



Renfrew
INC • 1858
Bridging Charm and Convenience

TOWN OF RENFREW
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

REQUEST FOR PROPOSAL – HORTICULTURAL SERVICES – TOWN OF RENFREW

RFP 2024-08-CAO

SECTION II – INFORMATION PACKAGE

Background

The Corporation Town of Renfrew is seeking proposals for horticultural services, including the assessment and planting of beds, supply of plant material, and delivery of hanging baskets for the downtown. The lowest or any proposal will not necessarily be accepted, and the Corporation Town of Renfrew reserves the right to award any portion of this request for proposal.

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation's Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

Scope of Tender

This project will include, but not be limited to, the following major tasks:

Task 1: Assess/Supply Plant Material - Renfrew Downtown

Task 2: Assess/Supply Plant Material - Renfrew Parks & Gateways

Task 3: Appropriately Prepare/Improve Soil, Plant, Weed and Mulch - Renfrew Downtown

Task 4: Appropriately Prepare/Improve Soil, Plant, Weed and Mulch - Renfrew Parks & Gateways

Task 5: Supply and Deliver Hanging Baskets - Renfrew Downtown

Task 6: Outline Pricing

Task 7: Related Experience and References



Terms of Reference

The major tasks to be addressed by the Consultant retained to complete this project are outlined below. This list should be augmented as required, and as believed necessary, based on the Consultant's experience and knowledge.

Task 1: Assess/Supply Plant Material - Renfrew Downtown

Assess current plant material in flower beds as shown in attached Appendix A in the Town of Renfrew. Supply required plant material with an appropriate mix of salt and drought resistant annuals and perennials such as sedum, ornamental grass that it does not impair visibility, rose bushes, ivy geraniums, hostas or other perennials. Include Proposed Plant Material (Type, Quantity, Planting, Warranty).

Task 2: Assess/Supply Plant Material - Renfrew Parks & Gateways

Assess current plant material in flower beds as shown in attached Appendix A in the Town of Renfrew. Supply required plant material with an appropriate mix of salt and drought resistant annuals and perennials such as sedum, ornamental grass that it does not impair visibility, rose bushes, ivy geraniums, hostas or other perennials. Include Proposed Plant Material (Type, Quantity, Planting, Warranty).

Task 3: Appropriately Prepare/Improve Soil, Plant, Weed and Mulch - Renfrew Downtown

Appropriately prepare/improve the soil, plant, weed and mulch all beds included in Task 1. Specify the type of mulch/wood chips to be used for all beds. Specific areas of interest include the beds in front of Town Hall, the Library, the former Post Office, Legion and corner of Raglan/Munroe.

(On-going maintenance and watering will be the responsibility of the Town).

Task 4: Appropriately Prepare/Improve Soil, Plant, Weed and Mulch - Renfrew Parks

Appropriately prepare/improve the soil, plant, weed and mulch all beds included in Task 2. Specify the type of mulch/materials to be used for all beds.

(On-going maintenance and watering will be the responsibility of the Town).



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Task 5: Supply and Deliver Hanging Baskets - Renfrew Downtown

Supply and deliver a total of 72 14" to 18" hanging baskets for the downtown core in a cohesive colour scheme with full display. (On-going maintenance and watering will be the responsibility of the Town).

Task 6: Outline Pricing

Outline costs for all parts, including any savings to complete all aspects of the work.

Task 7: Related Experience and References

Provide related experience and 3 references for similar projects completed in municipal/institutional/agency settings within the past 5 years.

4. Schedule

All work must be completed by June 1st. Proposals should outline a full schedule to complete the work.



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SECTION III – FORM OF PROPOSAL

Bidder’s Information

1.	Company Name	
2.	Bidder’s Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Cellular #	
6.	Fax #	
7.	Email address	
8.	HST Account #	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation Town of Renfrew.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened for a period of 90 calendar days.

I/We agree that this offer acknowledges all addenda and that the pricing.

Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.

Name	Signature	Date
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Summary of Cost Estimate

Basis of Payment

The Bidder offers to provide the services detailed within the Proposal package and identified tasks, as further detailed in the Bidder's proposal, to the acceptance of the Town for the following Upset Cost Limit. Proposals shall include all associated costs including freight, installation, travel and delivery.

