



**CITY OF MOLINE  
REQUEST FOR PROPOSALS**

**2020 Downtown Moline Centre  
Planting Materials for Existing Planters**



**Deadline:  
January 10, 2020 5:00 PM**



**Moline Centre  
619 16<sup>th</sup> Street  
Moline, IL 61265  
(309) 524-2003**



### 3. **General**

- All plants shall be nursery grown under climatic conditions similar to those in the locality of the project. At installation shall have well-developed foliage, together with vigorous root systems. Plants shall be free from insects, eggs, larvae, diseases, sunscald, or other objectionable disfigurements. Thin, weak plants will not be accepted. Plants must show appearance of normal health and vigor in strict accordance with these specifications.
- Furnished stock shall be at least the minimum size indicated. Larger stock is acceptable, at no additional cost, providing that the larger plants will not be cut back to the size indicated.

- Plants are subject to the inspection of the City of Moline. The City of Moline reserves the right to inspect any and all plant stock prior to delivery.
- The City of Moline must be notified two working days in advance prior to the delivery and planting of the material.
- All proposals should be presented in the format below, along with pictures of the flowers that will be intended for planting. Use the example as a template. Original creativity is encouraged in your designs.
- Vendors can choose what flowers/plants they think best, but all combinations need to be listed by planter size as in the example below.

#### 4. **Scope of Service**

- These 72 - 36” terracotta planters are to be filled with:
  - **36 Planters:**
    - (1) Prince Grass and/or Papyrus - 1 Gallon
    - (5) Supertunia (2 colors)
    - (3) Sweet Potato Vine – Yellow Dwarf
  - **36 Planters:**
    - (2) Canna Lilies
    - (7) Supertunia (2 colors)
  - **1 - 60” Planter:**
    - (1) Prince Grass
    - (5) Dwarf Sweet Potato
    - (7) Coleus
    - (12) Supertunia
  - **28 Hanging Baskets**
    - Provide basket moisture liner (coconut or similar)
    - Water catch saucer (bottom of the basket)
    - Soil mix/growing medium
    - 7 Petunias (Easywave)
- Flowers and plants should begin growing at least 10 weeks prior to installation.
- Provide a design plan for the planters with a listing of number and type of plants.

- Vendor must have access to replacement materials from wholesaler or professional grower.
- Vendor must provide professional grade soil mix such as: Ferti Lome Ulitmate Potting Soil or Sungro Professional Growing Mix.
- All pots must be filled with soil 2” to the rim, by the awarded contractor.
- Arrangement/assortment of flowers is to be approved by the City of Moline.
- Each proposal is expected to address its method for billing, including an itemization of time spent on services provided, along with associated equipment, materials and labor costs. A sample billing format is provided in Exhibit “A”. If a format other than the sample billing format is to be used, bidder should include a sample billing format with its response. All proposed billing formats must provide for itemization of labor rates, time spent, equipment and material costs.
- Vendor must provide a training course to Quality Construction on maintenance and watering schedules for all planted flowers. This class should take place no later than one week before planting.

## **B. RFP SCHEDULE**

### EVENT

### DATE

Request for Proposal Issued

12/11/2019

Written Proposals Due

1/10/2020

Tentative Start Date (Subject to Weather)

5/14/2020\*

### **C. SUBMISSION OF PROPOSALS**

Three (3) proposal copies should be submitted. Clearly mark front of remitting envelope:

### **2020 MOLINE CENTRE SUMMER STREETScape RFP - DO NOT OPEN**

#### **Return Proposal to:**

**MOLINE CENTRE  
Geoff Manis, Main Street Manager  
619 16<sup>th</sup> Street  
Moline, IL 61265**

### **D. PROPOSAL EVALUATION AND SELECTION**

#### **1. Proposal Requirements**

- The contractor must have the ability to perform the scope of work based on prior experience with similar projects.
- The successful contractor shall demonstrate experience in design, plants, and planting maintenance.
- The contractor must provide at least two references where substantially similar services have been performed.
- The selected contractor shall at a minimum purchase and maintain at its own expense the following types and amounts of insurance:

**\*Commercial General Liability Insurance at limits no less than \$1,000,000 per occurrence; \$2,000,000 General and Aggregate; and  
\*Workers Compensation at no less than \$500,000 per occurrence.**

Proof of insurance must be submitted with the proposal. The City of Moline should be named as additional insured for general liability.

## **2. Acceptance of Proposals**

- Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City of Moline, and in the City's best interest, taking into consideration price and the evaluation factors set forth in the request for proposals.
- This RFP document consists of an invitation for proposal only. It is not a contract and creates no obligations or duties whatsoever to a contractor or to the City of Moline.

## **3. Cancellation or Rejection of Proposals**

- The City of Moline reserves the right to cancel the solicitation or reject any or all proposals for good cause or when in the best interests of the City, as determined by the City.
- Contractors may be eliminated from consideration for failure to fully-comply with the stipulations within this RFP.

## **4. Notification of Selection.**

Contractors submitting proposals in response to the RFP will be given written notification of the results of the selection process.

Please feel free to contact Moline Centre with any questions.

Geoff Manis, Main Street Manager  
619 16th Street  
Moline, IL 61265  
gmanis@moline.il.us  
(309) 524-2003