

**ADVERTISEMENT FOR BIDS
SALE ACQUISITION OF 35 FLORIDA NATIVE TREES
RFP# 2025-10-1
CITY OF CRESCENT CITY, FLORIDA**

Sealed Bids for the sale acquisition of 35 Florida Native Trees will be received by the City of Crescent City, Florida at the office of the City Manager, City Hall, 3 North Summit Steet, Crescent City, Florida 32112, until **November 7, 2025, at 2pm local time**. At that time the bids received will be publicly opened and read aloud. Please make sure that your package reads: "**Proposal for RFP # 2025-10-1: [Company Name].**" & "**Cost for the Acquisition of 35 Florida Native Trees**"

The Project includes the following Work: **Acquisition and delivery of 35 Florida Native Trees to Crescent City Florida.**

Bids are requested for the following: RFP 2025-10-1 "Sale Acquisition of 35 Florida native trees"

The Issuing Office for the Bidding Documents is: the office of the City Manager, City Hall, 3 North Summit Steet, Crescent City, Florida 32112, (386) 698-2525 ext. 246. Prospective Bidders may access and download the Bidding Documents online at [www.https://crescentcity-fl.com/bids/](https://crescentcity-fl.com/bids/).

To be considered qualified, Bidder must be licensed to engage in the nursery business within the State of Florida.

The City of Crescent City, Florida is an Equal Opportunity Employer.

Instructions to Bidders.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the RFP# 2025-10-1 provided at [www.https://crescentcity-fl.com/bids/](https://crescentcity-fl.com/bids/).



The City of Crescent City Tree and Garden Board
Request for Proposal (RFP)
Funding Opportunity Number 23-DG-11083112-001

RFP # 2024-10-1

Procurement of Nursery Stock (Trees)

1.0 Introduction and Purpose

The purpose of this Request for Proposal (RFP) is to solicit bids from qualified nursery stock vendors for the bulk purchase and delivery of trees for various public parks and areas designated through the city's awarded grant. The awarded contract will be based on the best-value combination of pricing, tree health and quality, delivery logistics, and warranty.

2.0 Project scope

The awarded vendor will be responsible for the following:

- Providing high-quality nursery stock that meets or exceeds the specifications in Section 3.0.
- Delivering all plant material to a designated staging area within the specified timeframe.
- Guaranteeing the health and quality of the trees upon delivery and for a specified period after.

3.0 Tree specifications

Proposals must include pricing and availability for the following trees. All trees must be of nursery-grade quality, healthy, free of pests and disease, and have a healthy root system. Tree stock should meet the ANSI Z60.1 standard, including but not limited to adequate branching, root ball size, health, structure, and root flare depth. Tree stock will be a minimum of 1.5" caliper and maximum of 4" caliper for single-trunk deciduous trees and a minimum 6 feet tall and maximum of 12 feet tall for multitrunk and evergreen trees. If providing minimum tree size is 1½ inch caliper, tree must be in at least a 15-gallon container. Trees/palms (including those planted as part of the local match) must be Florida Grade #1 or better (Florida Division of Plant Industry, Grades and Standards located at [Plant Industry / Divisions & Offices / Home - Florida Department of Agriculture & Consumer Services \(fdacs.gov\)](https://fdacs.gov/plant-industry/divisions-offices/home))



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Common Name	Latin Name	Quantity	Root System	Minimum/Maximum Caliper (at 4.5 ft)	Minimum Height	Minimum Branch Spread
Live Oak	<i>Quercus Virginiana</i>	5	Standard	2 to 4	12 feet	Standard
Shumard Oak	<i>Quercus shumardii</i>	5	Standard	2 to 4	12 feet	Standard
Red Maple	<i>Acer rubrum</i>	5	Standard	2 to 4	12 feet	Standard
Dahoon Holly	<i>Ilex cassine</i>	5	Standard	2 to 4	12 feet	Standard
East Palatka Holly	<i>Ilex x attenuata 'East Palatka'</i>	5	Standard	2 to 4	12 feet	Standard
Chickasaw Plum	<i>Prunus angustifolia</i>	5	Standard	2 to 4	12 feet	Standard
Winged Elm	<i>Ulmus alata</i>	5	Standard	2 to 4	12 feet	Standard

Note: Min. 15 Gallon requirements must be met

4.0 Proposal format and content

Bidders must submit a proposal that includes the following:

- **Cover letter:** Introduce your company and confirm your ability to meet all RFP requirements.
- **Company qualifications:** Provide a brief history of your nursery, size, and experience with large-scale municipal or institutional orders.
- **Tree availability:** A detailed list confirming the availability of each tree species, size, and quantity requested.
- **Pricing:** A comprehensive price proposal detailing the unit cost per tree for each species requested.
- **Warranty:** Details on the proposed tree health guarantee, including the coverage period (e.g., one year from the date of delivery) and replacement policy.



The City of Crescent City Tree and Garden Board Request for Proposal (RFP)

Funding Opportunity Number 23-DG-11083112-001

- **Delivery logistics:** Outline your delivery process, including how you ensure tree protection during transport and your delivery capacity.
- **References:** Provide at least three references from clients with similar bulk nursery stock purchases.

5.0 Evaluation criteria

Proposals will be evaluated and ranked based on the following criteria:

- **Price:** Total cost for the requested trees.
- **Tree quality and health:** Assessment based on the reputation of the nursery and the proposed warranty.
- **Experience:** Proven track record with large-scale tree procurement.
- **Delivery and logistics:** The ability to provide safe and timely delivery of materials.
- **Warranty:** The robustness of the proposed tree health guarantee.

6.0 Schedule

- **RFP Release Date:** 10-24-2025
- **Deadline for Questions:** 10-31-2025- Questions should be directed to Derek Martin at citymanager@crescentcity-fl.com.
- **Proposal Submission Deadline:** November 7, 2025, at 2PM
- **Vendor Selection:** November 10, 2025
- **Expected Delivery Period:** [November 11th-14th of 2025, e.g., Winter 2025]

7.0 Submission instructions

- Sealed Bids for the sale acquisition of 35 Florida Native Trees will be received by the City of Crescent City, Florida at the office of the City Manager, City Hall, 3 North Summit Steet, Crescent City, Florida 32112, until November 7, 2025, at 2pm local time. At that time the bids received will be publicly opened and read aloud. Please make sure that your package reads:

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