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11 April 2017

# Request for Proposal Landscape Maintenance

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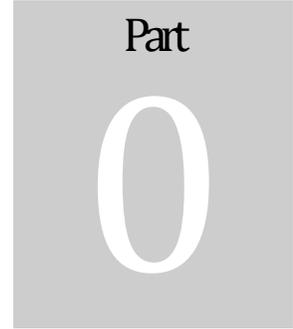
Mint Farm Industrial Park

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**GENERAL CONDITIONS**



**PART 0 - INSTRUCTIONS TO THE BIDDERS**

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**INVITATION TO BID**

The City of Longview invites your firm to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a landscape maintenance agreement based on the specifications outlined in this RFP.

**THE DATE OF SOLICITATION:**

April 11, 2017

**THE PROJECT:**

Project Name: Mint Farm Landscape Maintenance  
Project Address: Mint Farm Industrial Park  
Longview, WA 98632

**THE OWNER:**

Name: City of Longview  
Address: P.O. Box 128  
Longview, WA 98632  
Contact: David Campbell, City Manager  
Contact Phone: 360.442.5004  
Contact E-Mail: [david.campbell@mylongview.com](mailto:david.campbell@mylongview.com)

**PROPOSAL CONTACTS**

Any questions concerning this RFP and all correspondence must be submitted in writing via fax or e-mail to the following contact:

Name: City of Longview Parks Department  
Address: 706 30<sup>th</sup> Avenue  
Longview, WA 98632  
Contact: Curt Nedved, Parks & Urban Forest Manager  
Contact Phone: 360.442.5422  
Contact E-Mail: [curt.nedved@mylongview.com](mailto:curt.nedved@mylongview.com)

## **GENERAL CONDITIONS**

Questions may not be submitted by telephone. All questions must include: Contractor's name, e-mail and address; Reference to the specific section of the RFP in question; Contact name, telephone number fax number and email address.

Questions from RFP participants and the corresponding response will be shared with all bidders via fax and/or email. All questions shall be received at least 48 hours prior to bid date and time. Questions submitted after that time shall not be addressed.

### **SUBMISSION OF PROPOSALS:**

In order to qualify for the work on this project, bidders must submit all information requested in the following bid forms. All proposals must be received by **4:00 PM on April 27, 2017**. Bids will be received at: Executive Office, 2<sup>nd</sup> Floor, Longview City Hall, 1525 Broadway Street, prior to the time and date indicated above. The bids shall be sealed. The bid opening shall be Public.

All proposals must remain in effect for at least 30 days from submittal. The City of Longview has the sole discretion to: (a) reject any and all bid proposals, and (b) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that award of a landscaping contract will be made to any firm.

### **CONTRACTOR INFORMATION**

The City of Longview may request additional information, samples, or presentations in support of proposals. Additionally, the City of Longview may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

### **PROJECT TOURS**

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the Project and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

A project tour has been established for the dates of April 25, 2017 at 7:00 am and 3:00 pm on site at the corner of Hoehne and Prudential Dr within the Mint Farm Industrial Park. All bidders are invited to tour the property at that time. Each bidder will be allowed to ask questions and will be provided with property information. Inquiries for specific information will not be entertained prior to the aforementioned tours.



**PART 1 - GENERAL CONDITIONS**

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**SCOPE OF WORK**

The Landscape Maintenance Contractor (hereinafter called the “Contractor”) shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein including section zero, “General Information Pertinent to Proposal Preparation”

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup.

The intent is to maintain a professional appearance of the property as determined by Owner. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by Owner.

**DURATION OF AGREEMENT**

The term of the agreement shall be for a period of one (1) year with possibility of annual renewal.

**QUALITY CONTROL**

Work covered shall be performed by a single firm experienced in landscape maintenance of a similar nature and scope. Subject to approval of the Owner, the Contractor may subcontract any Work to be performed under this Contract. However, the election to subcontract Work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract and the Contractor shall remain liable to the same extent that its liability would attach, as if the Work had been performed by the Contractor's own employees.

