



# Long Island City Business Improvement District

## **REQUEST FOR PROPOSALS**

**MAINTENANCE AND SEASONAL PLANTING SERVICES FOR STREETScape  
BEAUTIFICATION PROJECTS**

**DATE RELEASED:** February 22, 2019

**PROPOSALS DUE:** March 6, 2019 by 5:00PM

**QUESTIONS DUE:** March 1, 2019 by 5:00PM

**PLEASE DIRECT WRITTEN REQUESTS FOR FURTHER INFORMATION  
AND QUESTIONS VIA EMAIL TO:**

Attn: Paul Lotter  
Long Island City Partnership  
27-01 Queens Plaza North, Level B  
Long Island City, NY, 11101

Paul Lotter, Director of BID Field Operations  
[plotter@licpartnership.org](mailto:plotter@licpartnership.org)

**REQUEST FOR PROPOSALS**  
**LONG ISLAND CITY BUSINESS IMPROVEMENT DISTRICT**  
**MAINTENANCE AND SEASONAL PLANTING SERVICES FOR STREETScape BEAUTIFICATION PROJECTS**  
**February 22, 2019**

**1. Project Description**

The Long Island City Business Improvement District (LIC BID), a not-for-profit 501(c)(3) corporation, is seeking competitive bids from horticulture/landscaping firms for the design, implementation and maintenance of existing and future neighborhood beautification projects. The goals of this project include the planting and maintenance of tree pits, planting and maintenance of hanging baskets, installation, planting and maintenance of flower planters, and planting and maintenance of Jackson Avenue medians.

**2. Submission Requirements**

**a. Design Plans, Installation, and Maintenance Proposal Schedule of the Following Projects:**

The scope of work falls into four main categories—planting, maintenance and watering of tree pits; planting, maintenance and watering of hanging baskets; installation, planting and maintenance of planters; planting and maintenance of the Jackson Avenue medians. For each of the following separate projects, submission must include, but need not be limited to:

- Description of proposed flowers, including total number of plants;
- Description of proposed watering and other service maintenance and the anticipated frequency of such maintenance;
- Upon installations, a description of proposals (whether it be hanging baskets, planters, etc.), including measurements;
- Contractors must complete the attached spreadsheets in *Appendices D, E and F*. Bid quotes are to be all-inclusive, outlining costs for labor, planting materials, hardware, installation, and regular maintenance (watering, remediation in the event of damage to plants or fixtures, plants removal for winter, etc.). Quotes should indicate any economy of scale cost savings.

*Proposers need not be able to provide services in all categories to submit a proposal; partial proposals are acceptable, though they must clearly delineate the categories for which they are proposing.*

**1. Tree Pits**

- The firm will design and implement the plantings of tree pits for the contract term, including weeding, watering, and maintenance.
- There are currently 79 tree pits maintained by the LIC BID. There is potential for additional tree pits should the BID identify new locations in

areas that were previously not possible to have a tree pit, because of scaffolding, new construction, etc. New tree pits may be added to the contracted services upon mutual agreement of the LIC BID and the contractor.

- The Proposer may select plants that the Proposer deems attractive, cost-effective, requiring minimal maintenance, durable, and appropriate for the soil quantity and type. There will be opportunity to make changes within reason. The Proposal must outline for each plant the common name, the scientific name, plus the quantity needed for each pit and also the total quantity needed for the tree pits that are indicated in Appendix B.
- The initial goal is one round of plantings per year in the spring. There is potential for a winter planting as well. Additional plantings may be added to the contracted services upon mutual agreement of the LIC BID and the contractor.
- The Proposer will be responsible for overseeing and providing guidance during community volunteering days.

## **2. Hanging Flower Baskets**

- The firm will design and implement plantings of our hanging flower baskets for the contract term, including watering and maintenance.
- There are currently 86 hanging baskets on light poles throughout the district, indicated in Appendix B. The Proposer should be able to install baskets on additional poles upon request by the LIC BID. The three types of light poles included in this project are Standard Round Pole 7" width (45 poles), Flatbush Avenue Pole 7" width (21 poles), and Alliance Pole 8" width (34 poles). Baskets are installed 10-12 feet above sidewalk grade.
- There will be one round of planting per year in the spring. There is potential for a winter planting as well. Additional plantings may be added to the contracted services upon mutual agreement of the LIC BID and the contractor.

