

REQUEST FOR QUOTATION 04-2026

Supply of Boulevard Tree Replacements

Issued: August 31, 2026

Deadline for Submissions: September 11, 2026



The Corporation of the Town of Shelburne

203 Main Street East | Shelburne, ON L9V3K7

Phone: 519-925-2600 | Fax: 519-925-6134

Email: treasurer@shelburne.ca



1.0 GENERAL DESCRIPTION

The Town of Shelburne invites quotations for the supply and planting of 22 boulevard tree replacements and 6 park trees. There are various boulevard locations on streets within the Town of Shelburne. Areas are marked for planting and Town Staff will be available for guidance and walk throughs (specific locations listed in Schedule A). Contractors are responsible for obtaining utility locates prior to planting. Please arrange site visits with Brad MacDonald, Operations Supervisor: 519-939-1342.

This project, if accepted, is proposed to be completed by October 30, 2026. There is a potential for increasing the number of trees planted based upon budget considerations and the final quoted cost accepted per tree. Quotations will be received until **3:00 pm Friday September 11, 2026**

Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. A copy of the Procurement Policy is available on the Town's website: <https://www.shelburne.ca/en/town-hall/resources/Documents/AMENDED-Municipal-Procurement-Policy-2019-05.pdf>.

2.0 SUBMISSION

Request for Quotation submissions must include Schedule A, B, C and D provided. Request for Quotations to be addressed by email to Carey Holmes, Treasurer at treasurer@shelburne.ca **with the subject line clearly stating RFQ 04-2026 Submission**.

- Schedule A provides addresses that require replacements and allows contractors to recommend species of tree. Please refer to "Recommended Species" on page 3.
- Please indicate the unit cost per tree including labour, equipment, and materials necessary to complete planting (Schedule B) based upon recommended species provided.
- Please include the available date that work will be carried out (Schedule B).
- Provide company details, WSIB and insurance documents (Schedule C).
- Provide references, added features and options.
- The price quote must be valid for ninety (90) days.



3.0 TIMELINE

August 31, 2026	Request for Quotation Issued.
September 8, 2026 (4:30pm) (questions & addendums (if any))	Deadline for emailed questions to the Municipality (jqinton@shelburne.ca) from Interested Suppliers; Replies will be circulated to all Suppliers: Addendums (if necessary) will be the responsibility of the bidder to download from the Town Website at Shelburne.ca or Merx.com.
September 11, 2026 (3:00pm)	Closing date for Quotation Submissions.
September 14, 2026	The Municipality will award the Request for Quotation and notify the successful Proponent.

4.0 QUESTION PERIOD

Request for Quotation documents are available at the Town of Shelburne office and on the Town of Shelburne website as specified below, and any questions should be directed by email only to:

Julia Quinton, Municipal Operations, Parks, and Facilities Clerk

Town of Shelburne
203 Main Street East,
Shelburne, Ontario L9V 3K7

Email: jqinton@shelburne.ca

Website: www.shelburne.ca

Deadline for emailed questions will be **Tuesday September 8, 2026, at 4:30pm.** Responses and clarifications requests will be provided to all Proponents in writing. No clarification requests will be accepted by telephone.



5.0 SCOPE OF WORK

Tree Species and Specifications

The current number of trees to be planted is 22 with specific locations provided in Schedule A as well as 6 park locations in Schedule D. Unless noted, all dead trees and stumps have been removed from planting area. Replacement trees must have a minimum caliper of 50 mm and measure to 1.2 m in height from the finished grade.

Recommended Species:

- Red Maple
- American Basswood
- Skyline Honeylocust
- Little Leaf Linden
- Red Oak
- Pin Oak
- White Oak
- Shademaster Honeylocust

Tree Maintenance and Warranty

All excavations are to be done in a manner to minimize the disturbance to grassed areas wherever possible. If damage occurs, it will be the responsibility of the contractor to repair it in a timely manner. Dumping of excavated soil or plant material can be arranged through the Operations Department.

Supplied trees will carry a one-year warranty period. The contractor must arrange water and fertilizing on the day of planting. Water arrangements can be made through the Operations Department. Homeowners will be responsible for the care and maintenance after the tree has been installed.

The contractor must provide a door knocker with care guides to households listing the type of tree planted. Care guides must be provided to the Town for preapproval before issuance to households.

