



REQUEST FOR PROPOSALS

4 PART BID

1 YEAR 2023

With option years 2 & 3 (2024 & 2025)

DOWNTOWN ROMEO FLORAL STREETScape

The Romeo Downtown Development Authority (DDA) in the Village of Romeo, Michigan seeks bidders to submit proposals to provide flowers and plants for the 2023 season in the Romeo DDA District (see map provided). Four parts of the contract are listed below and bidders may submit proposals for one or more parts. Specific dates for delivery and service are called out in each of the four parts. The DDA requests bidders provide pricing information for the base year of 2023, and pricing for option years of 2024 and 2025. These option years can be exercised if both parties agree in writing by the previous May before the year of execution. *While the map provided of planting locations is generally correct, small changes to planting location of some plant material is subject to change due to current renovation projects, etc. Contractor will be notified of said changes prior to work commencing. The number of plantings will remain the same.*

What to bid

PLEASE BID EACH CATEGORY INDIVIDUALLY OR COMBINED AS AN ALL INCLUSIVE PROJECT

PART 1: GROWTH AND DELIVERY OF ALL PLANT MATERIAL FOR ALL HANGING FLOWER BASKETS, STATIONARY POTS, ALLEYWAYS, PARKING LOT, GAZEBO (PAVILLION), AND PLANTER BOXES

PART 2: HANGING AND INSTALLATION OF ALL HARDWARE, PLANTED HANGING BASKETS, PLANTING OF PLANT MATERIALS

PART 3: ANNUAL PLANT WATERING AND MAINTENANCE

PART 4: REMOVAL OF ALL PLANT MATERIAL, HANGERS, HARDWARE AND BASKETS, STORAGE AND CLEANING OF BASKETS

See Appendix A. (2023 Floral Contract Map)

PART 1

GROWTH AND DELIVERY OF ALL PLANT MATERIAL FOR ALL HANGING FLOWER BASKETS, STATIONARY POTS, ALLEYWAYS, PARKING LOT, GAZEBO (PAVILLION), AND PLANTER BOXES

- Baskets must be delivered within the Romeo area as designated by the DDA by May 23,2023 -weather permitting and during normal business hours
- Plant Materials for 98 - 23" Hanging Baskets: 20-24 shade loving (successful bidder will plant)
- Plant Materials for 40 - 28" Wraparound planter: 10-12 shade loving (successful bidder will plant)
- Plant Materials for 3 rectangular planters in the SW Quadrant (successful bidder of PART 2 will plant)
- Plant Materials for planter behind the Police Station (successful bidder of PART 2 will plant)
- Plant Materials for Village Park Gazebo (Pavilion) and Rose Garden (successful bidder of PART 2 will plant)
- Plant Materials for flower beds in Starkweather Alley, Marketplace Alley, Paton Manor Alley and Parker Alley including 7 large round Terracotta planters (successful bidder PART 2 bidder will plant)

Hanging Baskets

- Minimum of 8, 4 and 1/2" plants per hanging basket (plant type to be determined between Executive Director and Contractor). Proven Winner or equivalent quality plants.
- Minimum of 6 cascading to trailing plants per hanging basket (plant type to be determined between Executive Director and Contractor). Proven Winner or equivalent quality plants.
- Minimum of 9, 4 and 1/2" mounding plants per side of wraparound basket. (plant type to be determined between Executive Director and Contractor). Proven Winner or equivalent quality plants.
- Supply premium potting soil, wetting material, and slow release fertilizer in each basket, as needed
- 2 fungicide applications minimum, pricing for additional above 2 if needed.
- Pick up baskets stored at DPW for planting.
- Delivery of all hanging baskets with plant materials "showing color"

Alleyways, Gazebo (Pavilion) and Village Park

- 34 Flats of premium annuals (24 count)
- Delivery of all plant materials "showing color"

7 Round Planters, 4 Planter Boxes, and 1 Police Station Planter

- 75 4" premium annuals
- 16 Large annuals (Cannis, King Tut or similar)
- Delivery of all plant materials "showing color"

Please suggest plants befitting traditional Downtown Romeo and summer weather conditions. Consideration should be made for location of planters in regards to how many are shade vs. sunny locations.

Final plant selection will be approved by the Romeo DDA Executive Director.

PART 2:

HANGING AND INSTALLATION OF ALL HARDWARE, PLANTED HANGING BASKETS, PLANTING OF PLANT MATERIALS

Hardware Installation

Brackets and hardware must be picked up from the Romeo DPW, during normal business hours (7am-3pm) and installed within the Romeo area as designated by the DDA by May 23,2023 -weather permitting, as follows

- Installation of all hardware on existing poles on which to hang the following baskets:
 - 98 - 23" Hanging Baskets
 - 40 - 28" Wraparound planters

On Site Planting

- Planting of Planting Materials Provided and Delivered by Grower at the following locations:
 - Plant Materials for 3 rectangular planters in the SW Quadrant
 - Plant Materials for planter behind the Police Station
 - Plant Material at Village Park Gazebo (Pavilion) and Rose Garden, Plant Materials for Starkweather Alley, Marketplace Alley, Paton Manor Alley and Parker Alley including 7 large round Terracotta planters.

