



Finance Department
General Services Division

Proposal For Services

Due: 11/06/2026 – 4:00 p.m.

The City of Berkeley **Health, Housing, and Community Services** seeks competitive written proposals for **Gardening and Sustainability Education Classes**.

The work to be done includes:

The selected vendor shall provide gardening education, hands-on garden workdays, garden maintenance, and related educational resources at the West Berkeley Family Wellness Center. Services shall promote community engagement, environmental stewardship, food literacy, and sustainable edible gardening.

Minimum services and deliverables:

- **Conduct at least 24 hands-on garden workdays during the 12-month contract term, approximately two hours each.**
- **Conduct at least 24 dedicated garden maintenance sessions on weekdays, coordinated with the City.**
- **Establish and maintain a free on-site seed library**
- **Develop and install garden signage and educational materials.**
- **Plan, install, and adjust an irrigation system as needed, coordinating with the City before installation.**
- **Provide the labor, tools, instructional materials, and supplies necessary to complete the work.**

Total cost of the project shall not exceed \$50,000.

Business need and timing:

The services will support a public garden- and sustainability-based education program at the West Berkeley Family Wellness Center. The City is seeking specialized gardening instruction and maintenance support to provide structured community programming and sustain the garden. Services are required over a 12-month contract term, beginning on July 1, 2027.

Proposal requirements:

Vendors shall submit a signed, firm, lump-sum proposal with itemized pricing for labor, programming, maintenance, supplies, and other anticipated costs.



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**Proposals should describe relevant experience, proposed approach, and schedule.
Attachments may be included.**

DATE SENT TO VENDORS

Instructions to vendors:

On company letterhead (if applicable), submit a signed, firm, lump sum proposal to accomplish the project described in the quote.

For questions related to the project contact Rachel Gonzalez at ragonzalez@berkeleyca.gov

Proposals are due **11/06/2026 - 4:00 p.m.** via email to PHAdmin@berkeleyca.gov cc: purchasing@berkeleyca.gov



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City terms: Net 30

Do you offer an early payment discount? If yes, _____

Do you offer a discount for early payment using a credit card? If yes _____ %

Is your firm based in Berkeley? _____

Is your firm an MBE? _____

Is your firm a WBE? _____

See the City's Purchase Order Terms and Conditions