Once planted, trees are to be staked with 2 wooded stakes, staked outside the root ball and supported with arbour ties. The contractor must bring all necessary water bags. Trees are to be mulched in a 40 cm ring beyond the root ball and mulch should not contact the trunk of the new tree. The contractor shall cut and remove all twine, rope, or burlap from



top half of root base, prior to installation. The contractor will return to remove stakes and arbour ties once trees are established the following year.

Planting mixes (peat moss/bone meal/topsoil) must be added to amend the soil around the tree. If the area of planting has poorly drained soil, the base of the tree should be planted 50 mm above the finished grade. Otherwise, the base of the tree must be flush with grade.

Extra Work

At the discretion of the Town, the contractor may be required to do extra work not specified. If this does occur, all unit prices in the quotation shall apply where applicable but a written quotation in writing will be considered and will be valued on actual costs of labour and materials.

6.0 QUOTATION EVALUATION CRITERIA

Quotations will be assessed on the information provided in the submission. Evaluation will be based upon the following items:

- Price-30%
- Conformity to Specification-30%
- Experience of Personnel-20%
- References-10%
- Value added features or Options-10%

Note: Lowest or Any Quotation not necessarily accepted.

7.0 TERMS AND CONDITIONS

1. All prices quoted must be in Canadian Dollars.
2. All Proponents shall provide a list on a separate sheet providing any features they will provide in addition to the basic specifications required for this bid.
3. The lowest or any Request for Quotations may not necessarily be accepted.
4. The Town of Shelburne reserves the right to negotiate and to refine the requirements where it is in their best interest to do so.



5. The Proponent must meet all Federal and Provincial safety standards and laws currently in effect on the date of the submitted quote.
6. A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payment by the Proponent have been made.
7. Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Town. The Comprehensive General Liability Insurance shall include premises and operations liability, Proponent's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non-owned or hired units).
8. With the anticipated date of award of September 14, 2026, the anticipated start date for planting will be September 18, 2026, with all trees planted by October 30, 2026.
9. The Proponent shall be solely responsible for all loss, damages, costs, and expenses with respect to any injury sustained to persons, property or infringement of rights that may occur by the Proponent, their employees, or agents.
10. Cleaning up of all debris resulting from the work will be required. No dumping on Town right of ways and Proponent will be responsible for clean-up and any costs associated with the clean-up. Dumping of excavated soil or plant material can be arranged through the Operations Department.
11. The successful Proponent shall not at any time during or after the completion of the process divulge any confidential information communicated or acquired by or disclosed by the Town. No such information shall be used by the Proponent on any other engagement without prior written agreement.
12. The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Proponent, his agents or employees, in the execution of his work.



SCHEDULE A: BOULEVARD TREE REPLACEMENT LOCATIONS

ITEM	ADDRESS	RECOMMENDED SPECIES
1.	466 Sandhill Court	
2.	445 Simon St	
3.	320 Owen Sound St	
4.	329 Orvis Cres	Request for a thornless skyline honey locust
5.	239 Main St E	
6.	238 Main St E	
7.	789 Greenwood Cres	Requested a tree that does not produce fruit
8.	B - 415 Victoria St	
9.	813 Greenwood Cres	
10.	553 Brett St	
11.	793 Greenwood Cres	
12.	137 Second Ave W	
13.	228 Andrew S	
14.	207 First Ave E	
15.	985 O'Reilly Cres	
16.	310 Main St E	
17.	320 Col Phillips Dr	



18.	140 Carolyn St	
19.	523 Owen Sound St	
20.	531 Owen Sound	
21.	501 Owen Sound	
22.	426 Pinegrove Ave	

SCHEDULE B: PRICING FOR TREE SPECIES

RECOMMENDED SPECIES	NUMBER OF UNITS	UNIT PRICE	AMOUNT
Red Maple			
American Basswood			
Skyline Honeylocust			
Little Leaf Linden			
Red Oak			
Pin Oak			
White Oak			
Shademaster Honeylocust			
Total Number of Trees:		Subtotal:	
		HST:	
		Total:	



Please indicate the estimated start date and end dates of the planting:

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SCHEDULE C: PROPONENT INFORMATION

