

**Request for Proposal (RFP)**  
**Weekly Flower Watering, Care, and Maintenance Services**  
**City of Oregon, IL**  
**April - October**

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**I. Introduction**

The City of Oregon, Illinois (hereinafter referred to as "the City") is seeking proposals from qualified contractors to provide weekly flower watering, care, and maintenance services per specifications as requested by the RFP. Water is provided by the city.

**II. Location and Description**

**Public Sidewalk/Downtown Area**

Twenty-seven (27) planter 30-inch in size

Eighty-six (86) hanging flower baskets

Eight (8) 42-inch planters which are located on the public sidewalk throughout downtown along Rt 64 and Rt 2.

The planted terraces along Rt 64 and North 5<sup>th</sup> Street (see map Fig.1).

**Sarah Phelps Plaza**

Seven (7) large rectangle planters

Three (3) 42-inch planters containing tree

**Welcome Signs**

Four (4) city welcome sign planters at the entry to Oregon on N Rt 2, S Rt 2, West 64, and East 64.

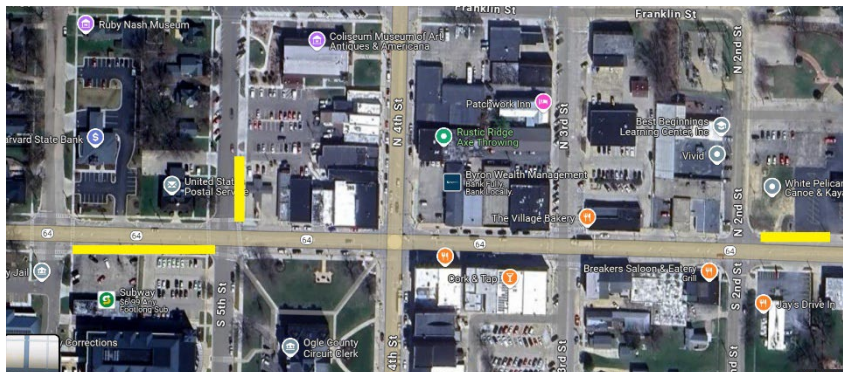


Fig. 1

**II. Scope of Work**

The service contract will cover the period from April through October each year, with an emphasis on maintaining vibrant, healthy flowers and ensuring the overall aesthetic of public spaces. The contractor will be responsible for the following services:

### **1. Watering**

- Properly chemically balance weekly watering of all containers and locations listed above, including any additional watering needed during periods of extreme weather (heatwaves, droughts). Water is provided by the city of Oregon.
- Ensuring plants are adequately hydrated to maintain their health and vibrancy.

### **2. General Plant Care**

- Weekly inspection of all plants to ensure they are healthy, including the removal of dead or damaged foliage.
- Pruning and deadheading of flowers to encourage growth and maintain an attractive appearance.
- Removal of any weeds, pests, or unwanted growth.
- Replacement of any plants that die or show signs of deterioration (this will be discussed and agreed upon with the City prior to replacement).

### **3. Maintenance**

- Checking and maintaining soil quality, including light fertilization as needed to promote growth (preferably organic, eco-friendly options).
- Ensuring the proper alignment and positioning of containers to maintain safety and aesthetics.
- If applicable, providing necessary adjustments to irrigation systems in containers.
- Reporting any issues related to the containers or plants (e.g., damage, theft, or vandalism).

### **4. Additional Services**

- Bi-weekly updates to the City on the condition of the planters and any issues that may arise.

- Monthly recommendations for plant care improvements or changes in planting, including suggestions for plant types or arrangements for future seasons.

### **III. Proposal Requirements**

All proposals should include, at a minimum, the following:

#### **1. Company Information**

- A brief company profile, including the name, address, and contact details of the company.
- A summary of the company's experience and equipment in providing similar services, including references from municipalities or similar clients.

