



Municipality of North Grenville

Request for Proposal

PRC-25-26 – Downtown Kemptville Flower
Baskets and Planters – 3-year Term

Procurement Timeline

RFP Issue Date: October 27, 2025
Question Deadline: November 3, 2025 at 3:00 p.m.
Question Response: November 5, 2025 at 3:00 p.m.
Site Meeting: Not Applicable
RFP Close Date: November 17, 2025 at 11:00 a.m.

Contact Person: Tana Torch, Director of Parks, Recreation and Culture
prctenders@northgrenville.on.ca
Municipality of North Grenville
285 County Road 44
Kemptville, Ontario, K0G 1J0

Proponent Information

Legal Name of the Firm: _____

Address: _____

Phone Number: _____

Email Address: _____

Website (if applicable) _____

The Municipality reserves the right to accept or reject any or all proposals and is not bound to accept the lowest cost proposal. The Municipality may select the proposal that, in its sole discretion, provides the best overall value and meets the needs and objectives of the project.

Table of Contents

1.0	INTRODUCTION	4
2.0	INSTRUCTIONS TO PROPONENTS	4
2.1	Invitation	4
2.1	Charge for Documents.....	4
2.2	Costs Incurred by Proponents.....	5
2.3	Acceptance of Terms	5
2.4	Insurance.....	5
2.5	Clarification.....	6
3.0	TERMS OF PAYMENT	6
3.1	Terms of Payment.....	6
3.2	Proposal Validity	6
3.3	Follow-On Contracts.....	6
4.0	TERMS OF REFERENCE/ PROJECT INFORMATION	6
4.1	Address of Project/location: Kemptville, Ontario.....	6
4.2	Site Meeting: If deemed necessary, a site meeting may be scheduled.	6
4.3	Scope of project	6
4.4	Deliverables:.....	7
4.5	Conditions.....	7
5.0	EVALUATION CRITERIA.....	7
5.1	Basis of Selection	7
5.2	Qualifications and Experience of Company.....	8
6.0	SPECIAL TERMS AND CONDITIONS	8

1.0 INTRODUCTION

The Municipality of North Grenville (the Municipality) is a vibrant and fast-growing community located along the southern border of the City of Ottawa. As one of the fastest-growing municipalities in Eastern Ontario, North Grenville is dedicated to delivering a broad range of high-quality amenities and services for residents and visitors alike.

The Municipality features a mix of rural hamlets and a thriving urban centre. According to the 2021 Census (Statistics Canada), North Grenville has a population of 17,964, with approximately 6,000 residents living in the urban area of Kemptville, the community's primary commercial and service hub.

Strategically located just 30 minutes from downtown Ottawa via Highway 416, with convenient connections to Highways 417 and 401, North Grenville is well positioned for sustained growth. Population projections anticipate a community of 30,602 **by 2046**, with the majority of new development concentrated in Kemptville's urban area.

To enhance the Municipality's public spaces and continue providing a welcoming environment for residents and visitors, the Municipality of North Grenville is inviting qualified and experienced firms to submit proposals for the supply of liners, soil, greenery, flowers, and planting/arrangement services for hanging baskets.

The successful proponent will be responsible for providing all materials and services necessary to prepare, plant, and arrange the hanging baskets in accordance with the specifications outlined in this Request for Proposals (RFP).

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Invitation

The Municipality of North Grenville is inviting qualified and experienced firms to submit proposals for the supply of liners, soil, greenery, flowers, and planting/arrangement services for hanging baskets.

Proponents must submit one complete proposal via emailed PDF to:
prctenders@northgrenville.on.ca Attention: Tana Torch, Director of Parks, Recreation and Culture.

Submission Deadline: Proposals must be received no later November 17, 2025 at 11:00 a.m. (local time.) Late submissions will not be considered.

2.1 Charge for Documents

All documents, including background information, will be provided at no cost.

2.2 Costs Incurred by Proponents

All costs and expenses incurred by proponents in preparing and submitting proposals, including any costs incurred during discussions, presentations, or negotiations with the Municipality, are the sole responsibility of the proponent.

2.3 Acceptance of Terms

Submission of a proposal indicates acceptance of all the terms, conditions, and requirements set forth in this RFP. The Municipality reserves the right to reject any or all proposals and to waive irregularities and informalities at its sole discretion.