By submitting the bid, the Contractor certifies as to meeting the following requirements:

1. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.
2. Has a documented safety program with a history of satisfactory past performance.
3. The Landscape Maintenance Contractor for work under this section shall be licensed by the State of Washington as a certified pesticide applicator.
4. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
  - a. Completed past contracts in accordance with the Contract Documents.
  - b. Diligently pursued execution of the work and completed past contracts according to established schedules.

## **GENERAL CONDITIONS**

### **QUALIFICATIONS OF WORKERS**

Bidding firm shall have in its employ, a minimum of one (1) current licensed Certified Pesticide Applicator and one (1) person with knowledge of irrigation system and operations.

### **INSURANCE**

Throughout the term of this Agreement, the Contractor shall maintain at his sole expense effective insurance covering his activities at the project premises. Said insurance shall be secured from a company(s) licensed to do business in the locale of the Mint Farm Industrial Park premises. The Contractor shall furnish the Owner with documentation of this insurance coverage. Such insurance shall be in the amounts stated below. Should the Owner require insurance in excess of these amounts, the Owner shall reimburse the Contractor to the actual cost of obtaining the required excess insurance.

1. **Worker's Compensation Insurance:**

a. As required by State of Washington for all of the Contractor's employees engaged in work associated with the project.

b. The Contractor shall maintain Employer's Liability Insurance with a policy limit of not less than \$100,000 each accident, \$500,000 disease policy limit, \$100,000 disease each employee.

2. **General Liability Insurance:**

The Contractor shall maintain during the life of this contract, and until one year after completion of this contract Commercial General Liability Insurance, including products and completed operations for all claims that might occur in carrying out the contract. Minimum coverage shall be \$1,000,000 per occurrence, \$1,000,000 general aggregate per project, combined single limit for bodily injury, personal injury, and property damage. Such coverage shall be of the "occurrence" type form. Such General Liability coverage shall include employees of the Contractor as insured's.

3. **Auto Liability Insurance:**

Contractor shall procure and shall maintain during the life of the Contract, Commercial Automobile Liability Insurance for all owned, non-owned and hired vehicles that are used in carrying out the Contract. Minimum coverage shall be \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

4. **Scope of Insurance and Special Hazards:**

The insurance required shall provide adequate protection for the Contractor against damage claims that may arise from operations under this contract, whether such operation is by the insured and also against any of the special hazards that may be encountered in the performance of this contract.

Each of the policies described above shall include the City of Longview as an Additional Insured as respects the activities carried out under this Contract.

Proof of Insurance: Contractor shall provide a certificate of insurance from a company licensed to do business in the State of Washington indicating coverage is in place at the limits set forth in this article. The insurer shall give the Owner thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the contract.

### **PAYMENTS**

Contractor shall submit an Application Payment/Invoice, to the Owner, for services on a monthly basis. The Owner shall render the Contractor regularly scheduled payments in remuneration for the Contractor's Maintenance Services in amounts as specified. Said payments shall be made in advance of each scheduled period, net (30) days from the Contractor's invoice date. Additional language may be negotiated during the contract agreement process.

### **TAXES**

The Bidder shall include in the bid, all Sales, Consumer, Use and other similar taxes required by law.

## **GENERAL CONDITIONS**

### **PROJECT CONDITIONS**

In order for the Contractor to properly perform and complete his work, the Owner must cooperate by providing him with access to the work areas and any staging, offloading or preparation areas that are required.

The Contractor shall be familiar with the Mint Farm Industrial Park premises and how the existing conditions will affect his work during maintenance services. The Contractor shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job site. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the Contractor from necessity of furnishing any materials or equipment, or performing any work that may be required to complete the work in accordance with the RFP. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

The Owner shall provide full information regarding all requirements for the Mint Farm Industrial Park, not specifically contained herein, and shall establish and maintain an effective communications system with the Contractor throughout all phases of the Work.

### **SEQUENCING AND SCHEDULING**

Upon acceptance of the Bid, the Contractor shall coordinate with the Owner to arrange a schedule of services and shall continue coordination at intervals set forth by the Owner.

