

**REQUEST FOR PROPOSAL
DOWNTOWN ANNUALS, TULIPS, and CHRISTMAS GREENERY CONTRACT**

This contract will take effect on April 1, 2026 and will close on March 31, 2029.

Contract information is included on the following pages.

Proposals are due on Tuesday, February 24, 2026, at 11:00 AM. At that time bids will be opened and read aloud.

For information, contact:

Kevin Plockmeyer at: kplockmeyer@cityofzeeland.com or 616-772-0870

In order to assure receipt of all addendums, questions, etc., bidders must register with smoore@cityofzeeland.com.

While telephone calls may be made for information, all questions must also be put into writing and must either sent by e-mail or must be mailed or delivered to the City Clerk's Office at 21 S. Elm Street, Zeeland, Michigan.

Responses to questions will be confirmed in writing, and may, but shall not be required to, be sent to all prospective bidders to whom bid packages were provided.

**REQUEST FOR PROPOSAL
DOWNTOWN ANNUALS, TULIP, AND CHRISTMAS GREENERY CONTRACT**

Please quote on the downtown annuals and tulip contract per the guidelines listed in these bid specifications.

BID GUIDELINES

One SIGNED copy of the bid proposal must be submitted by Tuesday, February 24, 2026, at 11:00 AM to:

CITY CLERK'S OFFICE
ZEELAND CITY HALL
21 SOUTH
ELMSTREET
ZEELAND, MI 49464

Proposals will be publicly opened and read aloud on Tuesday, February 24, at 11:00 AM.

Submission of Proposals

All proposals must be made on the form which is furnished with the bid documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initialed by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bid Documents. The Bidder shall write one's name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and must be sent to the address indicated in the Proposal. Do not submit the sealed envelope without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

Bid Prices

The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not limited thereof, the prices stated by the Bidder shall include the cost of everything necessary for the performances and completion of this Contract in the manner and time prescribed, including but not limited to: the furnishing of all material, tools, equipment, transportation, labor and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

Acceptance of Proposals

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for opening or authorized postponement thereof. No Bidder may withdraw a Proposal within 30 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

General Conditions

No employee(s) shall at any time be considered an agent or employee of the City. The Proposer(s) shall comply with all federal, state and local laws and regulations governing the furnishing and use of all safeguards, safety devices and protective equipment and must take any other needed actions as necessary to protect the life and health of employees on the job, the safety of the public and property during the performance of the contract.

The Proposer(s) shall submit with their proposal a signed copy of the Equal Employment Opportunity statement.

The City or Proposer shall have the right to terminate the contract immediately if the Proposer(s) fails to comply with all applicable federal, state or local regulations or for non-performance which may endanger the public health, safety or welfare.

The Proposer shall submit proof of insurance for all motor vehicles which it will utilize, Proof of Worker's Compensation insurance and public liability insurance. Liability insurance shall be carried in the amount of not less than two million (\$2,000,000) dollars naming the City of Zeeland as an Additional Insured.

Seasonal Flowers

Planting of tulips and annuals in the downtown area (from State to 421 East Main (Community Restaurant)) and North and South parking lots. Fall planting of tulips to be on 6-inch centers with a variety of colors.

Spring planting of annuals to be on 6-inch centers that fill the areas comfortably. There are a total of 87 planters and light poles in the downtown area that need to be planted with tulips in the fall and annuals in the spring after the tulips have completed flowering. Each planter/light pole has approximately 15 square feet of ground area. Flowers should coordinate with hanging baskets. Plant selection should be submitted prior to ordering plantings for approval from City. This includes weed control and removal of dead flowers as needed to keep beds looking nice.

5 ground level planters in the downtown area need to be planted with tulips/annuals in coordination with other annual beds. 1 in the south parking lot, 2 at City Hall, and 2 in the north parking lot. These planters will need to be planted with tulips/annuals. Total square footage for these planters measures approximately 175 square feet. This includes weed control and the removal of dead flowers as needed to keep the beds looking nice.

The City has a collection of concrete planters positioned throughout the contracted area. Some of these planters contain annuals only, some contain perennials only, while others contain a combination of annuals and perennials. Please see the breakdown of planters below.

Perennial planters and combination Annual/Perennial planters need to be watered 1-3x per week, depending on the season. As a supplement to the pre-existing perennials that have been planted, four seasonal refreshes occur: tulips (in pots) in the spring, annuals in the summer, mums (in pots) in the fall, and pine and winterberry in the winter. Maintenance of the existing perennials (pruning, trimming, etc.) will occur twice per year.

