

Flower Planter Maintenance Tender  
Belle River-On the Lake BIA  
419 Notre Dame Street  
Belle River, ON N0R 1A0  
519.728.4624  
[www.belleriverbia.com](http://www.belleriverbia.com)



### **Scope of Work Required by the Belle River-On the Lake BIA for Flower Planter Maintenance**

The work involves supplying all labour and equipment that is necessary to maintain the planters located along Notre Dame Street and within the boundaries of the Business Improvement Area for the 2018 season. Work on the planters will commence with the plant selection and planting of flowers in May (purchased by BIA). Work will continue on the planters in early November. The minimum maintenance period will be May 14, 2018 until November 10, 2018 as weather permits.

You will be required to maintain the specified planters in a neat, weed and litter free condition for the period of the contract. Random inspections will be conducted to ensure that the work is being done properly.

### **Specifications and General Description of Work:**

The contractor shall supply all labour and equipment necessary to perform the operations described under this heading. All materials (plants, flowers, fertilizer, and mulch) shall be expensed with receipts to the BIA. BIA Policy dictates that materials must be purchased if possible at a Belle River merchant first before going elsewhere. The BIA Coordinator will be overseeing the work and provide instructions to the contractor. Any work done during the period of this contract shall be to the total satisfaction of the Belle River-On the Lake BIA. If the work is not done satisfactorily, the BIA will reserve the right to withhold payment until the work is completed satisfactorily.

1. Plant, deadhead, trim, maintain and remove all annual and perennial plants as required.
2. Regularly water (Lakeshore will provide access to water) and fertilize all planters to ensure healthy growth.
3. Keep all planters free of weeds and litter at all times.
4. Notify the BIA or Town of Lakeshore of any trees that may need attention to maintain a neat appearance and to ensure that there are no obstructions to traffic and/or driver visibility
5. Prepare the soil before planting if needed (manure, peat moss, worm castings and/or compost in spring or mulch in fall)

6. Winterize all planters by removing the annual plants from the planters and replacing with mulch where necessary.
7. Maintain and provide monthly a record of watering, weeding, pruning and litter removal for the inspection of the BIA Board of Management.
8. Provide the BIA with a written report or phone call as to any damage, as well as any areas that require additional maintenance immediately.

These specifications are the **minimum** requirements, and at all times are subject to the approval of the BIA Board of Management.

**Method of Payment:**

The contractor, shall be paid monthly upon submission of a proper invoice to the BIA Office at the end of each month.

**Insurance:**

The contractors throughout the term of this contract shall maintain at their own expense:

1. Commercial general liability insurance for a limit of not less than \$2,000,000 (two million dollars) per occurrence. Coverage shall include but not limited to bodily injury, property damage, products and completed operations, contractual liability and non-owned automobile. The policy shall contain a cross liability/severability clause and shall name the Town of Lakeshore and the BIA as an additional insured but solely with respect to the operations of the contractors. The policy shall be endorsed to provide the BIA with not less than 30 Days' written notice of cancellation
2. Standard OAP 1 Auto policy for a limit of \$1,000,000 (one million dollars) per accident for all licensed vehicles owned or leased by the contractors.

**Safety:**

The contractor shall at all times adhere to the requirements of the Occupational Health and Safety Act and any and all other pertinent regulations made by Province of Ontario governing the type of work performed under this contract.

The contractor shall wear at all times an approved safety vest to ensure they are visible and have a 360 degree beacon light on the top of the truck.



Flower Planter Tender  
Belle River-On the Lake BIA

419 Notre Dame Street  
Belle River, ON N0R 1A0

519.728.4624

[www.belleriverbia.com](http://www.belleriverbia.com)

**Flower Planter Maintenance Tender 2018 (to be received by Friday, March 29<sup>th</sup> at 4:30pm at the address above in a sealed envelope**

**Date of Submission:** \_\_\_\_\_

The Belle River-On the Lake BIA required that the specialized and certain works as described above be completed:

1. **Planting and Maintenance of Planters on Notre Dame Dame Street (55) , Bridge Planter Boxes (3), Town Hall (6), RONA (2) and Bezaire Window boxes (2) with annuals which need regular watering, fertilizing and deadheading. As well as the following cement planters which have perennials will need regular maintenance and annuals added for colour. West Beach ( 5), Lakeview Park ( 7), OPP Station ( 5) , Food Bank (1), Aspen Plaza (5) , Fire Station (4), Centre Street Plaza / Ladouceur Park (5) , Biggs/Beer Store (2) , Broadway/Seventh Street (1), Optimist Park (2), Second Street (1), Lavoie Street Parkette ( 3)**
2. **Marina Docks/ Parking lot (12) – planter maintenance – installation and removal of annuals including deadheading, watering and fertilizing weekly**

**Planter Maintenance Quote for 2018 \$** \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Complete Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The successful applicant will be notified by April 10<sup>th</sup>. Thank you for your interest.

---

