

**Proposal and Specifications (BID)**  
**For**  
**Weekly Flower Watering, Care, and Maintenance Services**  
**City of Oregon, IL**  
**April – October**

**Due April 10th, 2026, at 9:00a.m.**

**Bid Opening April 10th, 2026, at 9:15a.m.**

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## **I. Introduction**

The City of Oregon, Illinois (hereinafter referred to as "the City") is seeking bid proposals from qualified vendors to provide weekly flower watering, care, and maintenance services for 28 twenty-eight (28) 30-inch containers, eighty-three (83) hanging flower baskets, and eight (8) 42-inch planters located throughout the downtown along Rt 64 and Rt 2., nineteen (19) large rectangle planters, and three (3) 42-inch planters containing trees at Sarah Phelps Plaza. The service contract will cover the period from the 2<sup>nd</sup> week of May through the 1<sup>st</sup> weekend in October each year, with an emphasis on maintaining vibrant, healthy flowers and ensuring the overall aesthetic of public spaces.

## **II. Scope of Work**

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 which is to be used solely for City of Oregon plantings as described in the introduction.
- 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 (May 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**

- Proof of insurance coverage, including general liability and worker's compensation.
- Any necessary business or municipal licenses required for performing the work.
- You must provide a copy of your licenses for any application of chemicals with your bid documents.

### **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.

#### **5. Insurance and Compliance**

- Adequate insurance coverage and compliance with local business licensing requirements.

## V. Submission Instructions

All proposals must be received no later than **April 10th, 2026**, at **9:00 a.m.** Late submissions will not be considered.

**Bids will be opened April 10th, 2026, at 9:15 a.m. at Oregon City Hall**

**Bids will be approved by City Council on April 14<sup>th</sup>, 2026**

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 Bid**

Alternatively, electronic submissions may be sent to **ddehaan@cityoforegon.org**.

## VI. Contract Terms

### 1. Contract Duration

The initial contract term will run from **the second week of May through the first weekend in October** 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 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 bid should be directed to:

**Josh Pickering  
jpickering@cityoforegon.org  
815-732-6411**

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.

**Bid Requirement Check List:**

- 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.
- 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.
- 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 (May through October).
- 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.
- Proof of insurance coverage, including general liability and worker's compensation.
- Any necessary business or municipal licenses required for performing the work.
- You must provide a copy of your licenses for any application of chemicals with your bid documents.