

**CITY OF GRAND HAVEN  
GRAND HAVEN MAIN STREET  
DOWNTOWN PLANTER BOXES 2019**

**REQUEST FOR QUOTE**

**NOTICE TO BIDDERS**

**OCTOBER 22, 2018**

It is the intent of the Grand Haven Main Street to contract with a vendor who will supply and plant flowers within the Downtown Development Authority District per the specifications provided.

Quotes are due back to the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, Attn: Mrs. Linda Browand, City Clerk, **by 10:00 AM local time, Wednesday, November 21, 2018.** Quotes may be mailed in or dropped off at City Hall.

If you have questions regarding this request for quotes, please contact **Pat McGinnis, City Manager, at (616) 847-4888.**

Grand Haven Main Street reserves the right to reject any or all quotes and to accept any quote in its own best interest.

Diane Sheridan  
Executive Director  
Grand Haven MSDDA

OCTOBER 22, 2018  
INSTRUCTIONS TO BIDDERS

1. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
  
2. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The limits of insurance shall not be less than the following:
  - A. Workers Compensation Insurance in the amount required by Michigan Law.
  - B. General Liability:

Bodily Injury and Property Damage combined	
Each Occurrence	\$1,000,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00
  - C. Automobile Insurance for Vehicles

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00
Property Damage Each Accident	\$1,000,000.00

***Flower PURCHASE AND PLANTING SPECIFICATIONS***

- 1) **Scope**
  - A. Provide to the City of Grand Haven flowers and flower planting service within the city limits and the designated locations chosen by City staff.
  - B. These specifications, including drawings and plant materials lists, apply to those items necessary for and incidental to the execution and completion of planting as indicated herein.
  - C. All labor, supervision, equipment, materials, and supplies necessary for the execution of the work shall be provided for by the Contractor at no additional cost to the City of Grand Haven.
  - D. Reasonable care shall be exercised during excavation, planting, filling, grading, and cleanup, to protect from damage all existing trees, shrubs, and other specified vegetation, and other site features, improvements, structures, and utilities.
  
- 2) **Applicable Specifications and Standards**
  - A. **Soil Preparation:**  
Existing soil shall be cultivated to a depth of not less than 6" to create a friable planting medium.

- B. **Fertilization Application:**  
Osmocote 14-14-14 shall be thoroughly incorporated into the soil at a rate of 1 pound per 40 sq. ft.
- C. **Weed Control:**  
Treflan pre-emergent weed control shall be thoroughly incorporated into the top 2" of soil at a rate of 1/2 pound per 80 sq. ft.
- D. **Completion Date:**  
Work shall be completed no later than Thursday, May 24, 2019.
- E. **Warranty of Annuals:**  
Contractor shall return to replace any annual not thriving by June 15, 2019.
- F. **Warranty of Shrubs and/or Perennials:**  
Contractor shall return to replace any perennials not thriving by October 1, 2019.
- G. **Planting Standards:**  
The planting process shall conform to industry standards including proper spacing, root balls at proper depth, leggy plants pinched appropriately, old blossoms removed, soil leveled after planting and new plants watered immediately upon completion.
- H. **Planting Details:**  
Details on exact layout of each planter will be discussed with City Staff after selection of contract.

### 3) **Materials**

- A. A complete list of plants, including a schedule of quantities, sizes, and other requirements is included (Attachment A). All plant material shall conform to *American Standard for Nursery Stock*. Plants shall be true to species and variety specified and nursery grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least 2 years. Plants shall be so trained in development and appearance as to be unquestionably superior in form, compactness, and symmetry. They shall be sound, healthy, vigorous, and densely foliated, and free of disease and insect adults eggs, pupae or larvae. They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth. Plants shall conform to the measurements specified, except that plants larger than those specified may be used if approved by the Purchaser. Use of larger plants shall not increase the contract price nor allow the Contractor to use smaller than specified material on other plants.
- B. All plants shall be labeled by size and scientific plant name as listed in the current edition of *Index of Garden Plants*. Labels shall be attached securely to all flats, bundles, and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.
- C. Water shall be provided by the City of Grand Haven and be suitable for irrigation and free from ingredients harmful to plant life.

### 4) **Selection and Tagging**

- A. Plants shall be inspected upon delivery, and the City of Grand Haven reserves the right to reject any plants that do not meet the standards or that have been damaged during shipment.
- B. A Contractor's representative shall be present at all inspections.

**5) Delivery**

- A. The Contractor shall give the Purchaser notice of delivery time 3 to 5 days prior to delivery.

**6) Preparation of Planting Areas**

- A. The City of Grand Haven will prepare all planting areas with sub base and suitable soil to receive all flowers at grade.
- B. City staff shall be contacted at least 72 hours prior to planting so that final preparations may be made.
- C. The Contractor shall notify the City of Grand Haven, in writing, of soil conditions or other obstructions the Contractor considers detrimental to flower growth. Such conditions shall be described, as well as suggestions for correcting them. Proper water drainage must be assured.

**7) Planting Operations**

- A. Planting areas shall be finish-graded after full settlement has occurred.
- B. Plants shall be thoroughly watered immediately after planting.

**8) Cleanup**

- A. Soil, rubbish, binding and wrapping material, rejected plants, or other debris resulting from any flower planting shall be promptly cleaned up and removed.

**9) Acceptance**

- A. Upon completion and inspection of planting, city staff shall notify Grand Haven Main Street that the work has been accepted. Any plant work so accepted will be paid within 30 days at the quoted price, unless previously negotiated otherwise.

**10) Guarantee Period and Replacement**

- A. The Contractor shall guarantee all plants to be healthy and in flourishing condition pursuant to paragraph 2 (f) and (g) above.
- B. The Contractor shall remove and replace, without cost, and as soon as weather conditions permit, all plants not in a healthy and flourishing condition as determined by the City of Grand Haven any time during the guarantee period. Replacements shall be subject to all requirements stated in this specification.
- C. The guarantee of all replacement plants shall extend for an additional period of six weeks (flowers) and four months (perennials) from the date of their acceptance after replacement.
- D. The City of Grand Haven shall be responsible for all maintenance of the flowers during the guarantee period.

November 20, 2018

QUOTE

2019 DOWNTOWN FLOWER PLANTERS

Mrs. Linda Browand, City Clerk  
519 Washington Avenue  
Grand Haven, Michigan 49417

\_\_\_\_\_  
Date

Dear Mrs. Browand:

In accordance with your specifications for a quote, dated October 12, 2018, we propose to supply and deliver the following flowers at the net prices quoted below (attach additional sheets as necessary, use this cover sheet for all bids):

Proposal Total \_\_\_\_\_

Any changes to the specifications are attached. All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

\_\_\_\_\_  
(Bidder's Company Name)

\_\_\_\_\_  
(Bidder's Telephone Number)

\_\_\_\_\_  
(Street/Mailing Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Bidder's Signature)

\_\_\_\_\_  
(Print Bidder's Name)

ATTACHMENT "A"

Planter #1:  
85 4" Begonia 'Big' Red  
85 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter #2:  
42 4" Begonia 'Big' Red  
42 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter #3:  
26 4" Begonia 'Big' Red  
26 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 101:  
26 4" Begonia 'Big' Red  
26 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 102:  
37 4" Begonia 'Big' Red  
37 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 103:  
30 4" Begonia 'Big' Red  
30 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 104:  
38 4" Begonia 'Big' Red  
38 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 105:  
34 4" Begonia 'Big' Red  
34 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 106:  
30 4" Begonia 'Big' Red  
30 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 108:  
30 4" Begonia 'Big' Red  
30 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 201:  
34 4" Begonia 'Big' Red  
34 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Planter 202:  
34 4" Begonia 'Big' Red  
34 4" Begonia 'Big' Pink Price: \_\_\_\_\_

Quantity	Size	Material	
Planter 203:			
34	4"	Begonia 'Big' Red	
34	4"	Begonia 'Big' Pink	Price: _____

Planter 204:			
34	4"	Begonia 'Big' Red	
34	4"	Begonia 'Big' Pink	Price: _____

Planter 205:			
34	4"	Begonia 'Big' Red	
34	4"	Begonia 'Big' Pink	Price: _____

Planter 206:			
30	4"	Begonia 'Big' Red	
30	4"	Begonia 'Big' Pink	Price: _____

Planter 208:			
42	4"	Begonia 'Big' Red	
42	4"	Begonia 'Big' Pink	Price: _____

Planter 301:			
42	4"	Begonia 'Big' Red	
42	4"	Begonia 'Big' Pink	Price: _____

Planter 302:			
42	4"	Begonia 'Big' Red	
42	4"	Begonia 'Big' Pink	Price: _____

**CENTERTOWN:**

Four (4) Circular Planters:			
44	4"	Begonia 'Big' Red	
44	4"	Begonia 'Big' Pink	Price: _____

7th Street - Four (4) Round Planters:			
4	1 Gallon	Red Headed Fountain Grass	
20	4"	Begonia 'Big' Red	
20	4"	Begonia 'Big' Pink	Price: _____

**FIRST STREET BETWEEN WASHINGTON/FRANKLIN:**

1st Street - Four (4) Round Planters:			
4	1 Gallon	Red Headed Fountain Grass	
28	4"	Pot Callie Deep Red	
20	4"	Begonia 'Big' Red	
20	4"	Begonia 'Big' Pink	Price: _____