

**Requests for Proposals**  
**2018 Downtown Peekskill Flower Barrel Project**  
**Deadline: Monday, April 30, 2018 @ 12Noon**

This document has been prepared to specify technical criteria applicable to the acquisition of a professional horticulturist, plant provider, or qualified landscaper for the installation of same and maintenance of existing inventory of 50 flower barrels. The supplier (hereafter referred to as the Contractor) shall furnish, deliver, install and maintain landscape grade or retail-ready plants as listed on the bill of materials schedule, at the direction of the Peekskill Business Improvement District (BID).

Our goal is to promote the BID and the City of Peekskill in terms of Plant Beautification. Initial plantings must have maximum colorful flowers, an abundance of flowering plants and greenery so as to create overflowing flower barrels throughout the downtown as the season progresses.

Additionally, the selected contractor must coordinate plantings that compliment and enhance approximately 40 hanging flower baskets administered by the city. The goal is to achieve a more uniform and complimentary look between the two beautification initiatives.

All materials, soil, fertilizer, plants and related materials shall be of the best quality available and resistant to an environment such as a city street or curb.

The Contractor shall provide all necessary “dead-heading” and pruning on a regular basis along with all the necessary watering as well removal and proper disposal of any trash or foreign objects from the barrels.

This project anticipates one vibrant planting in spring to last through fall with proper maintenance.

**Part A: Installation** Initial planting and barrel topping-off and any necessary aeration of the soil contained therein. Existing flower barrels are provided by the BID and located throughout downtown. BID expects this to be accomplished as soon as practicable after the contract is awarded. Plantings are to be approved by the BID Board of Directors with possible consultation by Executive Director and an advisory group.

**Part B: Maintenance** The Contractor shall provide all necessary “dead-heading” and pruning on a regular basis throughout the seasons, along with all the necessary watering as well as removal and proper disposal of any trash or foreign objects from the barrels.

**B. GENERAL**

Submit all information necessary for the work as described herein in a written format.

**C. SUBMITTAL REQUIREMENTS**

1. Provide a comprehensive summary of your qualifications.

(continued)

2. Provide 4- 6 photos of what the flower barrels will look like along with product data of plants and flowers intended to be implemented.
3. Implementation: Provide complete documentation of how you plan to service and maintain the plants and the limitations of the services you will provide.
4. Operating sequences: Provide a complete written description of the sequence of operation of the plantings, placements and continual container maintenance.
5. Safety procedure: A written document detailing the safety procedures your staff will be following for work around or near moving motor vehicles.
6. Agree to meet with BID Executive Director, Board of Directors or designees as requested.
7. Provide proof of proper insurance. Peekskill BID and City of Peekskill must be named as a named insured and proof of such provided prior to award of the contract.

#### **D. DELIVERABLES**

1. Provide a schedule of planting, maintenance, and means and methodology to accomplish tasks.
2. Any planting hardware required to install and maintain the plants shall be provided by this Contractor and at no additional cost to the Peekskill BID.
3. Hardware shall be maintained in a manner to assure the safe operation and no tools shall be left unattended or leaning in any manner that might present a hazard to pedestrians.
4. Consumable materials, media, fertilizer and other such materials shall be stored in a clean, dry and safe place. Cost for these materials shall be included in the proposal and shall be paid for by the Contractor.
5. Provide a detailed accounting of any damaged or missing plants, damaged pots, containers etc., on a weekly basis to the Executive Director or his/her designee.
6. The Contractor must offer a seamless integration of the service required and accurate reports, verbal or written to the BID on the most cost-effective planting and type of plants.

#### **E. CONTRACTOR / HORTICULTURIST / LANDSCAPING QUALIFICATIONS**

1. The Contractor shall be an established Horticulturist or qualified landscaper for a minimum of three years. The contractor must have previous experience successfully planting and maintaining flowers in an urban environment for a minimum of two years.
2. The Contractor must be demonstratively fluent in basic services such as:
  - Staff management and scheduling work.
  - Horticulture and plant management, functionality, placement, tolerance, and hardiness requirements.

