

California Hedgerow Plant Supplier

Request for Proposals



June 2023

Pollinator Partnership Contacts:

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**POLLINATOR
PARTNERSHIP**

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PROJECT SUMMARY

Product/Service Requested: **Native Hedgerow Plant Supply**

Proposed RFP Deadline Dates

Project Start Date	July 15, 2023
Deadline for Responses	June 30, 2023
Estimated Decision Date	July 15, 2023
Proposed End of Contract	June 30, 2024

Contact Information

Name of Contact	Billy Synk
Address	600 Montgomery Street, Suite 440 San Francisco, CA 94111
Telephone	209-245-8571
Email	<u>Billy@pollinator.org</u>

ORGANIZATIONAL OVERVIEW

Organization Background Established in 1997, the Pollinator Partnership (P2) is the largest 501(c) 3 non-profit organization dedicated exclusively to the health, protection, and conservation of all pollinating animals. P2's actions for pollinators include education, conservation, restoration, policy, and research. P2's financial support comes through grants, gifts, memberships and donations from any interested party. P2's policies are science-based, set by its board of directors, and never influenced by any donor. Key initiatives include Bee Friendly Farming®, Monarch Wings Across America, North American Pollinator Protection Campaign (NAPPC), and Pollinator Week.

Background Information P2 is a sub awardee on a USDA Climate-Smart Commodities Partnerships Grant awarded to Blue Diamond Growers in September 2022 (more info found [here](#)) in which they support the project by providing almond growers with hedgerow plants to help increase the density diversity and duration of bee forage in California almond orchards, while adding organic matter to the grower's soil, increasing water infiltration, reducing erosion, and providing natural weed control. Project goals include 2003520 linear ft of hedgerows, with a first-year goal of 83480 In ft.

Glossary RFP: The request for proposal issued to solicit bids for the product or service described herein.

Organization: The company issuing the RFP.

Contractor/Bidder: The company responding to the RFP.

Contract: The legal agreement between the organization and the contractor/bidder for the delivery of the products or services described in the RFP.

STATEMENT OF NEED

Scope of Work

Pollinator Partnership seeks a qualified plant supplier that can fulfill our planned plant orders for the 2023 hedgerow planting season, August – December 2023 related to their sub-awarded USDA Climate-Smart Commodities Partnerships project. The selected contractor shall be responsible for providing the particular plants and estimated quantities outlined below.

Species List and Anticipated Quantities

The following list is an ideal selection of possible species that P2 would like to source for this project. Some variation of species and quantity is expected. 2 of 3 grass species are required. There must be 3 species that bloom in each season supplied (not including grasses). At least one *Asclepias* sp. is required. Substitutions may be considered. Total plants required for year one is approximately 16,696.

Common Name	Scientific Name	Estimated Quantity (Plants)
Alkalai Sackaton	<i>Sporobolus airoides</i>	758
Beardless Wild Rye	<i>Elymus triticoides</i>	758
Deergrass	<i>Muhlenbergia rigens</i>	-
Black Sage	<i>Salvia mellifera</i>	759
Bladder Pod	<i>Peritoma arborea</i>	759
Bush monkey flower	<i>Diplacus aurantiacus</i>	759
Button Bush	<i>Cephalanthus occidentalis</i>	759
California Buckwheat	<i>Eriogonum fasciculatum</i>	759
California Fuchsia	<i>Epilobium canum</i>	759
California Lilac	<i>Ceanothus cuneatus</i>	759
California Wild Rose	<i>Rosa californica</i>	759
Cleveland Sage	<i>Salvia clevelandii</i>	759
Common Yarrow	<i>Achillea millefolium</i>	759
Coyote Brush (males)	<i>Baccharis pilularis</i>	759
Evening Primrose	<i>Oenothera elata</i>	759
Mules Fat	<i>Baccharis salicifolia</i>	759
Narrowleaf Milkweed	<i>Asclepias fascicularis</i>	759
Pacific Aster	<i>Symphyotrichum chilense</i>	759
Purple Sage	<i>Salvia leucophylla</i>	759
Saltmarsh Baccharis	<i>Baccharis glutinosa</i>	759
Silver Bush lupin	<i>Lupinus albifrons</i>	759
Western Goldenrod	<i>Euthamia occidentalis</i>	759
White sage	<i>Salvia apiana</i>	759

Delivery Requirements

All plants must be delivered between October 15 - 31.

Experience

To be considered, contractors should have credible and longstanding experience providing native plants to agricultural clients in California's Central Valley.