Hanging of Baskets

- Installation of all pre-planted baskets on existing poles.
 - 98 - 23" Hanging Baskets
 - 40 - 28" Wraparound planters

PART 3:

ANNUAL PLANT WATERING AND MAINTENANCE

Project Work

The project will include maintaining the following:

- 98, 23" wide, hanging flower baskets mounted on 13' high street light poles,
- 40, 28" wide wraparound planters mounted on street light poles
- 7 large round terracotta pots and flower beds located in Starkweather Alley, Marketplace Alley, Paton Manor Alley and Parker Alley in the downtown area
- 3 rectangular planters in the SW Quadrant
- rectangular planter in front of Masonic Lodge on Main Street
- rectangular planter at rear of Police station
- gazebo (pavilion) and rose garden in the village park.

The contractor's responsibility will be to water and monitor the water needs to assure that the plants in pots, baskets, planters, gazebo (pavilion), rose garden and alleyways receive sufficient water for healthy growth; and to monitor and adjust the watering schedule throughout the season, taking into consideration seasonal variation in water needs.

Watering and maintenance is expected to take place every-other-day (or possibly every day in the event of extreme conditions to be mutually decided between the flower provider, watering contractor and the DDA Executive Director), in the downtown area in the early a.m. suggested hours of 3am and 6am before traffic increases for rush hour. This schedule is flexible. Weekend watering is expected.

Fertilizer shall be provided, applied and performed by the contractor as specified by the flower provider. Fertilizer shall be a commercial grade, water soluble, 20-10-20 or equal formulation with micro and macro nutrients. Fertilizer shall be applied at a constant feed rate of 150 PPM of Nitrogen through the entire watering period.

If needed, fungicide and/or disease treatment shall be provided, applied and performed by the contractor as a separately billed service by application, with immediate notification to the DDA Executive Director.

The contractor shall replace plants with the same that have died.

Plants will be in place by May 23, 2023, or within 48 hours of part 1 materials delivery. Selections to be made by Contractor and DDA representatives as adaptable for the climate and for use in hanging baskets, pots, planters, gazebo (pavilion), rose garden and alleyways. *The baskets, pots, planters, alleyways, gazebo (pavilion) and rose garden locations are noted on a one-page map, Romeo DDA Banner Map annotated, available from the Romeo DDA Office.*

The contractor will be responsible for all project work, equipment and supplies.

ANNUAL PLANT WATERING AND MAINTENANCE

Water is available from the Village of Romeo and accessible at a downtown location near the Village Park. Fertilizer is expected to be included in the proposal. Fungicide/ disease treatment is to be quoted separately from the total and by application.

The contractor will meet with DDA representatives once a month on an agreed upon date and time throughout the project.

The project will be completed by Friday, October 14, 2023. The project may be completed earlier at DDA discretion if the plants do not thrive in fall weather.

PART 4:

REMOVAL OF ALL PLANT MATERIAL, HANGERS, HARDWARE AND BASKETS, STORAGE AND CLEANING OF BASKETS

- Removal of the following baskets and brackets at end of season, disposal of soil, clean and return pots and brackets to DPW for storage in designated area. Pots to be shrink wrapped on pallets or other means agreed upon by Romeo DDA and contractor.
 - 98 - 23" Hanging Baskets
 - 40 - 28" Wraparound planters
- Removal and disposal of plant material from the following locations:
 - Plant Materials 3 rectangular planters in the SW Quadrant
 - Plant Materials for planter behind the Police Station
 - Plant Material at Village Park Gazebo (Pavilion) and Rose Garden Plant Materials for Starkweather Alley, Marketplace Alley, Paton Manor Alley and Parker Alley including 7 large round Terracotta planters.

Qualifications Contractor Must Meet:

General Qualifications

- The contractor must be a licensed business in the state of Michigan with a valid Michigan Driver's License.
- The contractor will agree to abide by all local ordinances and state codes governing the right of way, roads and public areas in downtown Romeo.
- The contractor must have business qualifications in the horticultural field, and be licensed for fertilizer and fungicide/disease treatment applications.
- Company must provide three referrals for similar projects; Name, Location, and Contact information.
- Company must state their business qualifications in the horticultural field. Certified in fungicide application.
- Company must be willing to provide successful plant care maintenance advice to the DDA staff and plant maintenance provider.

