



Renfrew

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

RFQ 2026-04-IPWE **Request For Quotation – Downtown Horticultural Services 2026**

Section I – Information

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids from qualified and experienced contractors for horticultural services, including the supply, installation and removal of plant material in selected locations within the Town, including the hanging baskets for the downtown.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this Tender. This offer shall be irrevocable for a period ninety (90) calendar days following the date bids are to be received.

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.

Registration and Communications

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew

Email: Purchasing@renfrew.ca

All communications must reference **RFQ 2026-04-IPWE** in the subject line.

Questions related to this quotation, or the requirements are to be received by **2:00 p.m. on, March 25th, 2026**. Inquiries should be directed to the Municipal Contact listed.

Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew

Email: Purchasing@renfrew.ca

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of



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Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

Delivery and Closing Time

Quotations must be received no later than **2:00 p.m. April 2nd, 2026**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Quotations shall be submitted on the supplied Form of Tender, in a sealed envelope and shall be clearly marked as to the contents and bidder's name.
- (b) Quotations received by this time, date and at the location specified above, shall be opened and read in a public opening. The public reading of a submission does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Quotations must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Quotations **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Quotation is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.



The Bidder Declares

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

Insurance

The successful bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful bidder shall provide the Corporation of the Town of Renfrew with an original Certificate of **Commercial Liability Insurance** in the amount of at least five million dollars (\$5,000,000.00). Coverage should include, but not limited to:
 - Bodily injury and property damage
 - Products and completed operations
 - Non-owned automobile coverage and shall include Contractual non-owned coverage
 - Contractual Liability
 - Cross liability clause
 - Work performed on Behalf of the Named Insured by Sub-Contractors
 - The policy shall provide 30 days prior notice of cancellation
- (c) The successful bidder must be able to provide proof of **Motor Vehicle Liability Insurance** of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated;



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i. The successful Bidder shall provide proof of Commercial Liability Insurance and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.

(d) The Contractor's insurance shall name the following as additional named insured:

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

Damages and Responsibilities

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

Freedom of Information

All written quotations received by the Town of Renfrew become a **public** record. Once a quotation is accepted and a contract is signed, all information contained in them is available to the **public**, including personal information.



Section II – Quote Specifications

Scope of Work

The Town of Renfrew is seeking proposals for horticultural services, including the assessment and planting of beds, supply of plant material, delivery/installation of hanging baskets, removal of the hanging baskets and winter preparation of the garden beds for select locations throughout the Town for 2026.

Specifications

Work Details

The contractor will be responsible for all labour, materials, equipment and supervision for the work described below.

- 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 **that does not impair visibility** such as sedum, ornamental grass, rose bushes, ivy geraniums, hostas or other perennials. Include Proposed Plant Material (Type, Quantity, Planting, Warranty).
- Task 2: 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. On-going maintenance and watering will be the responsibility of the Town.
- Task 3: Supply, Deliver and Install Hanging Baskets - Renfrew Downtown**
Supply, deliver, and install a total of 72 14" to 18" hanging baskets for the downtown core in a cohesive colour scheme with full display. Baskets are installed on the light posts on Raglan Street South between the intersection of Hall Avenue and the Algonquin Trail crossing. On-going maintenance and watering will be the responsibility of the Town.
- Task 4: Remove Hanging Baskets and Winterize Beds**
Remove and dispose of hanging baskets. Remove and dispose of annual plant material or dead plant material in the beds outlined in Appendix A. Winterize any perennial plants.

Schedule

- a. Tasks 1-3 must be completed within the period of May 1, 2026, and June 1, 2026



- b. Task 4 must be completed within the period of October 1, 2026, and November 15, 2026

Inspection

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

Materials

- (a) Materials and equipment shall be supplied by the Contractor.

Labour

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract and applicable training and certification in accordance with all provincial Ministry of Labour and Health and Safety legislation and standards

Supervision and Coordination

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

Commencement and Termination

- (a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.



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- (b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor if it deems the services of the contractor are no longer required.
- (c) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the work properly or diligently.

Change In the Work

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Tenant and Town.

Miscellaneous

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above, in the form of a numbered addendum.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope with covering pages (*Mailing Label*) supplied by the Town and delivered to:

Town of Renfrew (Town Hall)
Attention: Ashley Robertson, Purchasing Assistant
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Quotation submissions must be received not later than: **2:00 p.m. April 2nd, 2026.**



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The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Timeline

The expected timeline for selection is as follows:

Task	Target Date
Request for Quotation Issued	March 16, 2026
Question Deadline	March 25, 2026
Town Published Addendum (if applicable)	March 27, 2026
Closing date for Submissions	April 2, 2026
Anticipated Award (on or about)	April 8, 2026



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Section III - Form of Tender

Company Information

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

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

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

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

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

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.



Bid Form

The Bidder offers to provide the services detailed within the Tender package and identified specifications, and as further detailed in the Bidder's proposal, to the acceptance of the Corporation of the Town of Renfrew for the following Upset Cost Limit.

