

Village of Almont
Downtown Development Authority (DDA)
Bid Package
Downtown Flower Planting and Landscape Plant Maintenance Services

The Village of Almont Downtown Development Authority (DDA) is seeking proposals for downtown Flower Planting and Landscape Plant Maintenance Services. Service area to include the Almont Fountain Park Planters and Maintenance and 4 Planters on the 4 Corners of Main Street.

A one (1) year contract will be approved.

- All containers to be provided by the DDA.
- Quoted prices to include all planting medium, fertilizer, planting materials, and labor and delivery charges.
- Soil requirements for planting include a quality sphagnum peat moss blended mix with perlite and a wetting agent, PH adjusted, along with a slow release fertilizer added. The vendor will conduct a soil analysis test if necessary.
- Pricing to be broken down in a "price per container" format for flower pots.
- Photos or drawings of sample container designs required.
- Bid to include a listing of numbers and sizes of plants per container.
- Containers to be delivered no later than the weekend of June 1-2, 2019. Given unforeseen weather conditions, the DDA is to be contacted and kept informed of adverse growing conditions and estimated delivery dates.
- The successful bidder must arrange for pick-up of planting containers.
- Maintenance services must be available on an as needed basis, subject to the request and approval of the DDA Director.
- The contractor shall replace plants with same that have died because of lack of water and care.
- The contractor shall provide necessary supervision and at the DDA's request, make an inspection with the DDA representative to ascertain compliance with the specifications of the agreement. The contractor agrees to reexecute any work which does not conform to the specifications, warrants the work performed, agrees to remedy any defects resulting from faulty materials or workmanship.
- Proposals should include a list of any nursery intending to supply the necessary plant materials. The DDA reserves the right to inspect plant materials before awarding this contract and at any time during this contract. The DDA encourages the use of a local nursery. Final plant selection will be approved by the Almont DDA.
- It is preferable that all pots and containers be planted in a greenhouse environment where they will grow established plants until delivered. Proposals should indicate if any on-site planting of the large pots will occur.
- The Almont DDA reserves the right to award the entire bid specifications to an individual contractor, or award seasonal specifications (Spring and Fall) to separate contractors or chose to make final season award decisions prior to each individual season as necessary to the DDA budget.
- The Contractor shall take all necessary precautions to conduct the work in a safe manner to prevent injury to persons or damage to property. Any damage, caused by the Contractor to

DDA or private property will require restitution by the contractor for repairs/replacement to same. If damage does occur, the DDA shall be notified immediately.

- The DDA has the right to discontinue services, withhold payment or terminate the contract immediately if the work is not satisfactory and completed in a timely manner.
- The successful bidder must present liability and workman's compensation insurance documentation.
- Billing in accordance with the bid and must be invoiced within 30 days of completion of the work. Invoices must be submitted to the DDA office at 817 N. Main Street, Almont, MI 48003. Payments to be made monthly after approval by the full DDA Board.
- Bid proposals must include company name, address, contact person and list of references.
- Bid Summary form to be completed and returned with bid package.

Bid Specifications

Spring Plantings

1. Four (4) 34" flower pots for Main Street placement
These planters will include a tall accent shrub or ornamental grass, plus a variety of colorful annuals to provide long lasting color through the season.

Minimum requirements:

- a) 11 plants minimum per pot comprised of cutting materials such as Proven Winners.
- b) One taller accent plant per pot – minimum 1 gallon size
- c) 3-4 different flower varieties per pot
- d) At least 6 trailing plants per pot
- e) Minimum size per plant at planting is 6" if planted on –site and not started in a greenhouse.

Bid as a per/pot price.

2. Four (4) 24" flower pots for Pocket Park placement

Minimum requirements:

- a) 10 plants minimum per pot comprised of cutting materials such as Proven Winners.
- b) One taller accent plant per pot
- c) 3-4 different flower varieties per pot
- d) At least 3 trailing plants per pot
- e) Minimum size per/plant at planting is 4" if done on site, or not started in a greenhouse.

Bid as a per/pot price.

Fall Plantings

1. Fall Mum placement in containers.
2. (4) 8" mums to be used in each large flower planter if the large upright summer planting is still healthy. Should the upright need to be replaced, a 5th mum to be used as a central focus.
3. (16) 8" mums to be planted in the Fountain Park planters with the existing spike (if not good, then an additional mum for each planter).

4. The DDA reserves the right to inspect plant materials prior to installation. Final plant selection will be approved by the Almont DDA.
5. Bid as a lump sum price.

General and seasonal maintenance services:

1. Spring cleaning of all Fountain Park planting beds. This includes removal of perennial and winter debris, plus turnover of existing mulch in the beds to refresh color.
2. Application of a complete fertilizer to the planting beds to promote optimal plant growth and health.
3. Twice yearly (spring and fall) shrub and tree trimming at the Fountain Park.
4. Weekly watering and maintenance of flower containers. Provide 2-3 waterings per week, as needed, based on weather and growing conditions. Include fertilizing and deadheading annuals and perennials as needed. Maintenance to include weeding of planting beds. Weekly maintenance to include removing all trash from the beds in the Pocket Park.

Please bid items 1-4 as a lump sum bid.

Bid Format:

Proposals shall be presented in an envelope marked: "Downtown Flower Planting and Landscape Plant Maintenance Services – ATTN: K. Schall". Bids shall be addressed to the Village of Almont DDA, 817 N. Main St., Almont, MI 48003. Bids are due by April 23, 2019 at 10:00 am where they will be publicly opened and read at the DDA offices at 817 N. Main Street, Almont, MI. If there are any questions, please contact Kim Schall at (810) 798-8125. Consideration of all proposals will be conducted at the Almont DDA Board meeting on Wednesday, April 24th at 7:00 pm at the Almont Village Offices, 817 N. Main St., Almont, MI. This meeting is open to the public.

Company Qualifications

- 1) Company must provide three referrals for similar projects.
- 2) Company must state their business qualifications in the horticulture field.
- 3) Company must be willing to provide successful plant care maintenance advice to the DDA staff and plant maintenance provider.
- 4) A list of the roles and responsibilities of the individuals who will be directly involved with the supervision of the persons providing the service or service(s) must be provided.

Bid Criteria

The Almont DDA reserves the right to reject any and all bids, to waive any formalities and to select the company and bid in any manner deemed to be in the best interest of the Almont DDA. The company 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.

Bid Summary - 2019 Flower Planting and Landscape Plant Maintenance Services

<u>Category</u>	<u>Price per container/week</u>	<u>Lump Sum Price</u>
4 Large Planters (34" pots)	<input type="text"/>	
4 -24" pots (Fountain Park)	<input type="text"/>	
Fall Plantings in 34" pots and Fountain Park		<input type="text"/>
Weekly Watering - (estimate of 16 weeks)	<input type="text"/>	<input type="text"/>
General and Seasonal Maintenance		<input type="text"/>
Total Bid Estimate:	<input type="text"/> \$	<input type="text"/> \$