

**Request for Proposal**  
**For:**  
**Spring Hanging Basket Flowers and**  
**Supplies**



**City of Kewanee**  
**401 E Third Street**  
**Kewanee, IL 61443**  
**309-852-2611**

**City of Kewanee**  
**Spring Hanging Baskets and Supplies**  
**Request for Proposal**

**Date:** December 6, 2016  
**Project:** Supplies for spring hanging baskets

The City of Kewanee invites vendors to submit proposals for burlap, plastic, soil and plants for the downtown hanging baskets for a period of three (3) years, with the option of the City to extend the agreement for two (2) years.

Please ensure that your submitted proposal conforms to the City's Specifications.

All proposals shall be clearly identified as "Spring Hanging Baskets" for the City of Kewanee and should be delivered to City of Kewanee at the following address on or before December 19, 2016 at 10:00 am.

**City of Kewanee**  
**Attention: Melinda Edwards**  
**Spring Hanging Baskets**  
**401 E Third Street**  
**Kewanee, IL 61443**  
**309-852-2611, Ext. 226**

**Email: [medwards@cityofkewanee.net](mailto:medwards@cityofkewanee.net)**

**Background**

Currently the City of Kewanee owns 28 hanging baskets, large enough to hold 7 – 9 plants in each basket. The Kewanee Garden Club members prepare the baskets for hanging each year in the spring. The baskets would then be monitored for appropriate levels of growth, with community volunteers hanging the baskets when the weather has stabilized and the plants have grown to fill the baskets.

**MINIMUM SPECIFICATIONS:**

Bidder to specify quantity, unit price and total price. The terms “Bidder,” “Vendor” and/or “Contractor” shall be meant to be the same agent unless noted by the Bidder.

**VENDOR NAME:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

The City of Kewanee is requesting proposals for flowers and supplies for hanging baskets.

**Requested Supplies:**

- Burlap for 28 hanging baskets
- Plastic lining 28 hanging baskets
- Soil for 28 hanging baskets
- Bubblegum pink petunias, approximately 7-9 plants per hanging basket

**Deadline**

The deadline for all proposal submissions is December 19, 2016 at 10:00 a.m.

Each proposal should include contact information for an individual who can respond to any addendums which may be necessary for this request for proposals.

The City reserves the right to accept or reject any or all bids.

All proposals should be mailed to:

**City of Kewanee  
Attention: Melinda Edwards  
“Spring Hanging Baskets”  
401 E Third Street  
Kewanee, Illinois 61443**