



**Village of Chester Commission**

27 Pleasant Street, PO Box 620, Chester, NS B0J 1J0

Tel: 902-275-4482

[www.villageofchesterns.ca](http://www.villageofchesterns.ca)

**Village of Chester**  
**Request for Proposal**  
**Flower Basket Maintenance**  
2024-RFP-01

Issue date: May 8, 2024

Closing date: May 24, 2024 at 12:00pm ADT

## Village of Chester

# Request for Proposal: Flower Basket Maintenance 2024

## 1. Overview

The Village of Chester is issuing this Request for Proposal (RFP) for the care of our flower baskets for the summer 2024 season.

## 2. Proposal submission

2.1 One hard copy proposal should be submitted in a sealed envelope marked **RFP Flower Basket Care 2024** bearing the name and address of the proponent, and will be received up to **Friday, May 24, 2023 at 12:00 noon** local time during regular business hours (9:00am-1:00pm, Monday through Friday) at: Village of Chester Commission, 27 Pleasant Street, Chester, NS B0J 1J0.

2.2 The Village of Chester does not accept any responsibility for proposals received after the date and time of closing. It is the proponents' responsibility to ensure that their proposal submission is delivered complete and on time to the above noted location. Proposals received after the closing date and time will be returned to the proponent unopened.

2.3 Proposals submitted by **electronic** means will be accepted. Where a formal proposal has been received before the specified date and time of proposal closing, amendments to the proposal by email are acceptable, provided that such amendments are received at the location specified in 2.1 prior to the specified proposal closing time. **In order to maintain the confidentiality of the proposal, all electronic proposal and amendments must be sent to [maxine.veinot@villageofchesterns.ca](mailto:maxine.veinot@villageofchesterns.ca) and the subject line must read "CONFIDENTIAL".**

2.4 All submissions are to be signed by a person with the authority to make commitments on the proponents' behalf.

2.5 No amendment or change to proposals will be accepted after the closing date and time.

2.6 Proposals shall be irrevocable for forty-five (45) days following the closing date and shall be retained by the Village of Chester. Should acceptance not be made within this period, the Proponent may, at their option, rule the Proposal invalid.

### **3. Other instructions**

3.1 The successful Proponent (if any) must be registered under a Provincial Corporate Registration Act of Partnership and Business Name Registration Act before a contract is awarded by the Village of Chester.

### **4. Indemnification and Insurance**

4.1 General Commercial Insurance: Proponents shall, at their expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance of a minimum of **\$2,000,000** satisfactory to the Village.

The Village requires a copy of the Proponent's **certificate of insurance** with the Village listed as an "additional insured".

4.2 Workers' Compensation Board certificate of insurance for employees and/or contractors to ensure all individuals working on the project have current Workers' Compensation Board Coverage.

### **5. Contractor Safety Management Policy**

The proponent shall:

5.1 Comply with all health and safety and environmental legislation and any Village policy or procedure applied to or applicable to the contract in the performance of this contract and to practice the principles of proactive due diligence.

5.2 Maintain a safe and healthy work environment during the performance of this contract.

5.3 Permit the Village to audit or inspect any health and safety and environmental records during the term of the contract. Upon its conclusion, to cooperate fully with any such audit or inspection.

### **6. Selection, evaluation, and award**

6.1 The evaluation criteria for the proposals are determined solely by the Village of Chester and are not subject to discussion or negotiation.

6.2 The Village of Chester reserves the right in its sole discretion to request clarification and/or further information, or to enter negotiations, from/with one or more proponents after closing without becoming obligated to offer the same opportunity to all proponents.

6.3 In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total proposal prices and words shall govern over numbers.

6.4 The Village of Chester has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no respondent will have any claim against The Village of Chester as a consequence. Respondents are advised that any award as a result of this RFP **is dependent on funding availability** and that award might be delayed until funding is available or alternatively the RFP, including award, is subject to cancellation and no respondent will have any claim against The Village of Chester as a consequence.

## 7. Taxes

7.1 HST is applicable but should be quoted separately from the quoted price.

7.2 The Proposal is to identify a value equaling 15% of the Proposal Price, this amount represents the Federal and Provincial Government's Harmonized Sales Tax. All other charges, including packaging, handling or documentation must be specified.

7.3 To this end, the contractor and his/her sub-contractors shall first pay for and detail on his/her invoice the amount of sales and other value added taxed levied on all labor, equipment and supplies incorporated into the project execution and completion of the work.

