

**Downtown Wixom**  
**REQUEST FOR PROPOSALS**

**Downtown Hanging Flower Baskets**



The Wixom Downtown Development Authority (DDA) is seeking proposals from qualified firms to plant, install, and maintain hanging flower baskets in the downtown district for the summer season (May to September). This service shall include the provision of flowers, installation of those flowers, and regular watering/maintenance throughout the contract period.

**Due Date:**

All bids are due on February 1, 2024, by 9:00 am

**Submission of Proposals:**

Please submit your sealed proposals using the attached bid form, as well as all other requested information. One copy of the proposal shall be delivered to:

City of Wixom  
Attn: City Clerk  
49045 Pontiac Trail  
Wixom, MI 48393

**ALL RESPONSES MUST BE CLEARLY LABELED – DOWNTOWN HANGING BASKETS**

**Contact for Questions & Clarifications:**

Laura Cloutier  
Executive Director, Wixom DDA  
49045 Pontiac Trail  
Wixom, MI 48393  
248-560-1358  
[dda@wixom.us](mailto:dda@wixom.us)

**Scope of Work:**

The Wixom Downtown Development Authority (DDA) is seeking proposals from qualified firms to plant, install, and maintain hanging flower baskets in the downtown district for the summer season (May to September). This service shall include the provision of flowers, installation of those flowers, and regular watering/maintenance throughout the contract period.

The Contractor shall perform the following tasks on an as scheduled basis. Specific timing is subject to the discretion of the Contractor based upon weather, subject to approval by the Wixom DDA/City of Wixom. The "growing season" will be considered the date when the first flower is planted until September 30<sup>th</sup> each year. The DDA will be given one week notice when the flowers are planted. The contractor will coordinate installation with the Wixom DDA Executive Director. Current location maps included. The DDA is desirous of a multi-year agreement, and requests that proponents provide proposed prices for 3 years via the attached *Downtown Wixom Hanging Flower Baskets Planting, Installation, and Maintenance Response Sheet* (Attachment A).

Contractor is responsible for the following:

- Provide the client with flower options at a minimum size of 16 inches in diameter for the season no later than March 1<sup>st</sup> of a given contract year.
- Provision of no less than 78 hanging basket, installed throughout Downtown Wixom as outlined on the attached map.
- Verify the condition of brackets. Report any damage or theft to the Wixom DDA/City of Wixom.
- Delivery and installation of hanging flower baskets no later than the 4<sup>th</sup> week of May.
- Daily watering (7 days per week – Sunday-Saturday)
- Flowers shall be regularly fertilized
- Furnishing all necessary equipment and materials required for said services.

The client will be responsible for the following:

- End of season disposal of baskets
- Removing flower basket chains and returning them to the DDA office
- Provide water source at no charge to Contractor.

The Contractor shall furnish all necessary equipment, materials and labor required for said services.

**Payment:**

Payments will be made in monthly installments, along with an installation fee, from May or time of installation to end of September. The contractor shall be responsible for providing invoices for services on a monthly basis. The Wixom DDA along with the City of Wixom will review submitted bids and other relevant information. The DDA reserves the right to accept or reject any response for any or no reason and to waive any minor irregularity if determined to be in the best interest of the Wixom DDA.

**Selection of Proposals**

All proponents shall submit their proposals with a completed copy of the *Downtown Wixom Hanging Flower Baskets Planting, Installation, and Maintenance Response Sheet* (Attachment A), and a copy of their proposed services agreement. City/DDA Staff will review each proposal and select the vendor that provides the best combination of qualifications, capacity, price, and experience. The selected proposal must receive approval from the Wixom DDA Board of Directors and Wixom City Council prior to final authorization.

**ATTACHMENT A**

**Downtown Wixom Hanging Flower Baskets  
Planting, Installation, and Maintenance  
Response Sheet**

**This response sheet must be completed and submitted with the other requested information as part of the response submittal. Based on the scope of work outlined in this Request of Proposals, please provide rates as indicated below:**

<b>Item</b>	<b>Total Bid Year One</b>	<b>Total Bid Year Two</b>	<b>Total Bid Year Three</b>
<b>Planting, Installation, &amp; Maintenance of 78 Hanging Flower Baskets in Downtown Wixom</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\*Copy of draft agreement attached (Y/N) \_\_\_\_\_

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This proposal is hereby submitted on behalf of:

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTACHMENT B**

**Downtown Wixom Hanging Flower Baskets  
Maps**



Hanging Basket locations – Pontiac Trail & South Wixom Road



Hanging basket locations – Wixom Road north of Pontiac Trail