TOWN OF TAZEWELL, VIRGINIA

REQUEST FOR PROPOSALS

ANNUAL TERM CONTRACT FOR BEAUTIFICATION SERVICES 2027

ISSUE DATE:	August 7, 2026, revised August 10, 2026
DUE DATE AND TIME:	**August 28, 2026 at 2:00 p.m. EST**
RFP ID:	BEAUTIFICATION SERVICES 2027
CONTACT:	Leeanne Regon Town Manager, Town of Tazewell (276)988-2501 tazmanager@taztown.org

Mailing Address	*Physical Address*
PO Box 608	211 Central Ave
Tazewell, VA 24651	Tazewell, VA 24651

I. Purpose and Scope of Services

The Town of Tazewell is accepting proposals from qualified candidates to render beautification services within the Town of Tazewell. The candidate will supply the Town of Tazewell with flowers/plantings/fertilizer/supplies/etc. needed to provide beautification to our town.

Candidates must provide examples of previous work. A list of referrals is also preferred.

The Town of Tazewell requires flowers/plantings for the following (length x width x height):

- (1) raised bed at the Town Hall located on Central Avenue that is 73”x57”x11”
- (1) raised bed at the American Legion located on Central Avenue that is 58”x58”x15”
- (1) Rt 460 Welcome Sign near Fort Witten – 165”x36”x38”
- (1) Rt 460 Welcome Sign near Ramey’s – 165”x36”x21”
- (1) Rt 460 Welcome Sign near Moose property on Fincastle Turnpike - 108”x48”x16”
- (1) Welcome Sign near H&R Block – 96”x48”x16”
- (7) bridge baskets near Farm Bureau office on Riverside Drive – 20”x14”x9”
- (10) bridge baskets on Wilson Street – 40”x9”x9”
- (10) planter boxes – 40”x40”x40”
- (4) small planter boxes – 20”x20”x20”
- (65) hanging baskets – 20” round x 9” deep
- (7) planter boxes on Main Street – 40”x40”x40” (interior is 22” round x 40”)
- (9) hanging baskets for fence on Main Street boardwalk – 70”x10”

 Offeror Initials _____

When providing your quote for the items listed above, please note:

- Raised beds listed have already been constructed. The bid is for the flowers, their planting, fertilizer needed, and weeding throughout the season.
- All Welcome Signs have already been constructed. The bid is for the flowers, their planting, fertilizer needed, and weeding throughout the season.
- The bid should include any liners needed for hanging baskets and bridge baskets.

Make two (2) recommendations on flowers/plantings that would be aesthetically pleasing and easy to care for. Please provide recommendation for care to flowers/plantings as well. The amount of care and time as well as estimated amount of water needed can affect final decision. The Town of Tazewell will be responsible for watering the flowers once installed.

Addendum made on 8/10/2026:

Please include in your proposal the additional items below:

- Fall plantings for each of the planter boxes (21)
- Fall plantings for each of the raised beds (2)
- Fall plantings for each of the Welcome Signs (4)
- Christmas/Winter greenery for the planter boxes (21)

a) Competitive Negotiation

This procurement shall utilize competitive negotiation, pursuant to §§ 2.2-4302.2 and 2.24303.

b) Communications Prior to the Response Deadline

Any communications pertaining to the scope of work, the specifications, the preparation of submittal, and all other communications referred to in this solicitation must be made in writing to the contact person listed below. Such communications shall be made no later than seven (7) business days prior to the date set for the receipt of proposals.

Leeanne Regon
Town Manager, Town of Tazewell
tazmanager@taztown.org
Mailing Address
PO Box 608
Tazewell, VA 24651

II. Evaluation and Selection Criteria

Proposals will be considered based on the following criteria:

a) Experience in beautification services. Expertise, experience, and qualifications in providing services (50 points)
b) Experience in working with Towns of similar size to Tazewell. (10 points)
c) Proposed budget and breakdown of fees (10 points)
d) References and examples of other work and projects (10 points)
e) Knowledge and familiarity of flowers/plantings and necessary care of such. (10 points)
f) Overall proposal (10 points)

 Offeror Initials _____

III. Proposal Format

There is no strict ordering of proposal content. Emphasis should be on completeness and clarity of content. Proposals must include a statement of qualifications, examples of previous work similar to the scope of this request, a list of references. Proposal must include a detailed, itemized scope of proposed services and demonstrate the candidates understanding of the scope and professional services being requested.

IV. Submittal Instructions

Qualified candidates shall submit proposal by **2:00 p.m. Friday, August 28, 2026,** to be considered. Submissions must be addressed to:

Mailing Address: Leeanne Regon, Town Manager
Town of Tazewell
BEAUTIFICATION SERVICES 2027
P.O. Box 608
Tazewell, Virginia 24651

Physical Address: Leeanne Regon, Town Manager
Town of Tazewell
211 Central Avenue

Except as otherwise provided, and in accordance with Virginia Code § 2.2-4342, all proceedings, records, contracts, and other public records relating to the Town's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act (Virginia Code § 2.23700 et seq.). Proposals shall not be available for inspection by Offerors until interviews, if scheduled, are completed. After award, all proposals become a matter of public record and are available for inspection by the public, except those portions of the proposals that were properly and timely identified as proprietary and/or copyrighted, and thus not subject to the Virginia Freedom of Information Act.

Unless otherwise specified, all formal proposals shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance. At the end of the ninety (90) calendar days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

V. Contract Award

a) Contract Negotiation

The Town intends to retain one candidate for beautification services. The Town shall consider the qualifications of each respondent and rank them accordingly. The Town shall negotiate fair and reasonable rates for services. If the Town fails to reach an agreement with the highest ranked firm regarding rates, the Town shall conclude negotiations with the highest ranked firm and proceed to negotiate with the next highest ranked firm, until an agreement has been reached.

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b) Term

The term of the contract shall be for one (1) year from the date of award, with an autorenewal for two (2) additional years unless cancelled by either party by August 1 of the year preceding the next planting season. No firm shall perform more than $2.5 million worth of work per project or more than $10 million worth of work per year, pursuant to Section 2.2-4303.1 of the Code of Virginia.

c) Payment Terms

The fee schedules shall be negotiable upon the conclusion of each year. No firm shall perform more than $2.5 million worth of work per project or more than $10 million worth of work per contract term, pursuant to Section 2.2-4303.1 of the Code of Virginia.

d) Additional Information

The Town of Tazewell reserves the right to accept or reject any or all proposals and to waive any formalities or technicalities it deems appropriate.

MBE/WBE/SBE firms are encouraged to submit qualifications. Applicants must comply with the following: The President's Executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders Number 12138 and 11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964. Bidders must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

By signing this proposal, the Offeror certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of undocumented immigrants.

The Town of Tazewell is an Equal Opportunity Employer.

Authorized By: Tazewell Town Council

Offeror Signature _____ Date_____

Offeror Initials _____