## **3. Planters**

- The firm will install, implement plantings and maintain 15 flower planters throughout the district. The LIC BID has highlighted the locations that the flower planters will be installed in Appendix C. These locations are dependent on approval from DOT and are subject to change.
- There will be one round of planting per year in the spring. There is potential for a winter planting as well. Additional plantings may be added to the contracted services upon mutual agreement of the LIC BID and the contractor.

#### 4. Jackson Avenue Medians

- The firm will provide seasonal maintenance for the project known as Jackson Avenue Median.
- The maintenance of these medians will take place along Jackson Avenue between 42<sup>nd</sup> Road and 23<sup>rd</sup> Street.
- The Contractor shall provide landscaping maintenance, delivering the following services during the spring start-up period beginning mid-March:
  - The Contractor will remove all landscaping debris including leaves and dead branches and replace any groundcover plant material that are dead, diseased and/or otherwise unhealthy with healthy specimens of substantially equal type and reasonable size.
  - The Contractor is to perform directly or hire a Sub-Contractor to complete the following services: (1) Reseal all drain valves and meters; (2) Open the shut-off valves and slowly fill the mains; (3) Check the main for leaks and/or damage. Adjust automatic rain sensor for proper operation; (4) Adjust zones and heads for proper operation and coverage; (5) Reset control timer for the required settings.
- The following work shall be undertaken and carried out during the Growing Season between mid-March and mid-November:
  - Contractor shall maintain the shrubs and landscaped groundcover in the Median, including weeding, pruning, removals and replacements.
  - Contractor will maintain the horticultural beds in the Median to a high standard of service.
  - Weed as needed, no less than on a bi-weekly basis.
  - Contractor shall replace plant materials that are dead, diseased and or otherwise unhealthy specimens of substantially equal type and size. If new plants are to be purchased, an additional charge will be agreed upon before commencing service.
  - Contractor shall maintain tree pits in the service area (including weeding, trimming and mulching).
- The following work shall be undertaken and carried out during the Closing Season, beginning mid-November:
  - The Contractor will rake and collect leaves from the Medians.
  - Contractor shall manage the maintenance and plumbing for the sprinkler system serving the landscaped medians, and repair or replace sprinkler parts and other irrigation components as needed, at cost.
  - The Contractor is to hire a Sub-Contractor to complete the following services during Season Closing Period: (1) Close down all water sources to the irrigation system only; (2) Open all drain

valves and drain plugs; (3) Set control timers to “rest” position; (4) Charge all main lines, valves, lateral lines and heads with compressed air until completely empty.

**b. Statement of Qualifications**

Proposals must include a statement of qualifications, including but not limited to:

- The number of years of experience in the landscaping business;
- A list or description of 3 major contracts involving BIDs or similar entities;
- Contact information for three entities that can serve as references.

Within the statement of qualifications, the Proposer should highlight the resources and expertise that will enable them to adequately respond and oversee general responsibilities within the service area.

**c. Designated Areas**

The Designated Area, excluding the block between Davis Street & Crane Street along Jackson Avenue (refer to Appendix A, BID Map), includes all tree pits on block fronts within the service area of the BID, which covers Queens Plaza North and Queens Plaza South from 21st Street to Jackson Avenue/Northern Boulevard, Jackson Avenue from Queens Plaza South to Vernon Boulevard, Vernon Boulevard from Jackson Avenue to 44th Drive, and along 44th Drive from Vernon Boulevard to Jackson Avenue. The Designated Area also includes the Jackson Avenue medians, hanging flower baskets and the planters that will be installed throughout the BID. A detailed map of the entire Designated Area can be seen in Appendix A.

