



Nottawasaga Valley Conservation Authority

**REQUESTS FOR QUOTE (RFQ) 03/2018 FOR TREE PLANTING AND
SPRAYING SERVICES - SPRING 2019**

Sealed quotes will be received by the undersigned on behalf of the Nottawasaga Valley Conservation Authority (NVCA) as follows:

One (1) hard copy is to be submitted, in a sealed envelope clearly marked "Confidential - RFQ 03/2018, Tree Planting & Spraying Services, Spring 2019".

The completed quotations will be received until 2:00 p.m. local eastern standard time on Friday, January 18, 2019, by:

Rick Grillmayer
Manager, Forestry
Nottawasaga Valley Conservation Authority
John Hix Conservation Administration Centre
8195 8th Line, Utopia, Ontario
L0M 1T0

Quotes via fax or email cannot be accepted.

This time and date will be deemed to be the closing of the quote. Late quotes will not be considered.

Please note that the lowest quote will not necessarily be successful or accepted. The NVCA reserves the right to accept any quote or to reject any or all quotes.

The selection will take place in the 4th week of January with the successful bidder being notified after.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or admin@nvca.on.ca

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Section A - Instructions

1. FORM OF THE QUOTE

All quotes must be upon the Quote Form contained herein and be signed by the bidder with their business address.

Bidders will also submit the following forms complete in all respects:

- Valid pesticide applicator license – Pesticide Operator and Forestry Exterminator.
- Proof of Liability Insurance.
- Proof of WSIB coverage.
- Quote Form.
- References.
- Proof of Ability.

2. PRICING

All prices submitted shall remain firm until the completion of the contract.

3. QUOTE ADJUSTMENT

- 3.1 Adjustment by fax, e-mail or letter to a quote already submitted will not be considered. A bidder desiring to make adjustment to a quote submitted must withdraw the quote and submit another quote before the closing date and time, clearly noting that the quote is 'an amended quote', and showing an amended submission date. A quote may be withdrawn at any time prior to the time of closing.
- 3.2 Should there be any error in extensions, additions or computations, the unit price shown will govern.
- 3.3 The quote form must be signed in the spaces provided on the form, with the signature of the bidder or an authorized signing authority for the organization bidding.
- 3.4 The quotes must be clearly legible and all blanks filled in.

4. INSURANCE

The contractor shall maintain liability insurance in the amount of not less than five million dollars (\$5,000,000.00) per occurrence. The NVCA shall be named as an additional insured. Prior to signing of the contract the contractor shall submit proof of insurance to the NVCA. The contractor will also be required to sign a Hold Harmless agreement and provide a Certificate of Insurance to include Pesticides Act coverage.

5. LIABILITY

The Contractor shall be responsible for all injuries to persons and for damage to property caused by their operations and their employees engaged in connection with the work. The Contractor shall indemnify and save harmless the NVCA from all suits and actions for damages and costs to which the NVCA may be put by reason of injury or death to persons and damage to property of the NVCA and others resulting in the performance of the services required.

6. WORKPLACE SAFETY & INSURANCE BOARD

The successful bidder will be required to supply before commencement of the contract a certificate from the Workplace Safety and Insurance Board indicating that the bidder is in good standing with the Board before commencement of Contract and upon request will make available proof that all premiums payable are up to date.

7. LICENSING

The successful bidder will be required to supply proof of a valid Pesticide Applicator (Forestry Exterminator) and Operators License under the Pesticides Act of Ontario.

8. PROOF OF ABILITY

The bidders will be competent and capable of performing the scope of work specified and will provide with the quote the following information:

- Number of persons to be employed with this tender.
- A brief description of how the contract would be carried out.
- Three references. The NVCA reserves the right to fully investigate the qualifications of any bidder.
- Any additional pertinent information may be supplied at the bidder's option.

It is not the intent of the NVCA to award this contract to anyone who does not furnish satisfactory evidence of sufficient experience in this class of work.

9. RIGHT TO ACCEPT OR REJECT

9.1 No claims will be allowed after the submission of a quote or award of a contract on the basis that there was a misunderstanding of the terms and conditions or specifications or for any other reason.

9.2 The NVCA reserves the right to accept or reject any or all quotes and the lowest or any quote will not necessarily be accepted.

10. QUERIES REGARDING RFO

Any queries regarding the work and services required under this project should be directed to the Manager, Forestry at 705-424-1479 ext. 230. E-mail enquiries will be accepted at rgrillmayer@nvca.on.ca; however, the NVCA will not be responsible for any e-mail enquiries not responded to.