Annual-only planters need to be watered 3x per week (spring, summer, fall), weeded regularly, and have dead flowers removed regularly. Annual planters should undergo four seasonal refreshes.

Maintain 8 Rectangular Planters 48” x 12” x 24” containing perennials

- **3 Along the side of Drip** – design OPTION 2 in attached PDF
- **5 Along Elm Street/Splash Pad Fence** – design OPTION 1 in attached PDF
 - Regular maintenance of existing perennial combinations, fill in or replace, as needed.
 - Winter refresh - add evergreen boughs add winterberry sticks.

Maintain 39 Round Standard Planter 36”x24” containing perennials

Along Elm Street, Cherry Street & Library Alley – refer to combination of design standards in attached PDF

- Regular maintenance of existing perennial combinations, fill in or replace, as needed.
- Winter refresh - add evergreen boughs add winterberry sticks.

Seasonally Refresh 29 Round Standard Planter 36” x 24” containing annuals

Along Main Avenue & around HMCC

- Install four seasonal refreshes with annuals:
 - Spring: tulips (6” pots) (prefer red or white)
 - Summer: begonias (red)
 - Fall: hardy mums/kale & gourds (6” pots) (prefer white)
 - Winter: evergreen boughs and winterberry sticks

Maintain 3 Large Round Bowl-Shaped Planters containing perennials

3 Along Elm Street

- Regular maintenance of existing perennial combinations, fill in or replace, as needed.
- Winter refresh - add evergreen boughs add winterberry sticks.

In addition to the concrete planters, the City has 24 ground level beds that require hand watering. The total square footage of these beds is around 1200 square feet.

The 88 total hanging baskets on the city's planter poles must have hanging baskets consisting of the following:

- 10 Hanging baskets on Elm need the water reservoir checked weekly
- New plastic liner
- New moss liner to retain moisture
- New soil
- White wave petunias and variegated ivy that gives the hanging baskets a full flourishing appearance.

In addition to this requirement the contractor is also responsible for rotating the baskets as needed and maintaining three (3) additional baskets for use as replacements. The contractor will be responsible for replanting, when necessary, where plants expire and are not kept up.

Christmas Greenery

The contractor is to supply 88 Douglas Fir (or equal) live wreaths (40 inch overall outside diameter) with red weather resistant bows including tails. Supply the labor to hang the wreaths, double sided from 44 "hanging planters" poles. Red bows to be placed at the tops of the wreaths and fastened with bow wire to ensure that they stay on during windy and winter conditions. The wreaths will be attached to the poles in two places, with a strong material (not wire) that **DOES NOT SCRATCH** the light poles. The installation of the wreaths will have to take place by the week before Thanksgiving.

The contractor is to supply and install 2 Douglas Fir (or equal) live wreaths (48 in overall outside diameter) with red weather resistant bows including tails on the exterior of City Hall.

The contractor is to supply and install 2 Douglas Fir (or equal) live wreaths (40 in overall outside diameter) with red weather resistant bows including tails and Douglas Fir (or equal) roping on the Downtown Zeeland brick sign at the corner of Main/State.

The contractor is to supply and install Douglas Fir (or equal) roping garland with red bows at every swag point on the fencing that surrounds the Splash Pad at the corner of Main and Elm Streets which includes north, west, and south sides of the Splash Pad Park. This garland is to be attached with heavy gauge wire. This measures approximately 235 lineal feet.

The contractor is to supply and install Douglas Fir (or equal) roping garland with red bows at every swag point on the handrails at City Hall. This garland is to be attached with heavy gauge wire. This measures approximately 100 lineal feet.

Supply the labor to take down and dispose of the wreaths/garland prior to January 10, of the next year. The wreaths/garland removal will include cleaning up of needles or debris that fall to the ground during the process.

City Approval of Materials

Prior to the planting of any tulips or annuals, the installation of season décor, the pruning of any perennials, the installation of any greenery, or furnishing of any other item included in this contract, the contractor shall seek approval from the city. This will include approval of items such as species and colors of annuals, varieties and colors of tulips, etc. This may include providing examples (pictures, test pots, etc.) for the city's approval. In the event a contractor fails to seek approval from the city prior to installation of the material, the city may request the contractor remove the installed materials at no cost to the city.

