

BIA Seasonal Flowers and Maintenance – RFQ #BIA01-011

ADDENDUM to RFQ #BIA-01-011

RFQ #BIA 01-11 is amended as follows:

(A)

As an **alternative to a Quotation Deposit** (page four section: Quotation Deposit) an **Irrevocable Letter of Credit** from a recognized Financial Institution will be accepted. The value of such Letter of Credit must be for the Annual Total Tender Amount. This Letter of Credit will be for a 12 month period from the date of initial issue and must be renewed each year for the duration of the contract. Failure to provide the Bracebridge Improvement Area (BIA) Board of Management with an original copy of a renewed Letter of Credit by the expiry date of the Letter of Credit issued for the previous twelve months, will, at the sole discretion of the Bracebridge Improvement Area (BIA) Board of Management, and will place the contractor in a position of Non-Performance.

If bidder(s) choose to provide Irrevocable Letter of Credit, the Bidder(s) must fill out an "Intention to Provide a Irrevocable Letter of Credit" form which is provided with addendum, (see statement H). Only if the bidder(s) is awarded the contract must they provide an original Letter of Credit signed by an officer of a recognized Financial Institution. This letter will be addressed to "The Bracebridge Business Improvement Area, referencing Seasonal Flowers and Maintenance, and must indicate that approval has been given for a Letter of Credit or Guarantee.

The original Irrevocable letter of Credit must be provided by the awarded bidder within TEN (10) DAYS of Notice of Contract Award otherwise the Agreement shall be null and void

(B)

Changes to **Schedule "C" Work Details** (page 11,12,13,14 Sections Summer, Fall, Winter)

1. Summer

Start Date - Summer flowers are to be put out within one (1) week of the official lift of the night frost warning

- Supply material, labour, plant flowers and hang 120 flower baskets on light standards.
- Supply material, labour, plant flowers and deliver 70 oak barrels and distribute to designated locations within the BIA.
- Supply material, labour and plant flowers in 4 permanent wooden planter boxes
- Supply material, labour and plant Annual Flowers in the 2 permanent Flower beds located at the corner of Taylor Road and Manitoba Street.
- Supply material and the labour to maintain all flowers within the BIA on a daily basis from June 1 to September 30.
- Maintenance to include fertilizing, watering daily.
- Additional maintenance to include removing dying foliage, dead heads and weeding when required.

Work Detail:

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i) Hanging baskets – Planter size – 28 inch diameter

Minimum requirements - based on the past season

- Flower Type – Wave Petunias
- Colours – Variety of Pinks, Purples, Whites
- Surface Coverage – Requires full basket coverage with blooms showing when baskets are hung at the start of the season.
- Maintain with Water and Fertilizer daily from June 1st – September 30th

ii) Oak Barrels – Planter size – 30 inch Diameter

Minimum Requirements- based on the past season

- Flower Type – 3 - 6" Wave Petunias
- Center – 1 Red Grass
- Additional Plants – 1 - Potato Vine
 - 1 - Scavolia
- Colours – Variety of pink/purple/white, must compliment hanging baskets
- Surface Coverage – Requires full coverage when barrels are distributed to specified location at the start of the season.
- Maintain with Water and Fertilizer daily from June 1st – September 30th.
- De-head if needed.

iii) Permanent Wood Planters – 2 Feet x 5 feet

Minimum Requirements based on the past season

- Flower Type – Wave Petunias
- Colours – Must compliment hanging baskets
- Additional Plants- 2- Potato Vine
- 2 – Scavolia
- Maintain with Water and Fertilizer daily from June 1st – September 30th.
- De-head and weed if needed.

iv) Permanent Flower Bed – Corner of Taylor Road and Manitoba Street

Minimum Requirements based on the past season

- Annual Flower – Wave Petunias

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- Colours – Must compliment hanging baskets
- Additional Plants – Red Grass
- Maintain with Water and Fertilizer daily from June 1st – September 30th.
- Weed and De-head if needed.

Current flower types and colours will be reviewed yearly. Recommendations on new flower types and colours from the awarded contractor are welcome however it must be done in writing no later than January for the upcoming season. Changes to flower type and colour must be approved by BIA Board of Management or their Designate.

2. **Fall**

Start Date - Mid to late September after first night frost returns and baskets are no longer looking as full.

- Remove and store 120 hanging baskets. Removal date – expected removal date last week of September
- Supply material and labour to remove summer flowers from oak barrels along Manitoba Street.
- Supply 187 fall mums 9 inch diameter and plant along Manitoba Street within the Oak Barrels, 4 permanent Wood Planters and 2 permanent Flower beds.
- Remove and store the remaining 14 barrels that have not received fall mums. Location of barrels that are to be removed will be determined by BIA.
- Supply material and labour to remove summer flowers from 2 permanent Flower beds located at the corner of Taylor Road and Manitoba Street and plant fall mums.
- Supply material, labour to remove summer flowers from 4 permanent wood planters and plant fall mums.
- Supply material and the labour to maintain all fall mums until September 30th

Work Detail –

- Oak Barrels** – Minimum Requirements - based on the previous season.
 - Flower Type – Fall Mums
 - Current Colours – Variety Red, Yellow, Orange, Plus Centre Plant
 - Quantity – 3 Mums per Barrel, Minimum 9 inch pot size
 - Additional Plants – Where possible continue to use summer Red Grass and trailing plants.
 - Fertilize and water daily all plants until September 30th

3. **Winter**

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- i) Remove and store 70 oak barrels. – First week of November

- ii) Store 120 Hanging Baskets and their hangers and liners.

Minimum Requirements

- Store and re-use hanging basket liners where possible.
- Re-use any other required items where possible.
- Oak Barrels are to be elevated off the ground using skids or other methods to reduce winter rot.
- BIA requests that all BIA owned items be covered if being stored outside.
- Provide the BIA with a list of replacement items for the following season.

Note: The exact removal date of the flowers will be at the discretion of the BIA Board Directors or their designate. If the weather permits and the flowers are in good condition the BIA has the option of extending the time frame to which the flowers remain out.

Work Details:

Contractor will be responsible for storing all BIA owned property throughout winter season. Damage occurred due to improper storage will be at the cost of the Contractor.

Current flower types and colours will be reviewed yearly. Recommendations on new flower types and colours from the awarded contractor are welcome however it must be done in writing no later than January for the upcoming season. Changes to Flower type and colour must be approved by BIA Board of Management or their Designate.

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STATEMENT “H”

Intention to provide a Irrevocable Letter of Credit

Section A “Addendum to BIA Seasonal Flowers and Maintenance- RFQ #BIA01-11” requires the Bidder to complete the “Intention to provide Irrevocable Letter of Credit” if they choose the option of providing a Irrevocable Letter of Credit.

WE, the undersigned, hereby agree and certify that we will provide an Irrevocable Letter of Credit, that will satisfy the terms outlined in this Tender if contract is awarded to the Undersigned.

IT IS A CONDITION of this Agreement that if the above mentioned bidder is accepted, The original Irrevocable letter of Credit must be provided by the Undersigned with TEN (10) DAYS of Notice of Contract Award otherwise the Agreement shall be null and void

DATED AT _____ this _____ day of _____ 2012.

CONTRACTOR’S NAME

ADDRESS

SIGNATURE OF AUTHORIZED PERSON

POSITION

ADDENDUM DATED: this 20th day of January 2012

At: The Bracebridge Business Improvement Office

Tracy Larkman
Bracebridge Business Improvement Area
Administrative Coordinator
P.O. Box 845
Bracebridge ON
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