Task 1 Quote:	\$
HST:	\$
Total Estimate: (including HST)	\$
Task 2 Quote:	\$
HST:	\$
Total Estimate: (including HST)	\$
Task 3 Quote:	\$
HST:	\$
Total Estimate: (including HST)	\$
Task 4 Quote:	\$
HST:	\$
Total Estimate: (including HST)	\$
Task 5 Quote:	\$
HST:	\$
Total Estimate: (including HST)	\$
All Parts:	\$
HST:	\$
Total Upset Cost Estimate:	\$



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In addition, to this summary the Consultant is required to provide a detailed price breakdown by major tasks with the Proposal. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classification, and the associated hourly per diem rates for which the Consultant will seek payment.

Method of Payment:

Payments shall be made based on time expended following receipt and acceptance of an invoice by the Project Manager. The invoice should include a breakdown by hours worked by individual team members on each major task and progress to the date on invoice. Additional back-up documentation shall also be provided where sub-contracted works from part of the overall work program.

RFP 2024-08-CAO Horticultural Services – Town of Renfrew

From: _____

Contact: _____
Telephone: _____

Deliver to:

**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8**

TENDER NUMBER:

CLOSING DATE AND TIME:

DESCRIPTION:

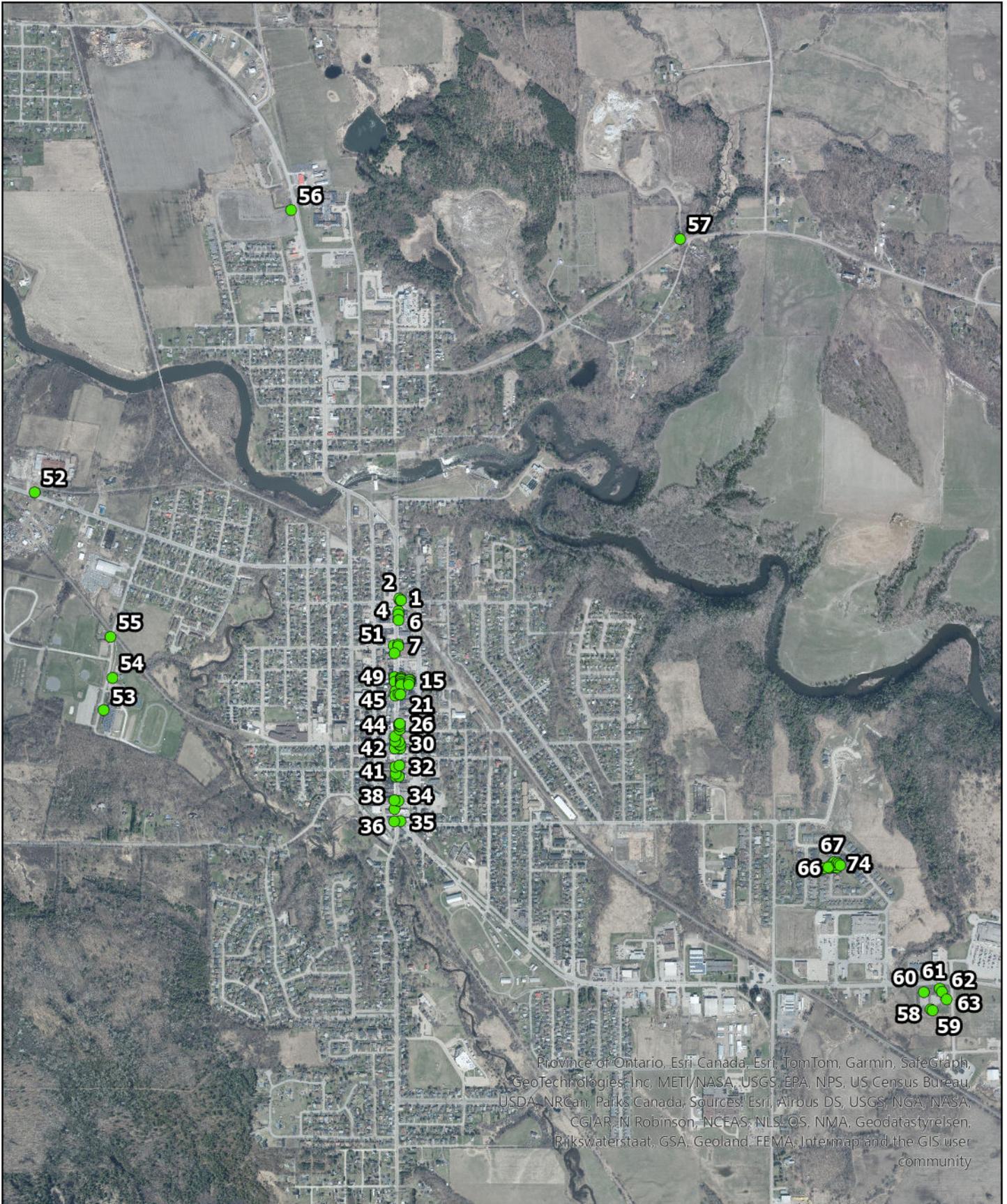
Appendix A

Town of Renfrew Garden Beds

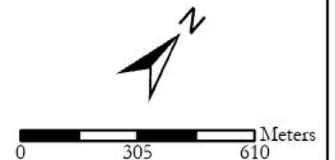