**d. Term**

The initial contract period is proposed to be for a three-year term, beginning on April 1, 2019 through March 31, 2022, with the option to renew for additional three year periods. Furthermore, the contract is subject to cancellation by either party for cause (i.e., failure to perform) upon 30 days written notice, and the LIC BID may cancel without cause with 30 days written notice.

**e. Subcontracting**

The firm shall not subcontract all or any portion of the performance to be rendered hereunder without the express prior written approval of the LIC BID, except for the subcontracted services specified in the Jackson Avenue Median Project.

**3. Selection Process**

The LIC BID will review all Proposals for completeness and compliance with the terms and conditions contained in this RFP. The LIC BID reserves the right to award the Contract to other than the Proposer or Proposers offering the lowest costs. The LIC BID further reserves the right to reject all Proposals, to postpone and/or cancel this RFP.

The LIC BID shall not pay any costs incurred by any Proposer in responding to this RFP. The review or selection of a Proposal will create no legal submission or equitable rights in favor of a Proposer, including, without limitation, rights of enforcement and reimbursement.

Failure by the LIC BID to select a Proposer, or to enter into a Contract with a Proposer once selected as a result of this RFP, will not create any liability on the part of the LIC BID or any of its members, officers, employees, agents, consultants, or other Proposers. Submission of a Proposal by a Proposer shall constitute a waiver by the Proposer of any claim or cause of action against any of the aforementioned for any costs incurred or for any matters arising in connection with the LIC BID's review of the Proposal.

**a. Approval and Agreement**

Should LIC BID approve a Proposer, it is anticipated that LIC BID will enter an agreement with the successful Proposer beginning as soon as practical after the RFP selection process is complete.

**4. Additional Considerations**

Should a Proposer or Proposers be awarded a contract, the following terms may be included in the contract:

**a. Firm Price**

The price agreed upon by the contractor and the LIC BID for the stated services shall be delivered in writing and will not be subject to change unless agreed upon by the LIC BID and the Proposer.

**b. Taxes**

The price shall include all sales, franchise or other taxes with regard to Services, which shall be paid by the contractor. The contractor assumes exclusive liability for and shall pay all contributions or taxes imposed or required by the unemployment insurance laws of New York, the Federal Social Security Act, or any other act, now or hereafter in effect, upon or in request of wages, salaries or other compensation paid to employees engaged upon or in connection with the work to be performed. The LIC BID is a not-for-profit and tax-exempt entity.

**c. Changes in Workforce and Scope of Services**

The LIC BID reserves the right to make reasonable changes in the general scope of the work and in the workforce. Any such changes shall be made pursuant to written instruction. If the LIC BID directs any such changes which affect the cost of the service, an equitable adjustment agreed to by both parties shall be made in the contract price.

**d. Indemnification**

The Contractor agrees to indemnify and hold the City of New York, the New York City Department of Small Business Services, the New York City Department of Parks and Recreation, the New York City Department of Transportation, the LIC BID, and the agents, officers, employees, and volunteers of these entities harmless from any and all claims, damage, loss, judgments, or liabilities, including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the Contractor, its agents, employees, contractors subcontractors, or permittees in connection with the Contract. The Contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability for injuries, including death that may occur to said employees due to the negligence, fault, or default of the Contractor. The Contractor shall also require such indemnification from its contractors, subcontractors and permittees.

**e. Permits**

The contractor shall be responsible for obtaining any necessary permits from the appropriate governmental authority for the work to be performed. Upon request, the LIC BID shall be provided with a copy of each such permit.

**f. Insurance**

Throughout the term of the contract, the contractor shall maintain, and shall cause all its subcontractors and permittees to maintain, in effect comprehensive liability and vehicle insurance in amounts not less than \$1,000,000 for each occurrence involving death of one or more persons, and/or property damage or \$2,000,000 aggregate, plus other typical coverages ordinarily provided in such Policy. The LIC BID and the City of New York, New York City Department of Business Services, New York City Department of Parks and Recreation, and New York City Department of Transportation shall be named as additional insureds on all such policies, and the contractor shall be named as an additional insured on such policies obtained by its subcontractors and permittees.

