

Request for Quotation 2023 Supply and Installation of Trees

Date issued: September 6, 2023



The Town of Canmore is requesting quotations to select a Service Provider to supply and install trees at three locations for the Town of Canmore.

1.0 SCOPE OF WORK:

1. The supply, delivery and install of 25 trees at the locations specified in **Schedule B Maps** within the Town of Canmore.
2. Removal and disposal of existing dead trees or root balls prior to install of new trees, as required.
3. The installation of provided fencing of deciduous trees as required in **Schedule B Maps**. Fencing of these trees must take place on the day the tree is installed.

1.1 Pre site work:

1. Provide valid public and private utility locates (locates are only valid for 14 days) for all planting sites. Locates from Alberta One Call and a private utilities locator are both required.

1.2 Specifications of Scope of Work:

Work Zones – Downtown Canmore, Three Sisters Sports Complex (OLS), and Centennial Park:

1. Safety zones (barricades, caution tape is acceptable) around work area and machinery will be a minimum of 5 meters.
2. A minimum of 2 workers at each work location to ensure by standing children are safe.
3. No open holes left unsupervised.

Supply Specifications

1. It is preferred that locally grown, field planted, local seed sourced plant material is preferred (within 300 km radius east and south and 150 km radius north and west of Calgary, Alberta, Canada area) or if grown outside this zone, has been started from a local seed source Provide these details on the Bid Form.
2. Indicate growing location and seed source. If a particular species cannot be sourced, then indicate by putting N/A.
3. If a particular species cannot be sourced, you may indicate a substitute species. However, substitute species may not be accepted.
4. If a particular size cannot be sourced, then indicate size of the substitute.
5. Plant material must not be sheared and must be pruned following industry best practices as outlined by the International Society of Arboriculture.

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Fencing Specifications

1. Fencing and posts will be provided by the Town.
2. Fencing is to be placed around deciduous trees as required by **Schedule B Maps** using the fencing manufactures recommendation / specification. A price per tree and tree grouping shall be provided in the bid form.
3. The fencing material will be from Deer Fence Canada, the Heavy-Duty Perimeter Deer Fence (Roll is 60m x 2.3m) with posts will be used.
4. Once installed by the contractor and approved by the Town the fence will be the responsibility of the Town to maintain.

Install Specifications

1. Use the Town of Canmore Construction and Landscaping Standards, updated in 2020, for all tasks relating to this tender document except for the items listed below, these can be found at <https://www.canmore.ca/documents/engineering/engineering-reference-documents/3973-2020-engineering-design-and-construction-guidelines>
2. Tree backfilling must be done utilizing the soil removed from the tree hole at the site. Rocks / debris bigger then 10cm in diameter must be removed and not used as backfill in and round the new tree.
3. Trees shall not be guyed or staked.
4. Tree planting orientation must ensure that the lowest limbs are not impeding pedestrian walkways or pathways
5. The base of the root ball must sit on undisturbed sub-soil (option is to compact bottom of hole to 95% standard proctor density).
6. At the time of planting cut away the strapping and remove the top 1/3 of the wire basket and burlap, prior to back filling.
7. Care is to be taken to minimize damage to existing trees. Trees within 6 meters of the installation fall under the Tree Protection Bylaw and must be protected during work. Keep machinery a minimum of 1.7meters away from existing tree trunks. Keep machinery off existing tree roots where possible. Place plywood on the ground if required.
8. Roots must be cut using sharp clean tools, leaving no uneven, rough root edges.
9. Excess soil removed from the hole to plant the trees shall be disposed of by the contractor off site.
10. A heavy water must be given to each tree/plant the same day the planting is complete. The proponent must have their own equipment; however, the Town of Canmore can provide access to water.

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11. Plant material and soil may be stored on site for a short period of time prior to planting the trees on approval of the parks designate. Excess material must be removed within 48hr of the last tree being installed at that site unless approved otherwise.
12. Tree holes must not be left as open excavations at any location while workers are not on site.
13. Cleaning of site must be completed immediately after planting takes place and include removal of dirt on sidewalks.
14. Tree sites have been preselected. If the contractor deems a site to be inappropriate due to the existence of other tree's, roots and or utilities etc. the Town designate must be consulted prior to selecting a new planting site.

1.2 Work locations as per Schedule B Maps:

- a) Map 1: Downtown Canmore - 9th Street, 7th Ave, 8th Street and 6th Ave. (Blvd and sidewalk planting) – 8 trees
- b) Map 2: Our Lady of Snow Park (OLS), 3100B Stewart Creek Drive – 7 trees
- c) Map 3: Centennial Park at 5th Ave & 5th St - 10 trees

1.3 The Contractor will be required to:

Supply all labour, travel, food and housing, materials, consumables, tools, and equipment to carry out and complete the Work as indicated in the enclosed documentation to Town of Canmore Standards.

1.4 Schedule:

This work can be started on Award and must be completed no later than October 20, 2023 (weather dependent).

Work can take place between Monday-Friday 8:00am-8:00pm. Where working past 4:30pm, the town must be notified in advance. Contact phone number from 8:00am-4:00pm is (403)678-1599. An afterhours number will be provided at the time of request. If work is required on a Sunday, 72hrs prior notification must be given to the Town to apply for a special permit.

2.0 INSTRUCTIONS FOR SUBMITTING A QUOTE:

- 2.1 Service providers shall submit their quote to the Town of Canmore by email to the attention of Catherine Charchun at parcs@canmore.ca.
- 2.2 Quote shall be received by 10:00:00 hours (Canmore local time) on September 18, 2023.
- 2.3 The quote (including all supplemental information) is to be in PDF format only (.pdf).
- 2.4 Responses by facsimile will not be accepted.
- 2.5 RFQ Contact Person:

For clarification or additional information, service providers shall only contact the person listed below.

