

Lake Placid Village, Inc.

REQUEST FOR PROPOSAL (RFP)

The Village Of Lake Placid Is Requesting Proposals For The Planting Of Flowers And Greenery For Our Main Street And Connecting Corridors. The Requirements Are But Not Limited To The Planting, Maintenance , Watering , Weeding, Including Soil(pots Only) And Mulching Of All The Villages Green Spaces. The Village Will Expect Spectacular Seasonal Hardy Annual Plantings. Planting Times Will Be Dictated By Anticipating Weather Patterns.

SPRING >April -June (weather Dependent)

SUMMER > June- September (weather Dependent)

FALL> September - To First Snowfall (TBD)

MAIN STREET CORRIDOR FLOWERS AND GREENERY

Lake Placid Village, Inc.

2693 Main St

Lake Placid, New York 12946

Phone: 518-523-2597 | Fax: 518-523-1321

Payroll1@villageoflakeplacid.ny.gov

Prepared By: Tracy A. Hathaway

Date: September 28, 2023

REQUEST FOR PROPOSAL
MAIN STREET CORRIDOR FLOWERS AND GREENERY
Lake Placid - New York

PROPOSAL SUBMISSION DEADLINE: October 13, 2023, 5:00 pm
QUESTION SUBMISSION DEADLINE: October 13, 2023

Questions may be submitted in written form to:

Contact Name: Brad Hathaway
Contact Address: 2693 Main Street
Lake Placid, New York 12946
Telephone Number: 518-524-2509
Email Address: Dpw1@villageoflakeplacid.ny.gov

INTRODUCTION

Lake Placid Village, Inc. invites and welcomes proposals for their Main Street Corridor Flowers and Greenery project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at Main Street, Lake Placid, New York 12946.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Area and details, contact:

Name: Brad K. Hathaway
Title: DPW Superintendent
Phone: 518-524-2509
Fax: 518-523-1321
Email: Payroll1@villageoflakeplacid.ny.gov

PROJECT OBJECTIVE

The objective and ultimate goal for this project is the village will expect spectacular hardy annual plantings. all green spaces, hanging baskets, pots to be maintained through out each season..

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

All plantings for 35 (36" x 36") Large Pots and 25 (24"x 24") smaller pots. We have 40 (24") large hanging baskets(the Village will assist in the hanging of the baskets) and 2 small hangers (all between Main Street , Saranac Avenue and Mirror Lake Drive) . All gardens and green spaces from the intersection of Route 86 and 73 to the intersection of Route 86 and Mirror Lake Drive, one garden at the corner of Harbor Lane and Mirror Lake Drive, and on the beach side of the Beach House.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Lake Placid Village, Inc. shall award the contract to the proposal that best accommodates the various project requirements. Lake Placid Village, Inc. reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Lake Placid Village, Inc. no later than 5:00 pm on October 13, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Lake Placid Village, Inc. reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in New York (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any contributing expenses to the total cost.
- Brief summary of the cost of the proposal.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project

