



# **Mattituck Park District**

Town of Southold, Suffolk County, New York

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## **INVITATION TO BID**

### **Plant Purchase**

PO Box 1413  
11280 Peconic Bay Boulevard  
Mattituck, NY 11952  
Office 631-298-9103  
[info@mattituckparks.com](mailto:info@mattituckparks.com)

**BIDS DUE IN DISTRICT OFFICE**  
**11280 Peconic Bay Boulevard**  
**Mattituck, NY 11952**  
**ON OR BEFORE 9.00 AM ON 23 October 2024**

**RESOLVED**, as per the request of the Board of Commissioners, that the Mattituck Park District Clerk be and hereby is authorized to advertise for public bid as per the following:

### **NOTICE TO BIDDERS**

**TAKE NOTICE**, that bids will be received by the MPD Clerk, Mattituck Park District Office, on 23 October 2024 at 9:00AM, prevailing time. The bids will be publicly opened for:

### **Plant Purchase**

The Mattituck Park District reserves the right to waive any informalities in bids received, and/or reject any or all bids.

### **BY ORDER OF THE BOARD OF COMMISSIONERS OF THE MATTITUCK PARK DISTRICT, NEW YORK INSTRUCTIONS TO BIDDERS**

#### **1. Receipt and Opening of Bid**

The Mattituck Park District invites bids for the purchase of native species plants, which will be planted by the Mattituck Park District at Sabat Field at 1865 Bay Avenue in Mattituck, New York. Proposals will be publicly read at the time, date, and place indicated in the Notice to Bidders.

#### **2. Preparation and Presentation of Proposal**

- 3.** Each proposal must be submitted by mail or in person marked, "**Plant Purchase**" or emailed to the District Office. Bidders must comply with all Federal, State, and local laws.

### **INCOMPLETE SUBMISSIONS MAY BE REJECTED!!**

All questions concerning this bid should be addressed to Alexandra Getches at [Alexandra.getches@gmail.com](mailto:Alexandra.getches@gmail.com), all answers to the questions received will be sent in the form of an addendum to all interested bidders.

**Date Issued:** 3-Oct-24  
**Due Date:** 23-Oct-24

**General Description:** The Mattituck Park District invites bids for the purchase of native species plants.  
**Service Requested:** Furnish and supply native plants

**Delivery Location:** **Sabat Field**  
1865 Bay Avenue, Mattituck, NY

**Please submit written quotes in accordance with the following specifications:**  
**Specifications:**

1. **Scope.** Bidder shall furnish and deliver all necessary plants as detailed in the list below.
2. **Definitions**  
Owner: Mattituck Park District  
Owner's Representative: Alexandra Getches, Commissioner  
Contractor: Bidder selling and delivering the plants.
3. **Time for Performance.** Plants shall be delivered to the property on or about Monday 16 November 2024.
4. **Qualifications.** The Contractor must be a commercial nursery.
5. **Plants and quantities to be purchased**  
The Mattituck Park District is creating a native plant pollinator trail on its Bay Avenue property. The District would like to purchase the following list of plant species in the quantities noted. If you do not have a particular species on the list, note that in the bid and propose an alternative. All proposed alternatives must be pollinator-friendly native species.

Plant x Quantity Desired

Actaea racemosa x 27  
Agastache foeniculum x 19  
Allium cernuum x 53  
Amsonia tabernaemontana x 30  
Aquilegia canadensis x 65  
Aruncus dioicus x 19  
Asclepias incarnata x 47  
Asclepias syriaca x 29  
Conoclinium coelestinum x 33  
Coreopsis tripteris x 21  
Coreopsis verticillata x 32  
Dryopteris marginalis x 26  
Echinacea pallida x 23  
Eryngium yuccifolium x 27  
Eupatorium hyssopifolium x 43  
Euthamia graminifolia x 39  
Eutrochium maculatum x 26  
Eutrochium purpureum x 32  
Helianthus divaricatus x 23  
Hypericum prolificum x 45  
Iris versicolor x 27

Liatris scariosa var. nieuwlandii x 41  
Lobelia siphilitica x 53  
Monarda didyma x 47  
Monarda fistulosa x 43  
Monarda punctata x 47  
Oenothera fruticosa x 61  
Panicum virgatum x 27  
Penstemon digitalis x 49  
Phlox divaricata x 73  
Phlox subulata x 80  
Polystichum acrostichoides x 24  
Pycnanthemum muticum x 55  
Pycnanthemum tenuifolium x 52  
Schizachyrium scoparium x 30  
Solidago nemoralis x 41  
Solidago odora x 32  
Symphyotrichum cordifolium x 21  
Symphyotrichum novae-angliae x 31  
Symphyotrichum novi-belgii x 34  
Symphyotrichum oblongifolium x 38  
Tiarella cordifolia x 48  
Vernonia noveboracensis x 28  
Veronicastrum virginicum x 41  
Xanthorhiza simplicissima x 15  
Zizia aurea x 53

6. **General Requirements.** Contractor shall provide mature plants, 3-quart or larger pot size.

7. **Contractors' Responsibilities**

- a. Contractor shall schedule and coordinate delivery with a representative of the MPD.
- b. On day of delivery, Contractor shall deliver the plants and unload them on site at the site as indicated by an MPD representative.

8. **Contractor Requirements**

- a. The successful Contractor shall enter into a contract with the Mattituck Park District to sell plants in accordance with the specifications set forth herein and at the price set by the successful proposal.
  - b. The Contractor shall maintain the types of insurance listed below:
    - i. Worker Compensation Insurance, as required by Applicable Law. The coverage must be evidenced on a C-1 05.2 form or if exempt on the CE-200 form. If you have questions please visit [www.wcb.state.ny.us/main/forms](http://www.wcb.state.ny.us/main/forms)
    - ii. Disability benefits insurance must be evidenced on a DB-102.1 form or if exempt on the CE-200 form. If you have any questions please visit [www.wcb.state.ny.us/main/forms](http://www.wcb.state.ny.us/main/forms)
    - iii. General liability insurance to include bodily injury and injury to property including full Contractual Liability Coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 General Aggregate.
    - iv. The District shall be named as additional insured on the liability policy. The Contract will not be signed until all required insurances are received.
4. All proposals are to be submitted by mail or in person marked, "**Plant Purchase**" or emailed to the District Office. Bidders must comply with all Federal, State, and local laws.