



Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

Request for Quotes: Seasonal Plantings

Issued by:

Village of Saranac Lake

Date Issued: March 6, 2024

Introduction

The Village of Saranac Lake seeks quotes from local nurseries/garden centers to prepare **41 planters (Village to provide soil*), supply materials for the Star Garden and WWI Memorial Garden.**

* Bids should factor buying some soil and certainly fertilizer, but majority of the soil for the 41 planters will come from the Village.

Responses are due by March 21, 2024 and must be sent by email to:

Katrina Glynn, comdev@saranaclakeny.gov

Scope of Work

1. The Village of Saranac Lake has **41 Earth Planters** that, once planted, are placed throughout downtown from late June through mid-October. Local businesses cover half of the cost for 33 of the planters and the Village pays the full cost for 8 planters.
 - a. Village delivers the Earth Planters to the vendor in the first week of June**.
 - b. Vendor prepares the planters with soil, fertilizer, and flowers*.
 - c. Vendor waters the planters for at least 1 week before they are moved to downtown**. Do not fill the well before the planters are transported. Watering should be from the top while in the care of the vendor.
 - d. Vendor sends invoices to 33 local business owners for the co-op planters.
 - e. Village transports planters from vendor to downtown locations the third week in June**.
 - f. Village transports planters from downtown to vendor in mid-October**.
 - g. Vendor removes flowers and soil (recycling of soil is encouraged).
 - h. Vendor cleans planters for winter storage.
 - i. Village picks up the planters the last week in October and stores them for the winter**.
2. Vendor will supply flowers, soil and fertilizer for the WWI Memorial and Star Garden at the intersection of River and Church Street. The Star Garden is planted by volunteers.
 - a. Vendor will hold the materials until volunteers are ready to plant in early to mid-June**. Volunteers will pick up the materials.
 - b. Vendor will coordinate delivery of materials with Village Improvement Society.

**Village transport is dependent upon the weather; Village will only provide transportation to/from vendors within the Saranac Lake area.

Specifications

1. Flowers for Planters
 - a. Must be able to take full sun
 - b. Must be able to survive first frost
 - c. Must be hardy
 - d. No impatiens, potato vine, or shade/partial shade plants
 - e. Arrangement should be colorful, full and lush enough to fill the planters
 - f. No 6-packs or small plants; 4 to 4.5 inch material only
 - g. 7-8 plants per planter
 - h. Each planter should have a focal plant in the center
2. Soil and Fertilizer for Planters
 - a. Pro Mix BX or equivalent soil-less mixture
 - b. Time-release fertilizer to be added at time of planting
3. Earth Planters – 41 planters are Earth Planter Model EPMV31-Urban Vase 31
 - a. Weight: 25 lbs.
 - b. Top outside diameter: 31 in.
 - c. Bottom diameter: 19 in.
 - d. Height: 25.75 in.
 - e. Planting tray depth: 13 in.
 - f. Water capacity: 18 gal.
 - g. Soil capacity: 3.2 cubic ft.
 - h. Weight per planter (with water and wet soil): 280+ lbs.
5. Flowers for Star Garden
 - a. 10 6-packs of tall blue ageratum
 - b. 20 6-packs of tall red salvia
 - c. 10 4-packs of white wave petunias
 - d. 1 pound of time release fertilizer (Osmacote)
 - e. Area of Star Garden: The star garden has a baptiste plant, a perennial, planted in the middle of the star. Each of the 5 points of the star is 12' long, from the baptiste plant in the middle, and starts at 3' wide and tapers to 1' at the point.
6. Flowers for WWI Memorial Garden
 - a. TBD based on Time & Materials

Submission Requirements

Complete the attached Quote Submission Form and email to Katrina Glynn, comdev@saranalakeny.gov on or before **March 21, 2024**

Timeline

Quotes/Bids Submitted	March 21, 2024
Vendor Selected & Contract Executed	April 2024
Planters delivered to vendor	May 27- May 31, 2024
Village pick-up planters and place in downtown	June 17-24, 2024
Soil & fertilizer for VIS ready for pick-up	Early June 2024
Village returns planters to vendor	Mid-October 2024

Term of Contract: 1 Year

Inquiries:

Katrina Glynn, Community Development Director

comdev@saranaclakeny.gov

518-891-4150 x235

Attachments:

Earth Planter Spec Sheet

Photo of past year Co-op Planters

Quote Submission Form



EarthPlanter

The Leader in Commercial Self-Watering Planter Systems

Model: EPMV31- *Urban Vase 31*



Key Features:

- **Arrives Fully Assembled:** No separate parts, no wicks or additional wicking material to install
- **Industry Leading Wicking System:** Takes the guesswork out of over and/or underwatering your plants & delivers superior results in the toughest commercial environments
- **Industry Exclusive Water Overflow:** Internal assembly provides superior protection from over-watering while eliminating unsightly holes, insect intrusion and potential clogging.
- **Industry-Exclusive Draining:** Easy-Access Drain Plug is included on all ground models.
- **Colors:** Highest quality stone effect colors are included at no additional charge
- **Unmatched Warranty:** Lifetime Warranty on Planter, 5 Years on Wick

Specifications:

- Dimensions:
 - 31" Top Outside Diameter x 25 3/4" H
 - Bottom Diameter: 19"
- Planting Tray Depth: 13"
- Water Capacity: 18 Gallons
- Soil Capacity: 3.2 Cubic Feet— Pro Mix BX or equivalent soil required
- Product Weight:
 - 23 lbs. (ship weight)
 - 280+ lbs. with water and wet soil
- Max Planters per pallet: up to 10
- Watering Cycle: once every 2 weeks
- Material: LLDPE, Linear Low-Density Polyethylene Embedded with UV Inhibitors to protect against sun fade
- Manufacturing: Rotational Molded for strength & durability
- Colors: Brownstone, Sandstone, Millstone, Gray Granite, Blackstone, Rich Terra Cotta, Deep Bronze
- Stackable: Yes
- Winterized: Yes
- 100% Made in the USA

Example of Previous Summers' Downtown Planters



One of the forty-one Earth Planters in Saranac Lake, located in the Main Street Parking Lot (July 2021).



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Quote Submission Form

Project: Seasonal Plantings for Village of Saranac Lake

Vendor Name: _____

Contact Person: _____ Phone: _____ Email: _____

41 Earth Planters

Item	Quantity	Cost Per	Total Cost
Pontiac Parking Lot Planters	2	\$	\$
Main Street Parking Lot Planter	1	\$	\$
Berkeley Green Planter	1	\$	\$
Riverside Park Planters	4	\$	\$
Co-op Planters for Broadway	22	\$	\$
Co-op Planters for Main Street	11	\$	\$
Total	41	-----	\$

Cost Breakdown per Planter:

Item	Cost
Plants	\$
Soil/Fertilizer	\$
Labor*	\$

*Refer to Scope of Work in Request for Quotes

Product Details for Planters

Soil/Fertilizer – insert name and description of products that will be used.

Flower Varieties – insert name/variety of flowers that will be planted.

WWI Memorial & Star Garden

Item	Quantity	Total Cost
WWI Memorial	1	\$
Star Garden	1	\$
Total		\$

Product Details for WWI Memorial & Star Garden

Soil/Fertilizer – insert name and description of products that will be used.

Flower Varieties – insert name/variety of flowers that will be planted.

WWI Memorial:

Star Garden: