



Settle down.

# THE CITY OF GRAND FORKS

## REQUEST FOR QUOTE – HANGING BASKETS 2016

The City of Grand Forks is requesting quotes to provide all labour and materials to build forty (40) large hanging baskets & fifty two (52) small hanging baskets for summer display and thirty (30) winter hanging baskets for the 2016 seasons.

All quotes are to be marked “**Flower Basket Proposal**”, and must be received **by 2:00PM, December 14<sup>th</sup>, 2015.**

### SPECIFICATIONS

#### 1. CONSTRUCTION

- 1.1 40 large Plastic baskets shall be supplied by the City of Grand Forks. 52 small wire baskets or equivalent & all other materials, including and not limited to plants, growing medium, fertilizer & liners shall be supplied by the Contractor.
  - a. 40 baskets with 21 ½ ” diameter tops
  - b. 52 baskets with 16” 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. The City shall approve in writing all plant material chosen.
- 2.2 Each basket shall have:
  - a. A minimum of thirteen (13) 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 = 32
  - b. 21 ½” baskets Shade = 8
  - 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 16, 2016.
- 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

- 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. Delivery will take place during the a.m. in the week of May 16, 2016 Monday through Friday, weather permitting. If at the time there is a possibility of frost damage, the City reserves the right to postpone the delivery until the danger of frost is past.

Contractor shall notify a City representative minimum two (2) 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 30 winter hanging baskets. The City will provide the basket with soil (the summer baskets with the foliage removed). All other material to be supplied by the contractor.
- b. The evergreen foliage shall hide the basket and liner. Colourful twigs and berries are to fill the top portion of the basket. The sides of the baskets will also have three 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 to be the week of Nov. 21st, 2016, no later than Thursday Nov. 23rd, 2016 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 Public Works Coordinator**

**Phone: 1-250-442-4148 Fax: 1-250-442-8263**

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

**Please forward your quote to: Diane Heinrich, Corporate Officer**

**City of Grand Forks,  
P.O. Box 220  
7217 4<sup>th</sup> Street  
Grand Forks, BC, V0H 1H0  
Fax: 1-250-442-8000**

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

The City of Grand Forks reserves the right to accept or reject any and all 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.**