Section B - General Conditions

1. Machine planting is to commence during the week of April 23 (weather and seedling availability permitting), **OR** 1 week after seedlings are available from the nursery. Machine planting **must** be completed within 3 weeks of commencement.
2. Hand planting is to commence during the week of May 6 (weather and seedling availability permitting), **OR** 1 week after seedlings are available from the nursery. Hand planting **must** be completed within 3 weeks of commencement.
3. All trees are to be planted by May 27 (weather permitting).
4. All landowners must be contacted a minimum of three days prior to the completion of works so that access to the planting site can be arranged. Several landowners wish to be onsite at the time of planting; several sites have locked gates or very large dogs that are not tied up.
5. Site preparation via backpack shielded applications of "simazine+glyphosate" can only commence after clearance is given by the NVCA and is to be completed by June 15.
6. The equipment used for the band application of simazine must allow for sufficient shielding so that the planted trees do not come in contact with the applied herbicide mixture. Air-induction or equivalent nozzles **must** be used.
7. For hand planting the contractor will pick up the trees at our cold storage facility at 8195, 8th Line, Utopia, Township of Essa, at the beginning of each day.
8. For machine planting the NVCA will attempt to meet the contractor onsite and deliver the trees. If this cannot be coordinated, the contractor will pick up the trees at our cold storage facility at 8195, 8th Line, Utopia, Township of Essa, at the beginning of each day.
9. Stock types are bare root, with ages being 1+0, 3+0, 1.5+1.5, G+1, J+1, J+2, 2+2, J+1.5, and 1+2. Stock is sourced from Somerville Seedlings.
10. The contractor must provide written daily reports on planting and spraying to the NVCA.
11. All herbicides required for spot spraying, shielded spraying and band spraying of simazine must be provided by the contractor. If glyphos is to be added to the band spraying operation it would be provided by the NVCA. The contractor should also ensure that they can transport all water required for spraying as it is not readily available on all of the spraying sites.
12. All equipment must be provided by the contractor. Hand planting will not be accepted as a substitute for machine planting unless specifically cleared by the NVCA due to site conditions.
13. The number of trees to be planted and sprayed in all categories may change between the acceptance of the quote and the signing of the contract. Any additional work would be awarded at the accepted bid.

Section C - Scope of Contract

The Quote is for the machine and hand planting of tree seedlings, shielded band applications of Simazine and hand shielded applications of simazine+glyphosate as listed in the attached specifications.

All quotes must be submitted in the form of \$/tree planted (including HST), and \$/tree sprayed (including HST), on the form provided.

Section D - References

Provide three references to be verified for this contract.

Reference One

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Reference Two

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Reference Three

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Section E – Quote Form

Nottawasaga Valley Conservation Authority

**QUOTE FORM
 TREE PLANTING AND SPRAYING 2018 - RFQ 03/2018**

I/We _____

having carefully examined the attached quote information in detail including familiarizing myself/ourselves with the scope of work were the proposed work will be performed and all quote documents relating thereto, do hereby quote to supply all necessary labour, material and equipment to fulfil the Contract Obligations at the prices specified below.

**NVCA TREE PLANTING AND SPRAYING 2019
 Deadline 2:00 p.m., Friday, January 18, 2019.**

Item	Note	Quoted Price
Hand Planting of 19,650 trees.	All sites and species to be planted shown in Section C, Hand Planting.	\$ _____ per tree incl. HST
Hand Shielded Application of Simazine + Glyphosate on 9,150 trees.	All sites and application rates shown in Section C, Hand Planting and Tending via Backpack.	\$ _____ per tree incl. HST
Machine Planting of 67,800 trees.	All sites and numbers to be planted shown in Section C, Machine Planting.	\$ _____ per tree incl. HST
Shielded Band application of Simazine on 60,650 trees.	All sites, number of trees and application rates shown in Section C, Machine Planting.	\$ _____ per tree incl. HST

Signatures

For the Company

Company Name: _____
 Contact Name: _____
 Phone: _____
 Signature: _____
 Date: _____

For the NVCA

Authorized by: _____
 Authorizing Signature: _____
 Title: _____
 Date: _____

Schedule 1 – Quote Form Submission Check-List

The bidder is to submit the following:

- Valid Pesticide Applicators Licence – Operator and Forestry Exterminator
- Section A
- Proof of Insurance
- Section A
- Proof of WSIB Coverage
- Section A
- Brief description of how the contract is to be carried out
- Section A
- References
- Section D
- Quote Form
- Section E