REQUEST FOR QUOTES

The City of Durango is requesting firm fixed bids for Annual Park Flowers and Downtown Flower Barrels 2024, in accordance with the terms, conditions, and specifications contained in these documents.

Questions: Each bidder, before submitting their bid, shall become fully informed as to the extent and character of work required. All questions must be submitted via Rocky Mountain E-Purchasing System website (www.bidnetdirect.com/colorado).

**Question Deadline: March 11, 2024. (Local Time) 3:00 p.m.**
(Questions received after the deadline may not be accepted.)

Submittal Instructions: Submittal requirements are outlined in the Bid Submission Section of the Bid Documents. Deliver Bid via: Rocky Mountain E Purchasing (www.bidnetdirect.com/colorado) using the form furnished.

**Project Title: Annual Park Flowers and Downtown Flower Barrels 2024**

**Bid Due Date and Time: March 19, 2024. 3:00 p.m. (Local Time)**

It is the sole responsibility of the respondent to see that the quote is received before the submission deadline. Late proposals will not be considered.

All quotes submitted shall be binding upon the respondent if accepted by the City within sixty (60) calendar days of the submission date. Negligence upon the part of the respondent in preparing the quote confers no right of withdrawal after the time fixed for the submission of quote.

This project is being bid in accordance with the City of Durango Purchasing Policy.

Alicen Everett
Buyer

Date: March 1, 2024
949 East 2nd Avenue · Durango CO 81301 · 970.764.5060 ·
Sealed Bids for **Annual Park Flowers 2024** will be received by the City of Durango until **3:00 PM (Local Time) on March 19, 2024**. The City of Durango invites interested, qualified persons or firms capable of providing the required service to submit bids for **Annual Park Flowers for the 2024 season**.

Bids must be submitted via Rocky Mountain E-Purchasing [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). It is the sole responsibility of the bidder to see that the proposal is received before the submission deadline. Late proposals will not be considered.

Bid documents and/or supporting information may be downloaded, at no charge, from the following web site: [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). Click on “Vendor Registration” or “Vendor Login”, as applicable. Or at the City of Durango’s website: [www.DurangoCO.gov](http://www.DurangoCO.gov). Addendums and plan sets will not be posted on the City’s website.

The City of Durango reserves the right to reject any and all proposals, to waive any informalities and minor irregularities in proposals, and to accept the proposal deemed, in the opinion of the City, to be in the best interest of the City of Durango. This project is being bid in accordance with the City of Durango Purchasing Policy.

**Published: March 1, 2024**
I. INVITATION

The City of Durango invites interested, qualified persons or firms, capable of providing the required products, to submit firm quotes for the Annual Park Flowers and services for Downtown Flower Barrels.

This project shall be awarded on an "All or None" basis.

The City may elect to renew this award for four additional one-year periods (Years 2-5) contingent upon satisfactory performance and available funding. All of the terms shall remain the same for each renewal period.

II. SCOPE OF SERVICE

A. Main and 2nd Avenue Flower Barrels:

1. City of Durango shall furnish 100 flower barrel liners (approximate size 17.5 gallons) to the successful vendor.

2. Each flower barrel liner shall be prepared and grown to the following specifications:

   a. Fill each flower barrel liner to within three inches (3") of the top with a BLENDED mixture of “Sunshine” #4 soil-less mix (no fillers) and one full tablespoon of “Soilmoist” or equivalent (dry) polymer.

   b. Top-dress each flower barrel liner with two tablespoons of “Osmocote” 14-14-14 fertilizer.

   c. Each flower barrel liner shall be planted full with a minimum of ten (10) assorted 3-1/2” or 4” from the “Proven Winner” or “Simply Beautiful” plant series. Successful vendor shall provide “tags” to indicate which plant series has been utilized. The plants shall include, but not be limited to the following:

      • Alternantheria, Partytime
      • Argyranthemum, Butterfly (daisy)
      • Calibrachoa, Cabaret, mixed colors
      • Euphorbia, Diamond Frost
      • Lantana, Landmark, Gold, Pink Glow
      • Leucanthemum, Broadway Lights (daisy)
      • Lobelia, Waterfall Blue
      • Phloex, Intensia Hybrids, Starbrite, Pink
      • Salvia, Navajo, Red, Purple
      • Scaveola, Blue Fan Flower4
      • Snapdragon, Playful series
      • Supertunia, Raspberry Blast
• Verbena, Aztec, Pink, Red, Purple, Wild Rose
• Wave Petunias, Pink, Purple, Tidal

**Three different displays shall be designed using the plants listed, or approved alternatives, to create a variety of looks for the Main & 2nd Avenue Flower Barrels**

No ornamental corn varieties or non-flowering vegetation shall be planted in the flower barrels. All plants should flower in some respect.

All flower barrels shall be planted so that flowering occurs from edge to edge in each barrel and flowering should extend throughout the entire growing season.

