



## **REQUEST FOR QUOTATIONS**

**Title:** SUPPLY AND DELIVERY OF PARK AND STREET TREES

**Reference No.:** 1220-040-2016-074

**FOR THE SUPPLY OF GOODS**

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ATTACHMENT No. 1 – DRAFT QUOTATION AGREEMENT - GOODS

SCHEDULE A – SPECIFICATION OF GOODS

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## REQUEST FOR QUOTATIONS

### 1. INTRODUCTION

The City of Surrey (the "City") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "Quotation") for the supply of the goods described in Schedule A to Attachment 1 (the "Goods"). The description of the Goods sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, or terms that exceed the minimum requirements.

### 2. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Contractor's name, RFQ title and number. A Quotation should be submitted in the form attached to this RFQ as Schedule B – Quotation.

The Contractor may submit a Quotation either by email or in a hard copy, as follows:

#### (a) Email

If the Contractor chooses to submit by email, the Contractor should submit the Quotation electronically in a single pdf file to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca).

PDF emailed Quotations are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone to confirm receipt. A Contractor bears all risk that the City's equipment functions properly so that the City receives the Quotation.

#### (b) Hard Copy

If the Contractor chooses NOT to submit by email, the Contractor should submit one original unbound Quotation and one (1) copy (two (2) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt  
Purchasing Manager  
at the following location:

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter, 5th Floor West  
13450 – 104th Avenue, Surrey, B.C., Canada, V3T 1V8

### 3. DATE

The City would prefer to receive Quotations on or before **July 22, 2016**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

#### **4. INQUIRIES**

All inquiries related to this Request for Quotations ("RFQ") should be directed in writing to:

Name: Richard D. Oppelt, Purchasing Manager  
Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)  
Reference: 1220-040-2016-074

#### **5. ADDENDA**

If the City determines that an amendment is required to this RFQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) (the "BC Bid Website") and the City Website at [www.surrey.ca](http://www.surrey.ca) (the "City Website") that will form part of this RFQ. It is the responsibility of Contractors to check the BC Bid Website and the City Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

#### **6. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

#### **7. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory and the purchasing representative have signed on behalf of the City. Delivery of the signed agreement by the City may be by fax or pdf e-mail. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods.

#### **8. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

**9. CONTRACTOR'S QUALIFICATIONS**

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods.

**10. CONFLICT OF INTEREST**

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

**11. SOLICITATION OF COUNCIL MEMBERS AND CITY STAFF**

Contractors and their agents will not contact any member of the City Council and City staff with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

**12. CONFIDENTIALITY**

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

**13. SIGNATURE**

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

#### **14. MULTIPLE CONTRACTORS**

The City reserves the right and discretion to divide up the Goods and to select one or more Contractors to enter into discussions with the City for one or more Purchase Orders. If the City exercises its discretion to divide up the Goods, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

**-END OF PAGE-**

## **ATTACHMENT NO. 1 – QUOTATION AGREEMENT – GOODS**

**Reference RFQ Title: SUPPLY AND DELIVERY OF PARK AND STREET TREES**

RFQ No.: 1220-040-2016-074

BETWEEN:

**CITY OF SURREY**  
13450 - 104 Avenue  
Surrey BC V3T 1V8

(the "City")

AND:

(the "Contractor")

WHEREAS the City wishes to engage the Contractor to provide the Goods and the Contractor agrees to provide the Goods.

THEREFORE in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

### **DEFINITIONS AND INTERPRETATION**

1. In these General Terms and Conditions:
  - (a) "Agreement" means this agreement and all schedules attached hereto;
  - (b) "City" means the City of Surrey;
  - (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
  - (d) "Goods" means the equipment or materials that are the subject of this Agreement;
  - (e) "Purchase Price" means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except GST; and
  - (f) "RFQ" means the Request for Quotations.
2. This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
  - (a) this Agreement;
  - (b) the RFQ;
  - (c) the Quotation; and
  - (d) other terms, if any, that are agreed to by the parties in writing.

3. The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods; and  
Schedule B – Quotation.

## **GOODS**

4. The Contractor will supply the Goods in accordance with this Agreement. The Goods supplied will meet the specifications set out in Schedule A of this Agreement.
5. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

## **PURCHASE PRICE**

6. The City will pay the Purchase Price to the Contractor in accordance with this Agreement. The Purchase Price shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.
7. Time is of the essence.