Description	Cost
Task 1: Assess/Supply Plant Material	\$
Task 2: Appropriately Prepare/Improve Soil, Plant, Weed and Mulch	\$
Task 3: Supply, Deliver and Install Hanging Baskets	\$
Task 4: Remove Hanging Baskets and Winterize Beds	\$

Overall Project Quotation

Description:	Cost:
Bid Price (as specified) No HST	\$
HST	\$
Total Price	\$

In addition, to this summary the Bidder is required to provide a detailed price breakdown by major tasks with the Quote. The breakdown should include the specific activities planned which the Bidder will seek payment.

The quote shall include:

- Expected delivery date and schedule
- All associated costs including freight and delivery
- Associated information as requested

Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202__



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Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

The Contractor shall invoice the Town of Renfrew, and each invoice shall be clearly marked with the:

- RFQ Number and Project Name.
- Contractors' business number.

The Bidder shall invoice for work completed in accordance with the terms of the contract. Payment shall be made based on the Contractor submitting a "proper invoice" as defined in the Construction Act and verified by the Town.

Invoices shall be delivered to the Town of Renfrew, 127 Raglan St South, Renfrew, ON, K7V 1P8 or emailed to Treasury@renfrew.ca .

RFQ 2026-04-IPWE – Downtown Horticultural Services 2026 – Town of Renfrew

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8
Attention: Ashley Robertson, Purchasing Assistant**

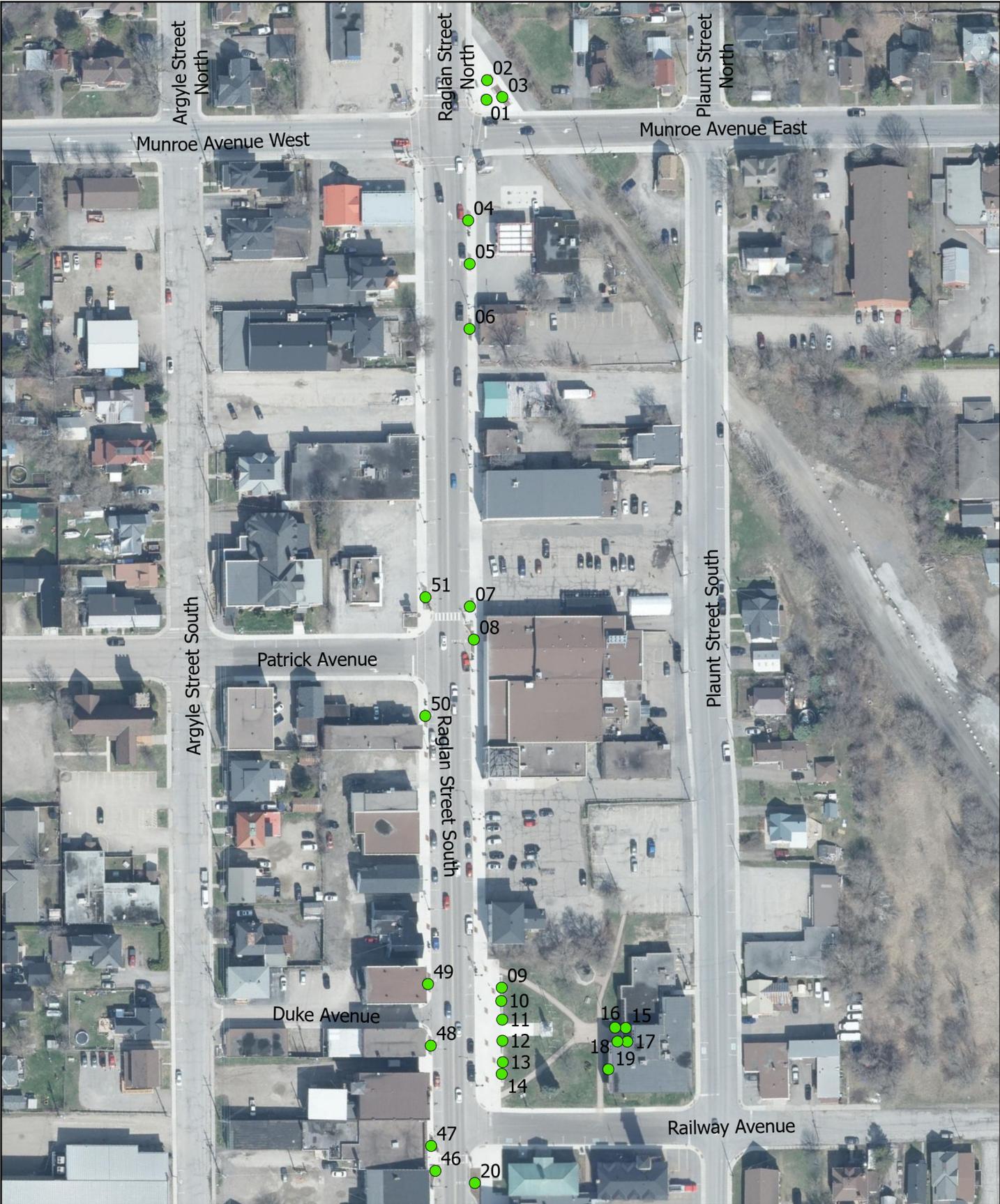
Tender Number:

