view the specific locations and conditions of the flower boxes and sidewalks.
- C. Please quote the preparation, planning and planting of the flower beds as a one-time.
- D. The City is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. Regulations enacted under the Act apply to every designated public sector organization and other third parties that provide goods and

services to the members of the public.

- F. The Bidder shall **NOT** include any amount in their proposal “unit prices” for the Harmonized Sales Tax (HST). Any amount to be levied with respect to the HST will be required to be collected and remitted by the Service Provider in the usual manner to Revenue Canada in accordance with the applicable legislation.

### **3.2 RFP Closing Date, Time, Instructions, Terms and Conditions**

#### **A. Submission Title**

Printed proposals shall be received clearly marked as set out below:

**Thorold BIA RFP BIA2019-01**

**Planting for the Downtown Area**

**Attention: Santino Perri, Beautification Chair, Thorold BIA  
Serge Carpino, Chair, Thorold BIA**

#### **B. Submission Format**

Proposals to this RFP shall be submitted in the form of the below appendices printed and delivered to Thorold City Hall (3540 Schmon Pkwy, Thorold, On) titled according to section 3.2 (A).

#### **C. Submission Deadline**

Proposals must be delivered by:

**2:00 p.m. on Monday, April 8, 2019.**

### **3.3 Communication, Questions, Inquiries**

All Service Providers with an intent to bid should monitor the Thorold BIA website ([thoroldbia.com](http://thoroldbia.com)) on a regular basis to capture any addendas that may be necessary.

Please use the following contact information for the Project Manager:

Project Manager  
Santino Perri, Beautification Chair, Thorold BIA  
3540 Schmon Pkwy, Thorold, On  
[santino@impactpromotions.com](mailto:santino@impactpromotions.com)  
(289) 362-5646

### **3.4 Mandatory Site Visit**

- A. All bidders must attend a site visit to view the area in question. Bidders must contact project manager Santino Perri at the above email/phone number to set up a time and date for a walk through.

### **3.5 Period of Acceptance**

The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Thorold BIA for a period of sixty (60) days from date of closing.

### **3.6 Addenda**

Should any clarification, revision or correction to the RFP be required, an addenda will be posted to the Thorold BIA website ([thoroldbia.com](http://thoroldbia.com)) These addenda, if any, shall form a part of the *Contract*.

### **3.7 Date of Completion**

- A. *Service Providers* estimating this work shall note that submission of the tender form confirms the *Service Provider's* understanding of the completion date for the project, and is to take measures, as necessary, to complete the work by this date including overtime, weekend time and extra labour as required and requested; all at no additional cost to the Owner.
- B. The Owner requires the planning and planting component of this project to be completed by May 23, 2019 (earlier if possible).
- C. The planning of this project may occur at any time after the award of the contract, provided the planting occurs on time.

### **3.8 Insurance and Indemnification**

- A. The *Service Provider* shall provide the Thorold BIA with a certified copy of Third party liability in a form satisfactory, including an endorsement certifying that the City of Thorold and the Thorold BIA are included as additional named insured.
- B. The Contractor (successful Bidder) shall indemnify and hold harmless The Thorold BIA and its agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or attributable to the Contractor's performance of the contract, providing that any such claims, damage, loss or expense are caused by a willful or negligent act or omission of the contractor or anyone for whose act they may be liable.
- C. The successful Respondent is required to comply with all the regulations

of the Workplace Safety & Insurance Board (WSIB) in respect for contract work and all persons employed on or in connection therewith, and shall furnish a Clearance Certificate from the Board to the City of Thorold, and shall maintain good standing with the WSIB throughout the contract period.

### **3.9 Schedule of Work**

- A. The *Service Provider* is required to consider and provide a proposed schedule for all aspects of the *Project* as part of their RFP submission.
- B. The BIA requires that the flower beds be prepared and planted by May 23, 2019 at the latest, earlier is preferable.

### **3.10 Thorold BIA (Owner) Requirements**

- A. The *Owner* is not liable for any costs incurred by interested parties in the preparation of their response to this request.
- B. The *Proposal* must be signed by an official of the *Service Provider's* firm with binding authority, and the proposal must contain all information requested in this RFP.
- C. The *Owner* reserves the right to request the successful *Service Provider* to:
  - Provide additional information.
  - Address specific requirements not accurately covered in their initial submissions.
  - Negotiate fees where it is reasonable to do so.