## **PAYMENT**

8. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number, the Contractor's invoice number, the Contractor's GST registration number or an indication that it is not applicable if the Contractor is a small trader, the quantity, tax (if any) and the complete Purchase Price calculations, including extensions and discounts.
9. The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement including, without limitation, those described in Sections 11, 12 and 13, within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted that the Goods are in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
10. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.



## **SUBMITTING YOUR ELECTRONIC INVOICE**

Please send electronic invoices to the City of Surrey by email to [surreyinvoices@surrey.ca](mailto:surreyinvoices@surrey.ca).

In order to process your payment, the following submission guidelines **must** be met:

- Invoice(s) must be sent as attachments.
- Attachment(s) must be in PDF format.
- PDF attachment(s) must be named: <Company name>\_<Invoice Number>.
- Email(s) must not exceed 2MB.

**Please Note:** failure to meet the guidelines above may result in payment processing delays or in your payment not being processed.

## **SUBMITTING YOUR INVOICE BY HARD COPY**

Please send your hard copy invoices by mail to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

## **DEFICIENCIES**

11. The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
12. The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

## **DEFAULT AND TERMINATION**

13. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, or otherwise fails to comply with the requirements of this Agreement, then:
  - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all

- expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
- (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.
14. The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
15. If the Contractor becomes insolvent or makes an assignment for the benefit of creditors or a receiver or trustee is appointed for the property of the Contractor, then the City may, at its election, and without prejudice to its rights at law or in equity, terminate this Agreement.
16. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

## **WARRANTIES AND INDEMNITIES**

17. The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.
18. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save

harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.

19. The Contractor represents and warrants that all Goods delivered under this Agreement shall comply with all applicable codes, statutes, by-laws, rules and regulations, or any federal, provincial, municipal or other competent authority for the time being in force, including any environmental laws and that the Goods are not dangerous to the environment or to person or health.
20. The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.

## **CUSTOMS**

21. Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

"Upon arrival, please contact customs broker:  
Livingston International Inc.  
Telephone: 604-685-3555  
Fax: 604-605-8231  
Email: [cst19@livingstonintl.com](mailto:cst19@livingstonintl.com)"

## **INSPECTIONS**

22. If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

## **SAFETY**

23. If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or sub-contractor of the Contractor, all

such activity shall be performed and undertaken in strict compliance with all applicable health and safety laws and regulations, including, without limitation, the Workers Compensation Act, the Occupational Health & Safety Regulation and the Hazardous Products Act, and also in strict compliance with any published and issued by the City for use at the City's premises. The Contractor shall provide the City with the Contractor's Workers Compensation Board registration number and a letter from the Workers Compensation Board confirming the Contractor is registered in good standing with the Workers Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this Agreement.

#### **WHMIS/MSDS**

24. The Contractor covenants and agrees to comply with all the Workers Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

#### **SHOP DRAWINGS**

25. The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

#### **WAIVER**

26. Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach or breaches of the terms and conditions.

#### **APPLICABLE LAW**

27. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

## **NOTICES**

28. Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
  - (b) by facsimile, on transmission; or
  - (c) by mail, five calendar days after posting.

The addresses for delivery will be as follows:

- (a) The City:  
Attention:
- (b) The Contractor:  
Attention:

## **MERGER AND SURVIVAL**

29. The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and payment of the Purchase Price.

## **ENTIRE AGREEMENT**

30. This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods.
31. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

## **SIGNATURE**

32. This Agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a pdf file.

**- END OF PAGE -**

## ENUREMENT

33. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

This Quotation Agreement is executed by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

## CONTRACTOR

**I/We have the authority to bind the Contractor.**

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

This Quotation Agreement is executed by the City of Surrey this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

## CITY OF SURREY

by its authorized signatory:

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

## **SCHEDULE A – SPECIFICATION OF GOODS**

All plant material must be grown, packaged, and graded according to "British Columbia Nursery Trades Association" specifications. Any material not conforming to these specifications shall be returned at the Contractor's expense. Likewise, any material having perennial weeds or grasses in the root zone shall not be accepted.

All materials offered by the Contractor and purchased shall be fit and suitable for its intended purpose.

Any material, as determined by the City, which is determined to be unsuitable, shall be removed at the Contractor's expense within five (5) business days after notification.

### **Quality Control**

All trees may be inspected and hand selected by the City at the nursery supplying the trees before the trees are dug. All nursery stock certificates, registration or certification tags, etc. shall be supplied to the City by the Contractor when trees are shipped to the City's designated tree planting service provider. The City has the right to choose stock or reject stock in order to meet the standards in this specification.