- During the performance of the work covered by the contract, the contractor shall maintain and shall require any subcontractors to maintain Workmen's Compensation and Employer's Liability Insurance covering all aspects of its performance under the contract.
- All insurance policies entered into by the contractor in relation to the contract shall provide that any change in or cancellation of any such policies shall not be valid until the LIC BID has had thirty (30) days' written notice of such change or cancellation.
- The contractor shall procure and deliver to the LIC BID, the City of New York and New York City Department of Business Services certificates of insurance executed by the insurance companies providing such insurance.

**g. Compliance with Laws**

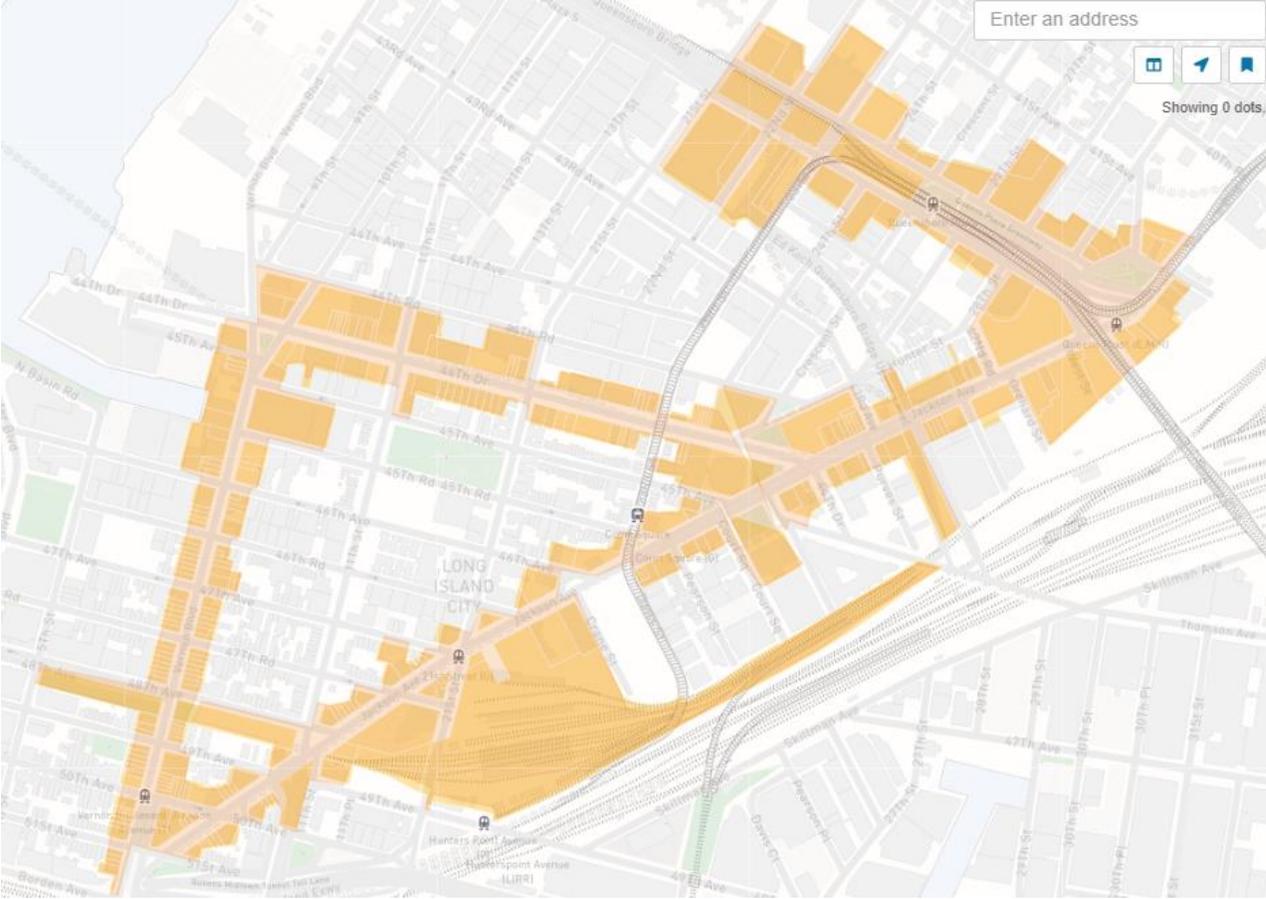
The contractor shall comply with all applicable federal, state and local laws, executive orders, regulations and rules, including, but not limited to, affirmative action and equal employment opportunity. The contractor shall hold harmless and indemnify the LIC BID and the City of New York and the Department of Small Business Services from any fines, penalties, and expenses which the LIC BID may suffer by reason of the breach or non-observance by the contractor of its obligations under this provision.

