



Requests for Proposals

Downtown Peekskill Flower Barrel Project

Proposal Deadline: Tuesday, May 2, 2017 at 4pm

This document has been prepared to specify technical criteria applicable to the acquisition of a professional Horticulturist, plant provider, installation of same and maintenance of existing inventory of flower barrels estimated at 125 barrels. The supplier, Horticulturist, (hereafter referred to as the Contractor) shall furnish and deliver landscape grade or retail ready plants as listed on the bill of materials schedule, and install and maintain same as directed by the Peekskill Business Improvement District (BID).

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 is divided into four phases, Part A, Part B, Part C and Part D.

Part A: Initial Spring planting and barrel topping-off and any necessary aeration of the soil contained there-in. Existing flower barrels are provided by the BID and located through out downtown. BID expects this to be accomplished as soon as practical after contract is awarded and before May 26, 2017. Plantings are to be approved by the Executive Director.

Part B: Summer up-grades or replacements of any plantings including any agreed upon barrel change-over or changes. This will be accomplished by the Contractor at a mutually agreed upon time and schedule with a plant selection over the summer approved by the Executive Director.

Part C: Fall plant change over and re-planting of barrels. This will be conducted by the Contractor at a mutually agreed upon time and schedule with a plant selection in the Fall approved by the Executive Director.

Part D: Winter/Holiday plantings/greenery. This will be accomplished by the Contractor by Thanksgiving Day 2017 and will involve a combination of live greenery and cut holiday greenery approved by the Executive Director.

B. GENERAL

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

C. SUBMITTAL REQUIREMENTS

1) Implementation: Provide complete documentation of how you plan to service and maintain the plants and

the limitations of the services you will provide. Document dedicated staff and associated equipment required to complete the required maintenance services. The intent of this requirement is to provide a document that will permit a considered evaluation of your services.

- 2) Product data for each plant, bulb and planting media, including photographs.
- 3) Operating sequences: Provide a complete written description of the sequence of operation of the plantings, placements and container maintenance.
- 4) Equipment locations: Provide a written explanation of where your operations will be managed from; an office, professional practice or indicate the location is a home (home offices are not considered an "office").
- 5) Safety procedure: A written document detailing the safety procedures your staff will be following for work around or near moving motor vehicles. This procedure shall include all tests required by the Peekskill BID and by this specification.

D. DELIVERABLES

- 1) Provide a functional schedule of planting, maintenance and means and methodology.
- 2) Agree to meet with BID Executive Director or Board of Directors as requested.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) Provide a detailed accounting of any damage or missing plants, damaged pots, containers etc., on a monthly basis to the Executive Director or his/her designee.

E. CONTRACTOR AND SYSTEM REQUIREMENTS

Contractor Qualifications

- 1) The Contractor shall be an established Horticulturist for a minimum of five years. In addition, the Contractor shall have extensive experience with the management of city or town landscaping/plant management and to provide documentation of similar experience in at least three prior years.
- 2) The Contractor must be demonstratively fluent in basic services such as:
 - Staff management, staffing and scheduling work.
 - Horticulture and plant management, functionality and placement, including tolerance, hardiness and requirements.
 - Supervision and coordination with City agency staff, Business Improvement District staff and others that might or are involved in street side plant installations.
 - Ability to meet or exceed OSHA standards as regards labor practices and any related equipment.

- Having a well rounded knowledge of plant grades, bulb grades, soil materials and potting media.
- Operating a motor vehicle in a safe and lawful manner.

3) The contractor must have previous experience successfully planting and maintaining flower barrels in an urban environment for a minimum of three (3) years. Please provide proof of same.

F. CONTRACTOR RESOURCES

1) The Contractor shall provide support and maintenance of plantings, including trained staff personnel.

2) The Contractor shall provide a written documentation of Contractor's skills in Horticulturist services if required by the BID.

G. HORTICULTURIST QUALIFICATIONS

1) The Contractor must have at least five years experience in the Horticulture field and have been certified as such by a recognized governmental institution. Changes in the contractor's operations, such as hiring third parties or others to meet the requirements of this specification are unacceptable.

2) 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.

3) Please provide at least two similar applicable municipal customer references including names, locations, installation completion dates, description of services including operating environments and contact names, phone numbers and email addresses. A bidder with at least two years of consecutive year(s) service at a single municipality is an acceptable alternate to this requirement.

4) At the time of bid, the bidder shall have an existing business enterprise in operation, be registered with the State of New York.

5) 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 workmen'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.

6) Contractors must have a local office, within 30 miles of the BID, staffed with trained staff, fully capable of planting, pruning and properly tending the deliverables.

7) 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.

H. LATEST HARDWARE AND MATERIALS

1) The Contractor shall supply sufficient information to indicate that the required tools, hardware and protective equipment is in a safe and functional operating condition.

2) The plants, bulbs, and planting media shall be of the best quality and free of any harmful infestations, chemicals or other harmful matter.

3) The Contractor shall submit a written statement indicating compliance with this requirement.

