



**The Corporation of the Town of Atikokan
Request for Proposal**

**To provide gardening services for the
Town of Atikokan's planters and hanging baskets**

Background

The Town of Atikokan is seeking gardening services for its planters and hanging baskets.

Proposal Requirements

Included in this package are the Town's Gardening Specifications, attached hereto as Schedule A.

Your Proposal must contain:

1. The name of the individual or business presenting the proposal. If a business, the name of the principal(s) with signing authority.
2. Contact information of the individual or business presenting the proposal.
3. A description of your qualifications and experience in gardening services.
4. Your bid detailing the annual cost for 1 year of service and a projected year 2 and year 3 costs as the agreement has a renewal option.

Submission:

All proposals must be received by July 4, 2022 3:00 p.m. local time at the Atikokan Municipal Office or by mail, in a sealed envelope labeled "Town of Atikokan Gardening Services" to:

Tom Hainey, Community Services Manager
Town of Atikokan
120 Marks Street
Box 1330
Atikokan, Ontario
P0T 1C0

Or by email to:

tom.hainey@atikokan.ca

TIMELINE

Release RFP	June 22, 2022
Closing for questions	June 29, 2022
Questions answered	June 30, 2022
Close Request for Proposal	July 4, 2022

Questions or items requiring clarification are to be submitted by email tom.hainey@atikokan.ca prior to 4:00pm June 29, 2022. Responses to questions will be sent to all proponents as Addenda and will form part of this RFP.

Evaluation of Proposals

Mandatory criteria that must be satisfied before a detailed evaluation is completed include: Proposal must be formal, on time, and not lacking any Proposal Requirements.

Where a submission satisfies the mandatory criteria, submissions will be evaluated by the Town based on the following criteria:

- Qualifications and experience
- Proposal
- Financial costs / benefits to the Town

Other

Should your proposal be accepted, the following documentation must be provided before work starts.

- Proof of General Comprehensive Liability insurance (\$2,000,000.00).
- List of sub-contractors and Proof of WSIB clearance certificate if applicable.
- The contractor confirms that it has a written statement of health and safety policy compatible with the Town's health and safety policy, a copy of which may be required.
- The Contractor will comply with the "WHMIS" provisions (the "WHMIS Requirements") of the Workers Compensation Act, Occupational Health and Safety Regulation in the performance of the Services. The Contractor will supply, use, and store all products and chemicals in accordance with the WHMIS Requirements.
- The contractor, and all sub-contractors hired by the contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. It is the contractors' responsibility to ensure they are fully aware of and meet all requirements under the Accessibility Act.
- The Town of Atikokan reserves its right to choose any or none of the submitted proposals, waive irregularities and informalities therein, and make changes to this RFP without penalty as it requires.
- The Town of Atikokan reserves the right to negotiate the final contract with the selected proponent, if any.
- The Town of Atikokan reserves the right to terminate the contract due to unsatisfactory service as deemed by the Town, due to budget constraints, or for any other cause as reasonably determined by the Town.
- The Town of Atikokan is not responsible for any costs incurred by the organizations in the preparation of their proposal or attendance at any meetings or presentations.
- *All proposals submitted to the Town of Atikokan become the property of the Town and as such, are subject to the Freedom of Information and Protection of Privacy Act.*

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for selection purposes. Accommodations of persons with disabilities are available for all parts of the selection process. Applicants need to make their required accommodations known in advance.

Schedule "A"

Gardening Services

CONTRACTOR RESPONSIBILITIES

1. Maintenance of seven (7) mini parks at various locations along Main Street, including weeding, regular watering, removal of dead plant material, and general tidying.
2. Seasonal placement of fiberglass planters, planting of suitable flowers and maintenance of flowers including weeding, watering, removal of dead plant material and general tidying.
3. Maintenance of planted trees and shrubs in the vicinity of the entrance sign to town on Mackenzie Avenue.
4. Maintenance of all hanging baskets including weeding, watering, removal of dead plant material and general tidying.
5. Removal of fiberglass pots identified in item 2, and placement in winter storage at the end of the contract.
6. Report progress or any problems encountered in the completion of the work to designated representatives of the Town of Atikokan on a regular basis.
7. Make recommendations regarding additional gardening needs in the downtown area for consideration by the Town of Atikokan.

Additional Project Requirements

To provide gardening services, including planting and maintenance of the below listed.

Tee off area located at Hole 7 at Little Falls Golf Course

Flower barrels located at Museum

Library Flower Pots

Trimming of trees at Library and Pioneer Centre

Pioneer Centre flowers

Town Hall plants located in rock garden