2.4 Insurance

The successful proponent shall, at its own cost and expense, obtain and maintain in full force and effect the following insurance coverage for the duration of the contract through a company duly registered and authorized to conduct insurance business in the Province of Ontario.

Prior to the award of a contract, the successful proponent must provide the Municipality with Certificate(s) of Insurance or certified copies of each policy, including any amending endorsements, signed by an authorized representative of the insurer. Work will not be authorized to commence until these documents are received and approved by the Municipality.

1. Commercial General Liability Insurance

- Broad form Commercial General Liability policy with a minimum limit of \$5,000,000 per occurrence for third-party liability claims, including bodily injury, property damage, and personal injury.
- Coverage must include, but is not limited to:
 - Premises and operations liability
 - Blanket contractual liability
 - Products and completed operations
 - Tenants' legal liability
 - Non-owned automobile liability (if applicable)
 - Owners and Contractors Protective Liability (if applicable)
 - Contingent Employers Liability (if applicable)
 - Breach of Conditions Clause

2. Professional Liability (Errors & Omissions) Insurance

- Minimum limit of \$2,000,000 per occurrence.

3. Automobile Liability Insurance

- Minimum limit of \$2,000,000 per occurrence, required only if the work involves the use of vehicles as part of the contract.

- Proof of insurance must be provided prior to contract award. All coverage shall remain in effect for the duration of the contract.

2.5 Clarification

All inquiries regarding this RFP must be submitted by email to prctenders@northgrenville.on.ca no later than November 3, 2025 at 3:00 p.m.

Responses to all inquiries will be issued by the Municipality as written addenda via emailed PDF by November 5, 2025 at 3:00 p.m. The source of any inquiry will not be identified in the response.

3.0 TERMS OF PAYMENT

3.1 Terms of Payment

Following notification of award, receipt of all required insurance and WSIB documentation, completion of the work described in this RFP and subsequent contract, and successful final inspection by the Municipality, payment will be made within thirty (30) calendar days from receipt of invoices.

3.2 Proposal Validity

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty (60) calendar days following the deadline for receipt of proposals.

3.3 Follow-On Contracts

The Municipality reserves the right to award subsequent phases of the project to the successful proponent. Fees for any follow-on contracts shall be based on the same unit rates or per diem rates proposed under this RFP, unless otherwise negotiated and approved by the Municipality.

The Municipality also reserves the right to solicit competitive proposals for subsequent phases if doing so is deemed to be in the best interest of the Municipality of North Grenville.

4.0 TERMS OF REFERENCE/ PROJECT INFORMATION

4.1 Address of Project/location: Kemptville, Ontario

4.2 Site Meeting: If deemed necessary, a site meeting may be scheduled.

4.3 Scope of project

The Municipality of North Grenville is seeking proposals from qualified vendors to provide professional services for the preparation and planting of seasonal displays in the downtown area of Kemptville.

The scope of work includes:

- Hanging Baskets: Supply of new fibre liners yearly, soil, and a variety of drought-tolerant greenery and flowers, along with planting and arrangement services, for 100 pre-existing hanging baskets (18" diameter).
- Planters: Supply of new fibre planter liners, soil, and a variety of drought-tolerant greenery and flowers

4.4 Deliverables:

Required Deliverables:

- Supply of new fibre liners yearly, soil, greenery, and flowers for 100 pre-existing hanging baskets (18" diameter).
- Planting and arrangement services for 100 hanging baskets.
- Supply of new fibre planter liners yearly, soil, greenery, and flowers for 16 pre-existing planters (29.25" long x 10.25" wide).
- Planting of 16 planters.
- Delivery and installation of completed baskets and planters at the designated downtown locations.

Optional Deliverables (to be priced separately in the Optional Pricing Schedule):

- Ongoing maintenance of hanging baskets and planters, including:
 - a. Regular watering and fertilization
 - b. General plant care and upkeep
 - c. Replacement of plants as needed to maintain appearance and quality for 16 pre-existing planters (29.25" long x 10.25" wide).

4.5 Conditions

Delivery by June 1st yearly.

