

Request for Proposal – AI Blooms Recognition Markers

1.0 Background and Intent

AI Blooms is a recognition program for all residents of the island (whether permanent or seasonal) that encourages and rewards their efforts to beautify their front garden as seen from the road. By recognizing a gardener's efforts we hope to encourage more residents to take the time to beautify their property with the end result being a more attractive island overall. Each nominated and sanctioned garden will receive a recognition marker with the year emblazoned on it to display in the garden.

In other municipalities similar programs give out a plastic stake with the year on it to recognize the effort. Some gardeners are very proud of the number of years that their garden has been recognized and display a number of stakes.

AICA wants to encourage island artisans and local businesses to find a truly unique and island way to recognize these efforts. While there is nothing wrong with a stake we do not want to limit the creativity of our local craftspeople. This RFP intends to find a supplier of recognition markers for the AI Blooms project for a multi-year period. It is expected/hoped that on an annual basis between 50 and 100 markers will be required.

2.0 Requirements

- 2.1 Recognition markers may be of any design or format that the Proposer chooses. The intention is that the marker is to be displayed in the selected garden.
- 2.2 Markers should be labelled with "AI Blooms, Recognition Garden, 2021". Subsequent years would change the year. Proposers may in addition also suggest how the colour or shape of the marker might change on a year to year basis in addition to the actual date change.
- 2.3 Markers must be weather resistant for a period of 3 years. (ie be able to withstand the elements for at least that period of time.)
- 2.4 The number of markers required will not be fully known until July 1st each year. While an estimate of marker requirements will be given, the Proposer must be able to supply a reasonable quantity of the proposed markers within a two week period to top up the order if required.

3.0 Timings

- 3.1 Proposals must be submitted not later than March 31st, 2021.
- 3.2 A sample marker(s) for evaluation purposes, if requested, must be provided to AICA by April 15th, 2021. If no evaluation markers are requested the selected Proposer must be able to provide at least three (3) samples for display and photographing by May 10th, 2021. The evaluation sample will be provided at no cost to AICA unless ultimately used as part of the AI Blooms project. The samples requested for display and photographing will be at AICA's cost.
- 3.3 AICA will provide an initial order estimate of markers not later than Jun 20th, 2021.
- 3.4 Proposer will deliver at least 75% of markers in the initial order estimate by Jul 1st, 2021.
- 3.5 AICA will provide a final order number of markers by Jul 2nd, 2021. The final order number cannot be greater than 35% more than the initial order estimate nor less than the number of markers already delivered.
- 3.6 Proposer will provide all ordered markers not later than Jul 10th, 2021.
- 3.7 AICA intends to be delivering/installing all markers between Jul 1st and Jul 15th, 2021.
- 3.8 Dates for delivery in subsequent years will be established at a later time but are broadly expected to be similar to those above.

4.0 Evaluation Criteria

- 4.1 Submissions will be evaluated by a committee established by AICA and their decision is final.
- 4.2 The following criteria will be used in comparing the submissions:
 - a. ingenuity and adherence to island heritage and culture
 - b. the multi-year adaptability of the marker design
 - c. expected ability of the marker to withstand the elements
 - d. unit price
 - e. proposer's ability to meet the timelines and flexibility to adjust to order volume changes

5.0 Submission

- 5.1 The following information is required with each submission:
 - a. name and contact information for the Proposer
 - b. unit price per marker (including HST if applicable)
 - c. description of the proposed marker including material used and anything special concerning proposed year to year changes
 - d. if possible a photo of the proposed marker, a mock-up of the proposed marker or something very similar so that the concept is fully appreciated by the evaluators
 - e. a statement confirming that the Proposer agrees to meet the timelines as outlined
 - f. anything else the Proposer believes that the evaluation committee should know when considering their design.
- 5.2 The above information should be submitted using the form on the AI website (www.amherstislandca.com).
- 5.3 Any questions concerning this RFP or about the process of selecting the recognition markers should be sent to aicommunityalliance@gmail.com. All questions and answers will be posted on the website.

6.0 Other Terms

- 6.1 The cost to prepare any proposal is solely the responsibility of the proposer.
- 6.2 AICA is not obligated to select or accept any proposal submitted. AICA may terminate the selection process at any time and may proceed with other options at its sole discretion.