Closing Date and Time:

Description:

Appendix A - RENFREW DOWNTOWN GARDEN BEDS

DOWNTOWN FLOWER BEDS					
Bed No.	Location Description	Approx. Location	Side	Area (sq. ft.)	Property Owner
D-1	Corner of Raglan & Munroe	Raglan St N	E	121	Town
D-2	Corner of Raglan & Munroe	Raglan St N	E	85	Town
D-3	Corner of Raglan & Munroe	Raglan St N	E	169	Town
D-4	Esso Gas Station	9 Raglan St S	E	76	Town
D-5	Esso Gas Station	9 Raglan St S	E	76	Town
D-6	Eady Realty	29 Raglan St S	E	88	Town
D-7	Crosswalk at Metro	83 Raglan St S	E	135	Town
D-8	Crosswalk at Metro	83 Raglan St S	E	124	Town
D-9	Low Square (1)	127 Raglan St S	E	17	Town
D-10	Low Square (2)	127 Raglan St S	E	17	Town
D-11	Low Square (3)	127 Raglan St S	E	60	Town
D-12	Low Square (4)	127 Raglan St S	E	60	Town
D-13	Low Square (5)	127 Raglan St S	E	17	Town
D-14	Low Square (6)	127 Raglan St S	E	17	Town
D-15	Town Hall - Front Door (1)	127 Raglan St S	E	36	Town
D-16	Town Hall - Front Door (2)	127 Raglan St S	E	23	Town
D-17	Town Hall - Front Door (3)	127 Raglan St S	E	36	Town
D-18	Town Hall - Front Door (4)	127 Raglan St S	E	23	Town
D-19	Town Hall - Front Window (5)	127 Raglan St S	E	260	Town
D-20	Crosswalk at Railway Ave	Library (13 Railway Ave)	E	396	Town
D-21	GARDEN NO LONGER EXISTS	Library's Raglan St Entrance	E	NA	NA
D-22	Next to Scotiabank parking lot	215 Raglan St S	E	232	Scotiabank
D-23	Scotiabank	215 Raglan St S	E	76	Town
D-24	Scotiabank (North Bed next to building)	215 Raglan St S	E	90	Scotiabank
D-25	Scotiabank	215 Raglan St S	E	48	Town
D-26	Scotiabank (South Bed next to building)	215 Raglan St S	E	90	Scotiabank
D-27	Crosswalk in front of Post office (North bed)	239 Raglan St S	E	63	Town
D-28	Crosswalk in front of Post office (centre bed)	249 Raglan St S	E	189	Town
D-29	Immediately in front of Post office (North bed)	249 Raglan St S	E	276	Private
D-30	Immediately in front of Post office (South bed)	249 Raglan St S	E	276	Private
D-31	Crosswalk in front of Post office (South bed)	249 Raglan St S	E	162	Town
D-32	Renfrew Eye Clinic	281 Raglan St S	E	72	Town
D-33	TLC Fitness and More	303 Raglan St S	E	116	Town
D-34	Rexall	339 Raglan St S	E	312	Town
D-52	Rexall Parking lot	339 Raglan St S	E	20	Rexall
D-53	Circle K Parking Lot	367 Raglan St S	E	120	Circle K
D-35	Circle K	367 Raglan St S	E	232	Town
D-36	Subway	372 Raglan St S	W	176	Town
D-37	Service Canada	350 Raglan St S	W	220	Town
D-38	Sweet's Décor	338 Raglan St S	W	124	Town
D-39	Crosswalk at Finnigan's	302 Raglan St S	W	100	Town
D-40	Crosswalk at On The Clothesline Trift Shop	302 Raglan St S	W	116	Town
D-41	Vacant Building formerly Biway	Corner of Prince & Raglan	W	76	Town
D-42	Domino's	248 Raglan St S	W	52	Town
D-43	BMO	236 Raglan St S	W	80	Town
D-44	Zio Nicolas	230 Raglan St S	W	132	Town
D-45	T Cannabis	164 Raglan St S	W	52	Town
D-46	Crosswalk at Luxury Salon	150 Raglan St S	W	207	Town
D-47	Crosswalk at Scott and Sons Hardware	150 Raglan St S	W	207	Town
D-48	Timeless Salon and Spa	Corner of Raglan & Duke (South Bed)	W	80	Town
D-49	BICN printing	Corner of Raglan & Duke (North Bed)	W	80	Town
D-50	Valley Bytes	90 Raglan St S	W	80	Town
D-51	Crosswalk at KFC	70 Raglan St S	W	138	Town
52			TOTAL	6,130	



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RFQ 2024-28-DE - Appendix A.1
 Downtown Garden beds
 Munroe Ave. to Railway Ave

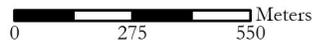




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RFQ 2024-28-DE - Appendix A.2

Downtown Garden beds
Railway Ave. to Prince Ave.





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RFQ 2024-28-DE - Appendix A.3
Downtown Garden beds
Prince Ave.