Request for Quotation 2023 Supply and Installation of Trees



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Catherine Charchun, Parks and Cemetery Coordinator

[E-mail - parks@canmore.ca](mailto:parks@canmore.ca), or call (403)678-1599

- 2.6 Responses must be in English.
- 2.7 Quotes shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.
- 2.8 Quotes shall include all materials, labour, equipment, and services necessary for the manufacturing, shipping, interim storage, delivery, and installation and shall include all costs for administration, insurance, duties, coordination, and supervision at all phases of the contract. It will also include any food, housing, and transportation to perform the work.
- 2.9 Quotes shall be irrevocable for sixty (60) days following the submission date and all quotes shall be retained by the Town of Canmore.
- 2.10 No commitment on the part of the Town of Canmore shall exist under this request unless and until the service provider receives official written confirmation from the Town of Canmore that it has been selected to complete the work.
- 2.11 All service providers submitting a quote in response to this request will be advised of the results by email. Please allow at least three (3) business days for quotes to be reviewed and a decision made by the Town of Canmore.
- 2.12 Procedural or technical questions shall be submitted in writing and should include references to a specific item number.
- 2.13 It is the service provider's responsibility to clarify the interpretation of any item of this request a minimum of 72 hours prior to the stated submission date and time by contacting the Town of Canmore's designate (as above).
- 2.14 In the event of a numerical discrepancy or error in a quote, the written number will prevail.
- 2.15 In the event of pricing extension errors, the unit price will apply.
- 2.16 The service provider acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.17 Service providers having access to or custody of the Town of Canmore records shall be required to comply with the provisions of the Freedom of Information and Protection of Privacy Act.
- 2.18 Any cost incurred by the service provider in the preparation of its response to this request for a quote shall be borne solely by the service provider.
- 2.19 The Town of Canmore will be issuing a purchase order to the service provider to deliver the work described within this request.
- 2.20 Neither the contract nor any work to be performed under the contract or any part hereof

Request for Quotation

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may be assigned by the service provider without the prior written consent of the Town of Canmore. Such written consent, however, shall not under any circumstances relieve the service provider of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore.

- 2.21 The Town of Canmore will not consider the payment of a deposit to the service provider for the scope of work in this request.
- 2.22 Invoices will be paid within 30 days from the approval date of the invoice.
- 2.23 The service provider shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive successful service provider per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- 2.24 The successful service provider shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.
- 2.25 The successful service provider shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- 2.26 The successful service provider or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the successful service provider to the Town of Canmore.
- 2.27 The successful service provider shall provide a certificate of such insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.
- 2.28 The successful service provider shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Service providers shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the service provider's account to the Town of Canmore prior to the commencement of the work.

END OF SECTION

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Schedule A : BID FORM – Use this form to submit your bid

| Work and Species | Locally grown and sourced tree? Yes / No | Size | Quantity | Unit price per single tree \$. | Total |
|---|---|-----------|----------|--------------------------------|-----------|
| Supply and install of <i>Populus balsamifera</i> Balsam Poplar (male only) | | 80mm | 6 | | |
| Supply and install of <i>Populus tremuloides</i> Trembling Aspen | | 60mm-80mm | 4 | | |
| Supply & install of <i>Picea glauca</i> White Spruce | | 3m | 2 | | |
| Supply and install of <i>Fraxinus pennsylvanica</i> Green Ash | | 60mm-80mm | 13 | | |
| Remove existing tree | NA | NA | 13 | | |
| Remove existing root balls | NA | NA | 3 | | |
| Install of provided fencing of deciduous trees | NA | NA | 15 | | |
| | | | | Total | \$ |
| | | | | GST 5% | \$ |
| | | | | BID TOTAL | \$ |

PROPOSED WORK SCHEDULE

| | |
|---------------------|--|
| Project Start Date: | |
| Project End Date: | |
| Daily Start Time: | |
| Daily End Time: | |

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This quote is executed by:

Name of the Company _____
Company Address: _____
Postal Code: _____
Phone Number: _____
Contact Cell Number: _____
Fax Number: _____
Email Address: _____
Signature: _____
Print Name: _____

Town Use Only- Contract Agreement

Awarded By: _____
Position: _____
Award Date: _____
Town Signature: _____
Awarded To: _____
Name (of signature): _____
Signature: _____
Date: _____

END SECTION

Schedule B-Maps – See separate document.








Map 1. Downtown Canmore - 9th Street, 7th Ave., 8th Street and 6th Ave. (Blvd and sidewalk planting) – 8 trees

Map 2. Our Lady of Snows Park (OLS), 3100B Stewart Creek Drive – 7 trees

Map 3. Centennial Park at 5th Ave & 5th St - 10 trees

END OF DOCUMENT



- Proposed Tree Planting 2023**
-  Balsam Poplar
 -  Green Ash
 -  Paper Birch
 -  Trembling Aspen
 -  Red osier dogwood
 -  White Spruce
 -  larch

Planting Option Label Guide:
 NS - new site
 TF - with a tree fence
 NF - with no fence
 RR - remove root ball with disposal
 RTR - remove tree & root ball with disposal

Proposed Tree Planting - Downtown



Drawn: 07/10/23 Name: Planning/Tree/Planning_2023
 Map produced by: Town of Canmore GIS Services



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