**REQUEST FOR PROPOSALS**

**CITY OF OREGON CITY**

**OREGON CITY HANGING FLOWER BASKETS AND DECORATIVE PLANTER BOXES – PS 23-001**

The City of Oregon City through the Public Works Department, is requesting proposals from companies that are interested in providing professional services to the City for the **Oregon City** **Hanging Flower Baskets and Decorative Planter Boxes (PS 23-001)**.

Proposals will be received until 2:00 p.m. local time on **Thursday, January 26, 2023** at the Oregon City Engineering and Operations Complex, 13895 Fir Street, Oregon City, Oregon 97045. Late proposals will not be considered. There will be no formal proposal opening.

Solicitation documents may be obtained from the City's online plan center free of charge at https://bids.orcity.org/. To obtain the solicitation documents, create a new user account and register for the project. General information including the planholder list is available to the public without registering.

Solicitation documents are also available for review at the City of Oregon City, Public Works Department, 13895 Fir Street, Oregon City, Oregon, between the hours of 7:00 a.m. and 4:00 p.m., Monday through Thursday and 7:00 a.m. and 3:30 p.m. Friday, except legal holidays.

Addenda, clarifications, and notices will be distributed through the City's online planholder system at https://bids.orcity.org/. Potential proposers are responsible for ensuring contact information is registered correctly and that email updates are being received and not being sent to spam folders. It is in the best interest of potential proposers to check the website periodically to ensure all updates are received. The City is not responsible for failure of proposers to receive notifications of changes or corrections made by the City and posted as stated above.

Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposers is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the Oregon City Municipal Code.

The City of Oregon City reserves the right to (1) reject any or all submittals not in compliance with public solicitation procedures if it is in the best interest of the public to do so; (2) postpone establishment of a final decision for a period not to exceed sixty (60) days from due date for Contractor submittal; (3) waive informalities in the proposals; and (4) to select the Contractor which appears to be in the best interest of the City.

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January 13, 2023 Public Works Director

 January 16, 2023