



REQUEST FOR SUBMISSION OF QUOTE FOR BEAUTIFY THOMPSON INITIATIVE

Request for Quote No. 10125 Issued: April 9, 2025

Purchasing Contact	:	Vicki-Lynn Clemons
Telephone	:	(204) 677-7975
Address	:	226 Mystery Lake Rd, Thompson MB R8N1S6
Fax	:	(204) 677-7980
E-mail	:	purchasingagent@thompson.ca
Closing Date and Time	:	April 30, 2025 at 4:00pm Central Time (CST).
Quotes shall be submitted to	:	purchasingagent@thompson.ca

INSTRUCTIONS TO BIDDERS

1. TERMS OF REFERENCE

The Terms of Reference provide a description of the supply contemplated (including independent Bidder obligations/responsibilities and deliverables), and other matters, that the City of Thompson (CITY) anticipates will be required.

2. INTERPRETATION

Defined words and phrases used in this Request for Quote ("RFQ") have the meaning as expressly expressed in this Request for Quote. Headings are used for convenience only and shall not affect the interpretation or meaning of this Request for Quote or any resulting Agreement.

3. INQUIRIES

Inquiries for the RFQ should be provided in writing to:

Vicki-Lynn Clemons

Purchasing Agent

City of Thompson

Phone : 204-677-7975

E-mail : purchasingagent@thompson.ca

Inquiries should be submitted as soon as possible to permit evaluation and potential response.

The CITY has the sole discretion to respond, or not, to an inquiry. Responses may be issued to the inquiring party only, or to any or all prospective Bidders.

A Bidder shall not be entitled to rely on any oral response or interpretation received in respect of an inquiry unless that response or interpretation was provided in writing.

4. ADDENDA

CITY may at any time prior to the date and time of closing, issue addenda changing this RFQ, and such addenda shall be an integral part of this RFQ.

5. BIDDERS EXPENSES

The Bidder shall be responsible for all expenses relating to the preparation of its quote and for any subsequent negotiations and discussions with the CITY.

6. LANGUAGE

Quotes and all communication required or permitted in respect of RFQ shall be in English.

7. NEGOTIATION

Before awarding a purchase against the RFQ, negotiations in respect of matters contained in this Request for Quotation(s) may be necessary to establish the form and content of any such award. The CITY reserves the right, in its sole discretion, to undertake negotiations with any, all, or no Bidder making a submission in response to this Request for Quotation.

The purpose of any such negotiations will be to obtain the most promising bidder for successful performance and delivery of supplies, and to obtain the best value for the CITY. Results from any such negotiations which produce possible modifications to the quotation submitted which,

together with the quote so revised, may be reduced to a written form of a memorandum and signed by the Bidder for use with its quote, and may form part of any awarded purchase to that bidder.

In respect of any negotiations, the CITY shall have no duty or obligation to advise any other Bidder of any of the same or to allow them to vary their submission as a result of any of the same.

8. AWARD OF RFQ

The CITY makes no representation or warranty that responding to this RFQ will result in the award of work. The CITY reserves the right to cancel this RFQ either before or after the date of closing and regardless of whether or not any quotes have been received for any reason whatsoever, in the City's sole discretion. The lowest or any quote not necessarily accepted.

Also, the CITY reserves the right to re-issue or propose all or any part of the Supply contemplated in this RFQ at any time, including after the date of closing, for any reason whatsoever, in the CITY's sole discretion.

In the case of an award of the Contract, it shall be made within thirty (30) calendar days of the date of closing of RFQ, unless an extension of the said thirty (30) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said thirty (30) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

If any quote is accepted, in whole or in part, the CITY shall notify the Bidder in writing. The Bidder cannot rely upon oral acceptance. No other act of the City shall constitute an award of the Contract. The award of the Contract shall fall under the governing laws of the Province of Manitoba.

9. SIGNING OF QUOTES

All bidders are to execute the Quote disclosing the proper legal name of each separate legal entity involved, and the office of each individual signing on behalf of each such separate legal entity.

Bidders who involve a consortium of corporations or more than one separate legal entity, such as a partnership or joint venture, are to identify their duly appointed leader in the quote. Where more than one legal entity combines to form a Bidder, all such entities shall be jointly and severally bound by the quote submitted, and any resulting contract(s) awarded.

A copy of a written agreement binding the legal entities involved in each Quote shall be provided to the CITY upon request. If no such writing exists at the time of the request, it may be necessary for such entities to document their arrangement to fulfill such requirement at any time, including after the time and date of closing for receipt of quotes and before or after an award of any Contract.

CITY may require evidence of the authority of any person purporting to sign a quote on behalf of a person, firm or corporation, whether as principal, agent or attorney.

