
REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF PLANTER BOXES

PUSLINCH ONTARIO

DATE ISSUED: AUGUST 13TH, 2026



RFQ Submission Deadline: August 28, 2026 @ 2pm

Attn:
Canadian Furniture Manufacturers and Suppliers

August 13, 2026

Re: Request for Quote for Supply and Delivery of Planter Boxes

Pl.ural is working with the Township of Puslinch (the Township) seeking quotations for the supply and delivery of fourteen (14) planter boxes. Product specifications are attached in the package.

The attached Quotation Form outlines the products and services required. Appendix A, B and C indicate the approximate locations of the planter boxes within the three settlement areas of Aberfoyle, Morriston, and Arkell.

Interested proponents are invited to submit a quotation by completing and returning the attached Quotation Form.

Thank you for your time and consideration. We look forward to hearing from you!

Sincerely,
pl.ural

A handwritten signature in black ink, appearing to read "Bethany Nelson", is written over a light gray rectangular background.

Bethany Nelson

SUPPLY AND DELIVERY OF PLANTER BOXES

SPECIAL PROVISIONS / PROJECT SPECIFICATIONS:

1.0 Community Context

The Township is located in the southern region of Wellington County with a population of approximately 7,900 residents who enjoy the rural environment of the Township combined with the convenient access to many urban centres and amenities. Business and industry is attracted to the Township for its proximity to Highway 401 and Highway 6 that provides convenient access to major markets.

The Township has three urban areas including Aberfoyle, Arkell and Morriston and contains a number of small rural clusters interspersed throughout the predominantly rural Township. Highway 401 bisects the Township from east to west and Highway 6 bisects the Township from North to South. A developed Industrial Park links the urban areas of Aberfoyle and Morriston.

2.0 Contractor Responsibilities / Description of Work

The supplier/contractor agrees to supply and deliver fourteen (14) planter boxes suitable for placement on the Aberfoyle, Morriston, and Arkell streetscapes. The supplier/contractor agrees that the Township of Puslinch will be the sole judge of the adequacy of the product installation. If, in the opinion of the Township, the contractor fails to provide an acceptable product, the Township may, at the contractor's expense, request a replacement.

The Township anticipates the installation will take place in the Fall of 2026, subject to change.

The contractor shall notify the Township representative two (2) days prior to the delivery.

3.0 Product Specifications

The contractor agrees to supply the planter boxes, based on the following specifications.

Alternative products may be considered, provided they are of comparable size, material, durability, appearance, and functionality, and receive prior approval from the Township before delivery and installation.

A. Planter Boxes

Supply and deliver a freestanding outdoor planter box suitable for use in public spaces and streetscapes. Planter shall be approximately 100 cm (42 in) in height and 100 cm (42 in) in width.

Planter Box Shall Consist of:

- a) Planter shall be designed to withstand exposure to Canadian climate conditions, including UV radiation, moisture, freeze-thaw cycles, and de-icing salts, and shall require minimal maintenance
- b) Minimum Soil Capacity: Approx. 0.360 cubic meters
- c) Minimum Dimensions:
 - a. Diameter: 106.68 cm (42 in)
 - b. Height: 106.68 cm (42 in)

Example of Planter Box



4.0 Delivery

Delivery of planter boxes is to be determined.

Refer to Appendix A, B, and C for Site Location Plans to determine approx. future installation location.

5.0 Project Requirements

Expectations of the successful proponent include, but may not be limited to:

- Inform the Township of the expected life expectancy of each product item;
 - Consult on any ongoing maintenance requirements; and
 - Provide the applicable guarantee and/or warranty information.
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6.0 Estimated Timeline

The Township reserves the right to adjust this timeline as required to meet project needs.

Project Phase	Date
RFQ Issued	August 13, 2026
RFQ Addendum deadline at 2pm	August 20, 2026
RFQ Submission deadline at 2pm	August 28, 2026
Company Selection	September 9, 2026
Concepts to be shared with Township staff	September 30, 2026
Delivery and/or Installation	November 30, 2026

7.0 Evaluation

The evaluation of submissions will be conducted in a fair and consistent manner based on the quotation form and project requirements set out in this RFQ.

8.0 Submission Requirements

RFQ submissions shall be submitted electronically by email to Bethany@ska-plural.ca and cc'd to finance@puslinch.ca no later than the closing date and time specified in this RFQ.

9.0 Application Deadline

All submissions to this RFQ are due on or before August 28, 2026 at 2pm.