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- Have a well-rounded knowledge of plant grades, bulb grades, soil materials and potting media.
  - Ability to meet or exceed OSHA standards as regards labor practices and any related equipment.
  - Operating a motor vehicle in a safe and lawful manner.
3. Changes in the contractor's operations, such as hiring third parties or others to meet the requirements of this specification are not permitted.
  4. Please provide at least two similar applicable customer references including names, locations, installation completion dates, description of services including operating environments and contact names, phone numbers and email addresses.
  5. At the time of bid, the bidder shall have an existing business enterprise in operation, and be registered with the State of New York.
  6. Contractor must hold all legally required New York State contractor's licenses necessary to accomplish the work herein described and hold all required general liability insurance, and workman's compensation. Contractor shall submit copies of any required licenses and insurance to the BID prior to the start of work and must name the BID and the City of Peekskill as additional insureds.
  7. Contractor must have trained staff available, within 30 miles of the BID, to provide necessary service, and be fully capable of planting, pruning, properly tending the deliverables and available upon 6 hours notice to respond on site to issues that arise.
  8. Contractor must indicate compliance with the provisions of this specification by letter, signed by an officer of the corporation, or a principal if other Ownership currently exists. This letter shall also clearly identify any exceptions to specification requirements.

## **F. SUPERVISION OF WORK**

1. Contractor shall personally, or through an authorized and competent representative, constantly supervise the work from beginning to completion and shall, within reason, remain in contact with the BID Executive Director at all times to ensure deliveries and presentations proceed without delay or hindrances to deadlines.
2. A detailed Schedule of Work shall be provided and coordinated with the BID to provide harmonious work and ensure compliance to the planting deadline schedule(s).
3. The Contractor shall provide a means/person to interface with the appropriate BID Executive Director or designee and City representatives as required.
4. The Contractor shall maintain continuing coordination with the Peekskill BID, to keep abreast of progress and keep informed of any problems that may develop. This is absolutely essential so that interference with any deadlines are held to the minimum.

## **G. PLAN OF OPERATIONS AND PROJECT SCHEDULES:**

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Before beginning work, the Contractor shall submit for approval a complete plan and schedule of proposed operations. The schedules of all plants, type of plants, deliverables, and all other matters affecting the work shall be accounted for on the project schedule. This should include a comprehensive understanding of the watering schedule and necessary activity to keep flower barrels looking excellent.

**Planting schedule:**

The Contractor shall develop one initial planting designed to last through spring, summer and fall, or provide an alternate planting schedule in order to promote the BID and the City of Peekskill in terms of plant beautification. Initial plantings must be completed prior to a mutually agreeable date, weather permitting. The goal of the planting is to have maximum colorful flowers and an abundance of flowering plants and greenery so as to create overflowing flower barrels throughout the downtown.

**Spring:**

- Coordinate the barrel placement and planting in same
- Add new soil and re-condition existing media
- Water as needed to support the plants

**Summer:**

- Maintain the seamless look of quality plantings throughout the season
- Repair or replace any damaged plants; allow for 5% vandalism or theft of plants.
- Water as needed to support the plants

**Fall:**

- Maintain the seamless look of quality plantings throughout the season
- Repair or replace any damaged plants; allow for 5% vandalism or theft of plants.
- Water as needed to support the plants

**Winter:**

- Remove prior plantings (except existing boxwoods).

**NOTE: See the attached Bill of Materials and Pricing Sheet for quantities and bid response.**

**H. OTHER REQUIREMENTS and NOTES:**

1. It shall be the Contractor's responsibility to verify the work involved in developing a plan to encompass the Peekskill BID area of coverage.
2. The Contractor shall be able to obtain water from a centrally located fire hydrant at North Division Street and Central Avenue or other designated location permitted by the City of Peekskill. Under no circumstances shall the Contractor tamper with, operate or in any other way hinder any other hydrant in any other location.
3. The Contractor must have a proper and lawful means of disposal of any materials removed from any plant holder or container.

