

**CITY OF ENDERBY
GARDENS AND GROUNDS MAINTENANCE 2023-25**

Request For Quote

The City of Enderby is requesting quotations from qualified contractors for gardens and grounds maintenance for 2023-25 with a possible two-year extension by mutual agreement.

Prospective contractors must attend the **mandatory** site and contract information meeting at City Hall, 619 Cliff Avenue, Enderby on Wednesday, November 16, 2022 at 11:00 a.m.

The contract and addenda will be posted to www.cityofenderby.com/grounds. Prospective contractors are responsible for checking for addenda.

Contractors will be required to submit evidence of their ability to carry out the work to a high standard, including at least three years of experience as a gardens and grounds maintenance contractor, preferably involving public grounds and landscaping.

Before submitting a quote, prospective contractors must examine all work locations and satisfy itself as to local conditions. Prospective contractors are fully responsible for obtaining all information for responding to this quote.

Quotes must be submitted in clearly marked, sealed, envelopes and use the attached Gardens and Grounds Maintenance Quotation Form.

Quotes will be accepted until 2:00 p.m. on Friday, November 25, 2022.

Additional information or questions can be directed to Tate Bengtson with the City of Enderby at 250-838-7230 or info@cityofenderby.com.

GARDENS AND GROUNDS MAINTENANCE QUOTATION FORM

I, _____, for the purpose of providing gardens and grounds maintenance services to the City of Enderby, in accordance with the standards and requirements expressed in the 2023-25 Gardens and Grounds Maintenance Contract, quote the following lump sum price (including all permits and licenses, but **EXCLUDING the annual purchase of flowers**):

2023 \$ _____ (plus GST)
2024 \$ _____ (plus GST)
2025 \$ _____ (plus GST)

Contractor Name and Address:

Phone: _____ Email: _____

References - Similar Contracts:

Company: _____

Contact Name & Phone #: _____

Year & Length of Contract: _____

Description of work performed: Contract Value: _____

Company: _____

Contact Name & Phone #: _____

Year & Length of Contract: _____

Description of work performed: _____ Contract Value: _____

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 for 2023-25 and fully understand all terms and conditions stated therein and have attended the mandatory site information meeting and fully understand the operational specifications and local conditions involved in the contract scope, which is reflected in my quote.

I 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 a prospective contractor in the preparation of their 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 successful proponent after the award, without reissuing the Request for Quote.

Name of Approved Representative

Signature