

REQUEST FOR PROPOSALS



Snohomish Conservation District

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2025 Plant Sale Procurement

RFP Number: SCDRFP23115

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IMPORTANT DATES

December 7, 2023	Solicitation posted
December 29, 2023, 12:00 PM (noon)	Submission deadline
January 2-12, 2024	Application review period
January 15-26, 2024	Successful finalists notified
January 2024	Applicable deposits made
December 2024	Confirm plant availability
March, 2025	Plant materials delivered to Evergreen State Fairgrounds, Monroe, WA or available for pick up by SCD staff
March 2025	Final payment post plant material delivery

OVERVIEW

Snohomish Conservation District (SCD) is selecting nurseries to provide plants for the 2025 Plant Sale.

SCD will open their online pre-orders to the public in January 2025. Plant orders from nurseries will need to be delivered to Evergreen State Fairgrounds, Monroe, WA or available for pick up in early March 2025 by Snohomish CD staff.

SCD reserves the right to amend this solicitation for administrative or technical purposes or to make no awards.

Eligible Applicants

Any firm, association or corporation or any person in a controlling capacity or any position involving the administration of federal, state or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past three (3) years; does have a proposed debarment pending; has not been indicted, convicted or has not had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.

TIMEFRAME

SCD will finalize orders with selected vendors and provide payment deposits in January 2024.

In December 2024, vendors will reconfirm to SCD the available plant volumes, prior to SCD opening online pre-orders in January 2025.

All orders are required to be delivered to Evergreen State Fairgrounds, Monroe, WA or available for pick up by SCD staff on March 4 and/or 5, 2025. All orders shall be inspected by SCD staff upon delivery or pick-up, and certified that they meet expectations.

SELECTION CONSIDERATIONS

Selection Considerations:

- Preference for plant material with Western Washington provenance.
- Preference for providers who are able to deliver to Evergreen State Fairgrounds, Monroe the week before SCD's plant sale or who are within 100 miles of Evergreen State Fairgrounds for plant pick up.
- Preference towards suppliers with the ability to provide multiple species.
- Preference for 12" + bare root stock (BR) of trees and shrubs where possible.
- Preference for 2"-4" potted stock where possible.
- Reliability of nursery operations (in business for more than one year, high quality plants, disease free).
- Price of plants inclusive of delivery costs.

CONTRACTING, INVOICING, AND PAYMENT

Vendors shall provide an Invoice or Sales Order which shall serve as a contract. As all plants are purchased for resale, SCD shall provide a current copy of its Reseller Certificate from WA Department of Revenue, to support omission of sales tax from invoices.

SCD shall provide a deposit payment upon finalization of the sales order.

Vendors shall provide a final invoice for balance payment of sales order, after delivery / pick-up of plant materials.

SUBMITTING FOR CONSIDERATION

Interested vendors shall submit electronically through the [SCD's webpage for District Business](#) no later than **December 29, 2023 at 12:00 PM PST.**

The submission form collects the following:

1. Vendor contact information
2. Information about the ability to deliver and delivery fee.
3. Appendix A: 2025 Plant Request Table.

Appendix A lists SCD's desired plants and quantities. Please complete the table with the requested information about any species you would like to provide. Submitters may include their cost/plant, or attach a price list, or provide a link to a current price list available online. If you are not able to provide the full quantity, please provide a comment on the available quantity. An excel version of the 2025 Plant Request Table can be downloaded by clicking [here](#).

Hard copies, faxed, or telephone proposals will not be accepted.

Any other communication will be considered unofficial and non-binding on SCD. Applicants are to rely on written statements issued by SCD.

Appendix A: 2025 Plant Request Table

Snohomish Conservation District is selecting nurseries to provide plants for the 2025 Plant Sale.

Please use this spreadsheet to submit plant availability and pricing by indicating the available quantities that you have for each species. Desired quantities are listed. If you are not able to provide the full quantity, please provide a comment on available quantity. Please also include price per plant in this spreadsheet or attach a price list to your response or provide a link to a current price list online.