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4. Under no circumstances shall the Contractor engage in any transactions with any person or persons who are family members or relations, in any way that would be construed as a conflict of interest with any person without declaration of same to the Peekskill BID board.
5. Alteration of the attached Bid Forms may result in your bid being refused.
6. Award of this Contract shall be based upon lowest responsible bid as reviewed by the BID. It is important to note that the lowest bid will not necessarily be awarded the contract; other important criteria include a proven track record in planting flower barrels in an urban environment and a recommendation of flower barrel plantings in Spring that will be durable and most greatly beautify downtown.
7. The BID reserves the right to clarify any contradictory information or stipulations contained within the proposal to its sole satisfaction.

**Peekskill BID**  
**Bill of Materials and Pricing Sheet**

We are looking for **FIFTY** flower barrel plantings that are durable, high-quality to beautify downtown to the greatest extent possible based on the expertise of the bidder at a reasonable cost.

Therefore, below please provide a unit cost per barrel, a total number of barrels planted, and the quantity/unit cost/extension cost of specific materials recommended as part of this bid with detail on all necessary planting materials and mediums.

**Declaration:**

1. Contractor represents that the required tools, hardware, and protective equipment are in a safe and functional operating condition.
2. Contractor represents that plants, bulbs, and planting media shall be of the best quality and free of any harmful infestations, chemicals or other harmful matter.

Contractor Signature: \_\_\_\_\_

Total number of barrels planted as part of this bid: \_\_\_\_\_

Unit cost per barrel (all phases, all costs included) as part of this bid: \_\_\_\_\_

**Spring Planting/Initial Planting:**

See suggested requirements in Part G of the RFP:

Spring Planting Budget/Quantity	Description	Unit	Extension
	Primary Annuals	\$	\$
	Secondary Annuals	\$	\$
	Potting Soil (bagged)	\$	\$
<b>Total Materials, Spring</b>		<b>\$</b>	
<b>Total Labor, Spring</b>		<b>\$</b>	
<b>TOTAL Spring</b>		<b>\$</b>	

**Summer Maintenance:**

See suggested requirements in Part G of the RFP:

Summer Maintenance Budget/Quantity	Description	Unit	Extension
	Primary Annuals	\$	\$
	Secondary Annuals	\$	\$
	Potting Soil (bagged)	\$	\$
<b>Total Materials, Summer</b>		<b>\$</b>	
<b>Total Labor, Summer</b>		<b>\$</b>	
<b>TOTAL Summer</b>		<b>\$</b>	

**Fall Maintenance:**

See suggested requirements in Part G of the RFP:

Fall Maintenance Budget/Quantity	Description	Unit	Extension
	Primary Annuals	\$	\$
	Secondary Annuals	\$	\$
	Potting Soil (bagged)	\$	\$
<b>Total Materials, Fall</b>		\$	
<b>Total Labor, Fall</b>		\$	
<b>TOTAL Fall</b>		\$	

The BID reserves the right to determine at a later time a holiday “planting” for a separate fee.

In the event the BID wishes to add additional barrels for the 2018 season, please provide a per barrel cost, which would be over and above the total proposal for the 50 barrels:

\$ \_\_\_\_\_ .

**References**

Please provide at least two similar applicable customer references, including names, locations, installation completion dates, description of services including operating environments and contact names, phone numbers and email addresses.

1.

Name: _____	Install Location: _____
Address: _____	Install Completion Date: _____
Phone: _____	
Email: _____	Description of Services: _____

2.