**PROPOSAL FOR
DOWNTOWN ANNUALS, TULIPS, CHRISTMAS GREENERY
CITY OF ZEELAND
OTTAWA COUNTY, MICHIGAN**

Proposals to be received until:

10:00 AM on Tuesday, Feb. 24, 2026
At the Office of the Clerk
City of Zeeland
City Hall
21 South Elm Street
Zeeland, MI 49464

We the undersigned being familiar with the location of the proposed work and bid documents and specifications, propose to furnish the equipment and labor specified in the specifications provided unless otherwise noted, and submit a bid therefore as follows:

Please state dollar value of specified for the term April 1, 2026 to March 31, 2027:

Seasonal Flowers, Tulips, and Christmas Greenery: _____

Please state dollar value of specified for the term April 1, 2027 to March 31, 2028:

Seasonal Flowers, Tulips, and Christmas Greenery: _____

Please state dollar value of specified for the term April 1, 2028 to March 31, 2029:

Seasonal Flowers, Tulips, and Christmas Greenery: _____

Complete Company Name and Address:

Phone Number:

In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

It is anticipated that the City of Zeeland may award this Contract at the meeting following the bid opening.

Accompanying this Proposal is the proof of insurance as specified in the insurance requirements.

*Name of Company

*Address

*Name and Title of Signatory

*City, State, Zip Code

*Signature

*Phone Number

*Date

If bidder is a corporation or limited liability company, the Proposal shall be signed by its duly authorized officer(s) and authority for the signature(s) shall be attached thereto.

If the Bidder is a Partnership or Proprietorship, the Proposal shall be signed by all partners or owners.

Printed or Type written.Name and title:

Printed or Type written.Name and title:

Printed or Type written.Name and title:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor agrees that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

Dated: February _____, 2026

Name of Bidder: _____

Printed or Type written. Name and title of Officer or Owner

CENTER SHRUB

OPTION 1



Neatball Boxwood

height: up to 3'
width: 2-3'
exposure: sun or shade
☀️🌿

OPTION 2



Gem Box Inkberry Holly

height: up to 3'
width: 2-3'
exposure: sun
☀️

OPTION 3



Invincibelle Wee White Hydrangea

height: up to 2.5'
width: 1-2'
exposure: sun
☀️

PERENNIALS



Pincushion Flower

height: up to 1'
width: 10-12"
exposure: sun
bloom time: May-September
☀️🌿

*Likely to survive winter with proper protection.



Bellflower

height: up to 7"
width: 5-8"
exposure: sun
bloom time: May-August
☀️

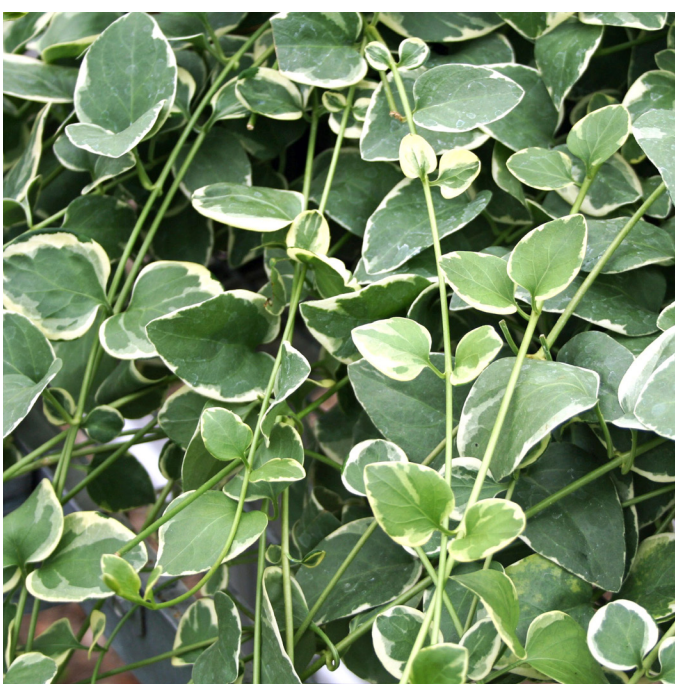
*Likely to survive winter with proper protection.



'Little Vision in Pink' Astilbe

height: up to 10"
width: 14-16"
exposure: sun or shade
bloom time: July-August
☀️🌿

*Likely to survive winter with proper protection, will require dead heading.



Vinca Vine

height: up to 6"
width: 6-12"
exposure: sun
☀️🌿



Creeping Jenny

height: up to 4"
width: 1-2'
exposure: sun
☀️



Spotted Dead Nettle

height: up to 6"
width: 2-3'
exposure: sun or shade
☀️🌿

*May die back during winter but return in Spring if properly insulated.