#### **2. Proposed Work Plan**

- A detailed description of how the contractor will perform the weekly watering, plant care, and maintenance tasks.
- Proposed work schedule outlining the weekly visits to the planters and containers.

#### **3. Cost Proposal**

- A detailed breakdown of the cost for the weekly service, including any additional charges for plant replacement, fertilization, or other materials.
- Total estimated cost for the full-service period (April through October).

#### **4. Staffing and Equipment**

- A list of personnel who will be responsible for the work, including their qualifications, experience, and roles.
- A description of any equipment to be used for watering, plant care, and maintenance.

#### **5. Insurance and Licensing**

- Adequate insurance coverage and compliance with minimum Commercial General Liability Insurance at limits no less than \$1,000,000 per occurrence, \$2,000,000 general and aggregate; and
- Workers' Compensation at no less than \$500,000 per occurrence where applicable.

- Any necessary business or municipal licenses required for performing the work.

#### **IV. Proposal Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

##### **1. Experience and Qualifications**

- Proven experience with similar flower watering, care, and maintenance services, especially for municipalities.

##### **2. Work Plan and Approach**

- Clarity and feasibility of the proposed work plan.
- Approach to ensuring the health and aesthetic appeal of the plants throughout the season.

##### **3. Cost**

- Reasonableness of the proposed budget and cost-effectiveness of the proposed services.

##### **4. References and Past Performance**

- Positive feedback from past clients, particularly in the municipal or public space sector.

#### **V. Submission Instructions**

All proposals must be received no later than **April 15<sup>th</sup>, 2025 at 4:00 p.m.** Late submissions will not be considered.

- The award will be given to the responsible offeror whose proposal is determined in writing to be most advantageous to the City of Oregon, and in the City's best interest, taking into consideration price and the evaluation factors set forth in the request for proposals.
- This RFP document consists of an invitation for proposal only. It is not a contract and creates no obligations or duties whatsoever to a contractor or the City of Oregon.
- The City of Oregon reserves the right to award this contract to the firm that best meets the needs and expectations of the City. The lowest price proposal may not be successful in being awarded the contract. Performance and aesthetics will be the

primary criteria upon which the award will be based, on the overall value of the proposal will be gauged against the goals of the downtown beautification program.

- The City Council will award the contract at the Oregon City Council Meeting on April 22, 2025.
- Contractors submitting proposals in response to the RFP will be given written notification of the results of the selection process.

Please submit proposals to the following address:

**City of Oregon, Illinois**  
**City Manager**  
**115 N. 3<sup>rd</sup> Street**  
**Oregon, IL 61061**  
**Attn: Flower Watering, Care & Maintenance RFP**

Alternatively, electronic submissions may be sent to [ddehaan@cityoforegon.org](mailto:ddehaan@cityoforegon.org).

## **VI. Contract Terms**

### **1. Contract Duration**

The initial contract term will run from **April 28 to October 31** for each year.

### **2. Payment Terms**

Payment will be made on a **bi-weekly basis**, based on the completion of services. Invoices must be submitted with a detailed breakdown of the services provided.

### **3. Termination**

Either party may terminate the agreement with **30 days' notice**, with the City reserving the right to terminate the contract for poor performance or failure to meet service requirements.

### **4. Insurance and Liability**

The contractor must maintain appropriate insurance coverage and be responsible for any damage to City property or injury to staff during the course of the work.

## **VII. Questions and Clarifications**

All questions regarding this RFP should be directed to:

**Darin DeHaan**  
**City Manager**  
[ddehaan@cityoforegon.org](mailto:ddehaan@cityoforegon.org)  
**815-441-3127**

The City of Oregon, Illinois, reserves the right to reject any or all proposals and to negotiate with the selected contractor to reach a final agreement.

### **VIII. Conclusion**

The City of Oregon, IL looks forward to receiving proposals that meet our expectations for flower care and maintenance throughout the growing season. We are committed to enhancing the beauty and vibrancy of our public spaces and seek a dedicated, reliable partner to assist in this effort.