3. After each flower barrel liner has been planted and prepared for establishment, a treatment of “Marathon” granular insecticide shall be applied to prevent pests.

4. All flower barrel liners shall be held and plants established, in the nursery greenhouse, for a minimum of three weeks prior to delivery.

5. Delivery of the flower barrels shall be the responsibility of the successful vendor.

6. Delivery shall occur on **May 29, 2024 at 6:00a.m.** to Main Avenue in downtown Durango. Exact date, time, and location for the delivery shall be determined by the Parks Division representative prior to delivery.

7. At the time of delivery, all plants shall be fully developed. Any plants received by the City, which are not, in the opinion of a Parks Division representative, healthy or of the highest quality shall be replaced by the vendor at no charge.

**B Annual Flowers for City Parks and Facilities**

1. At the time of delivery, all plants for City Parks and Facilities shall be fully developed and ready for planting. Any plants received by the City that are not, in the opinion of a Parks Division representative, healthy or of the highest quality, shall be replaced by the Vendor at no charge.

2. All plants, under this section, shall be delivered to Greenmount Cemetery Shop, 900 Cemetery Road, Durango, Colorado on **June 5, 2024.** Successful vendor shall contact the Parks Division prior to delivery.
3. Any substitutions or changes to the plants listed on the Quote Sheet must be specified on the Quote Sheet and approved by City of Durango.

III. AWARD CRITERIA

Factors to be considered in this evaluation include the following:

- The ability, capacity, and skill of the bidder to provide the materials or services required.
- The quality of performance of previous contracts or services, either with the City or with other customers.
- Projected cost to the City of Durango.

The City of Durango reserves the right to reject any and all quotes, to waive any informalities or minor irregularities in quotes, and to accept the quote deemed, in the opinion of the City, to be in the best interest of the City.

IV. QUOTE SUBMISSION

- Submit Bids electronically via www.bidnetdirect.com/colorado prior to deadline. Please submit all your required documents in a single pdf file in the bidder’s company name. Bids shall be completed on the form furnished and any exceptions to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records. Submit bids and questions electronically at: www.bidnetdirect.com/colorado
- Bids are to be completed on the form furnished and any exceptions to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records.
- Successful contractor must have a current City Business License upon award.
- Successful contractors must complete a W-9 form (Taxpayer Identification No.) upon award.
- The City of Durango is exempt from all local, state and federal taxes.
- The City of Durango reserves the right to reject any and all bids.
- The City of Durango reserves the right to reject any and all bids and to waive informalities and minor irregularities in bids received and to accept any portion of the bid if deemed in the best interest of the City of Durango.
# Annual Flowers

**Quotes Due:** March 19, 2024, 3:00PM (local time)

## A. Main and 2nd Avenue Flower Barrels (delivery 6:00 a.m. on May 29, 2024):

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Plant, establish, and deliver flower barrels for Main and 2nd Avenue Flower Barrels, as per specifications</td>
<td>$</td>
</tr>
</tbody>
</table>

## B. Annual Flowers for City Parks and Facilities, as per specifications (delivery June 5, 2024):

<table>
<thead>
<tr>
<th># of Flats</th>
<th>Flower</th>
<th>Size</th>
<th>Color/Type</th>
<th>Price per Flat</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Petunia</td>
<td>2&quot;/6PKS</td>
<td>white</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Petunia</td>
<td>2&quot;/6PKS</td>
<td>pink</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Petunia</td>
<td>2&quot;/6PKS</td>
<td>red</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Petunia</td>
<td>2&quot;/6PKS</td>
<td>purple</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Petunia</td>
<td>2&quot;/6PKS</td>
<td>red &amp; white striped</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Petunia</td>
<td>2&quot;/6PKS</td>
<td>purple &amp; white striped</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Marigolds</td>
<td>6&quot; - 12&quot;</td>
<td>yellow</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Marigolds</td>
<td>6&quot; - 12&quot;</td>
<td>orange</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Marigolds</td>
<td>6&quot; - 12&quot;</td>
<td>Durango Red</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Marigolds</td>
<td>6&quot; - 12&quot;</td>
<td>Durango Bolero</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>20</td>
<td>Verbena</td>
<td>6&quot; - 12&quot;</td>
<td>Pink, Violet, Red</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>20</td>
<td>Dwarf Snapdragon</td>
<td>6&quot; - 12&quot;</td>
<td>Minimum of 4 different colors, equal split</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Flats**: 130

**TOTAL**: $ 

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**COMPANY NAME** ___________________________________________________________

**CONTACT** _____________________________________________________________

**ADDRESS** _____________________________________________ CITY/STATE ____________

**EMAIL** __________________________________________________________

**TELEPHONE** __________________________________________________________

**SIGNATURE** __________________________________ DATE ____________

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**AnnualParkFlowers2024**

3/01/2024