



## Request for Proposals:

### Plaza Maintenance and Horticultural Services

Sunnyside District Management Association Inc, dba Sunnyside Shines seeks proposals from qualified contractors to perform plaza maintenance services in Bliss and Lowery Plazas, located in Sunnyside, Queens. The services sought include horticultural services, plant watering and care, and sanitation services. Sunnyside Shines may select one contractor to perform the entire scope of work, or multiple contractors to perform specific scopes of work.

#### CONTACT

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#### CONTRACT TERM

July 1, 2017 – June 30, 2018

#### SCOPE OF WORK

*Note: We will accept proposals for the entire scope of work or specific portions. Please clearly state in your proposal which section(s) you are bidding on.*

##### **A. Horticultural Services:**

The contractor will install four seasonal plantings (approximate dates: September, December, April and June) and perform topsoil remediation quarterly in the plaza planters. Each planter currently contains a centerpiece plant, which is expected to remain indefinitely, provided it remains in good condition. The seasonal plantings are expected to be installed in each planter and placed around the centerpiece. Plant materials will be selected based on the specific conditions of each plaza and its plant containers. Due to the plazas' locations under the elevated train, a significant portion of the planters are located in shaded areas.

Typical seasonal plants are expected to include the following plants or a similar equivalent:

Spring: combination of tulips, daffodils, hyacinths

Summer: coleus, black-eyed susan, lavender, salvia



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Fall: kale, cabbage, mums, asters  
Winter: decorative evergreen boughs

The contractor will provide eight (8) half-day visits during the contract term dedicated to ensure quality of plant life, to be scheduled in consultation with Sunnyside Shines.

The contractor will replace plants as needed, upon direction of Sunnyside Shines and will submit a separate bill for replacement plantings.

The contractor shall provide a report to Sunnyside Shines with the proposed dates from plant installation and a report of services provided.

#### **B. Plant Watering and Care:**

The contractor will provide regular watering of the plants in the plaza planters in order to keep the plantings in good condition. The contractor will also remove any trash or debris from the planters during the watering shift.

The watering schedule will depend on the season, but is expected to include:

- July and August: 5-6 times/week
- September: 4 times/week
- October-November: 2 times/week
- December – March: no service anticipated
- April and May: 3 times/week

During each shift the contractor is expected to spend approximately 2 minutes per planter with a watering device, ideally a pressurized hose, until water is observed flowing out of the bottom of the planter.

The contractor shall provide a report to Sunnyside Shines each month summarizing the services provided as well as any issues.

#### **C. Plaza Sanitation Services:**

The contractor will provide sanitation services in the plazas. The sanitation services will consist of sweeping the plazas, removing trash from plaza furniture and planters, servicing the plazas' trash cans and bagging trash, as well as cleaning plaza furniture (tables and chairs), and securing the furniture each evening. The shift will take place once per day, 362 days per year (no service on Thanksgiving Day, Christmas Day or New Year's Day), in the evening, depending on the season.

The expected closing times of the plazas are as follows:

- November – March: close at 5pm
- April and May: close at 7:30pm



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- June, July and August: close at 9pm
- September and October: close at 7:30pm

In addition to these regular services, the contractor will also perform snow removal in the plazas in the event of snow. Snow and ice should be removed from the plazas within a reasonable period of time after a snowfall or after an accumulation of ice. The contractor shall spread a snow melting agent as needed to minimize slippery conditions which may arise from the thawing and refreezing of snow and ice. The contractor shall post temporary signs in the plazas cautioning users of any dangerous conditions due to snow or ice.

The contractor will provide power washing services in the plazas once per quarter, for a total of four times during the contract term. The contractor will arrange the date in advance with Sunnyside Shines in order to not conflict with any planned programming in the plazas. Due to the plazas' location under the elevated train structure, the power washing services will pay special attention to bird excrement.

The contractor will notify Sunnyside Shines of any maintenance issues in the plazas and provide a monthly report of sanitation services provided, including a count of plaza furniture and power washing services provided.

#### **LOCATION OF WORK**

Bliss and Lowery Plazas in Sunnyside, Queens. Bliss Plaza is located at the intersection of Queens Boulevard and 46<sup>th</sup> Street. Lowery Plaza is located at the intersection of Queens Boulevard and 40<sup>th</sup> Street. The plazas are approximately 7000 square feet each and located at street level, underneath an elevated train structure.

#### **PLAZA AMENITIES**

Bliss Plaza

- Furniture: 14 tables and 28 chairs
- Planters: 16 total planters
  - 10 large (4' diameter)
  - 6 small (3' diameter)

Lowery Plaza:

- Furniture: 10 tables and 20 chairs
- Planters: 14 total planters
  - 10 large (4' diameter)
  - 4 small (3' diameter)



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### **EQUIPMENT, UNIFORMS AND SUPPLIES**

The contractor will provide year-round, weather appropriate uniforms for each worker and ensure that such uniforms are cleaned and maintained.

The contractor will provide the following equipment: heavy-duty brooms, pans and shovels; garbage can liners; snow shovels; ice melt; pruners; hoses; compost; mulch; and other required materials used in watering and maintaining existing plants in the plazas. Note: there is no storage on-site for equipment. All equipment must be transported to and from the plazas.

Sunnyside Shines obtains a permit to use hydrants to obtain water for plaza-related watering.

### **INSURANCE REQUIREMENTS**

The contractor must provide Sunnyside Shines with proof of insurance coverage that complies with or exceeds the following requirements. All coverage listed below must name Sunnyside District Management Association as additional insured:

- Broad form comprehensive liability coverage of \$1,000,000 combined single limit for personal injury, bodily injury and property damage with an aggregate limit of \$2,000,000.
- Business automobile liability coverage of \$1,000,000 combined single limit for bodily injury and property damage.
- Worker's compensation coverage in the statutorily required amount.

### **PROPOSAL TERMS**

Sunnyside Shines must receive all proposals, in writing, by 5:00pm on June 16, 2017.

Proposals must include:

1. Specific services included in the proposal, as detailed in the Scope of Work (Horticultural Services, Plant Watering and Care, Plaza Sanitation Services).
2. Fee for all work based on the guidelines set forth in this RFP, including all materials, transportation, labor, insurance costs, fees and any other relevant costs the proposer identifies which may not be specifically outlined in this RFP. Proposer must include ALL costs in the proposal. No additional fees, over time, cost overruns, etc. will be paid unless they occur as a result of Sunnyside Shines increasing the scope of the work outlined in this RFP.
3. List of the principal(s) and/or project manager(s) who will be responsible for the execution and/or oversight of the project.
4. List of at least three local references.



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**PHOTOS:**

Bliss Plaza:



Lowery Plaza:



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