



Request for Quotes

District of Sparwood Self-watering Hanging Baskets and Planters

Date Issued: **November 25, 2014**

The District of Sparwood invites your company to provide a price quotation to:

Supply Self-Watering Hanging Baskets and Planters

Quotes will be accepted no later than **2:00 pm on Tuesday, December 16, 2014**. Quotes must be clearly marked with the RFQ title and may be submitted by hand, courier, mail or email.

To:

District of Sparwood
136 spruce avenue, Box 520
Sparwood BC, V0B 2G0
dlawrence@sparwood.ca

Any questions regarding this RFQ must be submitted in writing via email to dlawrence@sparwood.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Lawrence", is written over a horizontal line.

Duane Lawrence
Director of Community & Facility Services

CONDITIONS

1. A qualified quotation is one, which meets both the Specifications as outlined in the enclosed Specification section of this document, as well as the Conditions contained in this Request For Quotation (RFQ). A qualified Quotation must also meet cost expectations of Sparwood for this particular RFQ.
2. Sparwood reserves the right to accept any or all Quotes or parts of Quotes and to waive any informalities, irregularities or technicalities. Sparwood also reserves the right to award the Contract for such goods as Sparwood deems will best serve its interest. It further reserves the right to award the Contract on a split order basis, lump sum, or individual item basis, or such other combination unless otherwise specified by Sparwood or the bidder.
3. A Quotation, which is not qualified, is one, which does not meet the Specifications and/or Conditions and/or exceeds the cost expectations of Sparwood. In the event that any or all Quotes exceed the cost expectations and/or do not conform to Specifications, and/or do not meet the Conditions, Sparwood reserves the right to reject any or all Quotes and seek an alternative solution of its choosing.
4. Sparwood will decide whether a Quotation is qualified by evaluating it based on the specifications and price, and may opt to have the Quotes examined by qualified engineers to ensure quality and conformity to the Specifications. The Purchasing Department, or designate, will examine all Quotes and recommend which, if any, is in Sparwood's best interest.
5. Sparwood recognizes that BEST VALUE is the essential part of purchasing a product. Therefore, Sparwood may prefer a Quotation with a higher Quotation price, if it offers greater value and better serves Sparwood's interests, as determined by Sparwood, over a Quotation with a low price. BEST VALUE is the value placed on service, quality, past performance, delivery and price.
6. Sparwood reserves the right to negotiate with the preferred bidder or any bidder on any details, including changes to Specifications and price. If Specifications require significant modification, all bidders shall have the opportunity to adjust their Quotes or requote altogether, as determined by Sparwood.
7. Sparwood reserves the right to cancel this RFQ at any time. Sparwood also reserves the right to reject Quotes from bidders who are unable to provide evidence that they are capable of providing the necessary labour, skills, materials and/or equipment to perform the work. Evidence of such competency and experience must be provided by the bidder upon request.
8. All goods, equipment, supplies, labour and workmanship associated with this RFQ must conform to all necessary standards for use in Canada and the Province of British Columbia.
9. All information provided to Sparwood is subject to release through the *Protection of Privacy and Freedom of Information Act*, unless information is given in confidence, and so, must be communicated in writing as CONFIDENTIAL.
10. Please use the accompanying Bid Sheet when submitting your Quotation; you may attach additional sheets to the form if necessary.

11. All quoted prices shall include delivery F.O.B. City Works Yard or other destination point, as specified by Sparwood and the successful bidder, hereafter named the Supplier shall bear all risk of loss or damage.
12. The Supplier will guarantee that its Quotation will meet the needs of Sparwood. The Supplier will also guarantee that any goods supplied shall be correct. If the goods supplied by the Supplier are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Supplier.
13. The Supplier shall notify Sparwood that it possesses the necessary legal patents and/or has legal permission to manufacture, sell and /or service the product(s) it will supply.

SPECIFICATIONS

1. Background

Sparwood is transitioning from fiber based hanging baskets, single use decca pots and standard fiberglass planters to self-watering hanging baskets and planters. The successful Supplier shall supply and deliver self-watering hanging baskets and planters as outlined below.

2. Specifications

Suppliers will make recommendations to replace the following planters and baskets.

1. 16" fiber/wire hanging baskets
2. 18" molded fiber decca pots
3. 24" (L) x 12" (W) x 16" (H) fiberglass planter
4. 48" (L) x 12" (W) x 16" (H) fiberglass planter

3. Placement & Usage

Hanging baskets are currently hung one or two to a standard or decorative light post. Suppliers are requested to provide either one or two sizes of hanging baskets suitable for use independently or in pairs.

Molded decca pots are placed in concrete planters. Suppliers are requested to provide options to either replace the existing square concrete planters (30" square, 26" height) with similarly sized round or square planters, or to supply suitable 18" – 20" diameter pots that may be inserted into existing concrete planters.

24" and 48" rectangular planters are placed throughout the community on walkways. Suppliers are requested to provide options to replace the existing planters.

4. Warrantee

All quotes must include detailed information on product warrantee and estimated life expectancy.

5. Product Information

All quotes must include detailed specifications including but not limited to:

- a. Reservoir capacity
- b. Soil capacity
- c. Product dimensions
- d. Reservoir access
- e. Any specialized equipment needed for watering
- f. Product weight (filled and unfilled)
- g. Hanger requirements
- h. Care

6. Submission Information

Interested proponents must supply the following information with the quote:

1. Company information
2. Completed product submission sheet
3. Completed quote sheet
4. Supplemental product information including photos of recommended products.
5. Any other information that may be valuable

7. Submission Evaluation

Submissions will be evaluated based on, but not limited to, the following criteria:

1. Pricing
2. Product appearance
3. Warrantee
4. Delivery time

PRODUCT SUBMISSION SHEET

All Suppliers **MUST** use this sheet for product submissions. Suppliers should provide other supporting documentation that will support their submission.

Product	Product Name	Reservoir Capacity (liters)	Soil Capacity (liters)	Filled Weight (lbs)	Dimensions (inches)				Unit Cost	Quantity	Total Cost
					Diameter	Height	Width	Length			
Single Baskets Option 1									\$	69	\$
Single Basket Option 2									\$		\$
Double Basket Option 1									\$	24	\$
Double Basket Option 2									\$		\$
Planter Option 1									\$	14	\$
Planter Option 2									\$		\$
Planter Option 3									\$		\$
Decca Pot Option 1									\$	10	\$
Decca Pot Option 2									\$		\$
Decca Pot Option 3									\$		\$
Other									\$		\$
Other									\$		\$
Other									\$		\$

QUOTE SHEET

Company Name: _____

Contact Name & Position: _____

Phone: _____

Email: _____

Single Baskets Recommended Option \$ _____

Double Basket Recommended Option \$ _____

Planter Recommended Option \$ _____

Decca Pot Recommended Option \$ _____

TOTAL \$ _____

Shipping \$ _____

TOTAL \$ _____

GST \$ _____

PST \$ _____

TOTAL \$ _____

Authorized Signatory

Date

Name (please print)