5.0 EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria. The Municipality reserves the right to award the contract to the proponent whose proposal is deemed most advantageous, considering all aspects of the proposal, not necessarily the lowest cost.

5.1 Basis of Selection

Proposals will be evaluated based on:

- Overall responsiveness to the RFP requirements
- Demonstrated ability to meet project objectives
- Qualifications and experience of the firm and project team
- Quality of the proposed methodology and work plan
- Cost, including completeness and reasonableness of pricing

5.2 Qualifications and Experience of Company

Proponents must demonstrate relevant experience.

6.0 SPECIAL TERMS AND CONDITIONS

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Municipality will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The Municipality does not bind itself to accept the lowest price proposal, or any proposal submitted.

The Municipality has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the Request for Proposal.

The Consultant acknowledges that the Municipality shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Municipality in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted, and the Municipality shall have the *unfettered* right to:

- (i) Accept a non-compliant Proposal.
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Municipality reserves the right to consider, during the evaluation of Proposals:

- (i) information provided in the Proposal document itself.
- (ii) information provided in response to enquiries of industry references set out in the Proposal.
- (iii) information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience, and capabilities of the Consultant.
- (iv) the manner in which the Consultant provides services to others.
- (v) the experience and qualification of the Consultant's senior management, and project management.
- (vi) the compliance of the Consultant with the Municipality's requirements and specifications; and
- (vii) innovative approaches proposed by the Consultant in the Proposal.

The Consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individual nominated in section 1.0.

Municipal Freedom of Information and protection of Privacy Act

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all information posted to websites and/or accessible to the public must be in accessible format.

All Municipality of North Grenville facilities and properties fall under the Smoke-Free Ontario Act 2017. Any consultants and contractors on Municipal properties or in Municipal facilities must adhere to these laws.

7. SIGNATURE PAGE REQUIREMENTS

I/we, the undersigned, having examined the RFP and all related documents, do hereby offer to provide the services as outlined in the proposal. I/we certify that the information provided is true, complete, and accurate, and that I/we are duly authorized to sign and submit this proposal on behalf of the Proponent.

Proponent Information:

Legal Name of the firm:
Address:
Phone Number:
Email Address:
Website (if applicable):

Authorized Signing Officer(s):

Printed name(s) of signing officer(s)	Printed name(s) of signing officer(s)
Title(s)/Position	Title(s)/Position
Signature	Signature
Date of Signing	Date of Signing

Pricing Schedule "A"

Item	Description	Quantity	Unit Price (\$)	Total Price (\$)	HST	Notes
1	Supply of liners, soil, greenery, and flowers for hanging baskets	100 baskets (18" diameter)				
2	Planting and arrangement services for hanging baskets	100 baskets				
3	Supply of liners, soil, greenery, and flowers for planters	16 planters (29.25" L x 10.25" W)				
4	Planting and arrangement services for planters	16 planters				
2026 Subtotal						
2027 Subtotal						
2028 Subtotal						
HST Subtotal						
GRAND TOTAL						

Supporting Documentation: Proponents are encouraged to provide supporting documentation to accompany their pricing schedules, including but not limited to:

- Detailed breakdowns of lump sum fees (by discipline, staff role, or phase)
- Assumptions or exclusions that may affect pricing
- Hourly/daily rates for key personnel (for services billed on a time basis)
- Any other relevant information that supports or clarifies the proposed pricing.

Optional Pricing Schedule "B"

Optional Pricing Schedule – Maintenance

Item	Description	Frequency	Unit Price (\$)	Total Price (\$)	HST	Notes
1	Watering of hanging baskets and planters	(e.g., daily/weekly – vendor to specify)				
2	Fertilization	Vendor to specify schedule				
3	General plant care and upkeep	Ongoing				
4	Replacement of plants as required	As needed				
2026 Subtotal						
2027 Subtotal						
2028 Subtotal						
HST Subtotal						
GRAND TOTAL						

Supporting Documentation: Proponents are encouraged to provide supporting documentation to accompany their pricing schedules, including but not limited to:

- Detailed breakdowns of lump sum fees (by discipline, staff role, or phase)
- Assumptions or exclusions that may affect pricing
- Hourly/daily rates for key personnel (for services billed on a time basis)
- Any other relevant information that supports or clarifies the proposed pricing