

**Request for Proposals
Downtown Floral Displays
City of Louisville, Colorado**

I. GENERAL DESCRIPTION

The City of Louisville, Parks and Recreation Department is seeking proposals for the design, installation, and maintenance of hanging baskets and planters as part of the downtown floral displays.

II. OVERVIEW

The selected contractor will install approved plants and as needed, planting soil and liners to the hanging baskets and planters. After which, the contractor will then place the hanging baskets and planters in the downtown area by May 23rd, or as directed by the City.

After placement, the selected contractor will then be required to maintain until October 13th, weather dependent. At the end of the season, the City will dispose of all materials and store the planters and hanging baskets.

As part of this RFP, per unit pricing is requested and should be detailed in the proposal for installation and maintenance to include watering. It will be important to price out in unit cost because not all of the hanging baskets will need to be watered by the contractor. Also, the City from year-to-year, may supply some of the materials, i.e., soil, liners, etc.

III. TERM OF AGREEMENT

The agreement shall be for the period commencing on May 23, 2019 and ending October 13, 2019. At the end of the season, the City will evaluate the Contractor's performance and at its discretion, may choose to award the Downtown Floral Displays Contract to the same Contractor the following year, up to five consecutive years, price increase not to exceed 3% annually.

IV. PROPOSAL GUIDELINES

1. Contractor shall propose two (2) individual design plans that are creative and lends itself to a city environment. Design plans should include information on types of plants, descriptions or visual representations of recommended plantings, and numbers of recommend plants to be planted per container and size of container. Individual design plans must be submitted for both the planters and hanging baskets for City review and approval. The City must approve the design prior to installation.

Within the design, the City recommends use of the following plants but design is not limited to:

- Geraniums
 - Petunias
 - Verbena
 - Dusty Miller
 - Alyssum
 - Lobelia
 - Vinca Vine Major or Minor
 - Asparagus Sprengeri Fern
 - Coleus
 - Spike Plant(Dracaena)
 - Cordyline Plant
 - Dwarf Dahlia
 - Canna Lillie Pots Only
2. Provide the City with a schedule for planting, maintenance, and watering.
 3. Provide plans to service and maintain the plants noting limitations of that service. With that, document dedicated staff and associated equipment required to complete the required maintenance services, schedule of maintenance services, and plans to communicate regularly to the City on project progress or problems.
 4. Detail the safety procedures the contractor will be following for work around or near moving motor vehicles and along the curbs and sidewalks. A right-of-way permit may be required at no cost.
 5. Provide unit pricing in the following format in the proposal. *Quantity figure is current estimate.*

Description	Unit Price	Quantity	Total Price
*Planting Hanging Baskets	\$	60	\$
Soil for Hanging	\$	60	\$

749 MAIN STREET · LOUISVILLE, CO 80027 · PH: (303) 335-4735 · FAX (303) 335-4738
www.louisvilleco.gov

Baskets			
Liner for Hanging Baskets	\$	60	\$
*Planting Planters	\$	19	\$
Soil for Planters	\$	19	\$
Watering Plant Material In Planters for Duration of Season	\$	19	\$
Watering Plant Material in Hanging Baskets for Duration of Season	\$	60	\$
Plant Material Maintenance in Planters and Hanging Baskets for Season to Include but not Limit to: Deadheading, Replacement, Fertilizing, Etc.	\$	79	\$
		Sum Total	\$

*Hanging Basket picture and approximate planting area, 280 inches.