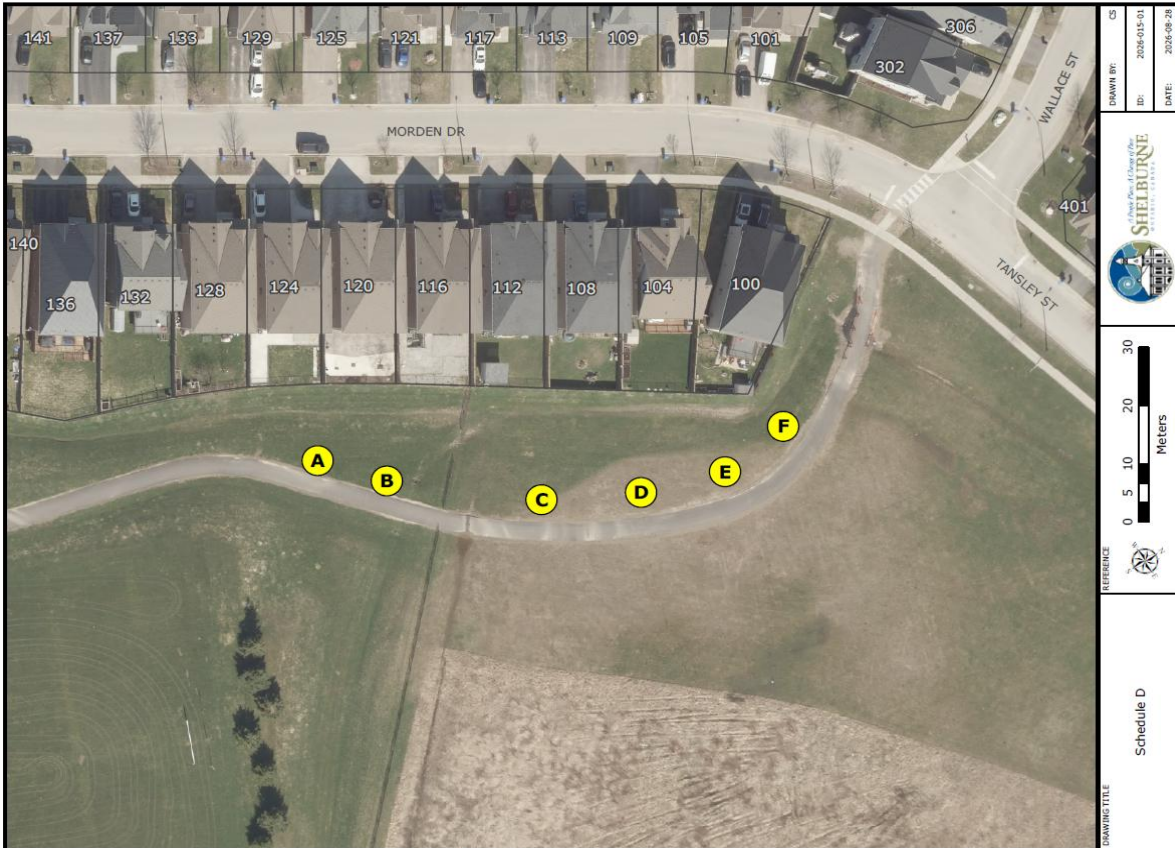
Company Name:
Contact Representative:
Address:
City, Province, Postal code:
Phone:
Email:
HST Registration Number:
Insurance Company:
Insurance Policy Number:
Insurance Coverage:
WSIB Clearance Certificate Number:

Signature of Authorized Person:

Print Name:



SCHEDULE D: PARK LOCATIONS



PLEASE NOTE: This document is for visualization purposes only. It may not be used beyond its intended function or redistributed in any format. For more information, please contact the Town of Shelburne Municipal Office located at 203 Main Street East in Shelburne, Ontario.

LOCATION	RECOMMENDED SPECIES
Location A	
Location B	
Location C	
Location D	
Location E	
Location F	



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

RFQ 04-2026
Supply of Boulevard Replacement Trees
Closing Date: September 11, 2026

Title:

Signature of Witness:

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFQ/Contract. Failure to sign submission will result in a rejection of the quotation. Request for Quotation submissions must include Schedule A, B, and C provided. Request for Quotations to be addressed by email to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating **RFQ 05-2024 Submission.**