I. SUPERVISION OF WORK

- 1) The Contractor shall personally, or through an authorized and competent representative, constantly supervise the work from beginning to completion and shall, within reason, keep the same work force on the various projects throughout the duration. The Contractor shall 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 and the 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.

J. PLAN OF OPERATIONS AND PROJECT SCHEDULES:

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. Revise schedule on a monthly basis and present update to the BID.

Planting schedule:

The Contractor shall develop 4 plantings designed to promote the BID and the City of Peekskill in terms of Plant Beautification. Initial plantings must be completed prior to May 26, 2017 weather permitting.

Spring Planting:

Coordinate the Barrel Placement and planting in same; add new soil and re-condition existing media.

Water as needed to support the plants.

Summer Planting:

Repair or replace any damaged plants; allow for 5% vandalism or theft of plants.

Water as needed to support the plants.

Fall Planting:

Repair or replace any damaged plants; replace summer plants with other approved plants and remove prior plantings to an approved disposal site, at Contractor's cost.

Water as needed to support the plants.

Winter Planting:

Repair or replace any damaged plants; replace fall plants with other approved winter plants and/or cut greenery and remove prior plantings to an approved disposal site, at Contractor's cost.

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

K. 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.
- 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 and Fall 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 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. While we would like to have all existing flower barrels planted, (approximately 125), it is more important to have high quality plantings that achieve the above goals than all barrels planted.

Therefore, below please provide a unit cost per barrel, 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.

Total barrels planted as part of this bid: _____

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

Spring Planting

Coordinate with the BID representative and place the Barrels and plant in same; add new soil and re-condition existing media.

Water and maintain as needed to support the plants.

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

Summer Planting

Repair or replace any damaged plants; allow for 5% vandalism or theft of plants.

Water and maintain as needed to support the plants.

<u>Summer Planting Budget/Quantity</u>	<u>Description</u>	<u>Unit</u>	<u>Extension</u>
	Secondary Annual replacement	\$ _____	\$ _____
	Primary Annual replacement	\$ _____	\$ _____
	Other foreseeable replacements (please specify)	\$ _____	\$ _____
Total Materials, Summer		\$ _____	
Total Labor, Summer		\$ _____	
TOTAL, Summer		\$ _____	

Fall Planting:

Repair or replace any damaged plants; allow for 5% vandalism or theft of plants.

Water and maintain as needed to support the plants.

<u>Fall Planting Budget/Quantity</u>	<u>Description</u>	<u>Unit</u>	<u>Extension</u>
	Secondary Annual replacement	\$ _____	\$ _____
	Primary Annual replacement	\$ _____	\$ _____
	Other foreseeable replacements (please specify)	\$ _____	\$ _____
Total Materials, Summer			\$ _____
Total Labor, Summer			\$ _____
TOTAL, Summer			\$ _____

Holiday/Winter Planting

Repair or replace any damaged plants; allow for 5% vandalism or theft of plants.

Water and maintain as needed to support the plants.

<u>Holiday/Winter Planting Budget/Quantity</u>	<u>Description</u>	<u>Unit</u>	<u>Extension</u>
	Secondary Annual replacement	\$ _____	\$ _____
	Primary Annual replacement	\$ _____	\$ _____
	Other foreseeable replacements (please specify)	\$ _____	\$ _____
Total Materials, Summer			\$ _____
Total Labor, Summer			\$ _____
TOTAL, Summer			\$ _____

A. Issuing Office and Point of Contact: Proposal issued by Peekskill BID

Contact – William Powers, Executive Director, Peekskill Business Improvement District
Office Phone: 914-737-2780
Email: peekskillbid1@gmail.com

Deadline for Receipt of Proposals

The proposal must be submitted no later than 4pm on Tuesday, May 2, 2017 by email at peekskillbid1@gmail.com or by US Mail and addressed to:

Peekskill BID
Att: Flower Barrel RFP
16 South Division Street
Peekskill, New York 10566

Since the BID has limited office hours, please do not send proposals via delivery services or methods that require a signature. We prefer email since we will be able to confirm receipt. If you wish to hand deliver your proposal, please email the BID Executive Director at peekskillbid1@gmail.com to make a mutually agreeable appointment.

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 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 firm'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 firm must demonstrate proper qualifications and experience with a satisfactory "track record" on similar projects.
4. The Contractor shall identify any sub-contractors, and other designated personnel who will be assigned to the project.
5. The firm's staff shall be of adequate size to carry out the requirements within the required time frames. If a sub-contractor is to be employed, the sub-contractor must be approved by the Peekskill BID and must demonstrate all the qualifications required in Award of Contract.

C. Assignment of Contract

1. 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:

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

F. Company Qualifications:

1. The firm/contractor shall be a certified licensed Landscaping Company and registered in New York State.

2. The firm/contractor shall submit evidence that the firm, the principal(s), or the certified/licensed professionals who will be assigned to oversee the project have a minimum of five years' experience in similar work.
3. The firm/contractor are required to demonstrate that the firm has or will have adequate qualified staff.

G. 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. Resumes of key personnel and sub-contractors to be assigned to the project shall also be included.
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 _____