Submissions should be formatted as a single PDF including Form F-1, F-2 and F-3 as well as any other supporting documentation.

Incomplete applications or those received after the deadline will not be accepted.

For all inquiries, please direct them to Bethany@ska-plural.ca

THE TOWNSHIP OF PUSLINCH SUPPLY AND DELIVERY OF PLANTER BOXES

QUOTATION FORM – F-1

ITEM NO.	DESCIRPTION	PRICE UNIT	PRICE PER UNIT	UNIT	TOTAL
Section 1					
1.1	Supply and deliver Planter Boxes as per the Request for Quotation	Ea.		14	
1.2	Additional and/or Miscellaneous	Lump Sum		Lump Sum	
SUBTOTAL					
HST 13 %					
TOTAL					

Company Name	
Phone Number	
Email	
Signature	
Printed Name	
Date	
HST Registration #	
Company Seal (if incorporated)	

COMPLETE AND SUBMIT THIS PAGE

THE TOWNSHIP OF PUSLINCH SUPPLY AND DELIVERY OF PLANTER BOXES

Bidder's Experience in Similar Work – F-2

Year Completed	Description of Work	For Whom Work Performed	Value

Bidder's Subcontractors – F-3

Bidders should list the subcontractors they intend to use to complete the work and the purpose of the subcontract.

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Date: _____

COMPLETE AND SUBMIT THIS PAGE

UNFAIR ADVANTAGE/CONFLICT OF INTEREST DECLARATION

“Unfair Advantage” means in relation to the RFQ process the Proponent engages in conduct, directly or indirectly, that may give it an unfair advantage over other Proponents, including but not limited to (i) having or having access to information in the preparation of its RFQ Submission that is confidential and not available to other Proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive Quote process and render that process non-competitive and unfair.

“Conflict of Interest” means that the Proponent’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (b) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

Note to Proponent: If you foresee a Conflict of Interest or Unfair Advantage, complete Section A below, otherwise complete Section B. Any Proponent who does not complete Section A is deemed to declare that (1) it had no Unfair Advantage in preparing and submitting its RFQ Submission and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

I/We have read the above definition of Unfair Advantage and Conflict of Interest and hereby declare that (check the appropriate box)

Section A

- ☐ There is an actual or potential Unfair Advantage relating to the preparation and submission of this RFQ.
- ☐ I/we foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in this RFQ.

COMPLETE AND SUBMIT THIS PAGE

Section B

☐ I/we have had no Unfair Advantage in preparing and submitting this RFQ, and (2) I have no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

SIGNED, SEALED AND SUBMITTED for and on behalf of:

Name of Proponent

Date

Signature of Authorized Signing Officer

Signature of Authorized Signing Officer

I/we have the authority to bind the corporation

COMPLETE AND SUBMIT THIS PAGE

RFQ SUBMITTED BY: (Please type/print)

NOTE: This proposal is inclusive of addenda as issued # ____ to # ____

I/We have carefully examined and acknowledge the instructions, terms, conditions and specifications regarding this RFQ.

By submitting this RFQ, Proponent offers to complete the Contract in accordance with the terms and conditions for the Township of Puslinch Supply and Delivery of Planter Boxes Project RFQ.

NAME OF SIGNING OFFICER(S):

POSITION OF SIGNING OFFICER(S):

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

DATE: _____

Signature of Authorized Signing Officer

Signature of Authorized Signing Officer

I/we have the authority to bind the corporation

PRICING SUMMARY - Pricing to supply the necessary labour and materials (including disbursements) as required to provide the services in accordance with the terms and conditions for the Township of Puslinch Supply and Delivery of Planter Boxes Project RFQ.

Total Upset Limit	\$ _____
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COMPLETE AND SUBMIT THIS PAGE

DRAWINGS / APPENDICES

SUPPLY AND DELIVERY OF PLANTER BOXES

Appendix A – Location Plan Aberfoyle

Appendix B – Location Plan Morriston

Appendix C – Location Plan Arkell

Appendix A

Location Plan Aberfoyle



Legend:

- Planter Box

Note: Locations of all site furnishings are preliminary and subject to revision prior to installation.



Appendix B

Location Plan Morriston



Legend:

● Planter Box

Note: Locations of all site furnishings are preliminary and subject to revision prior to installation.



Appendix C

Location Plan Arkell



Legend:

- Planter Box

Note: Locations of all site furnishings are preliminary and subject to revision prior to installation.

