



PRINTED NAME OF BIDDER

ANNUAL PLANTS

Invitation to Bid No. 400040 Issued: April 22, 2013

PURCHASING BUREAU CONTACT: Roslyn Phillips, Purchaser, 585-428-7042

BID OPENING: Monday, May 6, 2013 at 11:00 a.m.

Sealed bids are to be returned to the Office of the Purchasing Agent, City Hall Room 105A, Rochester, NY 14614, prior to bid opening, at which time and place all bids will be opened, read and recorded.

The bidder's attention is directed to the General Conditions and Instructions to Bidders which appears immediately following this title page and is incorporated into the bidding document and contract by reference.

CONTRACT CHARACTERISTICS
(For definitions or explanations, see General Conditions)

Type of Contract: TERM CONTRACT, WITH OPTION TO EXTEND

Bid Deposit Requirement: NONE

Performance Security Requirement: NONE

Insurance Requirement: NONE

Samples Requirement: NONE

Descriptive Literature/Technical Data Requirement: NONE

BIDDERS: Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.



ANNUAL PLANTS

1. SCOPE

The intent of this specification is to secure the purchase of plants grown as annuals such as mums, cannas, petunias, begonias, celosia, coleus, kale, nicotiana, zinnias, and impatiens to be used by the Department of Recreation and Youth Services, and the Department of Environmental Services.

2. SPECIFICATIONS

- 2.1 Flats used are to be standard 10" x 20".
- 2.2 Flats must be 2 3/8" deep or deeper.
- 2.3 Each flat must have at least one variety ID tag.
- 2.4 Impatiens and begonias are to be supplied in 36 plants to a flat.
- 2.5 All others to be supplied in 48 plants to a flat.
- 2.6 Canna, geranium, sweet potato vine, and pansies plants are to be grown individually in 3" pots.
- 2.7 Mums are to be grown individually in 8" pots, to be in bud on or after October 1st. 'Very Late' blooming varieties only.
- 2.8 Contractor to supply suggested variety name at time of bid submission.
- 2.9 Varieties may be substituted on delivery with prior approval.
- 2.10 Plants are to be one color per flat unless otherwise specified.

3. QUANTITY

- 3.1 As listed on the Proposal page.
- 3.2 **Quantities and species listed are estimates only. The City reserves the right to order more or less than listed on the proposal page. Additional plant species may be purchased.**
- 3.3 The primary order for annual plants will be placed by two bureaus, Main Street and Parks, in November/December for the following spring/summer/fall. However during the spring/summer/fall, small quantities of plants may be ordered by other City departments (see Section 6.1).

The only exception will be poinsettias, which will be ordered fully grown in the late Fall for delivery per Section 6.1

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4. LENGTH OF CONTRACT

- 4.1 The Contract will begin on July 1, 2013 and end on June 30, 2014.
- 4.2 The contract may be extended for (3) three additional years, in (1) one year or less increments upon mutual agreement between the contractor and the City.

5. INSPECTION AND APPROVAL OF PLANT QUALITY

Inspection of plants at growing facility will take place on or around May 1st by City staff. At the time of inspection, all or part of order may be rejected due to: poor quality, insect infestation, disease, plant immaturity, or too large size , improper variety or species, overly root bound conditions, un-full flats, poorly watered conditions.

6. DELIVERY

- 6.1 A detailed delivery schedule will be worked out with contractor at time of order. Occasionally, special deliveries will be needed and contractor will be given 48 hours notice to supply plants.
- 6.2 All deliveries will be made in closed vehicles. Any wind burned plants will be rejected. All plants are to be delivered in a watered, quality condition.

7. PRICES

Prices quoted must be F.O.B. Destination.

8. BASIS OF AWARD

- 8.1 Award will be made to the lowest responsive and responsible bidder based on Item, Group, or Total Bid Price, whichever is in the best interest of the City.
- 8.2 The City reserves the right to purchase annual plants from the County of Monroe, including those covered in this contract.

