

February 12, 2016

PRE-PROPOSAL MEETING NOTES

Request for Proposal: RFUP # 16-08-04

Description: Interiorscaping Services

1. Poisonous plants listed on the New York Botanical Common Poisonous Houseplant List (<http://www.nybg.org/gardens/home-gardening/tips/toxic-houseplants.php>) and the Human Society of the United States Poisonous Plant List (http://www.humanesociety.org/animals/resources/tips/plants_poisonous_to_pets.html?referrer=https://www.google.com/)
2. Ramp access to the Municipal Building is located on the first floor on the 2nd Street North side of the building. Elevators are located on both the North and South sides of the building.
3. Liquid or earth leaks from containers must be addressed within two (2) hours of reporting.
4. Routine maintenance of plants and containers shall take place as needed for each plant.
5. Responses to the Request for Unsealed Proposals shall be submitted on or before 2:00 PM on February 19, 2016 to the address listed below:

Simone Knowles
Purchasing Division
215 Church Ave SW, Room 202
Roanoke, VA 24011

Offerors may mail or hand deliver responses; however, proposals received after the specified date and time may not be considered.