**h. VENDEX**

The contractor shall have proper VENDEX approval from the City of New York by the start of the contract.

Appendix A

Long Island City BID Map



## Appendix B

### Tree Pit Map (Operational Tree Pits)



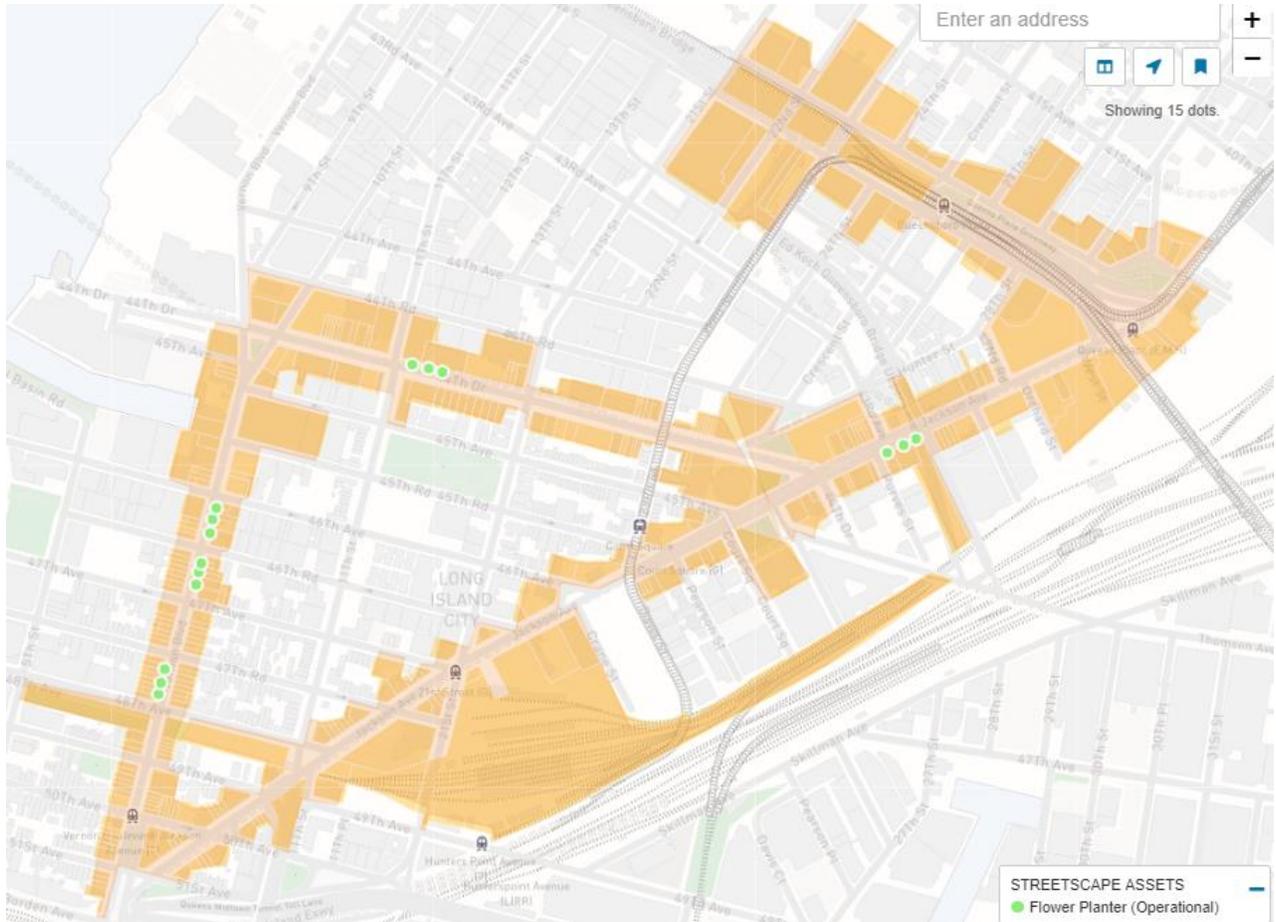
## Appendix B

### Hanging Flower Basket Map



## Appendix C

### Proposed Flower Planter Locations



**Appendix D**

**Tree Pits – Plant/Pricing List for 79 Tree Pits (5'x10')**

<b>Common name of proposed plant</b>	<b>Scientific name of proposed plant</b>	<b>Date of Planting</b>	<b>Cost per unit</b>	<b>Quantity needed</b>	<b>*Total dollar amount</b>
Plant type 1:					
Plant type 2: (if applicable)					
Plant type 3: (if applicable)					

**If different from first year, provide total amount for horticultural and other materials,  
second year: \$ \_\_\_\_\_**

**Total amount for horticultural and other materials,  
third year: \$ \_\_\_\_\_**

*\*The total dollar amount above is inclusive of labor.*

**Appendix D**

**Hanging Baskets – Plant/Pricing List for 56 Hanging Baskets (size 30')**

<b>Common name of proposed plant</b>	<b>Scientific name of proposed plant</b>	<b>Date of Planting</b>	<b>Cost per unit</b>	<b>Quantity needed</b>	<b>*Total dollar amount</b>
Plant type 1:					
Plant type 2: (if applicable)					
Plant type 3: (if applicable)					

**If different from first year, provide total amount for horticultural and other materials,  
second year: \$ \_\_\_\_\_**

**Total amount for horticultural and other materials,  
third year: \$ \_\_\_\_\_**

