



## **GARDENS AND GROUNDS MAINTENANCE SERVICES REQUEST FOR QUOTE**

The City of Enderby is accepting quotations for its Gardens and Grounds Maintenance Contract commencing the 1<sup>st</sup> day of April to the 15<sup>th</sup> day of October in each of the years 2015, 2016, and 2017.

Signed quotes in a clearly marked sealed envelope will be accepted until 2:00 p.m. on Wednesday, February 11, 2015 and must be submitted on the attached Gardens and Grounds Maintenance Quotation Form.

A non-mandatory information meeting will be held at City Hall on Monday February 2<sup>nd</sup>, 2015 at 11:00 a.m. to review the contract and to address any questions.

Any addendums will be posted on the City of Enderby website [www.cityofenderby.com](http://www.cityofenderby.com). It is the bidder's responsibility to check for any addendums.

Bidders shall be required to submit evidence as to their ability to carry out the work, must have at least three years of experience as a bonafide contractor in landscape maintenance services and should be prepared to satisfy the City of such experience and as to their competency for performing the work satisfactorily and within the time frame stated in the Contract.

Before submitting a quote, the Bidder shall examine all work locations as outlined in the Contract and satisfy himself as to the local conditions. The Bidder is fully responsible for obtaining all information for the preparation of this Quote and for the execution of the work. Without limiting the generality of the foregoing, the Contractor shall satisfy himself of any special risks, contingencies, regulations, safety requirements and other circumstances which may be encountered.

Additional information or questions can be directed to Tate Bengtson at 250-838-7230 or [tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com).

## GARDENS AND GROUNDS MAINTENANCE QUOTATION FORM

I, \_\_\_\_\_ for the purpose of providing gardens and grounds maintenance services to the City of Enderby Grounds commencing the 1st day of April until the 15th day of October, in the years 2015, 2016 and 2017, in accordance with the standards listed in Schedule "A" and "B" quote the following in a lump sum price (including all taxes, permits, licenses, but excluding the annual purchase of flowers):

2015           \$ \_\_\_\_\_ (taxes incl.)

2016           \$ \_\_\_\_\_ (taxes incl.)

2017           \$ \_\_\_\_\_ (taxes incl.)

I have read the City of Enderby Gardens and Grounds Maintenance Contract, including Schedule "A" and "B" and fully understand all terms and conditions stated therein.

I fully understand and agree that the City of Enderby reserves the right to accept or reject all or any part of any Quote at any time. The lowest Quote will not necessarily be accepted. This Request for Quote is not a tender call. The City may reissue the Request for Quote in its original or revised form. The City is not responsible for any costs incurred by the Contractor in the preparation of his or her Quote, or by reason of the acceptance, rejection, or delay in awarding the work, or cancelling the Request for Quote. The City reserves the right to negotiate changes with the Contractor after the award, without reissuing the Request for Quote.

Name and Address:

_____	Phone: _____
_____	Fax: _____
_____	Email: _____

Number of years as a bonafide contractor providing landscape maintenance services:  
\_\_\_\_\_

References - Similar Sized Contracts:

Company & Contact Name	Phone Number	Contract Details	Year of Contract	Contract Value

\_\_\_\_\_  
Name of Approved Representative

\_\_\_\_\_  
Signature