

Mark Rentfrow, Downtown Liaison: 360-570-3798
City of Olympia
2017 Request for Proposals (RFP)
Downtown Flower Basket Watering Program

The Request:

The City seeks a partner to provide assistance in overseeing daily operations for watering 130-160 Hanging Flower Baskets located throughout downtown Olympia. The partner will be a qualified landscaping provider who can manage watering services in order to help maintain the vitality of flower baskets purchased by the City. This proposed contract will run from May 25th, 2018 through September 25th, 2018, with a potential option for two one year renewals contingent upon funding.

The City anticipates and encourages organizations that provide landscaping and plant care based services in Thurston County and Olympia to submit proposals. The selected provider will coordinate with the City's Downtown Liaison for the work in downtown.

It is anticipated that the contractor will provide all employees for this program and will furnish them with daily supervision, training, and all necessary tools, equipment including personal protective equipment and supplies to perform contracted services. The selected contractor will be required to provide liability insurance in an amount and manner specified by the city.

The City anticipates that the supervisor and employees will be in close coordination with the City's Downtown Liaison. The contract will be managed by the Downtown Liaison or their designee.

Following a review of proposals and letters of interest, the City may negotiate service contract(s) with one or more agencies to provide some or all of the services described below.

Downtown Hanging Flower Basket Watering Services:

Provide watering services in a defined downtown core service area (designated below) Services, performed may include:

- Watering Hanging Baskets at LEAST 6 days a week
- Fertilizing Hanging Baskets every 4 days

Service Area:

The service area will generally be as defined on the map below. Red and Green dots denote location of flower baskets in the downtown core. Additional baskets will be located on Percival Landing. Resources should be allocated accordingly.



Project Reporting:

The selected contractor will coordinate and communicate with the Downton Liaison or designee no less frequently than a weekly basis and shall provide a monthly performance data report as agreed to in the service contract within 10 days of end of the month. At a minimum, the report will detail person hours worked

Project Timing:

The City is interested in continuing the existing program with no disruption. The contract period will run from May 25th, 2018 until September 25th, 2018 with the possibility of two one-year extensions.

Selection Process and Considerations:

The responses to this RFP will be reviewed by the Downtown Liaison and a selection of board members from the PBIA. At a minimum, the Selection Committee shall include the Marketing Chair of the PBIA.

In evaluating this contract the Selection Committee shall consider:

1. Ability to meet the operational goal of watering 140-160 hanging baskets in Olympia's downtown core each day, at least 6 days a week.
2. Previous experience with supervising and training work crews and providing contracted services
3. Knowledge and expertise of the project supervisor who *will work on the project*
4. Knowledge of Olympia's downtown
5. Availability to meet the project timeline

A final decision will be made based on the provider's availability to do the work within the needed time frame, with respect to the necessary expertise to be successful and with respect to the provider's clarity around their approach to providing watering services.

The City reserves the right to negotiate a contract in whole or in part or reject all proposals if it is deemed in the City's best interests.

The Selection Committee shall make a recommendation regarding the preferred contractor to the City Council. Following selection by City Council a contract for services shall be developed by the Community Planning and Development Director and approved by City Council.

Content of Submittals:

Submittals shall not exceed (2) 8 ½ x 11 pages of text, including cover and letter of interest, with a minimum 12 pt. font, double-spaced. *One hard copy* and one digital copy of the proposal shall be submitted. The format shall be:

- A letter of interest signed by a principal of the agency, with a statement of availability to complete the work and a general approach and timeline to delivering the necessary services to meet identified timelines, objectives, outcomes and results.
- A cost estimate to complete the work outlined in the proposed approach.
- Qualifications and experience of the staff assigned to supervise the project.

- A statement that the agency will be responsible for and take reasonable measures to ensure that its employees abide by the city's Administrative Guidelines as they relate to employee behavior while on the job.
- A statement that the agency acknowledges and will abide by the City's Administrative Guidelines in hiring and while providing contracted services.

Response:

To be considered proposals should be delivered to the Community Planning and Development Department, 601 4th Ave, Olympia, Washington 98501

Further Information:

If you have questions, please contact Mark Rentfrow at (360) 570-3798 or e-mail mrentfro@ci.olympia.wa.us.

Deliver to:

Mark Rentfrow
Downtown Liaison
City of Olympia
601 4th Ave
Olympia, WA 98501

Mail to:

Mark Rentfrow
Downtown Liaison
City of Olympia
P.O. Box 1967
Olympia WA 98507-1967