Landscape 2024

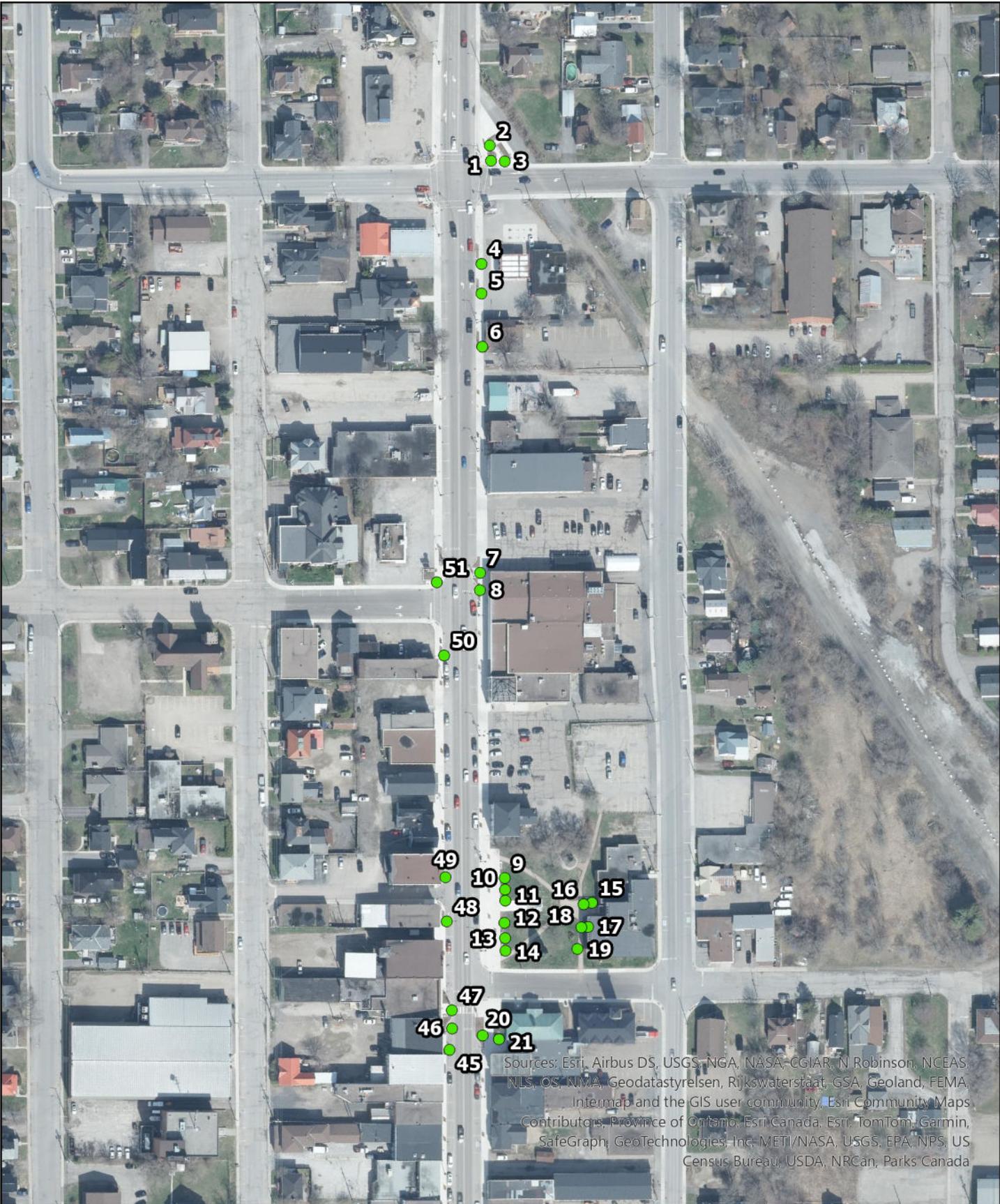
Bed #	Location Description	Approximate Location	SqFt
1	Corner of Raglan & Munroe		121
2	Corner of Raglan & Munroe		85
3	Corner of Raglan & Munroe		169
4	Esso Gas Station	9 Raglan St S	76
5	Esso Gas Station	9 Raglan St S	76
6	Eady Realty	29 Raglan St S	88
7	Metro	83 Raglan St S	135
8	Metro	83 Raglan St S	124
9	Low Square	127 Raglan St S	17
10	Low Square	127 Raglan St S	17
11	Low Square	127 Raglan St S	60
12	Low Square	127 Raglan St S	60
13	Low Square	127 Raglan St S	17
14	Low Square	127 Raglan St S	17
15	Town Hall Front Door	127 Raglan St S	36
16	Town Hall Front Door	127 Raglan St S	23
17	Town Hall Front Door	127 Raglan St S	36
18	Town Hall Front Door	127 Raglan St S	23
19	Town Hall Front Window	127 Raglan St S	260
20	Library	13 Railway Ave	396
21	Library (Tree)	13 Railway Ave	36
22	Scotiabank	215 Raglan St S	76
23	Scotiabank	215 Raglan St S	232
24	Scotiabank	215 Raglan St S	48
25	Scotiabank	215 Raglan St S	90
26	Scotiabank	215 Raglan St S	90
27	Ottawa Valley Coffee	239 Raglan St S	63
28	Post Office	249 Raglan St S	276
29	Post Office	249 Raglan St S	189
30	Post Office	249 Raglan St S	276
31	Post Office	249 Raglan St S	162
32	Renfrew Eye Clinic	281 Raglan St S	72
33	Curves	303 Raglan St S	116
34	Rexall	339 Raglan St S	312
35	Circle K	367 Raglan St S	232
36	Subway	372 Raglan St S	176
37	Service Canada	350 Raglan St S	220
38	Sweet's Décor	338 Raglan St S	124

