



September 19, 2022

The Downtown Albany Business Improvement District (BID)

## 2023 Seasonal Flowering Program Request for Proposals Beautification, Economic Development, and Vibrant Vitality

The Downtown Albany Business Improvement District (BID) is requesting that your firm consider submitting an estimate and application for the following project:

1. The planting, greenhouse growing, installation/removal and weekly watering & fertilizing of **175 hanging flower baskets & 112 self-watering ground planters** for placement on street poles (hanging baskets) and sidewalks (ground planters) throughout our District boundaries on or about June 1, 2023.

### **SPECIFICATIONS -- 175 Hanging Flower Baskets & 112 Self-Watering Ground Planters**

Each bidder is required to have the baskets and ground planters (with 25%-30% foliage growth) ready for installation on or about June 1, 2023 unless weather or other environmental conditions occur that might prevent timely installation. In this instance, the grower must notify the Downtown Albany BID and a new date will be established. The hanging baskets and ground planters shall be constructed and grown as follows:

#### **A. Flowers/Plants:**

- 1) The hanging baskets will consist of 10-12 cuttings/plugs of seasonal and condition appropriate flowers/plants planted in new clean soil.
- 2) The ground planters will consist of 10-15 cuttings/plugs of seasonal and condition appropriate flowers/plants planted in new clean soil. Final approval of flower/plant choice will be determined by the BID upon acceptance of bidder proposals. The flowers/plants are in a harsh urban commercial corridor subjected to high winds, dry conditions and large amounts of sun during the long days of summer. They are exposed to car emissions and other harsh elements.

#### **B. Soil & growing media shall contain:**

- 1) Slow release water pellets or gels or other innovative recommended water retention soil suggestions.
- 2) Hanging baskets - 16" fibrous liner (vendor provided) inserted into a hanging wire cage (provided by Downtown Albany BID.)
- 3) The wire cage (will remain owned and the property of the BID) will have 4 eyelets on the top to allow for chains to be attached for hanging. Chain attachment to be completed by the bidder at the time of installation. These baskets will be hooked on and hung from the street pole brackets with hanging clips.

**C. Installation & removal:**

- 1) Install 175 hanging baskets onto provided hardware at designated locations and 112 self-watering ground planters within the Downtown Albany BID boundaries (See Appendix B) working with the guidance of the Downtown Albany BID Operations Manager. Installation shall occur on or about June 1, 2023.
- 2) Remove and dispose of all hanging basket and ground planter contents at the end of the seasonal planting program cycle.

**D. Watering & fertilizing**

- 1) Watering of all 175 baskets will be required six days per week unless otherwise instructed by the Downtown Albany BID. The Downtown Albany BID also requires the periodic refilling of the 112 self-watering ground planters. Organic fertilizing of all hanging baskets and planters is required a minimum of twice a week. Organic fertilization applications will be determined in conjunction with the Downtown Albany BID and the City Gardener. Considerations shall be made, such as extra fertilization or water to ensure plant survival from being burnt by the heat and sun when necessary. Watering/fertilizing will commence as directed by the Downtown Albany BID Operations Manager on or about the first day of June and will continue for the duration of approximately three (3) months (14 weeks), ending after Labor Day.

**E. Storage**

- 1) Bidder shall provide storage for 112 ground planters upon removal.

**TERM** – This is a one (1) year contract with two (2), one (1) year renewal options. Proposals must include and specify a bid for each of these years.

**BEST RESPONSIBLE BIDDER** -- The award, if any and at our discretion, will be given to the best responsible bidder. In evaluation whether a bidder is the best bidder, the Downtown Albany BID may utilize some or all the following criteria:

- a. Price
- b. The ability, capacity, and skill of the bidder to provide the services requested
- c. The character, integrity, reputation, judgement, experience, and efficiency of the bidder
- d. The location of the bidder
- e. Ability to service and be available to the Downtown Albany BID

**DEADLINE** – Any materials submitted will become part of the proposal and may be incorporated into any subsequent contract(s) between the Downtown Albany BID and the selected vendor. Deadline for proposals is **Friday, October 7, 2022 at 3pm**. If you have any questions, please contact Don Wilson at (518) 465-2143 x112. Proposals may be submitted via:

- email to: [dwilson@downtownalbany.org](mailto:dwilson@downtownalbany.org)
- mail: Downtown Albany Business Improvement District  
Attn: Don Wilson, Operations Manager  
21 Lodge Street  
1<sup>st</sup> Floor  
Albany, NY 12207

The undersigned declares that he/she has carefully examined the specifications and hereby proposes to furnish all materials required in accordance with said specifications:

Company Name : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

## Appendix B

Downtown Albany BID Boundaries = green shaded area

