



**Request for Proposals
Downtown Fairmont Flower Basket Planting Service**

Main Street Fairmont for the design, preparation and planting of flower baskets located along Adams Street and Merchant Street in downtown Fairmont.

This work consists of providing all the materials and services for planting flowers in 24 double sided semi-circle flower baskets that are located on lamp posts.

The baskets will be planted between May 15 and May 20, 2010 (depending on weather).

Description of Work: Select hardy flowers for baskets that will do well in summer heat. Baskets must include single vibrant color (pink, purple or red) hanging wave petunias, and Lime GREEN (chartreuse) sweet potato vine. Work will include planting the flowers in the baskets.

Proposal Requirements: Main Street Fairmont will receive one (1) copy of the proposal no later than 4 p.m. on February 15, 2010. Submittals should be mailed or dropped off to Main Street Fairmont, 206 Adams Street, Fairmont, WV 26554. Proposals may also be emailed to contact@mainstreetfairmont.org with the subject line reading PROPOSAL.

Proposals shall include those materials necessary to demonstrate the expertise of the proposing firm. Please include the following information:

1. Name and address of the responsible firm
2. Statement of qualifications
3. References (3)
4. Description of flowers
5. Fee for services
6. Proof of Professional Liability Insurance

Proposals must be signed by a duly authorized official of the firm.

Main Street Fairmont reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received, and accept any portion of any submission, if deemed in the best interest of Main Street Fairmont.

Main Street Fairmont is not liable for any cost incurred by entities prior to executing a contract.

Final selection will be based upon qualifications, fees, and ability to schedule and perform project, submittal requirements and references.

Inquiries will be may be addressed to Vera Sansalone, Executive Director at 304.366.0468 or emailed to contact@mainstreetfairmont.org.