The Owner shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas. The Owner shall facilitate the Contractor's Services program by providing access to the Mint Farm Industrial Park premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s). Further, the Owner shall assure the Contractor of the availability of off-loading and staging areas and other facilities required for the efficient performance of the work.



**PART 2 - LANDSCAPE SERVICES**

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Shall consist of a complete, regularly scheduled program (and as agreed upon with Owner) for maintaining the health and appearance of the Mint Farm Industrial Park’s landscape and plantings. These services shall be carried out by trained service technician(s) at all times. The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement.

**TURF MAINTENANCE**

***Turf Mowing***

Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.

Excessive clippings are to be collected to avoid clumping and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required.

Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage to them.

***Turf Edging***

Edging and trimming along curbs, walks, bed edges and tree wells shall be done to keep a neat appearance. All hard edges shall be mechanically edged once per month during the growing season. Mow strips shall be treated with a non-selective herbicide as needed.

Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.

Edging that cannot be addressed during regular visits, due to vehicle obstructions, is to be discussed with the owner to achieve a solution.

***Turf Fertilization & Weed Control***

Contractor will provide notice of formulation for approval of fertilizer to be used to maintain a healthy green color and shall be applied based upon Contractor’s knowledge and needs of the area.

All lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.

**TRASH AND DEBRIS REMOVAL**

During routine maintenance visits the Contractor is responsible for removing trash and debris from the property.

Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.

Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.

## **LANDSCAPE SERVICES**

### **SHRUB, BED, AND TREE WELL MAINTENANCE**

All plant and shrub material is to be pruned in a manner to provide a neat natural appearance. Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.

Dead or damaged portions of plants shall be removed whenever possible.

All plant material will be fertilized with a preapproved balanced slow release fertilizer in the dormant season and supplemented throughout the year as necessary to maintain vigorous healthy plant material.

Contractor shall monitor shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to the Owner. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.

Open ground between plants shall be kept weed-free using mechanical or chemical methods.

Mulch is to be added as needed or required to any shrub or flower beds and/or tree wells.

All mulched beds, maintained natural areas and walking paths, are to be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than 2" tall are to be removed by hand and disposed of. Weeds less than 2" tall are to be treated with legally approved post-emergence herbicides.

All pruning debris is the responsibility of the Contractor. No debris may be disposed of on-site without the expressed permission of the customer.

Any and all tree maintenance, clearance, and pruning work is the sole responsibility of the City of Longview through the Urban Forestry Division. Contractor may submit recommendations for maintenance or request assistance with regard to tree work.

### **IRRIGATION SERVICES**

Contractor shall provide expertise and all labor to water all areas as required. Contractor shall inspect, test and insure proper time clock operations. This includes monitoring the irrigation sprinkler system to insure that watering times are properly set, using the least amount of water necessary throughout the year. The controllers shall be programmed according to seasonal requirements and to insure that all sprinkler heads are adjusted properly to maximize effective use of water on landscaping and to minimize overflow of water onto sidewalks, driveways and buildings. Damages which occur as a result of the Contractor's own labor, shall be repaired by Contractor at Contractor's expense, within 48 hours.

The system shall be thoroughly evaluated at the time that the Contractor begins work on the property. This evaluation, along with cost estimates to bring the system to acceptable working conditions, shall be given in writing to the Owner. The cost of this evaluation shall be included in the Scope of Work, included in the Contractor's bid should be an irrigation line item for reimbursement.

The Contractor shall present repairs and maintenance requirements to the Owner immediately. The Owner agrees to be financially responsible to replace and repair time clocks and related valves in a timely basis. Invoices presented without the proper authorization will not be accepted or paid. Contractor shall at no additional cost, fully cooperate and respond to assist and repair malfunctioning sprinkler systems on a 24 hour basis, seven days a week.

Contract also includes a system start-up and winterization.