10. A Bidder may amend or withdraw its quote any time prior to the time and date of closing by providing written notice to the CITY, received by the CITY prior to the said time, as follows:

To the attention of:
Vicki-Lynn Clemons, Purchasing Agent
City of Thompson
226 Mystery Lake Road
Thompson, MB, R8N 1S6
Email: purchasingagent@thompson.ca
Amendments must be signed in accordance with the instructions to Bidders.

11. PRIVILEGE/ DISCRETION

Notwithstanding any industry or trade custom or past practices of the CITY to the contrary, the CITY does not represent that it will necessarily, and the CITY shall not be obliged to, accept any quote, accept the lowest cost quote, or be precluded from accepting a quote or other offer or negotiating further in respect of any quote submitted. CITY reserves the right, and the Bidder acknowledges that the CITY has the right, to reject any or all RFQ, for any reason, or to accept any quote which the CITY in its sole discretion deems advantageous to itself.

12. CLARIFICATIONS

CITY may, in its sole discretion, request one or more Bidders to provide further information or documentation concerning their quote(s), or clarifying and matter(s) contained in their quote(s). In respect of any such further request for information, documentation and clarifications, CITY shall have no duty or obligation to advise any other bidder of any of the same, or to allow them to vary their quote as a result of any of the same.

13. RFQ EVALUATION

Quotes will be evaluated based on the following:

- Comprehensive project plan and methodology (40%)
- Cost-effectiveness of the proposed budget (50%)
- Timeline and capacity to meet deadlines (10%)

14. WAIVER

By submitting a quote, the Bidder acknowledges the CITY's rights under this RFQ and absolutely waives any right, or cause of action against the CITY, its officers, directors, employees and/or agents by reason of the CITY's failure to accept the quote submitted by the Bidder, whether such right or cause of action arises in contract (including fundamental breach), negligence, bad faith, or otherwise.

15. CONFLICT OF INTEREST

The Bidder warrants that to the best of its knowledge the Bidder, its directors, officers, employees, and Vendors, have and shall continue to have no conflict of interest that may be detrimental to the performance of the Supplies or to the CITY. Bidder shall provide notice to CITY of any actual, potential, or apparent conflict of interest immediately upon awareness of same.

RFQ REQUIREMENTS

Interested organizations must provide the following information in their quote:

1. **Organization Information**
 - Name, address, and contact details.
2. **Project Plan**
 - Approach to identifying and addressing graffiti.
 - Proposed schedule and frequency for watering city flowers.
3. **Budget**
 - Detailed cost breakdown, including labor, materials, and equipment.
4. **Timeline**
 - Project schedule to align with the timeline beginning June 1st, July, and ending August 31st 2025.

BIDDER INFORMATION

This quote is submitted by : _____
(Legal company name)

Hereinafter called the "Bidder", a company duly incorporated under the laws of:

Head office address : _____

Contact Person Name : _____

Phone Number : _____

Fax Number : _____

Email : _____

The Bidder's principal office dealing with this RFQ is at

Address : _____

Contact Person Name : _____

Phone Number : _____

Fax Number : _____

Email : _____

SIGNING PAGE

The words used in this RFQ have the meanings ascribed to them in this Request for QUOTATION.

We/I the undersigned, having examined all of this RFQ together with all addenda issued prior to close of RFQ, and having attended all mandatory meetings and mandatory site visits (if required), hereby submit this quote with all necessary enclosures, and hereby offer to enter into a contract to do all the work that is set out, described, or called for in this RFQ upon and subject to the terms and conditions set forth therein.

If the CITY awards a contract to the Bidder based on this quote, it shall constitute and be an acceptance of all or any stated portion of this RFQ without further communication with, or notice to, the Bidder.

Dated at _____ this _____ day of _____, 2025.

Bidder's Signature
(I have authority to bind the Bidder)

Name in Full

Witness's Signature

Name in Full

GENERAL TERMS & CONDITIONS

1. GENERAL

Any material, labour, or equipment not herein specifically mentioned or included, but which may be required to complete the supply of Paint shall be furnished by the vendor as though specifically mentioned here and without extra cost to the City.

2. SPECIFICATIONS AND STANDARD

When factory printed literature submitted to support the bid does not indicate compliance with the specifications and your company can meet these specifications by modifications, you must so state in writing that you can meet the specifications, and the necessary modifications are listed. Such writing must be submitted at bid opening time as part of your bid. Quotes must state the technical details of the product they are offering.

3. PERMITS

The Bidder shall secure and maintain all permits, licenses, clearances and approvals now or hereafter required for the performance, delivery, and execution of the Supply and Bidders' obligations under the agreement.

4. SAFETY

At the time of delivery, the product must meet or exceed all federal, provincial and local health, safety and environmental standards.