9. POLITICAL SUBDIVISIONS

Bidders should note that other political subdivisions may participate in the contract resulting from this bid award as authorized by General Municipal Law. Use of this contract by any other political subdivision must be coordinated between that subdivision and the contractor. The City will have no responsibility for any such purchases and will have no other role than to provide other political subdivisions a copy of this contract if requested.

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10. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 10.1 The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 10.2 Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other bidder or to any competitor;
- 10.3 No attempt has been or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

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PROPOSAL

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions, and specifications contained in this invitation to Bid without exception, unless exceptions are clearly noted in this proposal. SIGNATURE MUST BE THAT OF THE BIDDER OR OF AN EMPLOYEE OR AGENT AUTHORIZED TO SIGN ON BEHALF OF THE BIDDER.

<u>ITEM</u>	<u>UNIT PRICE</u>	<u>QTY.</u>	<u>TOTAL</u>
<u>GROUP 1</u>			
Flats of Plants			
1. Flats of 48 plants such as Ageratum, Allysum, Cleome, Coleus, Marigolds, Petunias, and Salvia	\$ _____	x 620	= \$ _____
2. Flats of 36 plants such as Impatiens and wax begonias	\$ _____	x 100	= \$ _____
3. Flats of 36 vegetables plants such as cucumber, basil, tomato, pepper, broccoli, and squash	\$ _____	x 100	= \$ _____
GROUP 1 TOTAL \$		\$	_____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

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<u>ITEM</u>	<u>UNIT PRICE</u>	<u>QTY.</u>	<u>TOTAL</u>
<u>GROUP 2</u>			
Plants in 4" Pots			
1. Geraniums grown from cuttings	\$ _____	X 1200 =	\$ _____
2. Canna plants in assorted colors	\$ _____	X 850 =	\$ _____
3. Canna plants with variegated leaves such as Bengal Tiger	\$ _____	X 50 =	\$ _____
4. Wave Petunias in assorted colors	\$ _____	X 3550 =	\$ _____
5. Sweet Potato Vine in asst. colors	\$ _____	X 850 =	\$ _____
6. Helichrysum in asst. colors (Licorice Plant)	\$ _____	X 75 =	\$ _____
7. Begonia 'Dragon Wings' in asst. colors	\$ _____	X 25 =	\$ _____
8. Pansy in asst. colors	\$ _____	X 175 =	\$ _____
9. Plectranthus	\$ _____	X 75 =	\$ _____
10. Ornamental Millet	\$ _____	X 75 =	\$ _____
11. Alternanthera	\$ _____	X 75 =	\$ _____
12. Scaevole	\$ _____	X 75 =	\$ _____

Authorized Signature

Typed Name and Title of Authorized Signer

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<u>ITEM</u>	<u>UNIT PRICE</u>	<u>QTY.</u>	<u>TOTAL</u>
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GROUP 2

Plants in 4" Pots Continued

13. Angelonia	\$ _____	X 75 =	\$ _____
14. Strobilanthus	\$ _____	X 75 =	\$ _____
15. Perennials from seed such as Salvia, Lavender Dianthus, and Echinacea	\$ _____	X 75 =	\$ _____
16. Gold Leaved Swedish Ivy "Troy's Gold"	\$ _____	X 50 =	\$ _____
17. Fuschia "Gardenmeister"	\$ _____	X 50 =	\$ _____
18. Secresa "Purple Heart"	\$ _____	X 50 =	\$ _____
19. Caladium, Asst. Varieties	\$ _____	X 50 =	\$ _____

GROUP 2 TOTAL \$ _____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

(Continued through Page 9)

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GROUP 1 \$ _____

GROUP 2 \$ _____

GROUP 3 \$ _____

GROUP 4 \$ _____

TOTAL BID PRICE \$ _____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

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PROPOSAL

PRINT OR TYPE THE FOLLOWING INFORMATION:

Name of Firm or Corporation

Street Address

City State Zip Code

Telephone / Fax No. Federal Employer Identification No.

E-mail Address of Recipient of Contract Awards and Extensions

Date

ACCEPTED ON BEHALF OF THE CITY OF ROCHESTER FOR:

Contract No. _____ Contract Term: _____

Purchasing Agent

Date: _____