

Request for Proposals (RFP): Town of Bashaw Flower Display Contract

Issue Date: September 9, 2024

RFP Number: FP 2024.09.09.

Submission Deadline: September 23, 2024

Contact Person: Theresa Fuller

Contact Email: cao@townofbashaw.com

Contact Phone: 780-372-3911

1. Introduction

The Town of Bashaw is seeking proposals from vendors for the supply and installation, of street flower displays. This contract aims to enhance the visual appeal of our streets, promote community pride, and create a welcoming atmosphere for residents and visitors.

2. Project Overview

Scope of Work:

- Install street flower displays at designated locations within the town.
- The town owns the planters, and would like the contractor to install flower displays in them.
- Ensure all installations are suitable for the local climate and weather conditions.

Locations: Flower displays will be installed at the following locations:

LOCATION	POT	Sun
Town Office	PERENNIAL BED	Full Sun
Town Office	Self Watering Planter	Full Sun
Town Office	Hanging Basket	Partial Sun
Majestic Theatre (Mobile Trailer) East Side Main	Square Black	Partial Sun
5008 - 50 Street (end of main street)	Octagon Cast	Full Sun
5008 - 50 Street	Octagon Cast	Full Sun
5008 - 50 Street	Octagon Cast	Full Sun
Home Hardware Corner	Square Black	Full Sun
Home Hardware On Main	Square Black	Full Sun
Wong's East Side of Main	Square Black	Partial Sun
Food Town East Side of Main	Square Black	Partial Sun
Co-operators West Side Main	Square Black	Full Sun
Holts on Main West Side Main	Rectangle Rock Cast	Partial Sun
Holt's/Co-operator's Corner	TRIO SELF WATERING	Full Sun

4920 - 50 Street	TRIO SELF WATERING	Full Sun
Treasury Branch Corner	TRIO SELF WATERING	Full Sun
Happy Gang Corner	TRIO SELF WATERING	Full Sun
South End Blvd (Fitness Center)	Square Black	Full Sun
South End Main @ 48 Avenue	Square Black	Full Sun
South End of Main (Blvd)	Square Black	Full Sun
Provincial Building East Side Main	Square Black	Partial Sun
Vacant lot beside Bakedry, west side main	Square Black	Full Sun
In front of Western Financial - East Side Main	Rectangle Rock Cast	Partial Sun
Heritage Park - West side of Arena	Grey Bench	Partial Sun
Heritage Park - West side of Arena	Grey Bench	Full Sun
Helicopter Park - 49 Avenue	Rectangle Rock Cast	Full Sun
Helicopter Park - 49 Avenue	Square Black	Full Sun
Tourist Centre - west side of Arena	5 Square Black	Partial/Full Sun
Lady Sculpture (Tourist Centre) (Trailing Plant)	Small Planter	Partial Sun
North Blvd	Square Black	Partial Sun
Fitness Park	Grey Bench	Partial Sun
Arena	Grey Bench	Partial Sun
Fishpond	Grey Bench	Full Sun
Town Sign @ Esso	Brick flowerbed	
Cemetery	2 Square Black	Partial Sun
Servus Credit Union	Square Black	Full Sun
20 Hanging Baskets along 50 Street	20	

Specifications:

- Type of Displays:**

Perennial Bed & Town sign brick flowerbed	2
Square black planters	15
Trio self watering planters	4 arrangements with 3 planters each
Grey Benches with planters	5
Octagonal cement planters	4
Rectangular cement planters	3
Hanging planters (20) along main street and (1) at town office	21

- **Material:** town provides planters.
- **Flower Varieties:** your recommendation based on locations and resiliency.
- **Design Features:** Black planters, hanging planters are self watering with reservoirs, other planters do not have reservoirs.

3. Proposal Requirements

Interested vendors should submit a proposal that includes the following components:

1. Company Information:

- Company name, address, and contact information.
- Brief overview of the company and its capabilities.

2. Experience:

- Summary of experience in providing and maintaining street flower displays.
- Examples of similar projects, including references and client contact information.

3. Product Details:

- Description of the proposed flower displays, including materials, sizes, and flower varieties.
- Comment on use of liners or not.
- Maintenance plan and support services, this would be in addition to planting. (extra cost if town would like to access service)

4. Cost Proposal:

- cost breakdown for flower displays, installation, maintenance, and any additional charges.
- Total cost for the entire project, including any ongoing maintenance fees.
- Include annual increases, if applicable.

5. Timeline:

- The town requires the installation annually by latter part of May, beginning of June.
- Contract will be for 4 years.

6. Maintenance and Support:

- Provision of hourly rate if additional support if the town requests it.
- Contact information for support and service requests.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality and suitability of flower displays.
- Cost-effectiveness and value for money.
- Vendor experience and past performance.

5. Submission Instructions

Please submit your proposal by **September 23, 2024** – 4:00 pm, to the following address:

Town of Bashaw

Box 510, 5011 – 52 Avenue, Bashaw, AB, T0B 0H0

In Person: 5011 – 52 Avenue, Bashaw, AB

Attn: Theresa Fuller

Proposals may also be submitted electronically to cao@townofbashaw.com.

6. Additional Information

For any questions or further information regarding this RFP, please contact Theresa Fuller at 780-372-3911 or cao@townofbashaw.com.

The Town of Bashaw reserves the right to reject any or all proposals, negotiate with proposers, and award the contract in the best interest of the town.

Thank you for your interest in contributing to the beautification of our town. We look forward to reviewing your proposal.

Theresa Fuller
Chief Administrative Officer
Town of Bashaw