

DOWNTOWN BROCKVILLE BUSINESS IMPROVEMENT AREA (DBIA)

2025-2027 Seasons

- 1. QUOTE TO SUPPLY FLORAL BASKETS AND BARRELS**
- 2. OPTIONAL: QUOTE FOR BASKET/FLAG/BANNER
INSTALLATION & REMOVAL**

Quotations delivered to:

Downtown Brockville Business Improvement Area (DBIA)
3 Market Street West, Suite 2
Brockville, ON K6V 7L2
mbrazeau@downtownbrockville.com
Attn: Meg Brazeau
Executive Director

Will be received as follows in compliance with the attached specifications and quotation form.

QUOTATIONS TO BE RECEIVED BY:

12:00 NOON Friday, October 4, 2024

TENDER TO BE AWARDED NO LATER THAN Friday, October 25, 2024

September 19, 2024

Dear Supplier,

Please find attached a request for quotes for the 2025-2027 seasons for supplying and/or installation and maintenance of hanging baskets, barrels, flags, and banners for Downtown Brockville.

All Suppliers must submit the signed declaration on page 3 and the appropriate quote sheet.

If you have questions, please contact me at your earliest convenience.

Best Regards,

Meg Brazeau
Executive Director
Downtown Brockville Business Improvement Area

Declaration of Understanding

The Supplier has examined the conditions and specifications attached hereto as part of this schedule and the Supplier understands and accepts all said conditions and specifications and hereby offers to furnish all facilities, labour, machinery and other materials necessary to complete the quote in strict accordance with the conditions and specifications referred to in said schedule.

The supply of alternate goods or services other than those specified must have prior approval of the DBIA.

The DBIA can withdraw or modify this Request for Quotes and contract at any time without notice and without obligation to proponents.

Attach Proof of Liability Insurance & WSIB Coverage (as applicable) for each quote.

If for any reason goods or services are deemed unacceptable, the DBIA reserves the right to renegotiate, refuse acceptance, and cancel contracts.

The DBIA reserves the right to accept or reject any quotation if deemed advisable to do so.

I have read and understand the conditions stated herein:

Name (Print) _____ Signature _____
Company _____

1. QUOTE FLORAL BASKET DISPLAYS: Please quote on supplying 125 baskets for summer and 15 Robertson pots for summer and winter arrangement for a 3 year term.

- Baskets: The supplier will fill the supplied pots (self-watering, grey).
- Robertson Pots: The supplier will supply and plant the arrangements to be inserted in the downtown barrels.
- Soil: Promix with moisture retaining gel capsules.
- Floral baskets should be grown as to be at their peak of quality for June 11th of each year. All plant material shall be true to type, and structurally sound. Plants shall be well branched, healthy, vigorous and free of disease, insect infection, rodent damage, sun scald, frost damage, wilt or any other abrasion that can be considered detrimental to plant quality.
- A slow release fertilizer to be added to baskets at the appropriate time prior to pick up.
- Provide a written recommendation for a water soluble fertilizer to be added to baskets for Maintenance Contractor. Specify type, recommended frequency and strength.
- Weight of basket & plant materials cannot exceed 50 lbs when wet.
- Chain and hanger must not be removed from basket.
- **Plant Material: We are looking for a colourful floral basket with cascading floral & greenery display. Plants will only be watered every second day, therefore plant species should be chosen accordingly. Colours to be chosen by the DBIA Beautification Committee members each year upon consultation with City of Brockville Parks staff. We would like to give the supplier the choice of submitting a quote with their recommendations and ask that the supplier indicate the hardiness of each plant specified in the quote.**
- Floral Baskets would to be ready for pick up by June 11th of each year or prior, weather conditions permitting (this will be agreed upon yearly with the vendor and DBIA).

Please specify:

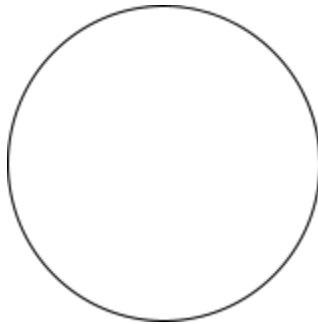
Name of plant type _____ Number _____ Colour _____

Name of plant type _____ Number _____ Colour _____

Name of plant type _____ Number _____ Colour _____

Name of plant type _____ Number _____ Colour _____

Draw in location of plants



I, _____ of _____
agree to supply hanging floral baskets and Robertson pots, meeting all conditions as described herein.

Price per basket: _____ for a quantity 125

Subtotal \$ _____

Price per pot: _____ for a quantity 15 (summer)
(Supplier will supply the pots)

HST \$ _____

TOTAL \$ _____

Price per pot: _____ for a quantity 15 (winter)
(Supplier will supply the pots)

SIGNATURE _____

2. OPTIONAL: QUOTE FOR BASKET/FLAG/BANNER INSTALLATION & REMOVAL

- DBIA to provide 5 day advance notice of date of basket installation, will be June 11th or earlier.
- Flags (vertical on lamp posts) to be installed prior to the Victoria Day Long Weekend.
- Banners to be installed prior to May and August Street Festivals (horizontal, across Stewart and King—subject to availability).
- Baskets to be removed within one week's notice by The DBIA.
- Cleaning and proper winter storage of Flags & Banners.
- Decorative String Lighting maintenance (subject to change pending new lighting purchase).
- Contractor to supply proof of Liability Insurance.
- Included in this price are any later visits to repair or reattach baskets.

I, _____ of _____ agree to meet all conditions as described herein.			
Installation price per basket: _____ for a Quantity of 125	SUBTOTAL	\$	_____
Removal price per basket _____ for a Quantity of 125	HST	\$	_____
	TOTAL	\$	_____
SIGNATURE _____			

I, _____ of _____ agree to meet all conditions as described herein.			
Installation price per flag: _____ for a Quantity of 125	SUBTOTAL	\$	_____
Removal & cleaning price per flag: _____ for a Quantity of 125	HST	\$	_____
	TOTAL	\$	_____
SIGNATURE _____			

I, _____ of _____ agree to meet all conditions as described herein.

Installation price banner: _____ for a Quantity of 2	SUBTOTAL	\$ _____
Removal price per banner: _____ for a Quantity of 2	HST	\$ _____
	TOTAL	\$ _____

SIGNATURE _____

I, _____ of _____ agree to meet all conditions as described herein.

Price per maintenance visit to fix lights: _____ for a call	SUBTOTAL	\$ _____
	HST	\$ _____
	TOTAL	\$ _____

SIGNATURE _____