39	Finnigan's	302 Raglan St S	100
40	Finnigan's	302 Raglan St S	116
41	Corner of Prince & Raglan		76
42	Domino's	248 Raglan St S	52
43	BMO	236 Raglan St S	80
44	Zio Nicolas	230 Raglan St S	132
45	T Cannabis	164 Raglan St S	52
46	Scott and Sons Hardware	150 Raglan St S	207
47	Scott and Sons Hardware	150 Raglan St S	162
48	Corner of Raglan & Duke		80
49	Corner of Raglan & Duke		80
50	Valley Bytes	90 Raglan St S	80
51	KFC	70 Raglan St S	138
52	Town of Renfrew Sign (Lisgar)	610 Lisgar Ave	416
53	myFM Centre Front Door	1 Ma-te-Way Dr	400
54	Splash Pad	1 Ma-te-Way Dr	234
55	HEB Sign	1 Ma-te-Way Dr	130
56	Town of Renfrew Sign (Bruce)	Bruce St near Maloney	96
57	Town of Renfrew Sign (Stewart)	1101 Stewart St	130
58	VIC Front Door	190 Mask Road	300
59	VIC Front Door	190 Mask Road	300
60	VIC Tree Bed	190 Mask Road	1800
61	VIC Sign	O'Brien & Mask	171
62	VIC Train	O'Brien & Mask	110
63	VIC Train	O'Brien & Mask	110
64	Huntergate	Eagle Ave & Elk St	730
65	Huntergate	Eagle Ave & Elk St	26
66	Huntergate	Eagle Ave & Elk St	324
67	Huntergate	Eagle Ave & Elk St	72
68	Huntergate	Eagle Ave & Elk St	54
69	Huntergate	Eagle Ave & Elk St	60
70	Huntergate	Eagle Ave & Elk St	70
71	Huntergate	Eagle Ave & Elk St	30
72	Huntergate	Eagle Ave & Elk St	180
73	Huntergate	Eagle Ave & Elk St	180
74	Huntergate	Eagle Ave & Elk St	180
75	Huntergate	Eagle Ave & Elk St	50
	Total Square Footage		12,134



Renfrew Garden Beds, 2024





Renfrew

Renfrew Garden Beds, 2024

Raglan Street (1 of 2)

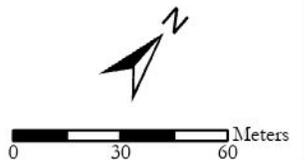


0 30 60 Meters



Renfrew Garden Beds, 2024

Raglan Street (2 of 2)





Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, Province of Ontario, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, NRCan, Parks Canada

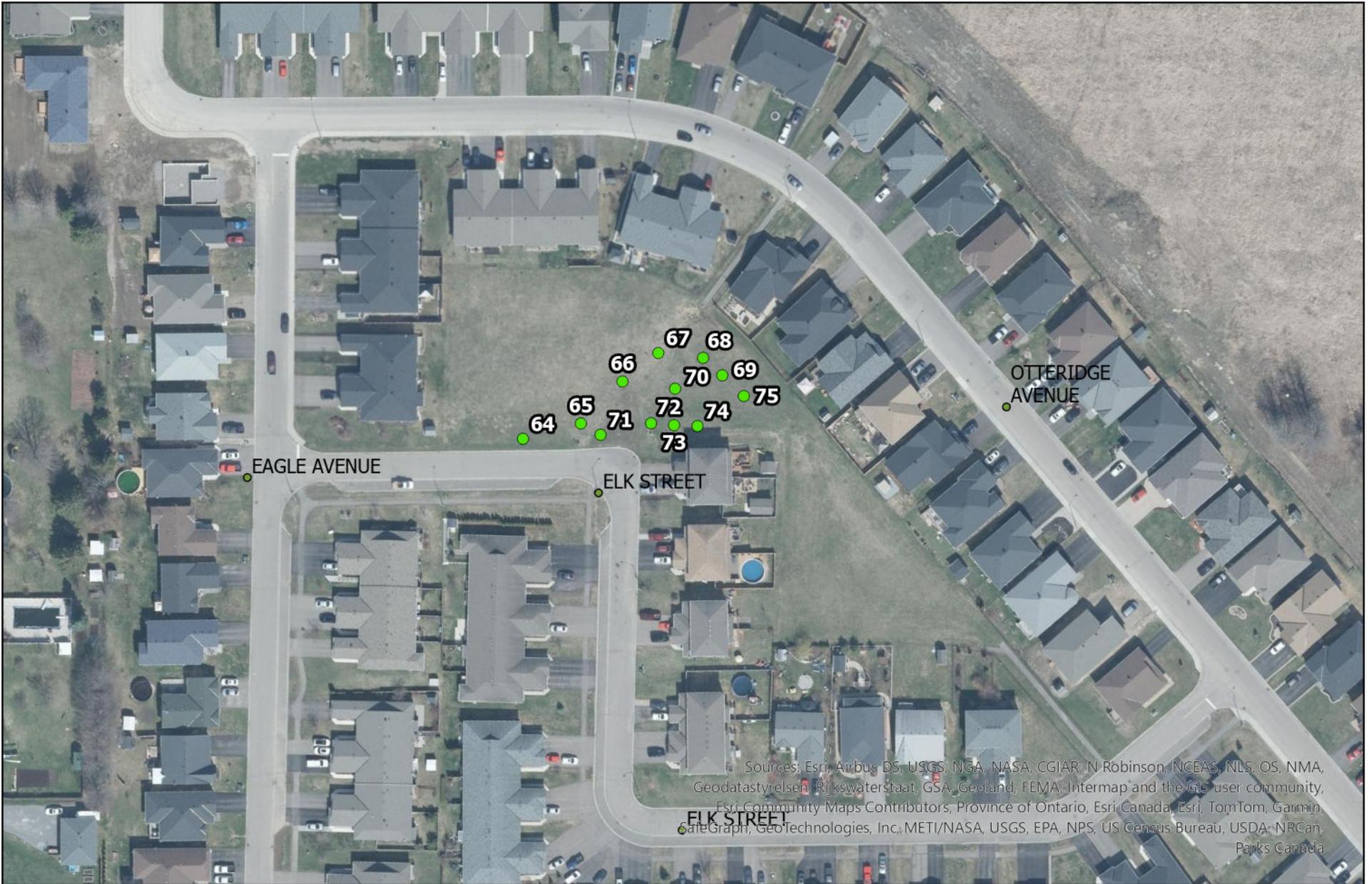


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Renfrew Garden Beds, 2024 Visitor Information Center



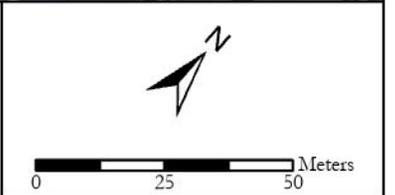
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Renfrew Garden Beds, 2024 Huntergate





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Renfrew

Renfrew Garden Beds, 2024



0 155 310 Meters