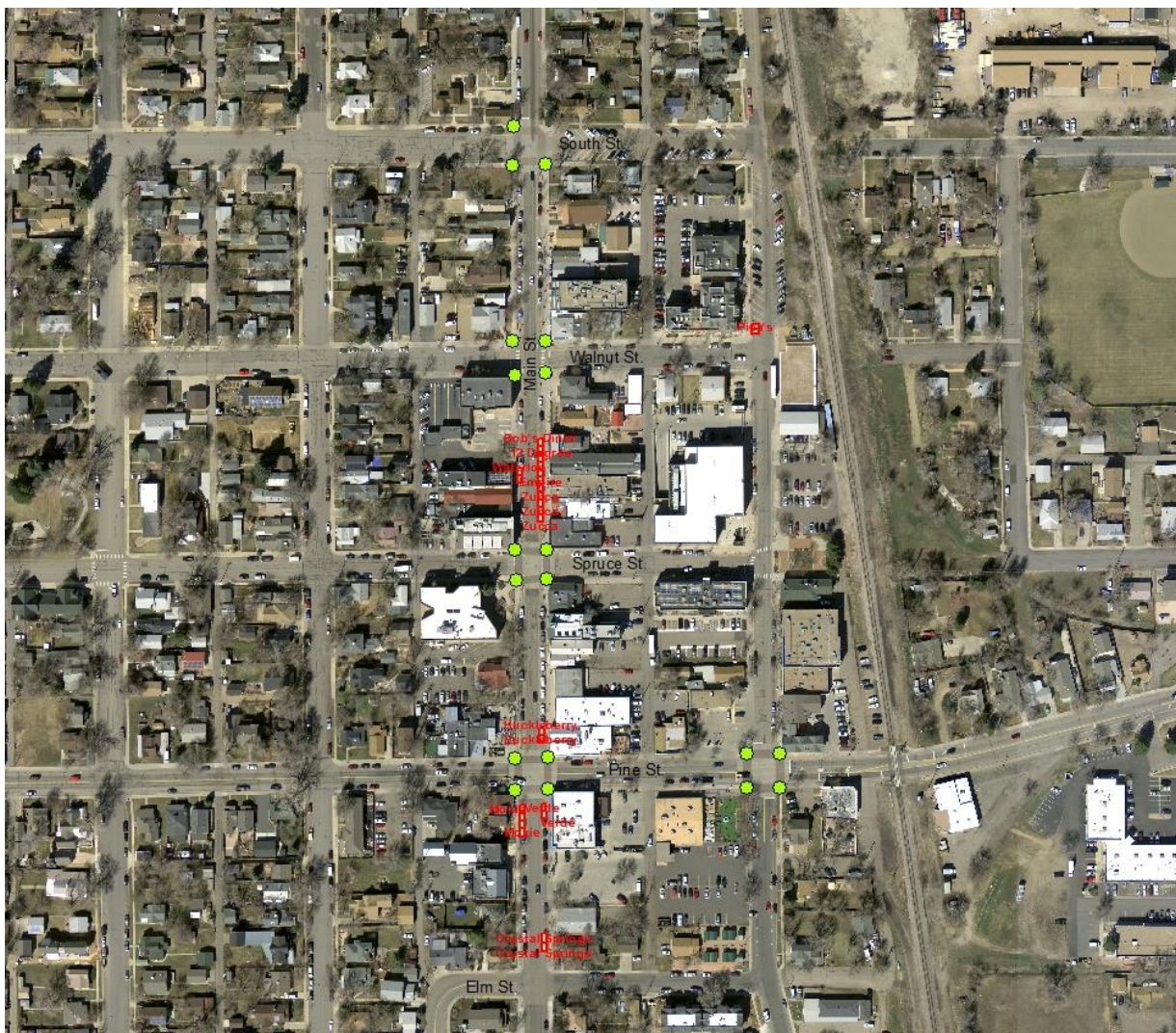
*Planter picture and approximate planting area, 490 inches.



749 MAIN STREET · LOUISVILLE, CO 80027 · PH: (303) 335-4735 · FAX (303) 335-4738
www.louisvilleco.gov

PARKS RECREATION SENIOR SERVICES OPEN SPACE FORESTRY TRAILS GOLF

Map of downtown area where hanging baskets (red) and planters (yellow) will be placed.



6. The contractor shall be an established Horticulturist with a minimum of five (5) years' experience. In addition, the contractor shall have extensive experience with the management of city landscaping/plant management and be able to provide documentation of similar experience.

V. STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

749 MAIN STREET · LOUISVILLE, CO 80027 · PH: (303) 335-4735 · FAX (303) 335-4738
www.louisvilleco.gov

1. This request for quotes is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all quotes, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFP at any time, and to re-solicit quotes.
2. Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The current fiscal year ends on December 31, 2019.
3. The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted quotes or other entities as they deem necessary or appropriate to assist in the evaluation of any quote or to secure maximum clarification and completeness of any quotes.
4. The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City and provide proof of insurance.
5. The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
6. All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.

7. The City of Louisville shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
8. Proposals must be received by **3:00 p.m., January 29, 2019**. Proposals may be submitted in either hard copy or electronic format (PDF format). If submitting in hard copy format please submit three (3) copies. Respondents are encouraged to include any information pertinent to the scope of work. Proposals will be reviewed on the basis of cost, experience, references, methods and approach, and potential to meet the expectations described.

For questions pertaining to this RFP, please contact Dean Johnson, Parks Superintendent at deanj@louisvilleco.gov . Questions will be answered up to 1 week prior to submittal date.

Electronic or hard copy proposals are acceptable:

Email: deanj@louisvilleco.gov

Mail: Louisville City Services
 Attn: Dean Johnson
 739 S. 104th Street
 Louisville, CO 80027