



TOWN OF STRATFORD
234 Shakespeare Drive
Stratford, PE C1B 2V8
Phone: (902) 566-1995

Request for Quotation to Supply 100 Large Trees

1. Background

The Town of Stratford is committed to protecting and preserving the natural environment upon which we depend, and the biodiversity contained therein. The Town is, therefore, implementing a residential tree planting pilot program in the spring of 2021. The program is aimed at addressing the significant lack of street trees in many Stratford neighbourhoods by making native trees available to residents for planting in their front yard.

The program will be capped at 100 trees this year and trees will be planted by residents and Town staff together. Town staff will oversee the program, which will accept applications from residents to receive a tree. To implement the program, 100 trees will need to be purchased and delivered in the spring.

2. Scope of Services

The Town of Stratford is seeking quotations from tree nurseries, landscape companies, or any organization able to supply 100 large native trees. The trees supplied must meet the following specifications:

- Trees must be species native to PEI (see required list below)
- Trees must be in good health and will not have any structural problems (e.g. double leaders, crossed branches, root girdling)
- Trees must be delivered in either a burlap/wire basket, fabric bag, or other container (not bare root)

The following trees are required:

39	Red maple	<i>Acer rubrum</i>	45mm caliper
15	White birch	<i>Betula papyrifera</i>	45mm caliper
1	Trembling aspen	<i>Populus tremuloides</i>	45mm caliper
31	Red oak	<i>Quercus rubra</i>	45mm caliper
2	White spruce	<i>Picea glauca</i>	200cm tall
2	Balsam fir	<i>Abies balsamea</i>	200cm tall
2	American linden	<i>Tilia americana</i>	45mm caliper
2	White cedar	<i>Thuja occidentalis</i>	200cm tall
1	White pine	<i>Pinus strobus</i>	200cm tall
5	Sugar maple	<i>Acer saccharum</i>	45mm caliper

The provider will be required to deliver the trees to 41 MacIntosh Drive, Stratford, PEI at a date agreed upon with the Environmental Sustainability Coordinator. Delivery is required between Monday-Friday, 8:00 a.m. – 3:00 p.m. Please include the total cost to deliver the trees on the bid form below.

3. Quotation Requirements and Selection

Use the bid form below to provide quotation for each component requested, including the price per tree, the total price for all trees, and the price to deliver the trees (as per section 2).

If unable to provide all the trees requested, please indicate how many of each species are available and if additional quantities of other species listed are available. Quotes may still be considered if the provider is able to supply most of the trees. Preference will be given to providers who can substitute less than 10% of the requested trees. Preference will also be given to providers within a 30 km radius of Stratford.

Please include with the quotation the following information:

- The source of the trees if the provider is purchasing the trees from a nursery
- The warranty provided on the trees after they are planted

4. Right of Rejection and Clarification

The Town of Stratford reserves the right to reject any quotations and to request clarification of information from any provider. The Town of Stratford is not obligated to enter into a contract on the basis of any quotation submitted in response to this document.

5. Quotation Submission

Quotations will be received in person **up to 4:00pm on Friday, April 23rd, 2021** at:

Town of Stratford
234 Shakespeare Drive
Stratford, PE C1B 2V8

Attention: Madeleine Crowell, Environmental Sustainability Coordinator
Or via email to mcrowell@townofstratford.ca

Any questions or requests for further information shall be addressed to Madeleine Crowell at the above email or by calling 902-218-3336.

BID FORM

I have read and understand the requirements of this request for quotation (RFQ) and agree to provide the required services as described herein. The quotation fee shall include all labor, material, and equipment necessary to provide the services as outlined, including all expenses incurred.

Species	Size	Cost per tree	Quantity Available	Total cost
<i>Acer rubrum</i>	45mm caliper	\$		\$
<i>Betula papyrifera</i>	45mm caliper	\$		\$
<i>Populus tremuloides</i>	45mm caliper	\$		\$
<i>Quercus rubra</i>	45mm caliper	\$		\$
<i>Picea glauca</i>	200cm tall	\$		\$
<i>Abies balsamea</i>	200cm tall	\$		\$
<i>Tilia americana</i>	45mm caliper	\$		\$
<i>Thuja occidentalis</i>	200cm tall	\$		\$
<i>Pinus strobus</i>	200cm tall	\$		\$
<i>Acer saccharum</i>	45mm caliper	\$		\$

Subtotal cost of all trees: \$ _____

Shipping: \$ _____

HST (15%): \$ _____

TOTAL \$ _____

SUBMITTED BY:

COMPANY/ORGANIZATION: _____

BY: _____

Signature

NAME (PRINT): _____

ADDRESS: _____ POSTAL CODE: _____

TELEPHONE: (____) _____