## **4. SCOPE OF WORK**

### **4.1 Scope of Anticipated Work**

The Thorold BIA is seeking the assistance of an experienced and knowledgeable business through this RFP process to carry out the *Work*. The successful business shall:

- A. Plan the flower boxes appropriately with regards to depth, quality of soil etc.
- B. Plan the flower choices taking into consideration the flower types represented in the hanging baskets downtown for a sense of uniformity. The BIA requests an abundance of flowers in each planter box.

## **4.2 Parking**

Parking for work vehicles is restricted to the parking lot behind the Old Fire Hall or the free 2hr parking on Towpath. Parking there is free. *Service Providers* are requested to leave street parking for visitors and shoppers.

## **4.3 Performance evaluation**

- The work performed must be to the satisfaction of the BIA.
- Should the work not be completed satisfactorily, the BIA reserves the right to terminate the contract.

# **5. RFP SUBMISSION CONTENT**

## **5.1 General**

The *Owner* is requesting proposals from *Service Providers* who are both interested and capable of understanding the project. The onus is on the *Service Provider* to show their knowledge, understanding and capacity to conduct the work outlined in the RFP. The responses will be assessed according to how well they assure the *Owner* of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the Contractor's expertise and competence. All information provided in response to this RFP must contain sufficient detail to support the services that are being proposed. Incomplete submissions will not be considered.

For the Submission, the *Service Provider* should endeavor to adhere to the following format:

- Section A – Signed Form of Proposal (Appendix A)
- Section B – Understanding of the Project Requirements
- Section C – Project Methodology – How do you plan to do it?
- Section D – Company Background, Qualifications (examples of similar work)
- Section E – Experience
- Section F – Quality Assurance
- Section G – Fee Proposal (Appendix B)

# **6. EVALUATION CRITERIA AND PROCESS**

## **6.1 Evaluation team**

All proposals will be evaluated by the BIA Board of Management and coordinator.

## **6.2 Evaluation Criteria and Selection Process**

Submissions deemed compliant will be evaluated using the matrix appended as "C".

### **6.3 Award**

The BIA reserves the right to:

- Issue an Award for this work in whole or in part; or
- Refrain from making an Award if it determines that to be in its best interest.

The successful *Service Provider* will be notified in writing to the address given on the bid form, and may be contacted verbally or by telephone by the Project Manager as well.



**Project Number:** BIA2019-01

**Project:** Downtown Thorold – Flower bed planting

**Located at:** Downtown Thorold BIA (Map attached as Appendix D)

**Submitted to:** Thorold BIA

**Bidder:**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Bid Price:**

Having examined the RFP Documents to this Stipulated Price Bid, and Addenda

No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, all as issued by

\_\_\_\_\_ (*Project Manager*) and

having visited the subject area; we hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the stipulated price of:

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

Canadian funds, which price excludes HST.

**Declarations**

We hereby declare that:

- a) we agree to perform the Work in compliance with the required completion schedule stated in this RFP.
- b) no person, firm, or corporation other than the undersigned has any interest in this Bid or in the proposed Contract for which this Bid is made;
- c) this Bid is open to acceptance for a period of 60 days from the date of bid closing.

**Signatures SIGNED AND SUBMITTED for and**

\_\_\_\_\_  
*name of bidder*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*name and title of person signing*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*name and title of person signing*

**I have authority to bind**

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*name and title of person signing*

