



REQUEST FOR PROPOSALS
FOR
Planting of Flowers in Hanging Baskets
Park Street and Main Street
in Rockland, Maine

SUBMITTAL DEADLINE: January 28, 2021 at 2:00 PM

**PROPOSALS WILL BE MADE AVAILABLE FOR INSPECTION
AFTER THEY ARE OPENED**

**Thomas J. Luttrell
City Manager
270 Pleasant Street
Rockland, Maine 04841**

REQUEST FOR PROPOSALS

Pursuant to the provisions for competitive bidding set forth Rockland Code, Ch. 2, Art. V, Sec. 2-509, Rockland requests proposals for hanging flower baskets as follows:

The City of Rockland owns 48 Half Baskets that are attached to streetlight poles on Main Street and 21 Pole Baskets on Park Street. We are seeking proposals to plant flowers in our baskets that the City will install.

We are looking for your creativity in offering a hearty flower that does not require a lot of attention and can handle watering only 3 times per week. The City is seeking a color scheme that will bring vibrant colors to our downtown area.

Proposals shall set forth business name, type of flower, how many flowers per basket and pesticides are not to be used during the growing process. Flowers are to be planted in our baskets and delivered to the City no later than May 15. The City will be responsible for the installation.

A. CONDITIONS; AGREEMENT.

Bidder's proposal is subject to the following instructions and conditions:

- 1. FORM.** All proposals must be submitted in conformity with the requirements set forth in this Request for Proposals, and accompanied by a cover letter certifying that the information in the proposal is true and accurate. If accepted by the City of Rockland and signed by the City Manager, Proposer's application shall become binding upon the Proposer. To be considered, the original Proposal must be received at Rockland City Hall on or before the date and time specified herein.
- 2. INTERPRETATIONS.** All questions about the meaning or intent of this Request for Proposals & Agreement shall be submitted in writing to the City Manager, Rockland City Hall, 270 Pleasant St., Rockland, Maine 04841 or by contacting Tom Luttrell at 207-594-0300 or tluttrell@rocklandmaine.gov. Replies will be issued by addenda, mailed, sent via facsimile or delivered to all parties recorded by the City as having received bid documents. Questions received fewer than five (5) working days prior to the date fixed for opening bids will not be answered. Only those interpretations provided by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

To view the baskets, please contact Todd Philbrook at the Public Services Dept. tphilbrook@rocklandmaine.gov

3. PROPOSAL DEADLINE. Proposals must be submitted to:

City Manager
Rockland City Hall
270 Pleasant Street
Rockland, Maine 04841

no later than **2:00 P.M.** on Thursday **January 28, 2021.** Proposals submitted after this date and will not be considered. Proposals in proper form shall be enclosed in a sealed envelope clearly labeled **“Flower Basket Proposal – DO NOT OPEN UNTIL 2:00 P.M. Thursday, January 28, 2021.”**

- 4. PROPOSAL OPENING.** A public opening of all submitted proposals will be conducted on **Thursday, January 28, 2021,** at **2:00 P.M.** at Rockland City Hall, 270 Pleasant Street, Rockland, Maine, and their contents made public and available for inspection.
- 5. PROPOSALS TO REMAIN OPEN.** All proposals shall remain open, may not be withdrawn, and may become binding upon the bidder if accepted by the City and signed by the City Manager for a period of sixty (60) days after the Proposal Deadline. The City may, in its sole discretion, release any proposal by notifying the bidder of the same, in writing.
- 6. INTERVIEWS; PRESENTATION.** The City and/or its Parks Commission may interview one or more Proposers, in which event the affected Proposers will be notified of the time and place for the interview.
- 7. APPLICATION EXPENSES.** In no event shall the City be liable for any expenses incurred in preparing or submitting the proposal to the City, in negotiating with City on any matter related to proposal or by the Proposers prior to the date of any agreement related to art displays contemplated herein. Proposers shall not include any such expenses in their applications.
- 8. REPRESENTATIONS.** The submission of an application shall constitute a representation by the Proposer that (1) Proposer owns or otherwise has a legal right to offer the planting services; (2) Proposer has read and understands and agrees to be bound by the instructions, conditions, and agreement contained in this Request for Proposals; and that (3) if Proposer is a business entity, it is in good standing and is authorized to do business

in Maine. Each Proposer acknowledges that the City of Rockland, Maine retains the authority and discretion to accept any and all proposals, in whole or in part, and/or to negotiate revised terms and conditions prior to accepting any proposal. Each Proposer further acknowledges that, if accepted in writing by the City of Rockland, Proposer's application, together with the other Contract Documents identified herein, shall constitute a binding contract.

- 9. AWARD OF CONTRACT.** The City of Rockland reserves the right to reject any or all proposals in whole or in part as it is deemed in the best interest of the City, and to renegotiate any term and waive any informality which does not compromise the actual application.

DATED: _____, 2021

PROPOSER:

By: _____
Its: _____

ACCEPTANCE OF PROPOSAL:

DATED: _____, 2021

CITY OF ROCKLAND

By: Thomas J. Luttrell
Its: City Manager

ATTEST:

Approved as to form:

Stuart H. Sylvester, City Clerk

Mary Costigan, City Attorney

[SEAL]

Appendix A

Hand Drawn Diagram of Pole Basket and Hanging Basket