Trees shall have a habit of growth that is normal for the species and shall be sound, healthy, vigorous and free from insects, pests, diseases, injuries, and structural defects and acclimatized to withstand outside temperatures without sustaining damage. Trees shall be heavily branched and leafed. Tree trunks and central main leaders shall be straight, smooth (within the character of the species), and free of fresh pruning cuts and planting scars or shipping damage.

All trees of excurrent genera to have single leaders (no trees with co-dominant stems permitted).

**Container Grown trees:** All container grown trees shall be well rooted and established in the container in which they are delivered. Soils in the container shall not contain disproportionate amounts of porous, excessively draining materials and shall have been well blended so that there is no concentration of any one material. The trees shall have been grown only in a container and shall have sufficient fibrous roots to hold the soil together when the tree is removed from the container. Root-bound trees will not be accepted. Trees shall not have roots circling the trunk or have a canopy system too large for the size of container. Inspection of roots will be done at delivery site if not done at nursery. Deficiencies as listed above will be grounds for rejection.

No pruning of the scaffold branches or leader should be undertaken prior to delivery. Only broken branches should be pruned.

Quotation should indicate where stock would be available for viewing currently. Trees brought in from outside of the Lower Mainland may be considered when no other sources are available locally.

Movement of the trees shall comply with the regulations of all applicable federal, provincial and local regulations, and all required inspection certificates shall accompany each shipment and shall be filed with the City.

## **Alternates and/or Variations to Specifications**

Except where stated otherwise herein, the specifications describe what is considered necessary to meet the performance requirements of the City and Contractors should bid in accordance with such specifications, or, if the Contractor cannot meet specifications, the Contractor may offer an alternative which they believe to be the equivalent.

Contractors to clearly indicate any variances from the City's specifications or conditions in their Quotation.

The City is not obligated to accept any alternatives.

The City will determine what constitutes an allowable variation.

## **Guarantee Period**

All trees to be warranted for a minimum period of twelve (12) months from the invoice date, and shall be alive and in satisfactory growth for each specific kind of tree, as determined by the City. Any tree, prior to the one-year period, showing signs of no growth, shall be replaced at the next available planting season (Spring or Fall) upon notification from the City.

The guarantee does not include vandalism, storm damage, animal damage, improper planting, abnormal weather conditions, or mechanical damage unrelated to nursery practices; nor does it include defects resulting from lack of adequate maintenance, neglect, or abuse by the City. Replacement plant material is subject to all requirements stated herein, and cost of replacement plant material shall be the responsibility of the Contractor.

## **Availability**

The City understands that availability of each tree species may be limited by demand from other contracts. In the event a particular species sells out, the City will work with the Contractor(s) on choosing alternative species that are available or may choose to work with an alternative contractor for obtaining specific species of trees. Should the City and the Contractor agree upon alternative species when the original species is unavailable, those alternative trees will be paid at the same cost as the tree they are replacing.

## **Additional Requirements**

The City reserves the right to add or delete items listed herein (***refer to Schedule B-1***) following award of any contract(s) or purchase order(s) resulting from this RFQ. The unit prices stated by the Contractor shall apply.

## **Delivery**

Contractors will be required to deliver quantities as so ordered. The City will work with the Contractor(s) on delivery dates. Full delivery is required by December 1, 2016. All deliveries will be co-ordinated through the City's Parks Division.

All trees must be transported in enclosed trucks or fully tarped.



The Contractor shall protect trees during delivery to prevent damage to the root ball, trunk, and branches and desiccation of leaves. Trees shall be protected during transport by tying in the branches and covering the entire tree with tarps. Trees shall be thoroughly protected from chain marks, girdling or other damage, any of which will render a tree unacceptable. All plants shall be handled by the root ball or container only.

All trees are to be delivered to one of the following locations (the City will advise exact delivery location when order is placed):

1. Table 1 – Street Trees deliver to:

Modern Grounds Maintenance Ltd., 9702 – 216<sup>th</sup> Street, Langley, BC V1M 3J2, F.O.B. destination, freight prepaid (all freight costs and off-loading at destination is to be included in the Quotation prices).

2. Table 2 – New Park Trees and Table 3 – Replacement Park Trees deliver to:

Lee's Trees, 6439 – 216<sup>th</sup> Street, Langley, BC. F.O.B. destination, freight prepaid (all freight costs and off-loading at destination is to be included in the Quotation prices).

