



**TOWN OF STRATFORD**  
 234 Shakespeare Drive  
 Stratford, PE C1B 2V8  
 Phone: (902) 566-1995

## Request for Quotation to Supply 50 Large Trees

### 1. Background

The Town of Stratford is committed to protecting and preserving the natural environment upon which we depend, and the biodiversity contained therein. The Town is continuing the Residential Tree Planting Program for 2026. The program is aimed at addressing the significant lack of street trees in many Stratford neighbourhoods by making native trees available to residents for planting in their front yard.

Town staff will oversee the program, which will accept applications from residents to receive a tree. Trees will be planted by residents and Town staff together. To implement the program, we are looking to purchase 50 trees for delivery in the spring.

### 2. Scope of Services

The Town of Stratford is seeking quotations from tree nurseries, landscape companies, or any organization able to supply 50 large native trees. The trees supplied must meet the following specifications:

- Trees must be species native to PEI (see required list below)
- Trees must be in good health and will not have any structural problems (e.g. double leaders, crossed branches, root girdling). **Town staff reserve the right to inspect trees before awarding the tender.**
- Trees must be delivered in either a burlap/wire basket, fabric bag, or other container (not bare root)

Quantity of each tree species required:

Species	Species ( <i>scientific name</i> )	Size	Quantity
Red maple	<i>Acer rubrum</i>	45mm caliper	15
White birch	<i>Betula papyrifera</i>	45mm caliper	7
Red oak	<i>Quercus rubra</i>	45mm caliper	15
Balsam fir	<i>Abies balsamea</i>	200cm tall	4
Ironwood/Hornbeam	<i>Ostrya virginiana</i>	45mm caliper	1
American linden	<i>Tilia americana</i>	45mm caliper	2
White spruce	<i>Picea glauca</i>	200cm tall	3
Sugar maple	<i>Acer saccharum</i>	45mm caliper	2
Eastern White Pine	<i>Pinus strobus</i>	200cm tall	1

The supplier will be required to deliver the trees to 41 MacIntosh Drive, Stratford, PEI at a date agreed upon with the Environmental Sustainability Coordinator. Delivery is required between Monday-Friday, 8:00 a.m. – 3:00 p.m. Please include the total cost to deliver the trees on the bid form below.

Delivery is required by Monday, May 11<sup>th</sup>, 2026. The Town may require some substitution of species.

### **3. Quotation Requirements and Selection**

Use the bid form below to provide quotation for each component requested, including the price per tree, the total price for all trees, and the price to deliver the trees (as per section 2).

**If unable to provide all the trees requested, please indicate how many of each species are available and if additional quantities of other species listed are available. Quotes will still be considered if the supplier is able to partially supply the trees requested.**

Please include with the quotation the following information:

- The source of the trees if the supplier is purchasing the trees from a nursery
- Any warranty provided on the trees after they are planted (preference is not given for suppliers providing a warranty)

### **4. Right of Rejection and Clarification**

The Town of Stratford reserves the right to reject any quotations and to request clarification of information from any supplier. The Town of Stratford is not obligated to enter into a contract on the basis of any quotation submitted in response to this document.

**The Town of Stratford reserves the right to remove a supplier's name from consideration for future contracts based on poor performance and/or poor quality of trees (i.e. if trees are not in good health or have structural issues.)**

### **5. Quotation Submission**

Quotations will be received **up to 12:00PM on Wednesday, May 6<sup>th</sup>, 2026**, at:

Town of Stratford  
234 Shakespeare Drive  
Stratford, PE C1B 2V8

Attention: Madeleine Crowell, Environmental Sustainability Coordinator  
Or via email to [mcrowell@townofstratford.ca](mailto:mcrowell@townofstratford.ca)

Any questions or requests for further information shall be addressed to Madeleine Crowell at the above email or by calling 902-916-1855.

**BID FORM**

I have read and understand the requirements of this request for quotation (RFQ) and agree to provide the required services as described herein. The quotation fee shall include all labour, material, and equipment necessary to provide the services as outlined, including all expenses incurred.

Species	Cost per tree	Quantity Available	Total cost
Red maple	45mm caliper		\$
White birch	45mm caliper		\$
Red oak	45mm caliper		\$
Balsam fir	200cm tall		\$
Ironwood/Hornbeam	45mm caliper		\$
American linden	45mm caliper		\$
White spruce	200cm tall		\$
Sugar maple	45mm caliper		\$
Eastern White Pine	200cm tall		\$

Subtotal cost of all trees: \$ \_\_\_\_\_  
 Delivery: \$ \_\_\_\_\_  
 HST (15%): \$ \_\_\_\_\_  
  
**TOTAL** \$ \_\_\_\_\_

Other information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUBMITTED BY:**

COMPANY/ORGANIZATION: \_\_\_\_\_

BY: \_\_\_\_\_  
*Signature*

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_