*\*The total dollar amount above is inclusive of labor.*

**Hanging Baskets – Plant/Pricing List for 30 Hanging Baskets (size 25')**

Common name of proposed plant	Scientific name of proposed plant	Date of Planting	Cost per unit	Quantity needed	*Total dollar amount
Plant type 1:					
Plant type 2: (if applicable)					
Plant type 3: (if applicable)					

**If different from first year, provide total amount for horticultural and other materials,  
second year: \$ \_\_\_\_\_**

**Total amount for horticultural and other materials,  
third year: \$ \_\_\_\_\_**

*\*The total dollar amount above amount is inclusive of labor.*

**Appendix D**

**Planters – Installation of 15 Planters along Vernon Blvd, 44<sup>th</sup> Drive and Jackson Ave (select one type)**

Type of planter	Size	Amount	Plant type/types	*Total dollar amount
Concrete		15		
Fiber Glass		15		
Self-Watering		15		
Any other type:		15		

**If different from first year, provide total amount for horticultural and other materials,  
second year: \$ \_\_\_\_\_**

**Total amount for horticultural and other materials,  
third year: \$ \_\_\_\_\_**

*\*The total dollar amount above is inclusive of the planter, plants and labor.*

**Appendix E**

**Maintenance Costs for the following Projects:**

<b>Project</b>	<b>2019 Annual Cost</b>	<b>2020 Annual Cost</b>	<b>2021 Annual Cost</b>	<b>*TOTAL AMOUNT</b>
<b>Hanging Baskets</b>				
<b>Tree Pits</b>				
<b>Planters</b>				
<b>Jackson Avenue Medians</b>				

*\*The total amount above is inclusive of labor.*