



## **The Township of Sables-Spanish Rivers**

11 Birch Lake Rd

Massey, ON

P0P 1P0

P 705-865-2646 - F 705-865-2736 - [www.sables-spanish.ca](http://www.sables-spanish.ca)

### **The Corporation of the Township of Sables-Spanish Rivers Request for Proposal (RFP)**

**Supply and Delivery of flowers for our community baskets in 2025**

**Issue Date: Friday, October 4, 2024**

**Closing Date: Wednesday, October 16, 2024**

**Contact: Lori Johnston - Parks and Recreation Coordinator  
Massey & District Community Centre**

**455 Government Rd**

**Massey Ontario**

**P0P 1P0**

**T: 705-865-2519**

**Email: [ljohnston@sables-spanish.ca](mailto:ljohnston@sables-spanish.ca)**

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### **INTRODUCTION:**

The Corporation of the Township of Sables-Spanish Rivers (hereinafter referred to as the Township) is seeking proposals from qualified firms/individuals to provide services concerning the Township's needs for hanging baskets as well as flowers for cedar barrels and planters.

### **NOTES:**

The 2025 Annual of the Year is Supertunia Mini Vista Yellow. We would appreciate if similar flowers to these could be included in the variety if available.

Supplier will be required to provide all materials (including hanging baskets) except the planters and cedar barrels which will be available for pick up from the Township.

### **SCOPE OF WORK:**

To supply and deliver plant materials suitable for the following:

- 2 – Large plastic barrels (26" x 16")
- 10 – Cedar barrels (21" x 16")
- 2 – Extra large planters (soil capacity 57 litres)
  - 1 – H24" x W29" x L53"
  - 2 – H24" x W43" x L43"
- 2 – Hanging baskets

Delivered to the Massey & District Community Arena by June 20, 2025. Please ensure that your quote includes delivery

### **SUBMISSION INSTRUCTIONS:**

All copies of the proposal shall be submitted in a sealed enveloped clearly marked "Proposal for Supply of flowers for our community baskets in 2025 - Township of Sables-Spanish Rivers" and must be accompanied with a completed Signature Page, as attached. Proposals are due **no later than October 16, 2024, at 12:00pm.**

### **Proposals shall be delivered to:**

Township of Sables-Spanish Rivers,  
11 Birch Lake Rd  
Massey, ON  
P0P 1P0

**or**

emailed to [inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)

The firm/individual must assume full responsibility for delivery of the completed proposal. The Township accepts no responsibility for any loss or delay with respect to proposals that are delivered to any other location other than specified. **Late proposals will not be considered.**



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It is recommended that the proposal include material that captures a summary and the key features of your proposal.

### **RIGHTS RESERVED BY THE TOWNSHIP:**

- The Township reserves the right to accept or reject any proposals without stating reason.
- The Township is not liable for any costs incurred by interested parties in the preparation of their response to this request for proposal. The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any interested party, prior to, subsequent to, or by reason of the acceptance or non-acceptance of any response by the Township, or by any reason of any delay in the acceptance of the response.
- The Township shall not be held liable for any errors or omissions in any part of this RFP. It is understood, acknowledged, and agreed that while the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for the contractor. The information is not guaranteed by the Township to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the contractors from forming their own opinions and conclusions with respect to the matters addressed in the RFP. 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 contract.
- The contractor shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the contractor's participation in this process and, if selected, the performance of the contractor's responsibilities pursuant to the retainer. The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any contractor on such basis.

### **PAYMENT:**

Payment shall be based on 30 days following the supply and install of dehumidifier based upon invoiced amounts. If there are any shortages or deficiencies, a suitable amount will be withheld.

### **INQUIRIES/SITE VISIT:**

For all inquiries regarding the Proposal contact:

Lori Johnston – Parks & Recreation Coordinator

455 Government Road

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RFP – Supply and delivery of flowers for community baskets

### **SIGNATURE PAGE**

#### *Proponent Information*

All fields must be completed by Proponent.

Authorized Signing Authority: \_\_\_\_\_  
(Print Full Name and Title)

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

#### *Proposal/Quotation Price*

Supply Price 2 Large plastic barrels \_\_\_\_\_

Supply Price 10 Cedar barrels \_\_\_\_\_

Supply Price 2 Extra large planters \_\_\_\_\_

Supply Price 2 Hanging baskets \_\_\_\_\_

Delivery \_\_\_\_\_

Sub-Total \_\_\_\_\_

HST \_\_\_\_\_

Total Price \_\_\_\_\_