Qualifications

The organization expects contractors to have the following certifications and qualifications:

- Experience providing native hedgerow plants well suited to California's Central Valley.
- Experience shipping large quantities of plants to farmers and growers during a short and demanding planting season.
- Understanding of organic certification and requirements of plants to meet that certification.
- Understanding of laws surrounding plant choice for California's Central Valley.
- Understanding of Pollinator Partnership's mission and program

Contract Term The selected contractor shall provide all services described herein for a minimum of 1 year. The organization, in its sole discretion, will have the option to renew the contract for a period of 1 year by agreement of both parties up to the end of the USDA Climate-Smart Commodities Partnerships program, estimated to be around December 2027.

Timeliness The organization expects contractors to compile and deliver plants orders in a timely manner, so growers have plants before a narrow planting window in the fall. All plants must be delivered between October 15 – 31 unless otherwise agreed upon by both parties.

Customer Service The selected contractor shall provide adequate support in the event of any service issues. At a minimum, the selected contractor shall provide an account manager that will serve as the buyer's main point of contact throughout the project. The account manager should be available during normal business hours at a minimum.

Number of Employees Prospective contractors should be of a sufficient size to supply the quantity of plants requested in a timely manner. Prospective contractors must have the staff capacity to provide the requested services within the time frame stated in the RFP.

Financial Health To be considered, all prospective contractors should be financially sound.

Subcontractors The organization expects the contractor to employ skilled trade services from outside contractors as needed. However, all services conducted by subcontractors must be performed under the supervision of the contractor. It is understood that the contractor will be responsible for all payment of fees charged by the subcontractor(s).

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Requirements	<p>Proposals must be submitted by the proposal deadline (June 30, 2023) as a PDF or Word document. Proposals are to be emailed to the project contact provided in the Project Summary.</p> <p>Each proposal should contain a brief cover letter, which includes the contractor's response to the organization's statement of need, and any additional documentation that is relevant to answering the RFP. Contractors should explain how their operations will meet the total plant quantities and delivery requirements over the season. Submissions not received by the deadline will not be considered.</p>
Cost Proposal	<p>Contractors should submit a cost proposal for the project. This proposal should describe the cost for each plant and estimate shipping charges to almond growers in California's Central Valley. Describe any additional or necessary costs.</p>
Experience & Qualifications	<p>Contractors should describe their experience in the market and any qualifications they have that relate to the project. The proposal should include information about the number of years the contractor has been in operation, their longest-tenured clients and how established they are in the market.</p>
Regulatory Compliance	<p>Contractors should document that they are currently in compliance with any local, state and federal regulations that are relevant to this market. They should provide evidence of appropriate certifications and licenses, if applicable, and indicate how they stay up to date on regulatory changes.</p>
Competition	<p>Contractors should indicate how they maintain a competitive edge over other providers in the market. This information will be important for setting this proposal apart from the others that the organization receives. Contractors are also encouraged to document their reputation among peers and clients.</p>
References	<p>Contractors should include at least three references from clients for whom similar quantities of plant orders were filled during the past two years. Please include the names, telephone numbers and e-mails for each contact.</p>
Service Offerings	<p>Contractors should submit a comprehensive list of all related services they offer. Additionally, contractors should indicate whether they offer any bundling discounts based on contract size.</p>

Conflicts of Interest

Contractors should disclose whether they will face any potential conflicts of interest by entering into this contract. Failure to disclose conflicts of interest in advance could result in termination of the contract.

SELECTION CRITERIA

Technical Proposal	Contractors will be selected based on how well they are able to meet the organization's needs. Preference will be given to contractors with technical proposals that meet all requirements set forth in the RFP.
Cost Proposal	Contractors will be evaluated based on the competitiveness of their cost proposals.
Experience & Qualifications	Contractors' experience in the market and their qualifications for meeting the organization's needs will be key factors in the final decision on contract awards. In particular, the organization will consider how many years contractors have been active, and how long their longest-tenured clients have been with them
Timeliness	Contractors will be evaluated based on the timeliness of their work plans. Preference will be given to contractors that have a record of completing services on schedule.
Reputation	Contractors should have a good reputation among clients and the larger market. In particular, the organization will look for contractors that are known for the quality of their services. The organization will give strong consideration to references from past clients.
Service Offerings	The organization will evaluate prospective contractors based on the range of services they offer. Strong preference will be given to contractors that provide a wide range of services, in addition to the solutions being sourced in this RFP.
Supplier Diversity	The organization will give preference to traditionally underrepresented suppliers. In particular, the organization will look for the following types of diverse contractors: women-owned enterprises, minority-owned enterprises, veteran-owned enterprises, and small businesses.