## 8. Terms and Conditions

8.1 The agreement/contract to the successful proponent(s) (if any) shall include the terms of this RFP, together with those terms of the Proponents submission, which are not inconsistent with the Village of Chester documents, and which have been specifically accepted by the Commissioners of the Village of Chester.

8.2 The successful Proponent (if any) may not assign or subcontract any of the award contract without the knowledge and prior written consent of the Village of Chester.

8.3 The successful Proponent (if any) shall warrant its work and/or products for a period of not less than one (1) year from completion, installation or supply against all defects and deficiencies in manufacture, workmanship and installation. The successful Proponent (if any) shall also promptly remedy or replace any defect or deficiency, in the goods or services as solely determined by the Village of Chester upon notice from the Village of Chester to do so, and at no cost to the Village of Chester.

8.4 Should the successful Proponent (if any) fail to remedy any defect or deficiency promptly within a reasonable time after notice to do so, the Village of Chester may remedy the defect or deficiency, at the successful Proponent's cost.

8.5 Any products supplied and installed by the successful Proponent (if any) shall be installed in such a manner as to preserve any and all manufacturer's warranties, for the benefit of the Village of Chester

8.6 The Proponent agrees to indemnify the Village of Chester from any negligence on the part of the proponent in carrying out its obligations under any agreement resulting from this RFP.

8.7 The successful proponent will be required to enter into a written contract/agreement. The contract/agreement between the parties shall ensure to the benefit of the parties and be binding upon them and their successors, executors and administrators.

## **9. Description of Work**

The Village of Chester wishes to retain the Contractor to provide for the installation, watering, fertilizing and removal of seventy-five (75) baskets of flowers in the Village of Chester.

- The baskets will be picked up at The Village Nursery, 430 New Cumberland Rd. RR1 Pleasantville, NS B0R 1G0.
- Baskets are to be transported in an enclosed truck, or another appropriate method, to be protected from wind and other potentially damaging effects during shipping.
- Baskets will be installed on the various poles throughout the Village on the provided holders per the map and description attached as appendix A.
- Baskets will be hung after the last frost in June and removed mid-September or earlier at the request of the Village of Chester.
- Loose or missing holders will be reported to the Village of Chester.
- Baskets will be watered and fertilized once daily, or more should conditions require. Initial watering is to be completed by 8:00am.
- Procedure for watering must include obeying all rules of the road.
- At the end of the season the baskets will be returned to the location designated by the Village.

- The contractor will maintain all safety precautions according to health regulations when dealing with the public.
- The contractor shall provide all vehicles, tanks, tools, and consumable items (fuel, fertilizer, water, etc.) at their own expense.
- The Village of Chester shall remunerate the Contractor through three equal installments.
  - The first payment shall be paid as an advance upon signing of the contract.
  - The second payment to be paid at the end of July after baskets have been transported, placed on poles, and maintained. Request for payment shall be via invoice from the contractor.
  - The third and final payment to be made after all baskets have been removed and returned to the designated location. Request for payment shall be via invoice from the contractor.

**Village of Chester  
RFP: Flower Basket Maintenance 2024**

**PROPOSAL BID FORM**

Proponents declare that the Request for Proposal documents were carefully examined.

|   | Item                                       | Pricing         |  |
|---|--|-----------------|--|
|   | <b>Summer Flower Baskets</b>               |                 |  |
| 1 | Village Nursery Pickup – 75 Baskets        |                 |  |
| 2 | Hanging of Baskets at locations specified  |                 |  |
| 3 | Daily Watering and Fertilizing as required |                 |  |
| 4 | Removal and Return of Baskets              |                 |  |
|   |  | <b>Subtotal</b> |  |
|   |  | <b>15% HST</b>  |  |
|   |  | <b>Total</b>    |  |

**SIGNATURES**

DATED THIS \_\_\_\_ DAY OF \_\_\_\_ 2024

\_\_\_\_\_  
Name of Firm Proposing

\_\_\_\_\_  
Signature of Signing Officer

\_\_\_\_\_  
Name and Title of Officer (Printed)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail

**NOTE:** *Bids submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.*

## APPENDIX A

### Flower Basket Locations

| Map Number | Location                                | Power Pole Number |
|------------|---|-------------------|
| 1          | North (@Stretch Diner)                  | 84                |
| 2          | North (@3794)                           | 81                |
| 3          | North(@Shoreham)                        | N/A               |
| 4          | North & Commons Rd                      | 72                |
| 5          | North (@Save Easy)                      | N/A               |
| 6          | North (@Save Easy)                      | N/A               |
| 7          | North & Peterson                        | N/A               |
| 8          | North (@3889)                           | N/A               |
| 9          | North (@yard sale lot)                  | N/A               |
| 10         | North (Across from Yard sale lot)       | N/A               |
| 11         | North (@3966)                           | N/A               |
| 12         | North & Valley                          | N/A               |
| 13         | Valley & Central (@Big Reds)            | 166               |
| 14         | Valley & King                           | 139               |
| 15         | Valley (@37 – Colin MacDonald’s garage) | N/A               |
| 16         | Queen & Valley (going NW)               | 141               |
| 17         | Queen & Valley (going SW)               | N/A               |
| 18         | Water (@36 – Rope Loft)                 | VOC Power Pole    |
| 19         | Water                                   | VOC Power Pole    |
| 20         | Water (@boat launch)                    | VOC Power Pole    |
| 21         | Water                                   | VOC Power Pole    |
| 22         | Water                                   | VOC Power Pole    |
| 23         | Water (@Ferry Wharf)                    | VOC Power Pole    |
| 24         | Water                                   | VOC Power Pole    |
| 25         | Water & Duke                            | VOC Power Pole    |
| 26         | Queen & Water Lane                      | 148               |
| 27         | Queen & South (@Admiral Piers monument) | 147               |
| 28         | South (@21 – CYC)                       | N/A               |
| 29         | Parade Square (@9)                      | N/A               |
| 30         | Central Street (@Washroom)              | 10                |
| 31         | South & Central                         | 11                |
| 33         | South (@30 - across from CYC)           | N/A               |
| 34         | King & South                            | N/A               |
| 35         | King(@10)                               | 178               |
| 36         | King(@20)                               | 177               |
| 37         | Pleasant & King                         | 176               |
| 38         | Pleasant Street (@27 – VOC Office)      | N/A               |
| 39         | Pleasant (@19 – Kiwi Cafe)              | N/A               |
| 40         | Pleasant (@20 - Amacus Gallery)         | N/A               |

|    |   |     |
|----|---|-----|
| 41 | Queen & Pleasant (@11 – Village Emporium) | 150 |
| 42 | Queen & Pleasant (@5 – Engol & Volkers)   | N/A |
| 43 | Queen (@42 – Fo'c'sle Tavern)             | N/A |
| 44 | Queen (@44 – Compass Rose)                | N/A |
| 45 | Queen (@54 - Imperfections Café)          | N/A |
| 46 | Queen (@60 – Chester Art Center)          | N/A |
| 47 | Queen & Union                             | N/A |
| 48 | Queen (@76 - Post Office)                 | N/A |
| 49 | Queen (80 – Mecklenburg Inn)              | N/A |
| 50 | Queen (@82)                               | N/A |
| 51 | Queen (@94)                               | N/A |
| 52 | Queen (@100)                              | N/A |
| 53 | Queen (@110)                              | N/A |
| 54 | Queen (@122 - Youden Apts)                | N/A |
| 55 | North & Duke                              | N/A |
| 56 | Duke                                      | N/A |
| 57 | Duke                                      | 126 |
| 58 | Duke (across from school)                 | N/A |
| 59 | Duke                                      | 128 |
| 60 | Duke & Main                               | N/A |
| 61 | Duke                                      | N/A |
| 62 | Duke                                      | N/A |
| 63 | Duke                                      | N/A |
| 64 | Duke & Valley                             | N/A |
| 65 | Duke                                      | N/A |
| 66 | Duke & Regent                             | 157 |
| 67 | Duke (@Apartment building 103)            | N/A |
| 68 | Duke (@99)                                | N/A |
| 69 | Duke (@Legion)                            | N/A |
| 70 | Duke                                      | 159 |
| 71 | Duke (@72)                                | N/A |
| 72 | Duke (across from 59 Tanner Brewing)      | 160 |
| 73 | Duke (@48)                                | N/A |
| 74 | Duke (@43)                                | N/A |
| 75 | Pleasant & Duke                           | 163 |
| 76 | Duke & Water                              | N/A |

# Flower Baskets