A numbered delivery ticket containing the following information must accompany all truck deliveries:

- ☐ Contractor's name;
- ☐ Quantity and Description of Plant Materials;
- ☐ Date of Shipment;
- ☐ Purchase Order Number; and,
- ☐ Signature of Contractor or Surrey employee receiving materials.

Payment will not be made on any delivery ticket (packing slip) not bearing the above information.

Trees subjected to injury, damage or other conditions unfavourable to plant recovery and growth will be rejected by the City.



## **QUOTATION**

### **SCHEDULE B**

RFQ Title: Supply and Delivery of Park and Street Trees

RFQ No: 1220-040-2016-074

#### **CONTRACTOR**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### **CITY OF SURREY**

TO:

City Representative: Richard D. Oppelt  
Purchasing Manager

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter, 5<sup>th</sup> Floor West  
13450 – 104<sup>th</sup> Avenue, Surrey, B.C., V3T 1V8

Telephone: 604-590-7274

Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1. The Contractor offers to supply to the City of Surrey the Goods for the prices plus applicable taxes as follows:

**Refer to Schedule B-1 – Schedule of Quantities and Prices.**  
**PRICES WILL REMAIN FIRM FOR A PERIOD OF 12 MONTHS.**

2. The City reserves the right to add or delete quantities of trees stated or to order other trees not stated from any other Contractor for purposes that are in the best interest of and provide the best value for the City.

3. If this offer is accepted by the City, such offer and acceptance will create a contract as described in:
  - (a) the RFQ;
  - (b) the specifications set out above and in Schedule A of the RFQ;
  - (c) the General Terms and Conditions; and
  - (d) this Quotation; and
  - (e) other terms, if any, that are agreed to by the parties in writing.
4. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
5. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ including without limitation the Specifications and the General Terms and Conditions, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor**

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

## SCHEDULE B-1 - SCHEDULE OF QUANTITIES AND PRICES

### 1. PRICES FOR TREES

Table 1 – Street Trees deliver to Modern Grounds Maintenance Ltd., 9702 – 216th Street, Langley, BC V1M 3J2, F.O.B. destination, freight prepaid (all freight costs and off-loading at destination is to be included in the Quotation prices).

Table 2 – New Park Trees and Table 3 – Replacement Park Trees deliver to Lee's Trees, 6439 – 216th Street, Langley, BC. F.O.B. destination, freight prepaid (all freight costs and off-loading at destination is to be included in the Quotation prices).

TABLE 1 - STREET TREES - 2016				AVAILABLE		COST/TREE (\$)		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Grow bag	Wire Basket	5cm	6cm caliper deciduous	2 metres height evergreens
A1	50	Acer griseum						
A2	20	Acer cappadocium Rubrum						
A3	20	Acer campestre 'Redshine'						
A4	30	Acer platanoides 'Deborah'						
A5	30	Acer platanoides 'Fairview'						
A6	20	Acer platanoides 'Royal Red'						
A7	30	Acer miyabei 'Rugged Ridge'						
A8	20	Acer x Freemanii 'Autumn Blaze'						
A9	40	Acer truncatum 'Pacific Sunset'						
A10	40	Acer truncatum 'Norwegian Sunset'						
A11	40	Amelanchier x grandiflora 'Autumn Brilliance'						
A12	40	Carpinus betulus						
A13	30	Carpinus betulus 'Emerald Avenue'						
A14	40	Carpinus betulus 'Globosa'						
A15	50	Carpinus japonica						
A16	50	Cercidiphyllum japonicum						
A17	50	Cercidiphyllum japonicum 'Red Fox'						
A18	20	Cercis canadensis						
A19	60	Cladrastis 'Kentukea'						

