



VILLAGE OF FORT EDWARD

118 Broadway, P.O. Box 345, Fort Edward, N.Y. 12828

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BOARD OF TRUSTEES

Mayor Matthew Traver

Trustee Peter Williams

Trustee Trace Conlon

Trustee Edward Carpenter

February 20, 2018

RE: REQUEST FOR ANNUAL SPRING FLOWER QUOTE

To Whom It May Concern:

The Village of Fort Edward is hereby requesting a two-year quote for service for the annual spring planting, including the **watering and maintenance of the hanging baskets, one flower bed, three planters & two whiskey barrels**. Below is an inclusive list of items to be quoted.

You may submit a bid for either **BID #1 and/or BID #2**. When submitting a proposal, clearly identify **BID #1 and BID #2**. Written quotes must be received in the office no later than **4:00pm, Friday, March 23, 2018**. Post marks will not be accepted. *Should you have any questions please do not hesitate to contact the office.*

This is a TWO- YEAR contract covering the **2018-2019 and 2019-2020** fiscal year which runs June 1-May 31. Please provide the quote in an annual amount for service (ie. \$1000.00/yr).

Sincerely,
Janelle Rose
Deputy Clerk/Treasurer

BID #1

Hanging Baskets

1. Grow and provide flowers for 25 Hanging Baskets for the Commercial District. The village will provide the hanging garden basket and specs for the baskets are as follows: Baskets are 12in deep and 13in wide with 27 plugs in each basket.

BID #2

Underwood Park Bed

1. Prepare beds for planting
2. Plant Bed with (1) Blue Salvia Victoria (flat of 48)
(13) Impatiens Mix (flat of 32)

Yacht Basin Bed

1. (1) Rectangular Planter (<http://belson.com/spcrr.htm>) 63"Lx21"Wx24"H
2. (2) Square Planters (<http://belson.com/spcs.htm>) 31" Sqx24"H
3. All planters are to house a combination of multi colored petunias.

East Street Whiskey Barrels

1. Multi colored petunias.

Maintenance of Flowers

1. Labor to maintain (water and keep beds free of weeds) Underwood Park, Yacht Basin Beds and East Street Whiskey Barrels, including 25 hanging baskets. Hanging baskets must be watered every other day. Because of the depth of the baskets, watering must be layered (ie. water, allow to absorb, water again).
2. Labor to install all beds.
3. Soil amendments for all beds.