

CITY OF NORTH BATTLEFORD
Supply of Plants for Floral Display
RFQ#: CNBPRFLOWERS0825

REQUEST FOR QUOTE

INSTRUCTIONS TO BIDDERS

The City of North Battleford requires Vendors to submit pricing for the following: **Supply of Plants, Grasses and Flowers for Floral Display**, including standard features in the base price. Vendors must also provide separate pricing for all specified features as outlined in the Terms and Conditions of this **Request for Quote**.



1. Quotes must be submitted to:
City Clerk's Department
City of North Battleford, SK, Canada
Via E-mail: tenders@cityofnb.ca (Add RFQ # in Email subject line)
Phone: 306-445-1700
By 4:00 pm Saskatchewan Time, Friday, August 22, 2025
2. This is a **three-year contract from March 2026 to August 2028**
 - a. Flowers are to be scheduled for delivery to the Parks Shop each May.
3. The City of North Battleford requires flowers, plants and grasses for flower beds, hanging baskets, and planters (see sample photos above) for approximately 12,000-14,500 units. Please briefly explain why the listed flowers, plants and grasses are well-suited for the city.
Note: City staff will plant all products following a recommended design.
4. The maximum budget allocated for the first year of the contract is **\$23,000**, inclusive of taxes and delivery charges. The City seeks information regarding the quantity and variety of floral displays that can be provided within this pricing framework.
5. Submit company background information.
6. Submit the Bid Form(s).

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7. The Bid Form should be signed by an authorized officer of the company. Joint bids require signature and address on behalf of the Vendor.
8. Submit two professional references with comparable requirements
9. The City of North Battleford may cancel any order or quote if goods or services do not meet requirements.
10. Quoted prices must be net, firm for the duration of this contract, and stated in Canadian Funds, inclusive of all applicable taxes, duties, price increases, and fees. Prices are to be F.O.B. to any location within the City of North Battleford.

If pricing changes annually, submit a separate Bid Form for each contract year.

11. In the event of a dispute over interpretation of these Terms and Conditions, the decision of the City of North Battleford is final.
12. Technical questions should be directed to Gord Whitton, Parks & Arenas Manager at 306-445-1748 or parksandarenas@cityofnb.ca
13. Vendor's rights and obligations are exclusively as described herein. Only written terms of this Request for Quote apply; no implied, verbal, or customary terms will be considered.
14. The agreement shall be governed and interpreted according to the laws of the Province of Saskatchewan.
15. With respect to Quotes, and multi-year contracts, the City reserves the right to refuse any or all Quotes which were deemed necessary in the interest of the City. Considerations include, but are not limited to, supply and service quality, timelines, performance, trustworthiness, solvency, outstanding payments owed to the City, and the existence or potential of legal disputes or conflicts with the City of North Battleford.
16. The City of North Battleford upholds the Saskatchewan Cities Act and the Local Authority Freedom of Information and Protection of Privacy Act.
17. The Vendor may cancel this contract with a six month notice to the City without penalty.
18. The City may cancel this contract with a six month notice to the Vendor without penalty.
19. Acceptance of the lowest bid is not guaranteed.

QUOTE PROCESS

Quotes received by the City Clerk's Department **after** 4:00 pm, Saskatchewan Time, August 25th, 2025, **will not be considered**.

Upon closing, the City of North Battleford will review all Quotes for completeness and compliance with stated requirements.

SCHEDULE

Contract Term: Three Years from March 1, 2026, to August 30, 2028
Quote Release Date: Monday, July 14, 2025
Quote Closing Date: Friday, August 22, 2025
Intention to Award: Tuesday, September 9, 2025

EVALUATION CRITERIA

Price	35%
Variety (Types & number of flowers, plants and grasses)	25%
Quantity	20%
Delivery Schedule	10%
References	10%

REQUIREMENTS/SCOPE OF WORK

1. Submission of Quote on or before deadline.
2. Submission of company background information and signed/authorized Quote Bid Form(s).
3. Submission of two professional references with comparable requirements.
4. A list of the quantity and types of plants, flowers and grasses, including unit prices and total cost.
5. Delivery of product is expected **on or before May 31** (weather permitting).
6. Once the bid has been submitted and awarded, any changes to plants, flowers, or grasses require authorization from the Parks Manager.

Planting Information:

- All plant material must be free of pests and diseases.
- Plants must be in a P18EP container or as otherwise negotiated with the Parks & Arenas Manager.
- Six plants per container unless otherwise specified.
- Stock must be mature and transplantable into final locations.
- Perennials must conform to Canadian Nursery Stock Standards.
- All flowering plants must be in bud or just beginning to flower at the time of delivery.

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BID FORM

<i>Please Print</i> Contract Year(s): Company Name: Address: Phone: E-mail: Contact Person:		Authorized Signature(s): <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Print Name Signature </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Print Name Signature </div> Date:	
QUANTITY	DESCRIPTION	UNIT PRICE (CAD)	TOTAL PRICE
Total:			
Delivery Date: Page__ of __	Sub-Total		
	Delivery		
	GST		
	PST		
	Grand Total		