TABLE 1 - STREET TREES - 2016				AVAILABLE		COST/TREE (\$)		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Grow bag	Wire Basket	5cm	6cm caliper deciduous	2 metres height evergreens
A20	50	Cornus kousa x nuttallii Starlight						
A21	30	Cornus kousa 'Satomi'						
A22	50	Crataegus lavalleyi						
A23	40	Crataegus crus-galli inermis						
A24	30	Davidia involucrata						
A25	30	Eucommia ulmoides						
A26	30	Fagus sylvatica						
A27	20	Fagus sylvatica 'Dawyck Purple'						
A28	20	Fagus sylvatica 'Dawyck Gold'						
A29	70	Fraxinus americana 'Autumn Applause'						
A30	50	Fraxinus americana 'Autumn Purple'						
A31	50	Fraxinus pennsylvanica 'Patmore'						
A32	50	Fraxinus pennsylvanica 'Marshall'						
A33	60	Fraxinus pennsylvanica 'Cimmaron'						
A34	50	Fraxinus pennsylvanica 'Prairie Spire'						
A35	30	Fraxinus ornus 'Urban Bouquet'						
A36	70	Fraxinus ornus 'Airy Peters'						
A37	30	Ginkgo biloba 'Princeton Sentry'						
A38	60	Gleditsia triacanthos 'Halka'						
A39	50	Gleditsia triacanthos 'Draves' Streetkeeper						
A40	50	Gymnocladus dioica 'Espresso'						
A41	60	Nyssa sylvatica 'Red Rage'						
A42	40	Magnolia kobus						
A43	60	Parrotia persica						
A44	60	Parrotia persica 'Inges Ruby Vase'						
A45	60	Parrotia persica 'Vanessa'						
A46	25	Phyllodendron amurense						
A47	40	Pinus nigra Select Green						

TABLE 1 - STREET TREES - 2016				AVAILABLE		COST/TREE (\$)		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Grow bag	Wire Basket	5cm	6cm caliper deciduous	2 metres height evergreens
A48	20	Pinus flexis 'Vanderwolfs Pyramid 2 metre						
A49	60	Quercus franetto 'Forest Green'						
A50	50	Quercus coccinea						
A51	30	Quercus macrocarpa x robur 'Heritage oak'						
A52	30	Quercus bicolor						
A53	30	Quercus palustris 'Green Pillar'						
A54	40	Stewartia pseudocamellia						
A55	40	Styrax japonicus 'Snowcone'						
A56	20	Taxodium distichum 'Shawn Brave'						
A57	60	Ulmus americana 'Brandon'						
A58	70	Ulmus davidiana 'Discovery'						
A59	80	Zelcova serrata Green Vase						
TOTAL	2475							

**Sales Taxes: GST/PST is extra.**

TABLE 2 - NEW PARK TREES				AVAILABLE		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Size Caliper Deciduous	Height Evergreens	COST/TREE (\$)
NP1	3	Acer cappadocium Rubrum		6cm		
NP2	3	Acer platanoides Emerald Queen		6cm		
NP3	3	Acer plat. Globosum		6cm		
NP4	5	Acer truncatum Norwegan Sunset		6cm		
NP5	33	Aesculus carnea Briotii		6cm		
NP6	12	Catalpa bignoniodes Aurea		6cm		
NP7	5	Carpinus japonica		6cm		
NP8	3	Cercidiphyllum japonicum		6cm		
NP9	18	Cercidiphyllum japonicum 'Red Fox'		6cm		

TABLE 2 - NEW PARK TREES				AVAILABLE		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Size Caliper Deciduous	Height Evergreens	COST/TREE (\$)
NP10	8	Cornus kousa x nuttallii Starlight		6cm		
NP11	37	Cornus mas 'Golden Glory'		6cm		
NP12	4	Cladastis Lutea		6cm		
NP13	3	Fraxinus americana Autumn Applause		6cm		
NP14	2	Fraxinus americana 'Autumn Purple'		6cm		
NP15	32	Gleditsia triacanthos 'Halka'		6cm		
NP16	6	Gymnocladus dioica		6cm		
NP17	10	Nyssa sylvatica Red Rage		6cm		
NP18	12	Parrotia persica 'Vanessa'		6cm		
NP19	6	Pinus flexilis Vanderwolfs Pyramid			2m	
NP20	29	Pinus nigra Select Green			2m	
NP21	3	Prunus Akebono		6cm		
NP22	13	Quercus coccinea		6cm		
NP23	17	Quercus macrocarpa x robur 'Heritage oak'		6cm		
NP24	6	Quercus robur kinder spirit		6cm		
NP25	4	Sorbus aria		6cm		
NP26	4	Taxodium distichum 'Shawnee Brave'			2m	
NP27	11	Zelcova serrata Green Vase		6cm		
NP28	22	Ulmas americana Brandon		6cm		
NP29	11	Ulmas Discovery		6cm		
<b>TOTAL</b>	<b>325</b>					