ROUND PLANTER OPTIONS

36" Diameter X 24" Tall

STREETSCAPE PLANTERS

ZEELAND, MICHIGAN

CENTER SHRUB

OPTION 1



North Pole Arborvitae

height: up to 10'
width: 3-5'
exposure: sun

OPTION 2



Green Mountain Boxwood

height: up to 5'
width: 3'
exposure: sun

PERENNIALS



'Little Vision in Pink' Astilbe

height: up to 10"
width: 14-16"
exposure: sun or shade
bloom time: July-August



*Likely to survive winter with proper protection, will require dead heading.



Spotted Dead Nettle

height: up to 6"
width: 2-3'
exposure: sun or shade
bloom time: May-July



*May die back during winter but return in Spring if properly insulated.



Bellflower

height: up to 7"
width: 5-8"
exposure: sun
bloom time: May-August



*Likely to survive winter with proper protection.



Vinca Vine

height: up to 6"
width: 6-12"
exposure: sun



RECTANGULAR PLANTER OPTIONS

48" Long x 12" Wide x 24" Tall

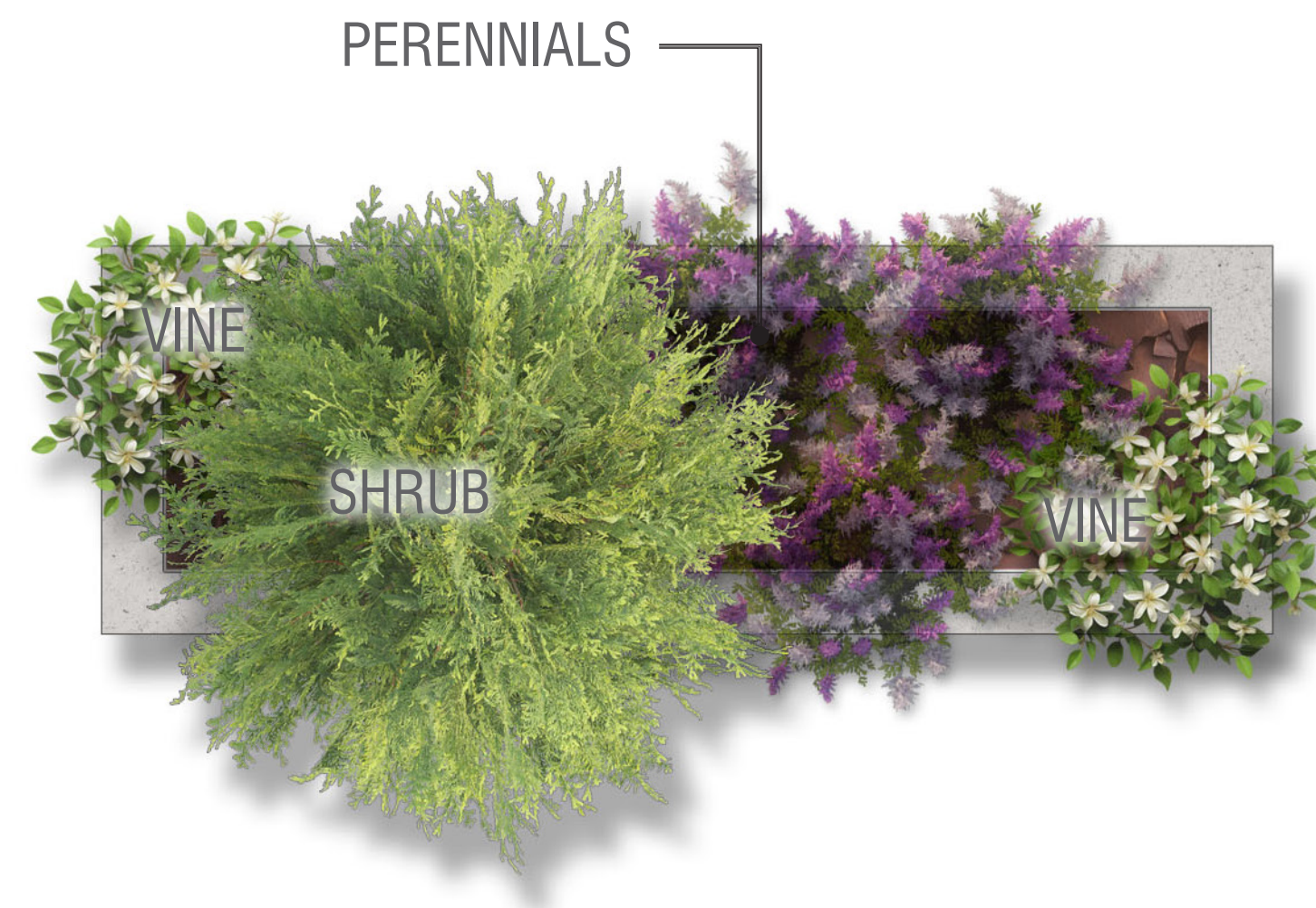
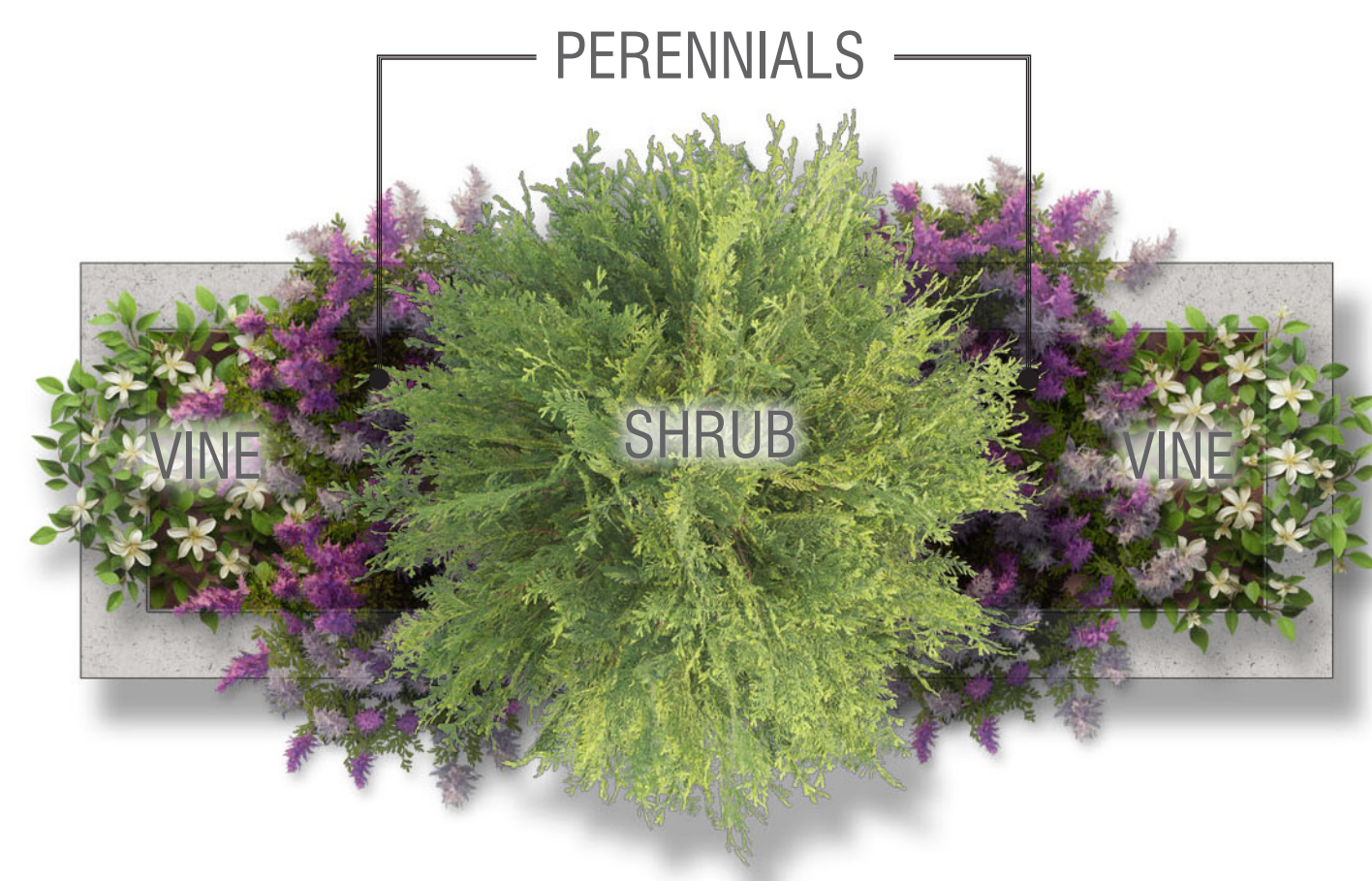
STREETSCAPE PLANTERS

