



City of Ketchum

MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Contract #23091 with Lily and Fern for city Flowers and flower bed maintenance

Reasons for Recommendation:

Each year the city contracts with a company to plant flower beds on 4th Street, Forest Service Park and Town square, grow hanging baskets and inserts for big concrete planters for various locations. The contractor also provides maintenance once a week for 12 weeks and removes annuals and cut perennials at the end of the growing season.

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	01-4194-4220 Professional services city beautification 01-4194-4200 Professional services
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Attachments:

1. Contract Lily and Fern

2. Purchase order 23091
3.

2023 Ketchum City Seasonal Flowers

	Lily & Fern (Whitehead Flowers)			HB's/inserts	Delivery	Annuals/Per	Labor	Setup	Maint.	Takedown
City Hall			Each	Total						
0	18" WBox	0	\$0.00	\$0.00						
0	24" WBox	0	\$0.00	\$0.00						
0	30" WBox	0	\$0.00	\$0.00						
1	21" inserts	0	\$0.00	\$0.00					\$0.00	
6 hrs.	Maintenance	0	\$70.00	\$0.00					\$0.00	
4 hrs.	Take Down	0	\$70.00	\$0.00						\$0.00
City & Courtyard										
32	17" HB's	32	\$93.23	\$2,983.36						
7	15" inserts	7	\$87.44	\$612.08						
10	18" inserts	10	\$106.75	\$1,067.50						
6	24" inserts	6	\$160.55	\$963.30						
190	4" Annuals	190	\$3.50			\$665.00				
780	6" Annuals/Perennials	780	\$6.50			\$5,070.00				
Do not plant in the 6" border of all planting beds.										
32.5	Install hrs.	32.5	\$70.00				\$2,275.00			
48	Maintenance	48	\$70.00						\$3,360.00	
20	Fall Clean	20	\$70.00						\$1,400.00	
Forest Service Park										
30	4"	30	\$3.50			\$105.00				
18	6"	18	\$6.50			\$117.00				
4 hrs.	Spring Clean	4	\$70.00						\$280.00	
15 hrs.	Maintenance	15	\$70.00						\$1,050.00	
6 hrs.	Fall Clean	6	\$70.00						\$420.00	
	Fertilization / water truck	6	\$70.00						\$420.00	
\$1,000.00	Delivery (incl Street,FS)				\$1,000.00					
28 hrs.	Setup (incl Courtyard,Streets, FS)	28	\$70.00					\$1,960.00		
				\$5,626.24	\$1,000.00	\$5,957.00	\$2,275.00	\$1,960.00	\$6,930.00	\$0.00
				\$5,626.24	\$1,000.00	\$5,957.00	\$2,275.00	\$1,960.00	\$6,930.00	\$0.00
	Totals			\$5,626.24	\$1,000.00	\$5,957.00	\$2,275.00	\$1,960.00	\$6,930.00	\$0.00
220 - 4"	May 2022 - \$5,937.06, June 2022 - \$5,937.06, July 2022 - \$5,937.06, August 2022 - \$5,937.06								2023 Total	\$23,748.24
798 - 6"										
	Approval Signature: _____								Date: _____	



CITY OF KETCHUM
 PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER

BUDGETED ITEM? Yes No

PURCHASE ORDER - NUMBER: 23091

To: 2859 LILY & FERN, LLC 4302 GLENBROOK DR HAILEY ID 83333	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
04/24/2023	kchoma	kchoma		0	

Quantity	Description	Unit Price	Total
1.00	SEASONAL CITY FLOWERS 01-4194-4220	23,748.24	23,748.24
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		23,748.24

 Authorized Signature