**Sales Taxes: GST/PST is extra.**

TABLE 3 - REPLACEMENT PARK TREES				AVAILABLE		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Size Caliper deciduous	Height Evergreens	COST/TREE (\$)
PR1	6	Abies fraseri		6cm		
PR2	1	Abies concolor		6cm		
PR3	2	Acer griseum		6cm		
PR4	1	Acer circinatum		6cm		
PR5	1	Acer ginnala		6cm		
PR6	2	Acer truncatum Pacific Sunset		6cm		
PR7	8	Acer platanoides 'Deborah'		6cm		
PR8	3	Acer x freemanii		6cm		
PR9	1	Acer macrophyllum		6cm		
PR10	3	Aesculus x carnea Briotii		6cm		
PR11	1	Aesculus hippocastanum Baumannii		6cm		
PR12	1	Amelanchier grandiflora		6cm		
PR13	1	Betula papyrifera		6cm		
PR14	1	Carpinus japonica Fastigiata		6cm		
PR15	1	Carpinus japonica		6cm		
PR16	1	Cercis canadensis		6cm		
PR17	1	Cedrus deodora		6cm		
PR18	1	Cercidiphyllum japonicum		6cm		
PR19	1	Cladrastis kentukea		6cm		
PR20	1	Cornus x rutgan		6cm		
PR21	1	Cornus controversa		6cm		
PR22	1	Cornus kousa Satomi		6cm		
PR23	18	Cornus x kousa x nuttalli 'Starlight'		6cm		
PR24	2	Fagus sylvatica		6cm		
PR25	1	Fraxinus pennsylvanica 'Praire Spire'		6cm		
PR26	2	Fraxinus americana Autumn Applause		6cm		
PR27	7	Gleditsia tricanthos 'Halka'		6cm		



TABLE 3 - REPLACEMENT PARK TREES				AVAILABLE		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Size Caliper deciduous	Height Evergreens	COST/TREE (\$)
PR28	1	Koelreuteria paniculata		6cm		
PR29	6	Liquidambar styraciflua 'Worpelston'		6cm		
PR30	1	Magnolia sieboldii		6cm		
PR31	6	Metasequoia glyptostrobies		6cm		
PR32	2	Nyssa sylvatica Red Rage		6cm		
PR33	4	Parrotia persica Vanessa		6cm		
PR34	1	Picea abies			2m	
PR35	6	Picea omorika 'Burns'			2m	
PR36	1	Picea pungens			2m	
PR37	2	Pinus nigra 'Arnold Sentinel'			2m	
PR38	2	Pinus parviflora			2m	
PR39	28	Pinus nigra 'Green Select '			2m	
PR40	1	Pinus strobus			2m	
PR41	1	Platanus x acerifolia		6cm		
PR42	4	Populus tremuloides 'Prarie Gold'		6cm		
PR43	2	Prunus serrulata kwanzan		6cm		
PR44	3	Prunus x yedoensis		6cm		
PR45	3	Pseudotsuga menziesii			2m	
PR46	2	Quercus coccinea		6cm		
PR47	2	Quercus frainetto		6cm		
PR48	4	Quercus rubra		6cm		
PR49	1	Quercus phellos		6cm		
PR50	1	Quercus alba x robur Crimschmidt		6cm		
PR51	1	Robinia pseudoacacia Freisia		6cm		
PR52	1	Salix babylonica		6cm		
PR53	2	Styrax japonica		6cm		
PR54	2	Sequoiadendron giganteum			2m	
PR55	3	Sorbus aucuparia Cardinal Royal		6cm		

TABLE 3 - REPLACEMENT PARK TREES				AVAILABLE		
CODE	ESTIMATED QUANTITY REQUIRED	SPECIES/CULTIVAR	ALTERNATE	Size Caliper deciduous	Height Evergreens	COST/TREE (\$)
PR56	1	Syringa reticulata Ivory Silk		6cm		
PR57	6	Taxodium distichum 'Shawnee Brave'			2m	
PR58	1	Thuja plicata			2m	
PR59	14	Ulmus americana 'Brandon'		6cm		
PR60	11	Zelcova serrata 'Green Vase'		6cm		
<b>TOTAL</b>	<b>196</b>					

**Sales Taxes: GST/PST is extra.**

**2. PAYMENT TERMS:**

A cash discount of \_\_\_\_% will be allowed if invoices are paid within \_\_\_\_ days, or the \_\_\_\_ day of the month following, or net 30 days, on a best effort basis.

**3. LOCATION FOR VIEWING:**

Indicate where stock is currently available for viewing for all trees quoted:

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