



## **QUOTATION**

**Item #L-19**

# **Supply of 2022 Spring Plant Plugs**

Note: Bid Submissions will only be accepted via the City's online platform. Refer to Instructions to Bidders #5, Submission of Quotations, for further information.

## Supply of 2022 Spring Plant Plugs

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#### Appendix 1 – Specifications

The following is available for download from the City of Brandon website <https://purchasing.brandon.ca>:

1. Editable Bid Form

## **PART A. - INSTRUCTIONS TO BIDDERS**

### **1. DEFINITIONS**

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

“Bidder” means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

“City” means the Municipal Corporation of the City of Brandon.

“Bid Submission” means an offer from a Bidder in response to a Bid Solicitation.

“Quotation Documents” means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

### **2. ENQUIRIES**

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Manager in writing at [purchasing@brandon.ca](mailto:purchasing@brandon.ca) and must be received not less than five (5) days prior to the date for closing of Bids.

### **3. PRICING**

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Parks Complex, 2020 McGregor Avenue, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

### **4. RECEIPT OF QUOTATIONS**

The Quotation must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Monday, November 22, 2021** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

### **5. SUBMISSION OF QUOTATIONS**

The Bidder shall submit his Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following method:

**Via Online Bidding Platform (E-submission)**

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

**Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.**

**6. ADDENDA**

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

**7. APPROVED SUBSTITUTES**

Requests for substitutes will not be considered unless received in writing by the Procurement Manager at least five (5) calendar days prior to the submission deadline. Requests must include descriptive literature and two (2) references for companies whom have used the product.

## 8. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw his Quotation, without penalty, if such request is received in writing by the Procurement Manager, prior to the time specified herein for receipt of Bids:

The City of Brandon  
410-9th Street  
Brandon, MB R7A 6A2

Ph: 204-729-2251  
FX: 204-726-8546  
E: [purchasing@brandon.ca](mailto:purchasing@brandon.ca)

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Manager will declare the bid withdrawn.

## 9. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

## 10. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

## **PART B. – SUPPLEMENTAL CONDITIONS**

### **The City of Brandon For Supply of 2022 Spring Plant Plugs**

#### **A) Application**

- A.1** The City requires plant plugs for use in floral displays located throughout the City of Brandon.
- A.2** The successful Bidder shall supply all material, equipment and labor required to complete the order.
- A.3** The item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** Appendix 1 indicates the minimum specifications.

#### **B) Local License Requirements**

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting his/her business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

#### **C) Schedule**

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotations closing.

#### **D) Selection Process/Criteria**

- a)** Cost; and
- b)** Delivery date.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

**E) Submittal Requirements**

Limit the submittal to 8½"x11" pages. Failure to include the following information will render the Bid Submission non-compliant.

**Please include the following:**

- 1) Editable Bid Form - enter information in green cells (where applicable); taxes and total will automatically calculate. Print, sign/witness and submit.

**APPENDIX 1**

**SPECIFICATIONS  
ITEM #L-19**

**Supply of 2022 Spring Plant Plugs**

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. Should the quote have additional features that are not in the specifications, include them with the Bid Submission so the Quotation can be fairly evaluated.

**A. REQUIREMENTS**

Provide pricing on the following plant plugs as required or approved equals:

<b>Item</b>	<b>Description</b>	<b>Quantity of Plugs</b>
<b>Argyranthemum</b>	Golden Butterfly	100
<b>Begonia</b>	Whopper Red with Bronze Leaves	300
<b>Calendula</b>	Lady Godiva Yellow	200
	Lady Godiva Orange	200
<b>Coleus</b>	Colorblaze El Brighto	100
	Colorblaze Pineapple Brandy	100
<b>Gaura</b>	Stratosphere White	100
<b>Gomphrena</b>	Truffula Pink	300
<b>Grasses</b>	Pennisetum Rubrum Purple Fountain	200
	Suncredible Yellow Sunflower	100
<b>Helianthus</b>	Suncredible Saturn	100
	Solar Power Black	300
<b>Ipomea, Sweet Potato Vine</b>	Solar Power Lime	200
	Sweet Caroline Medusa	200
	Snow Princess	200
<b>Lobularia</b>	Surfinia Deep Red	800
	ColorRush Blue	700
	Bees Knees Yellow	1,000
	Debonair Dusty Rose	800
<b>Petchoa SuperCal Premium, Cross with Petunia and Calibrachoa</b>	Cinnamon	600
	Sunset Orange	800
	Pearl White	800
<b>Salvia</b>	Mystic Spires Improved	600
<b>Verbena</b>	Cake Pops Pink	200

**B. MISCELLANEOUS**

- B.1 All plant material must be healthy, vigorous and free from insects and diseases.
- B.2 The City reserves the right to inspect and reject any product or material as described in item B.1 that has been damaged during shipping.
- B.3 The successful Bidder shall replace any rejected product within one (1) week of rejection.
- B.4 Provide a website link on the Bid Form where product information can be obtained.
- B.5 All plugs are required to be on site by April 08, 2022.
- B.6 Pricing shall include the supply, transportation, delivery, packing charges and any other charges required for the supply of plant plugs, F.O.B. to 2020 McGregor Avenue, Brandon, Manitoba R7B 4B5.