Name: _____	Install Location: _____
Address: _____	Install Completion Date: _____
Phone: _____	
Email: _____	Description of Services: _____

**A. Issuing Office and Point of Contact: Peekskill Business Improvement District**

Contact – William Powers, Executive Director, Peekskill Business Improvement District  
Office Phone: 914-737-2780  
Email: [peekskillbid1@gmail.com](mailto:peekskillbid1@gmail.com)  
**Email is best way to contact BID Office.**

**Deadline for Receipt of Proposals**

The proposal must be submitted no later than April 30, 2018, at 12noon by US Mail or in person and addressed to:

BID Flower Barrel RFP  
Office of the City Clerk  
Peekskill City Hall  
840 Main Street  
Peekskill, New York 10566

Please check office hours of the City Clerk for hand delivery.

Limitations to Liability: The City of Peekskill and the BID do not assume responsibility or liability for costs incurred by firms responding to the proposal, or to any subsequent requests for interviews, additional data, etc., nor are the City and the BID responsible for misdirected mail or emails.

**B. Award of Contract**

1. Contract shall not be awarded solely on the basis of the fee. The Peekskill BID will contract with a qualified firm that best meets all of the criteria set forth in the specifications. The Peekskill BID has the right to reject any and all proposals.
2. The Contractor's response shall show a clear understanding of the task(s), objectives, and services required, and demonstrate the ability to perform within the required time frames.
3. The Contractor must demonstrate proper qualifications and experience with a satisfactory "track record" on similar projects.
4. The firm's staff shall be of adequate size to carry out the requirements within the required time frames.

**C. Assignment of Contract**

The firm/contractor shall not assign, transfer, or otherwise dispose of the contract to any person, company, partnership or corporation without prior written consent of the Peekskill BID.

**D. Form of Contract**

1. The contract shall be: Standard Form of Agreement between Owner and Contractor, modified to incorporate the following:
2. The fee shall be a stipulated lump sum or based upon stated hourly rates with a not-to-exceed sum. Open-ended hourly fees or percentages of fees are not acceptable.
3. Reference to interest payments shall be deleted.
4. Payments are subject to Peekskill BID approval.
5. The firm/contractor is expected to address Peekskill BID technical review comments on all contract documents, payment requisitions, change orders, and reports and to attend any related meetings as required.
6. The firm/contractor is to adhere to any Peekskill BID specifications that apply.

### **E. Insurance:**

Insurance and indemnification shall be as required by Attachment No. 1, Insurance Requirements.

### **F. Response to Technical Proposal**

1. Before submitting a proposal, the firm/contractor shall examine all documents included with the RFP. The submission of a proposal will be construed as evidence that such an examination has been made.
2. The firm/contractor proposal shall outline the procedure and work plan to be followed and the time schedule to complete the work and shall stipulate the fee.
3. A management plan outlining the proposed staff assignments, including person-hours and scheduled activities, shall be included in the proposal.
4. The firm/contractor shall identify key problem areas, citing scheduling and cost implications, if any.
5. The firm/contractor shall list the other similar or related projects recently performed, listing the owner's name, address, contact person, phone number, description and date of completion for each project.
6. The firm/contractor shall submit a copy of the firm's Certificates of Insurance which will be amended to include the BID and the City of Peekskill as co-insureds.

**PROPOSAL AND SCHEDULE**  
**FOR BIDS**  
**EXECUTION OF THIS FORM IS MANDATORY UNDER**  
**STATE LAW NON-COLLUSIVE BIDDING CERTIFICATION**

Made pursuant to Section 103-d of the General Municipal Law of the State of New York, as amended by the Laws of 1966.

“(a) By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

“(1) The prices in this Bid have been arrived at without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

“(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the Bidder prior to the opening, directly or indirectly, to any other Bidder or to any competitor;

“(3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

“(b) A Bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with, provided, however, that, if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the Bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2) and (3) above have not been complied with, the Bid shall not be considered for award, nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is submitted, or his designee, determines that such disclosure was not made for the purpose of restricting competition”.

Dated \_\_\_\_\_, 20\_

\_\_\_\_\_  
(Seal of Corporation)

Legal Name of Person, Firm or Corporation  
Business Address of Person, Firm or Corporation

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_