**The Request:**

The City of Olympia seeks an experienced vendor to provide 160-180 Hanging Flower Baskets to be located throughout downtown Olympia. The baskets will be 14" baskets and 18" baskets with an additional limited number of 24" baskets. The vendor will be a qualified flower basket provider who has a proven track record of producing hanging flower baskets that conform to industry standards.

The City anticipates and encourages organizations that produce hanging flower baskets in Thurston County and the surrounding areas to submit proposals. The selected provider will coordinate with the City's Downtown Liaison for delivery of baskets in the spring of 2018.

It is anticipated that the contractor will provide all employees and materials necessary to fulfill the contract. The City of Olympia currently owns 106, 14" pots and 52, 18" pots; remaining pots will be supplied by the vendor. The selected contractor will be required to provide liability insurance in an amount and manner specified by the City.

Hanging flower baskets must be established at the time of delivery.

The City anticipates that the successful vendor 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 contract(s) with one or more agencies to provide some or all of the deliverables as described below.

**Contract Timing:**

The contract delivery will take place in mid-May 2018 with the possibility of two, one-year extensions.

Selection of a successful provider will include a potential option for two, one-year renewals contingent upon funding.

**Selection Process and Considerations:**

The responses to this RFP will be reviewed by the Downtown Liaison and a selection of board members from the City's Parking and Business Improvement Area (PBIA) advisory board.

In evaluating this contract the Selection Committee shall consider:

1. Ability to meet the production goal of producing 160-180 hanging baskets for Olympia's downtown core ranging in size from 14" – 18" with an additional limited number of 24" baskets.
2. Ability to provide a variety of flower basket types (including but not limited to: shade baskets, full sun baskets, moss baskets).
3. Previous experience with providing contracted services for hanging baskets.
4. Knowledge and expertise of the project supervisor who *will work on the project.*
5. Knowledge of Olympia's downtown.
6. Availability to meet the project timeline.

A final decision will be made based on the vendor's availability to provide the desired hanging flower baskets within the needed time frame, with respect to the necessary expertise to be successful.

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.

**Content of Submittals:**

Submittals shall not exceed (5) 8 ½ x 11 pages of text, including cover and letter of interest, with a minimum 12 point 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 (or their designee), with a statement of availability to provide the desired product and a general approach and timeline to delivering the necessary products 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.

**Response:**

To be considered, proposals should be delivered to the Community Planning and Development Department, 601 4th Avenue East, Olympia, Washington 98501 or pbia@ci.olympia.wa.us and received no later than Friday, October 6, 2017 by 5:00 p.m.

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

*Deliver to:*
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601 4th Avenue East
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