



**CITY of POOLER**  
— GEORGIA —

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**REQUEST FOR QUOTE**

2024 City of Pooler Arbor Day Celebration (Plant a Tree Event)

The City of Pooler, Georgia, is inviting local vendors to submit quotes for our annual Tree Giveaway Event in celebration of Arbor Day. The event will take place on Saturday, March 9, at the Pooler Recreation Complex from 9:00 a.m. to 12:00 p.m. We are seeking quotes from interested vendors to provide trees and related services for the event.

**SCOPE OF WORK**

**Tree Supply:**

- Citrus (orange, lemon, lime): 3-gallon x 60 plants
- Loquat: 3-gallon x 30 plants
- Chaste: 3-gallon x 30 plants
- Crape (red/purple/white varieties): 3-gallon x 60 plants
- Fringe Tree: 3-gallon x 20 plants
- Cedar: 3-gallon x 20 plants
- Live Oak: 3-gallon x 20 plants
- Tulip Poplar or Magnolia (either): 3-gallon x 20 plants

**Additional Items:**

- One roll of perforated tearaway plastic sheeting for vehicle protection.

**Services:**

- Morning delivery and unloading of all trees to the Rec Complex parking lot by 8:30 a.m. on March 9.
- Active participation from your staff for approximately three hours (9:00 a.m. – 12:00 p.m.) to assist residents with selecting a tree for their home, explaining care for the species, and potentially assisting with getting the tree into their vehicle.

**EVENT DETAILS**

Date: Saturday, March 9, 2024

Time: Delivery from 8:00 a.m. – 8:30 a.m.; Event from 9:00 a.m. – 12:00 p.m.

Location: Pooler Recreation Complex, Pooler, Georgia

**SUBMISSION INSTRUCTIONS**

Interested vendors are requested to submit their quotes via email to [kfusco@pooler-ga.gov](mailto:kfusco@pooler-ga.gov) by close of business on Friday, February 9, 2024. Please include detailed pricing for each tree type, size, and the additional items specified above. Also, provide information on your ability to meet the delivery and participation requirements outlined.

**CONTACT INFORMATION**

For any questions or clarifications regarding this request, please contact Kiley Fusco at [kfusco@pooler-ga.gov](mailto:kfusco@pooler-ga.gov) or (912) 748-7261.

We appreciate your interest in participating in the City of Pooler's Plant a Tree event and look forward to receiving your quote by the specified deadline.