5. WARRANTY

Bidder warrants that all the supply, furnished by Bidder, or its vendors, contractor and subcontractors, shall, as applicable, be new, unused and of good quality, shall be free from defects in materials and workmanship and shall conform with applicable Laws and Governmental Authorizations, and Specifications of this RFQ.

6. PRICE

The Price submitted by the bidder is firm and shall not change over the duration of the Contract.

7. STANDARD MATERIAL

The Contractor shall supply material with all the components and features which are normally considered to be standard on that product unless specifically excluded.

The Contractor shall represent by their Tender that all supplies to be furnished under the Tender is new and unused.

As it is City's desire to buy Canadian, Contractors using components or parts other than Canadian manufacturers shall so state in their bid.

8. Payment Term: Net 30 days of submission on the undisputed invoice after the successful completion of the supply.

9. Quality must conform to the specification sheet.

SCOPE OF WORK

BACKGROUND

1. The City of Thompson is seeking quotes from qualified organizations to support the "Beautify Thompson Initiative." The successful bidder will assist in enhancing the city's appearance by identifying and removing/covering up graffiti and maintaining city flowers. This initiative is part of our ongoing commitment to maintaining a clean, welcoming, and aesthetically pleasing community for residents and visitors alike.
2. The work will take place during the following season, **June, July, and August 2025** to ensure that these tasks are completed during the peak summer months when the city sees the highest community activity and floral growth.

REQUIREMENTS

1. Graffiti Removal

- Identify graffiti within the City of Thompson.
- Purchase necessary materials to cover up graffiti, such as paint, brushes, rollers, and other supplies.
- Apply graffiti removal techniques or paint over the identified areas to restore the affected surfaces.
- Communicate with business owners if they would like the graffiti removed and obtain approval for said removal

2. Flower Maintenance

- Water all city-maintained flowers at regular intervals (twice weekly) to ensure their health and vibrancy.
- Remove dead or damaged flowers and weeds, and report any additional plant care requirements to the city.

3. SERVICES PERFORMANCE TIMELINE

CITY expects that the Work to be performed in accordance with the following schedule, Contract shall fill and submit with the Tender

Sr. No.	Event/Milestone	Start Date	End Date
1	Award date	As Soon As Possible (ASAP)	ASAP
2	Scope of Work Execution	June 1, 2025	August 31, 2025

4. RESPONSIBILITY OF THE CITY

- a. Location of Flowers (all outdoors)
 - b. Located on but not limited to: Thompson Drive, Mystery Lake Road, City Hall, TRCC, Sea Plane area, and RCMP.
 - c. All flowerpots are self-watering and will require the flower tanks to be filled up. There is an exception to 7 small non-self watering pots, which are located in front of City Hall.
- Water
- a. Water cards will be supplied by the City and refilled when needed

5. RESPONSIBILITY OF CONTRACTOR

Equipment and Materials supplied by the organization

- The organization will supply all equipment and materials, including but not limited to:
 - Paint, brushes, rollers, and related graffiti removal tools.
 - Watering equipment, such as hoses and portable water tanks. (The city has water tanks available to use if you do not have them.)
 - Tools for weed removal.
 - Vehicle
 - The organization shall supply photos of before and after of all graffiti coverups at the end of the season to the city.

Staffing

- The organization will be responsible for hiring and supervising staff, payroll, etc
- The organization will be responsible for all applicable insurances.

BID FORM

Sr. No.	Item Description	UOM	Qty.	Unit Price (CAD)	Total Price (CAD)
1	LABOR				
2	MATERIALS				
3	EQUIPMENT				
4	G.S.T.	%5			
5	P.S.T.	%7			
7	Total Price on FOB Thompson: (1+2+3+ 4+5)				

Note:

- i. Prices shall be quoted in Canadian funds.
- ii. Prices are not subject to adjustment for changes or unexpected contingencies of any kind whatsoever, including without restricting the generality of the foregoing, changes in wages, material costs, or taxes which may in future be imposed by the lawful authority within or outside of Canada.
- iii. The above-quoted prices shall include all costs to do the required work such as boarding, lodging, travel, transportation of workers, freight, transit insurance, material, and equipment, vehicles, overtime, tools, miscellaneous equipment, licenses, permits etcetera to successfully execute and complete the Work.
- iv. Prices shall also include all customs duties, surcharges, insurance premiums, permit and license fees, Workers Compensation and vacation pay assessments, and all other payroll benefits. All other applicable taxes shall be identified and included but shall not be subject to any adjustment.
- v. G.S.T. and P.S.T. shall be shown separately on the Bid Form and all other taxes shall be inclusive.
- vi. The prices quoted are firm and no change will be accepted at the price.
- vii. For your Tender to be considered, this Bid Form must be completed.

SUBMITTED BY :

Organization: _____

Signed : _____
Title : _____
Date : _____
Phone No. : _____
Email id : _____