

Request for Quote (RFQ)  
Downtown Christmas Greenery  
Issued By: Grimsby Downtown Business Improvement Area (GDBIA)  
Date Issued: September 13 2024  
Response Deadline: September 27, 2024 at 5 PM

The Grimsby Downtown Business Improvement Area (GDBIA) is seeking quotes from qualified suppliers to provide, ship, and install live holiday garlands for downtown lampposts and potentially supply storefronts with garland decorations. GDBIA aims to enhance the festive atmosphere in downtown Grimsby during the holiday season. The project involves decorating approximately 35–40 lampposts along the main downtown corridor, with the possibility of offering additional garlands to local businesses.

## 1. Project Scope

- The RFQ is aimed at suppliers who can:
  - Provide high-quality live garlands suitable for outdoor use in a Canadian winter.
  - Supply garlands to be installed on 35-40 lampposts in downtown Grimsby.
  - Potentially supply garlands to individual storefronts based on business demand.
  - Ship and install the garlands by an agreed-upon deadline before the holiday season.
- Suppliers should include:
  - Cost per garland based on quantity ranges (e.g., 35-50, 50-75, 75+).
  - Information on pricing discounts for larger quantity orders.
  - Fulfillment deadlines and the ability to meet delivery and installation dates.
  - Detailed specifications of the garlands, including the type of greenery (e.g., pine, fir, cedar) and length per garland.

## 2. Requirements

- i. Garland Specifications
  - Material: Fresh, high-quality greenery, such as pine, fir, or cedar, appropriate for outdoor winter weather.
  - Length: Each garland should be a minimum of 6 feet wrap adequately around lampposts or storefronts. Suppliers must provide the exact size of each garland they plan to supply.
  - Type: Suppliers must specify the type of greenery used in the garlands, including any specific characteristics or enhancements (e.g., pre-lit, wired for easier installation).
  - Durability: Garlands must maintain their aesthetic quality from early December until at least mid-January.
- i. Quantity Estimates
  - Lampposts: 35–40 lampposts will require garlands. Each lamppost will require one garland.

- Storefronts: Downtown businesses may demand additional garlands. The exact quantity will depend on interest from local merchants.
  - GDBIA does not have an exact estimate for the total number of garlands needed for storefronts and lampposts combined.
- ii. Installation
    - Provide options for installation services, if available. If offering installation, please include labour costs, installation method, and the timeline for completing the installation.
    - Garlands should be installed securely to withstand winter weather, including wind and snow.
  - iii. Shipment and Delivery
    - Include options for delivery only or delivery plus installation.
    - Shipping must ensure that the garlands arrive fresh and undamaged.
    - Delivery and installation must be completed by December 1<sup>st</sup> 2024 to ensure the downtown area is fully decorated for the holiday season.
  - iv. Pricing Structure
    - Provide itemized pricing for the garlands, including discounts for quantity batches (e.g., 35-50, 50-75, 75+).
    - Include any additional costs for shipping, handling, and installation (if offered).
    - Outline any costs associated with rush orders should GDBIA require additional garlands closer to the holiday season.
  - v. Fulfillment Deadlines
    - Provide lead times for order fulfillment. Include estimated production time for the garlands and the shipment or installation timelines.
    - Specify the deadline by which orders must be placed to guarantee delivery and/or installation by December 1<sup>st</sup> 2024
  - vi. Additional Considerations
    - Provide details of any warranties or guarantees on the garland quality, especially regarding longevity through the winter season.
    - Include details of any sustainable practices involved in the sourcing or production of the garlands (optional but encouraged).

### **3. Submission Requirements**

Suppliers interested in this opportunity are requested to submit the following:

- Company Profile: Brief introduction to your company, experience with similar projects, and contact information.
- Garland Specifications: Description of the garland materials, type of greenery, length per garland, and durability.
- Pricing Structure: Detailed pricing per garland, including any available discounts based on quantity.
- Installation Options: If applicable, pricing and details for installation services.
- Delivery Timeline: Proposed shipment and/or installation schedule, with completion by December 1<sup>st</sup>

- Warranty Information: Any warranties or guarantees on the quality and longevity of the garlands.
- References: At least two references from previous clients for whom you have provided similar products or services.

#### **4. Contact Information**

- For any questions or clarifications, please contact:
  - Contact Name: Amanda MacDonald
  - Phone: 289-251-9574
  - Email: amanda@grimsbydowntown.com

#### **5. Selection Criteria**

- Submissions will be evaluated based on the following criteria:
  - Quality and durability of the garlands.
  - Competitive pricing and quantity discounts.
  - Ability to meet the fulfillment and installation deadlines.
  - Experience and reputation of the supplier.
  - Any additional value-added services, such as installation or warranties.

#### **Contract Terms and Submission Details**

This is a competitive process open to any qualified vendor. A paper copy of this RFQ is available upon request. Proposals must be submitted as a PDF document via email to:

Amanda MacDonald  
Email: Amanda@grimsbydowntown.com

**The deadline for submissions is September 27 2024 at 5 PM.**

An electronic copy of the proposal in PDF format must be submitted prior to the deadline to: Amanda@grimsbydowntown.com. The subject line of the electronic submission must read: "Grimsby Downtown Christmas Greenery RFQ Submission".

If a vendor has questions regarding the proposal, please submit them via email to Amanda@grimsbydowntown.com. All questions and answers will be provided to all vendors who have expressed interest in the RFQ within two days of the proposal deadline.

The price you quote should be all-inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of their nature. Please quote HST separately.

Interested parties are advised that this project will be awarded to the vendor who offers the best overall proposal, not necessarily to the proposal with the lowest price. The BIA will negotiate contract terms upon selecting the successful vendor. All contracts are subject to review by the BIA and approval by the Board of Directors. The project will be

awarded upon signing an agreement or contract outlining terms, scope, budget, penalties for non-performance (including, but not limited to, failure to meet deadlines), and other necessary items.

The BIA reserves the right to add, modify, or delete proposal requirements or terminate the competitive process without awarding this project to a vendor. The decision of the BIA is final and cannot be appealed.