



Village of South River Request for Proposals

1. RFP Organizational Overview

The Village of South River would like to introduce landscaping elements to create a more “curb-appealing” community at several key locations throughout the Village.

The Village of South River was, historically, industrial. It was the manufacturing home of BBQ charcoal and wood veneer. With the demise of these industries the community has been re-establishing itself as a destination community. It is the paddling entrance to Algonquin Park, the home of Swift Canoe and Kayak and The Bear Chair Company.

When tourists and the leaders of the G8 countries are in our region next summer we would like to have the opportunity to show them our very best.

2. Schedule of Events

<u>Event</u>	<u>Date</u>
RFP Release Date	September 15, 2009
Proposal Due Date (Received by)	October 2, 2009; 3:00 p.m.
Proposal Public Opening Date/Time	October 6, 2009; 3:00 p.m.
Evaluation Period	October 6 – 9, 2009
Anticipated Contract Award	October 13, 2009

3. General Information

- Purpose or Intent- The purpose or intent of this RFP is to solicit competitive sealed proposals to establish a contract for designing a landscaping concept for Village of South River public properties.
- Background- The Village of South River has received a small amount of funding from the G8 Fund to be used to design and physically create landscaping elements which reflect and enhance the Village’s natural beauty.
- Key areas the Village would like to see focused upon are:
 - + The Municipal Office Building/Library at 63 Marie Street
 - + The new Dufferin Street playground
 - + The Tebby Blvd playground

- + The existing flower gardens at the Visitor Information Centre
- Key features the Village would like to see incorporated throughout the community are:
 - + Permanent, minimal-maintenance gardens with an emphasis on stone, gravel and other natural materials native to this region
 - + Animal retardant garbage containers
 - + Bicycle racks
 - + Benches
 - + Movable, but not portable, flower planters
 - + Low maintenance shrubbery and plants

The successful candidate will provide a time line by which each phase of construction will be complete. The entire project must be completed by no later than May 31, 2010.

The successful candidate also agrees to the following:

1. To keep the work area neat and tidy and public buildings must be kept accessible during construction to eliminate the possibility of personal injury to passers-by and business interruption.
 2. It is agreed that he/she/company will not be considered an employee of the Corporation of the Village of South River and therefore not covered by any employment insurance or workers safety insurance.
 3. Agrees to indemnify and hold harmless the Corporation of the Village of South River from any liability resulting from negligence by him/her or on her/their behalf.
 4. To provide the municipality with all warranties for products and plants used in the project.
 5. To provide the municipality with a report each and every month detailing the work done and work being planned for the next month until the project for the purpose of reporting to the Canadian Government on the progress of the project
 6. The scope of the work will include the design, amendments to the selected design, research, ordering and obtaining materials, construction, planting, initial care of new plantings, area clean-up.
- 4. Contract Terms**
Cash draws will be made on a monthly period following a Request for Funds which will accompany the Monthly Progress Report.

5. Additional Information

Specific questions concerning the RFP should be submitted in writing prior to the deadline. Oral responses by the Village are to be considered tentative. Written copies of all questions and official Village responses will be supplied to potential candidates as quickly as possible.

7. Vendor requirements

1. Mandatory Requirements- proper licensing, proof of \$2 million dollars liability insurance. Bondable.
2. Vendor Organization- Describe your organizational structure and history. Example- Company size, previous jobs, customer service policy, number of employees, technical licenses or certificates relative to the product or service being offered.
3. Vendor Qualifications and Experiences- Describe your qualifications and experience providing similar services or goods as required in this RFP.
4. References- The candidate shall provide a minimum of three (3) trade references including names of persons who may be contacted, position of person, address and phone numbers where products or services similar in scope to the requirements of this RFP have been provided.

8. Proposed Response Form

The candidate shall fully answer all of the Vendor Requirements as listed in the format above.

As part of the complete proposal package the candidate shall submit a landscape concept proposal in a separate sealed envelop clearly marked "Confidential-Landscape Concept Proposal."

10. Discussions and Best and Final Offer

The Village of South River may, at its sole option, either accept a candidate's initial proposal by awarding of the contract or enter into discussions with the candidate whose proposals are deemed to be reasonably susceptible of being considered for the award. After discussions are concluded a candidate may be allowed to submit a "Best and Final Offer" for consideration.

11. Negotiations

The Village of South River may, in its best interests, elect to enter into negotiations with the responsible bidder. Lowest bid not necessarily accepted.

Submission Deadline: Friday, October 2, 2009

**Submit to: The Village of South River
P.O. Box 310,
63 Marie Street
South River, Ontario
P0A 1X0**