



**REQUEST FOR PROPOSALS ("RFP") FOR  
DOWNTOWN & CITY SIGNAGE LANDSCAPING**



Issued By:

The City of Morris, Illinois  
700 N. Division Street  
Morris IL 60450

## I. Introduction

The City of Morris is seeking a professional landscaping firm to provide landscaping services for its downtown shopping and dining district.

REQUEST FOR PROPOSAL: **DOWNTOWN & CITY SIGNAGE LANDSCAPING**

CLOSING DATE AND TIME: **12:00PM ON FEBRUARY 11, 2026**

*Late submissions will not be accepted.*

Contact Person: Julie Wilkinson, Business Development Director  
(815) 941-3685; jwilkinson@morrisil.org.

## II. Project Description

The City of Morris is seeking a professional landscaping firm to provide services primarily for its downtown shopping district and at city signage. The goal of this project is to enhance the vibrant aesthetic of the downtown and city entry points, contributing to the quality of life and economic vitality of the area. The selected firm should design the landscaping to include large blocks of color and varying heights to attract the attention of passing vehicular traffic and create an inviting environment for visitors, residents, and businesses.

Additionally, the firm shall be responsible for landscaping removal, where applicable. Each season will require a minimum level of maintenance, including periodic assessments to recommend adjustments in watering by Morris Public Works, additional fertilizer, etc. The firm shall also coordinate delivery and installation for each season with the City of Morris.

For the approved bidder, the City will provide equal monthly payments throughout the duration of the contract when work is satisfactorily completed. The chosen firm must have a W-9 on file or provide one. The term is for two years of service. Either party may terminate, providing at least 60 days' notice before the next installation.

## III. Proposed Project Annual Timeframe & Scope

*Note: Timeline provided as an outline for seasonal changes with respect to events and weather. The City is open to alternative plans that maximize appeal while respecting resources.*

February	40 round planters (38" diameter) 1. Remove winter props and store off-site 2. Replace and supplement winter greenery as needed 4 municipal beds 1. Remove winter greens
Early April	40 round planters 1. Remove winter plant material 2. Add/replace soil as needed 3. Install spring material in planters, with bright full blooms (No spring installation for municipal beds)

	<p>3 small and 1 medium beds at downtown signs</p> <ol style="list-style-type: none"> <li>4. Add/replace mulch and plants as needed</li> <li>5. Remove weeds</li> </ol> <p>2 large beds at Welcome to Morris signs</p> <ol style="list-style-type: none"> <li>6. Add/replace mulch and plants as needed</li> <li>7. Remove weeds</li> </ol>
Mid-late May	<p>40 planters and 4 beds at municipal building</p> <ol style="list-style-type: none"> <li>1. Remove spring material (from planters)</li> <li>2. Add/replace soil as needed</li> <li>3. Add summer plants with bright, bold colors</li> </ol> <p>50 hanging baskets, 23” diameter</p> <ol style="list-style-type: none"> <li>1. Remove remaining plant material</li> <li>2. Replace liners as needed</li> <li>3. Plant with bright, full blooms (recommend the 3-tier design method known as “thriller, spiller, and filler”)</li> <li>4. Arrange for public works pick up of baskets ready for installation</li> </ol> <p>3 small and 1 medium beds at downtown wayfinding signs</p> <ol style="list-style-type: none"> <li>1. Add/replace mulch and plants as needed</li> <li>2. Remove weeds</li> </ol>
June – August	Consult with City Staff on need to replace plant material or adjust maintenance due to weather conditions.
Mid-September	<p>40 round planters and 4 beds at municipal building</p> <ol style="list-style-type: none"> <li>1. Remove summer material</li> <li>2. Add/replace soil as needed</li> <li>3. Add fall plants with bright, bold colors</li> </ol> <p>50 hanging baskets</p> <ol style="list-style-type: none"> <li>1. Remove plant material and prepare baskets for storage</li> <li>2. Recommend replacement of liners or other parts when needed</li> </ol>
By November 1	<p>4 beds at municipal building</p> <ol style="list-style-type: none"> <li>1. Remove fall plant material</li> <li>2. No winter installation for beds</li> </ol>
Mid-November	<p>40 round planters</p> <ol style="list-style-type: none"> <li>1. Add/replace soil as needed</li> <li>2. Install winter greens and props</li> </ol>

#### IV. Proposal Requirements

To be considered, Submissions should include the following:

- Letter of Interest: Provide a cover letter indicating your firm's understanding of the requirements of this specific job proposal. The letter should be brief and provides information regarding the firm's interest in and ability to meet the requirements of this RFP, recognition of the unique aesthetic of the downtown historic district and economic and quality of life implications of landscaping in public spaces.
- Project Approach:
  - Describe your firm's plan for approaching this project, sequence of work to be performed, and design concepts.
  - Provide the municipality's investment to complete the work for one full year/four seasons.
  - Identify sub-contractors to be utilized (if any).
  - Describe the support needed from city staff or public works.
  - Outline how the firm will plan for changes in weather, availability of plant material, or other circumstances.
- Firm Profile:
  - Professional history of the firm and professional resumes of key leadership.
  - Include additional firm information to support your qualifications.
  - Provide examples of specific projects that are similar in size and scope.
- References: Provide a minimum of three (3) references, including appropriate contact person, for whom the firm has completed similar projects.
- Proposal submission shall not exceed 10 pages.

#### V. Submission details

- **Deadline: All proposals must be submitted by 12:00PM on February 11, 2026.**  
*Late submissions will not be accepted.*
- Submission Method: Proposals should be submitted electronically to Julie Wilkinson at [jwilkinson@morrisil.org](mailto:jwilkinson@morrisil.org) or physically to 700 N. Division St. Morris IL 60450.
- Contact Person: Questions regarding the RFP may be directed to Julie Wilkinson, Business Development Director, at (815) 941-3685 or [jwilkinson@morrisil.org](mailto:jwilkinson@morrisil.org).

#### VI. Reservation of Rights

The City of Morris reserves the right to evaluate all proposals and may choose to reject any or all submissions. The City of Morris may negotiate with any or all respondents and waive any irregularities found in the submitted proposals. Please note that issuing this Request for Proposals (RFP) does not create an obligation for the City of Morris to award the project. Your participation is valued. Thanks for your interest in contributing to our community.



**Proposal Form: Downtown & City Signage Landscaping for the City of Morris**

Please attach this cover page to your proposal

**Contact Information**

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_