Insurance Regulations

- The contractor will obtain and deliver to the Romeo DDA the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the Romeo DDA and licensed and admitted to do business in the State of Michigan. A new certificate of insurance shall be provided to the Romeo DDA each year at the time of the policy renewal. Failure of the consultant to maintain the required insurance shall be grounds for contract cancellation.
- *Workers Compensation Insurance*
- *Commercial General Liability insurance*, liability coverage of 1 million dollars minimum.
- *Motor Vehicle Liability insurance*

Information Contractor Must Provide in Their Proposals

1. Description of the work to be performed , with each part (1-4) separately outlined. Only parts the bidder is interested in proposing must be included.
2. Contractor's plan of action for accomplishing the work, personnel, equipment and a schedule with time schedules in the early morning hours. (Prior work has shown that it may take 3-5 hours to properly water and maintain the plants for one application.)
3. Proof of insurance as outlined above.
4. Three referrals for similar project work: name, location and contact information.
5. Total project cost broken out as outlined in attached *Proposal Pricing Sheet* for 2023. It is not required to provide pricing for option years 2024 and 2025, but encouraged.
6. Proof of certification to apply fungicide.

Criteria for Evaluating Proposals:

To be acceptable, a proposal must demonstrate all of the following:

1. Proof of your past performance in related work scope.
2. Price sheet information.
3. Demonstrate an understanding of the work, plantings and their care, equipment and schedules required.
4. Proof of insurance, business license and necessary certifications (mandatory).

The Romeo DDA will make a selection based on best value to the DDA. Any proposal that is unacceptable in one of the above categories will not be considered. The Romeo DDA reserves the right to re-bid the project or to enter discussion with bidders whose proposals are considered best value in order to make a final determination.

The Romeo DDA reserves the right to interview any number of qualifying bidders as part of the evaluation process.

No contract may be assigned, sublet or transferred without the written consent of the Romeo DDA.

The Romeo DDA reserves the right to reject any and all proposals, to waive any formalities and to award the contract in any manner deemed to be in the best interest of the Romeo DDA.

The contractor selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.

Proposal Information

The proposal will be completed in legible form, preferably typewritten. The pricing sheet will be used as provided in this proposal without modification.

Pricing provided must be valid through October 31, 2022. The Romeo DDA expects to have a selection decision prior to October 15, 2022.



Mark your envelopes or email with subject line; "1 year 2023 Downtown Romeo Floral Streetscape"
(PARTS 1, 2, 3, &/OR 4 according to bid submission)

Mark your sealed envelope: *Romeo DDA: DOWNTOWN ROMEO 2023 SUMMER STREETSCAPE*
Proposals are due at the Romeo DDA Office by 3:00pm, Monday September 26, 2022.
DDA address: **121 West St. Clair, Romeo, Michigan 48065**

All proposals will be opened publicly and read aloud on **Tuesday September 27, 2022 at 10:00am** at the
DDA office at **121 West St. Clair, Romeo, Michigan 48065**

All information requested herein should be submitted with the Request for Proposal, failure to do so may result in rejection of the bid as non-responsive and/or incomplete.

For more information and questions contact:

Romeo DDA

Romeo MI. 48065

(586)752-1170

emiller@romeodda.org



Price Sheet

1 year 2023 (with 2 option years 2024 & 2025), Downtown Romeo Streetscape Request for Proposal

Prices are to be FOB Romeo DDA, Romeo, Michigan and shall not be subject to state sales tax.

If an Addendum is issued, check if received below. The Addendum, if issued, is made a condition of this proposal.

Legal status of Bidder;

Bidder's Business Name: _____

By: _____

Bidder's Business Address: _____

Bidder's Business contact information; Main telephone no. _____

Fax no. _____

Email address: _____

Addendum issued: Y/N

Addendum received: Y/N



Proposal Pricing Sheet

Only fill out pricing for parts you are bidding on.

Option years (2024 & 2025) are encouraged, but not required.

Part	Description	2023	2024	2025
1	GROWTH AND DELIVERY OF ALL PLANT MATERIAL FOR ALL HANGING FLOWER BASKETS, STATIONARY POTS, ALLEYWAYS, PARKING LOT, GAZEBO (PAVILLION), AND PLANTER BOXES	\$	\$	\$
2	HANGING AND INSTALLATION OF ALL HARDWARE, PLANTED HANGING BASKETS, PLANTING OF PLANT MATERIALS	\$	\$	\$
3	1 YEAR PLANT WATERING AND MAINTENANCE	\$	\$	\$
3a	1 YEAR 2023 FUNGICIDE/DISEASE TREATMENT QUOTE FOR ONE APPLICATION (REQUIRED IF BIDDING ON 3)	\$	\$	\$
4	REMOVAL OF ALL PLANT MATERIAL, HANGERS, HARDWARE AND BASKETS, STORAGE AND CLEANING OF BASKETS	\$	\$	\$
	TOTAL	\$	\$	\$

Appendix A

