



## 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 2020, 2021, and 2022, with a possible two year extension.

Signed quotes in a clearly marked sealed envelope will be accepted until 2:00 p.m. on Wednesday, October 30<sup>th</sup>, 2019 and must be submitted on the attached Gardens and Grounds Maintenance Quotation Form.

A mandatory information meeting will be held at City Hall on Wednesday October 16<sup>th</sup>, 2019 at 11:00 a.m. to review the contract and to address any questions.

Contract and inquiry addenda 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 addenda.

Bidders will be required to submit evidence of their ability to carry out the work, must have at least three years of experience as a bonafide contractor in gardens and grounds maintenance services, preferably involving public grounds and landscaping, and should be prepared to satisfy the City of such experience and their competency for performing the work to a high standard under time and cost demands.

Before submitting a quote, the Bidder shall examine all work locations as outlined in the Contract and satisfy itself 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 itself 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 [info@cityofenderby.com](mailto:info@cityofenderby.com).



Company: \_\_\_\_\_

Contact Name & Phone #: \_\_\_\_\_

Year & Length of Contract: \_\_\_\_\_

Description of work performed: \_\_\_\_\_ Contract Value: \_\_\_\_\_

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Please attach any additional information that may be helpful to evaluate experience and competency.

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 call for tender. 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.

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Name of Approved Representative

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Signature