

# Friends of the Morton Parks

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## 2019 FLOWER BASKET FUNDRAISER

**RFP ID:** 2019-001

**SUBMISSION DEADLINE:** February 15, 2019, 6:00PM

### 1. Project Background and Description

Friends of the Morton Parks (FOMP) invites and welcomes proposals for the 2019 Flower Basket Fundraiser project. The objective and ultimate goal for this project is to raise money for Friends of the Morton Parks by selling hanging flower baskets.

### 2. Project Scope

This bid is to provide a minimum of 200 (two hundred) 12" hanging flower baskets on Friday, May 10, 2019. Baskets need to be delivered to the Lyle Community Center at Gust Backstrom Park in Morton. Delivery must be complete by 6:00PM.

### 3. Requirements

Annual flowers to be used include primarily petunia and calibrachoa. Other heat tolerant varieties may be used as filler/accent. There are to be fifty (50) baskets of each selection.  
Choice 1: "Patriotic Mix" of red, white, and blue.  
Choice 2: "Cool Mix" of various shades of blue/purple.  
Choice 3: "Warm Mix" of various shades of red/pink.  
Choice 4: "Hot Mix" of various shades of orange/yellow.  
White may be used in all choices.  
Baskets should be in approximately 50% bloom and hardened off.

### 4. Deliverables

#### **SCHEDULED TIMELINE**

**Submit proposal:** February 15, 2019

**Award Contract:** February 19, 2019

**Provide baskets:** May 10, 2019

Project timeline shall be subject to change as deemed necessary by FOMP.

## 5. Affected Parties

### **PROJECT PROPOSAL EXPECTATIONS**

Friends of the Morton Parks shall award contract to the Bidder that best accommodates the project requirements. FOMP reserves the right to award any contract prior to the proposal deadline, award the contract to more than one Bidder, refuse any proposal or contract without obligation to either FOMP or to any Bidder submitting a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

Proposals must be received no later than 6:00PM on February 15, 2019. Proposals submitted as body of an email will not be accepted.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. Proposals will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must include all requested information.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's location. Preference will be given to Lewis County businesses.
- Overall cost effectiveness of the proposal.

FOMP reserves the right to cancel, suspend, and/or discontinue this proposal at any time, without obligation or notice to the proposing bidder.

## 6. Proposal Deliverables

### **COST PROPOSAL SUMMARY AND BREAKDOWN**

- Brief summary of the total cost of the proposal.
- Preferred type and color of basket.
- Type and number of varieties for each choice number.
- Provide photographs of each type of projected finished hanging basket.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal:

#### **Summary of Bidder Background**

- A short summary will include: Business name and address, contact information (and preferred method of communication)
- Evidence of legal authority to conduct business in Washington (e.g. copy of current business license and applicable registrations)
- Bidder's Federal Employee Identification Number (FEIN)

#### **Proposed Outcome**

- Summary of timeline and work to be completed.