ZEELAND, MICHIGAN

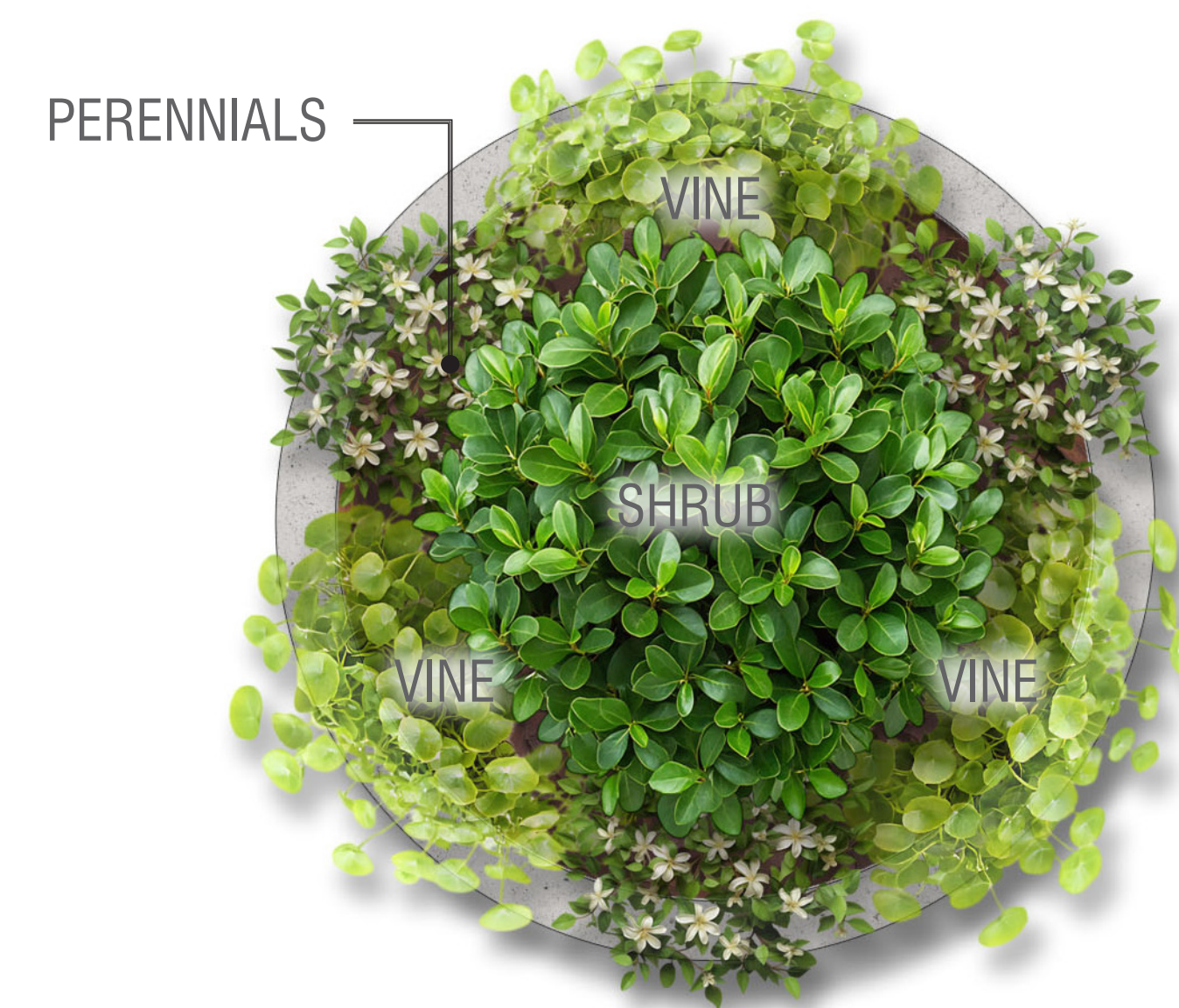
NOTES:

- Perennial plants in planters need to be protected during the colder winter months. There is some debate between local nurseries on which plants will be the most successful.
- Plants may be protected by mounding mulch over them and lining the planter pots with insulation to protect the root system. Blueboard is commonly used in planters, but there may be other options.
- Some plants may die back during the winter and return in the spring.
- Consider trial plantings by installing a few planters with perennials this year to see how they do over the winter before proceeding with replanting all planters.

RECTANGULAR POTS



ROUND POT



PLANTER POT PLANS

STREETSCAPE PLANTERS ZEELAND, MICHIGAN