Nursery Name: _____

Common Name	Scientific Name	2025 Requested Quantity	Quantity Available	Plant Form	Cost/plant (or submit price list)	Comments
Aronia/chokeberry	Aronia melanocarpa	500				
Bald Hip Rose	Rosa gymnocarpa	600				
Beaked Hazelnut	Corylus cornuta	500				
Bear Grass	Xerophyllum tenax	400				
Big Leaf Maple	Acer macrophyllum	300				
Bigleaf Lupine	Lupinus polyphyllus	1200				
Black Gooseberry	Ribes divaricatum	550				
Blackcap Raspberry	Rubus leucodermis	500				
Blanket Flower	Gaillardia aristata	1000				
Blue Elderberry	Sambucus cerulea	600				
Blue Eyed Grass	Sisyrinchium idahoensis	600				
Bunchberry	Cornus canadensis	650				
Cascade Huckleberry	Vaccinium deliciosum	800				
Cascade Penstemon	Penstemon serrulatus	650				
Cascara	Frangula (Rhamnus) purshiana	250				
Choke Cherry	Prunus virginiana	500				
Common Camas	Camassia quamash spp. maxima	500				
Common Yarrow	Achillea millefolium	500				
Deer Fern	Blechnum spicant	600				
Douglas Aster	Symphyotrichum subspicatum v. subspicatum	600				
Douglas Fir	Pseudotsuga menziesii	2500				
Douglas Spirea	Spiraea douglasii	600				
Evergreen Huckleberry	Vaccinium ovatum	1400				

Common Name	Scientific Name	2025 Requested Quantity	Quantity Available	Plant Form	Cost/plant (or submit price list)	Comments
False Lily-of-the-valley	Maianthemum dilatatum	500				
False Solomon's seal	Maianthemum racemosum	500				
Foam flower	Tiarella trifoliata	300				
Garry Oak	Quercus garryana	250				
Giant Chuquapin	Chrysolepis chrysophylla	300				
Giant Sequoia	Sequoia giganteum	500				
Goats Beard	Aruncus dioicus	300				
Golden Currant	Ribes aureum	500				
Grand Fir	Abies grandis	1300				
Henderson's checkermallow	Sidalcea hendersonii	800				
Incense Cedar	Calocedrus decurrens	700				
Inside Out Flower	Vancouveria hexandra	700				
Kinnikinnick	Arctostaphylos uva-ursi	1000				
Low Oregon Grape	Mahonia nervosa	900				
Maidenhair Fern	Adiantum aleuticum	300				
Menzies Larkspur	Delphinium menziesii	300				
Mock Orange	Philadelphus lewisii	1000				
Noble Fir	Abies procera	1700				
Nodding onion	Allium cernuum	500				
Nootka Rose	Rosa nutkana	800				
Oceanspray	Holodiscus discolor	700				
Oregon Iris	Iris tenax	700				
Oregon Stonecrop	Sedum oreganum	700				
Oregon Sunshine	Eriophyllum lanatum	1000				
Osoberry	Oemleria cerasiformis	600				
Pacific Crabapple	Malus fusca	600				
Pacific Madrone	Arbutus menziesii	600				
Pacific Ninebark	Physocarpus capitatus	650				

Common Name	Scientific Name	2025 Requested Quantity	Quantity Available	Plant Form	Cost/plant (or submit price list)	Comments
Pacific Rhododendron	Rhododendron macrophyllum	1000				
Pacific Willow	Salix lucida	500				
Paper Birch	Betula papyrifera	600				
Pearly everlasting	Anaphalis margaritacea	400				
Ponderosa pine	Pinus ponderosa	300				
Red Elderberry	Sambucus racemosa	500				
Red Flowering Currant	Ribes sanguineum	1600				
Red Huckleberry	Vaccinium parvifolium	700				
Red Osier Dogwood - LS	Cornus sericea	850				
Salal	Gaultheria shallon	600				
Salmonberry	Rubus spectabilis	500				
Sea thrift	Armeria maritima	500				
Serviceberry	Amelanchier alnifolia	650				
Shore Pine	Pinus contorta contorta	1500				
Sitka Spruce	Picea sitchensis	1500				
Sitka Willow	Salix sitchensis	500				
Slough Sedge	Carex obnupta	650				
Snowberry	Symphoricarpos albus	1100				
Sweet Gale	Myrica gale	350				
Sword Fern	Polystichum munitum	500				
Thimbleberry	Rubus parviflorus	400				
Tufted Hair Grass	Deschampsia caespitosa	650				
Twinberry	Lonicera involucrata	600				
Vanilla Leaf	Achlys triphylla	500				
Vine Maple	Acer circinatum	1400				
Western Bleeding Heart	Dicentra formosa	1200				
Western Blue Violet	Viola adunca	1000				
Western Canada Goldenrod	Solidago lepida	1000				

Common Name	Scientific Name	2025 Requested Quantity	Quantity Available	Plant Form	Cost/plant (or submit price list)	Comments
Western Columbine	Aquilegia formosa	1000				
Western Hemlock	Tsuga heterophylla	700				
Western Larch	Larix occidentalis	700				
Western Red Cedar	Thuja plicata	1700				
Western Trillium	Trillium ovatum	300				
Western White Pine	Pinus monticola	700				
Wild ginger	Asarum caudatum	500				
Woodland strawberry	Fragaria vesca ssp. Bracteata	500				
	Total	62650				