



**THE CITY OF GRAND FORKS**  
**REQUEST FOR QUOTE – HANGING BASKETS 2024**  
**PW2024-22-RFQ**

The City of Grand Forks is requesting quotes to provide all labour and materials to build Fifty-five (55) large hanging baskets & fifty-two (52) small hanging baskets for summer display.

**Quotes are due by 1:30PM Wednesday, December 13, 2023**

**SPECIFICATIONS**

**1. CONSTRUCTION**

- 1.1 55 large plastic 21.5” diameter baskets to be supplied by the City of Grand Forks and the Contractor shall supply 52 small plastic 15” Cordoba baskets or equivalent & all other materials, including and not limited to plants, growing medium, fertilizer & liners
  - a. 55 baskets with 21 ½” diameter tops
  - b. 52 baskets with 15” diameter tops
- 1.2 The growing medium must be soilless sunshine mix.
- 1.3 The fertilizer must be Nutricote 14.14.14 (100 day), supplemented by regular applications of 20.20.20 water-soluble fertilizer.

**2. HANGING BASKET MATERIAL**

- 2.1 The contractor shall choose plant varieties based on a hot bright colour scheme and overall proven performance in hanging baskets to provide an interesting, colourful display all season. Contractor and Public works coordinator shall meet to agree on colour scheme and design prior to commencement of Basket construction.
- 2.2 Each basket shall have:
  - a. A minimum of twelve (12) plants per 21 ½” basket
  - b. A minimum of three (3) colours plus white (complimentary or analogous)
  - c. A minimum of six (6) proven winners per basket.
  - d. A minimum of four (4) plant types per basket.
  - e. One center plant to provide high and extra interest per basket.

2.3 Baskets shall be created to reflect needs as outlined below:

- a. 21 ½” baskets Full sun = 50
- b. 21 ½” baskets Shade = 5
- c. 16” baskets Full sun = 52

2.4 All planted hanging baskets must be greenhouse grown, hardened off in bloom and ready for display by May 15th, 2024.

2.5 All plant material shall be free of weeds, insects, and diseases.

2.6 Growth regulators shall not be used on any plant material.

2.7 All plant material shall be available for inspection at the growing area by the City.

### 3 DELIVERY / PICK UP

3.1 All prices to be F.O.B. Grand Forks Address

Contractor will deliver baskets to individual sites and assist City staff in installing baskets. Pick-up or delivery will take place during the a.m. in the week of Monday, May 13, 2024, through to Friday, May 17, 2024, weather permitting. If at that time there is a possibility of frost damage, the City reserves the right to postpone the pick-up or delivery until the danger of frost is past.

Contractor shall notify a City representative a minimum of five (5) days prior to delivery date to allow the City representative to schedule work.

### 4. WINTER BASKETS

#### Specifications

4.1 Supply Winter Hanging Baskets

- a. Contractor to build 44 winter hanging baskets.
- b. The evergreen foliage shall hide the basket and liner. Colourful twigs, berries, cones, etc. are to fill the top portion of the basket. The sides of the baskets will also have three red bows attached or other approved decorations.
- c. The baskets shall be built to withstand winter weather.
- d. Suggested materials depending on availability
  - 1. Pine, Fir, Cedar and Spruce bows
  - 2. Red and/or yellow twig Dogwood, Oregon Grape, Holly
  - 3. Or other material as approved by City of Grand Forks staff



- e. **Delivery or pick-up to be the week of Monday, November 18, 2024, no later than Thursday, November 21, 2024, to the City of Grand Forks, Public Works Yard, or another determined location at the discretion of the City of Grand Forks.**

Please provide a cost for the completion of all the outlined works in a lump sum price that is all inclusive of all costs with providing this service. Please include prices for individual baskets for winter and summer baskets as the City may purchase more at our discretion.

**Please forward all questions to: Steven Howard, Coordinator of Public Works**

**Phone: 1-250-442-8266 Ext. 60256**

**Email: [showard@GrandForks.ca](mailto:showard@GrandForks.ca)**

**Please forward your quote to: Alex Adams, Public Works Manager**

**Email: [aadams@grandforks.ca](mailto:aadams@grandforks.ca)**

The City of Grand Forks reserves the right to accept or reject any quotes and to waive irregularities and informalities at its discretion. The City reserves the right to accept a quote other than that with the highest evaluated score without stating reasons. By submitting a quote, the proponent waves any right to contest, in any proceedings or action, the right of the City to accept or reject any proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work, in its sole and unfettered discretion.

This Request for Quote does not commit the City to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with City Staff.

**Prior to awarding to the successful proponent, proof of an active City of Grand Forks Business License will be required.**