Date: \_\_\_\_\_

**Project Number:** BIA2019-01

**Project:** Downtown Thorold – Flower bed planting

**Located at:** Thorold BIA Area (Map attached as Appendix D)

**Bidder:** \_\_\_\_\_

**SEPARATE PRICES**

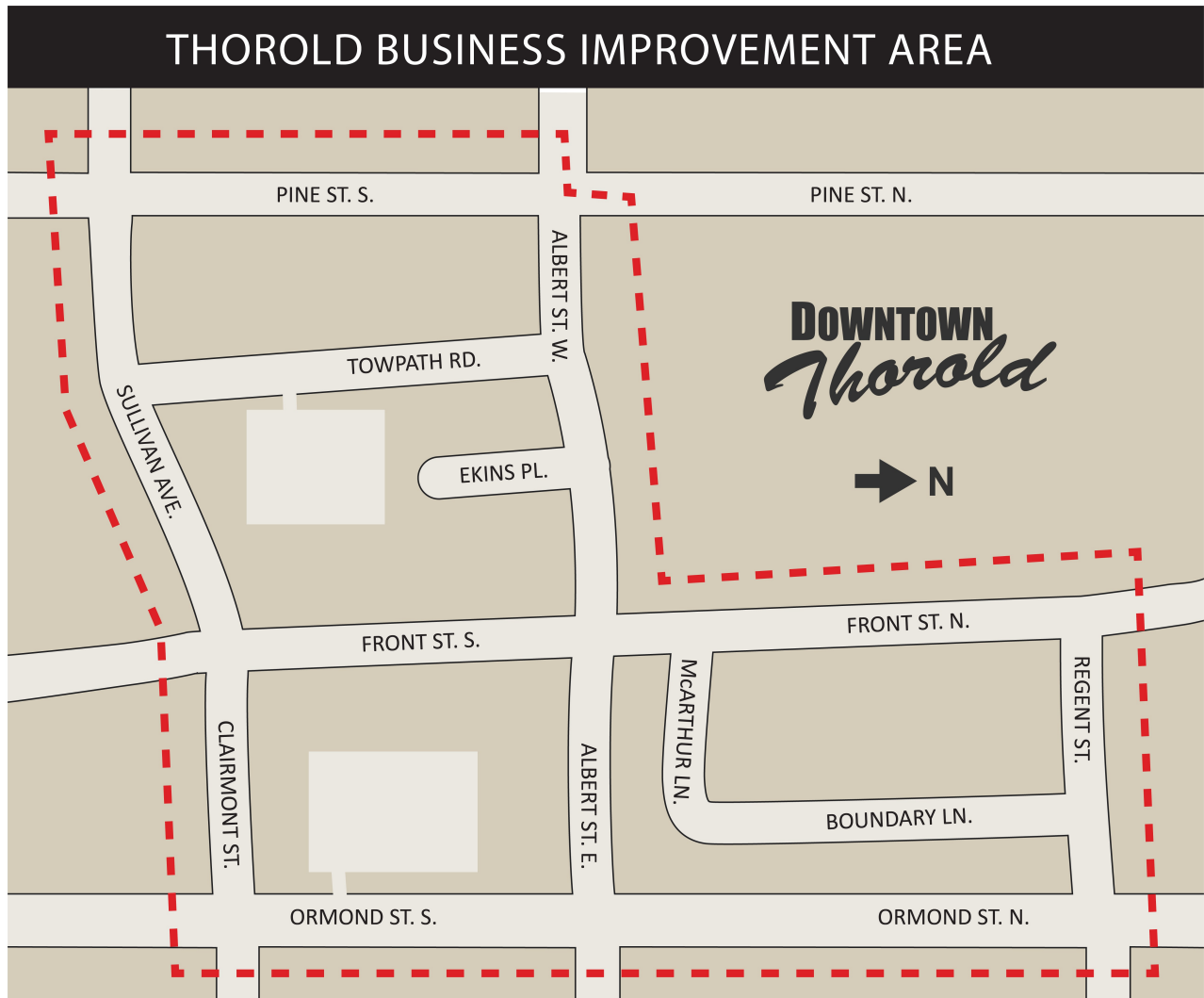
I/We, the above named *Service Provider*, offer below the requested separate prices. The amounts of the separate prices are not included in our base price (as entered in the Form of Tender). All Separate prices exclude Value Added Taxes. If there is no change to the base bid price for an alternative, we have so indicated.

Description of Separate Work	
Designing & Planning	\$
Preparing Flower Boxes & Planting	\$

	<b>Item/Factor</b>	<b>Weighting</b>	<b>Score (1-10)</b>	<b>Weighted Score</b>
1	Section A – Signed Form of Proposal	5		
2	Section B – Understanding of the Project Requirements	10		
3	Section C – Project Methodology (include proposed schedule)	20		
4	Section D – Company Background, Qualifications and Financial Stability	10		
5	Section E – Experience	15		
6	Section E – Quality Assurance Program	10		
	<b>Sub-total:</b>	<b>70</b>		
7	Cost Factor	30		
	<b>GRAND TOTAL:</b>	<b>100</b>		

**Note:**

Cost score will be shown maximum (10) for lowest cost and pro-rated proportionally to highest cost (to a value of up to 1.5 times of low cost). No points will be awarded for proposal costs exceeding 1.5 times of lowest cost bid.



NOTE: The BIA suggests you approach the businesses that have privately owned planters/gardens to offer your services in an effort to bring consistency to the floral display in the BIA area.