## **LANDSCAPE SERVICES**

### **EXTERIOR COLOR MAINTENANCE**

Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

The Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of the Contractor to arrange for and oversee watering of the planters and un-irrigated beds.

Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

Plants shall be watered as required to promote optimum growth. Contractor shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers. If further watering is necessary, Contractor shall notify Owner.

Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage a proposal for replacement shall be submitted and approved by the Owner prior to replacement installation.

### **OTHER SERVICES**

Spring Clean-Up shall be performed as follows and should be included in the pricing. Spring clean-up shall include, but not be limited to, leaf removal from all beds, turning flower beds as appropriate, and remove any sand and gravel from beds and lawns.

Fall Clean-Up shall be performed as follows and should be included in the pricing. Fall clean-up shall be in late fall after all leaves have fallen from the trees in the area. Work shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead annual, and cut back perennial plantings appropriately.

The Contractor shall establish and maintain an effective communication system with the Owner.

**PART 3 - MISCELLANEOUS PROVISIONS**

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**OWNER RESPONSIBILITIES AND RIGHTS**

The Owner shall facilitate the Contractor's Services Program by providing access to the Mint Farm Industrial Park premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular scheduled landscape services and any special services.

The Owner retains the right to continue Landscape Maintenance Services Phase for an additional two (2) years. The fee for each additional year of service shall be the initial base service fee, plus an increase, by minimum amount, to be determined by reference to the Consumer Price Index for Urban Wage Earners and Clerical Workers in the Mint Farm Industrial Park Area, published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Index is no longer maintained, such other Index or Standard, as will most nearly accomplish the purpose of the Consumer Price Index shall be used in determining the adjustment.

**MISCELLANEOUS CONTRACT PROVISIONS**

**ARBITRATION**

In the event of a dispute between any part of the parties regarding the terms or performance of the provisions of this Agreement, prior to filing suit, the parties agree to first seek to mediate the dispute between the Owner and Contractor to determine resolution. If the dispute is between the Owner and the Contractor, then both parties agree to seek to mediate the dispute by submitting to non-binding mediation through the Judicial Arbitration and Mediation Services of Washington. In the event of any litigation, each party shall be solely responsible for its own attorney fees and costs.

**TERMINATION OF AGREEMENT**

During the Landscape services period, (30) days notice shall be required for termination of this agreement. However, Owner shall be authorized to terminate the agreement, effective immediately upon notice, upon the occurrence of any of the following events:

- 1) The failure of Contractor to maintain in full force and effect all forms of insurance required.
- 2) The failure of Contractor to maintain in full force and effect any permit or business license required.
- 3) A major breach of service or safety violation committed by Contractor or Contractor's personnel after notice of continued violation.

**CONFLICT OF LAWS, ASSIGNMENT & INTEGRATION CLAUSES**

Unless otherwise specified, this Agreement shall be governed by the law of the state of Washington.

Owner and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party with respect to all covenants of this Agreement. Neither the Owner nor the Contractor shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

This Agreement represents the entire and integrated agreement between the Owner and the Contractor and supersedes all prior negotiation, representations or agreements; either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and the Contractor.

**BID FORMS**



**PART 4 - BID FORMS**

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Proposals must adhere to the format of these bid forms and content of this RFP. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**MONTHLY LANDSCAPE SERVICES BID:**

In compliance with your Invitation to Bid, we propose to furnish all materials, labor, equipment and services necessary to perform the Landscape Maintenance Services for a period of one (1) year for the landscaping and color bed work for the above stated project, for an annual fee of (inclusive of all state and local sales tax):

\_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_) per Year.

**B I D F O R M S**

**BID FORM PRICE AUTHORIZATION**

By signing this bid form, such action certifies that the Bidder has personal knowledge of the following:

That said Bidder has examined the RFP and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape services of:

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Project Name

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Name of Contractor

---

Authorized Signature

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Name & Title of Signatory

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Type of Organization: Corporation, Partnership, Proprietorship

SEAL:  
(if corporation)

## B I D F O R M S

### **BIDDER QUALIFICATIONS:**

In order to qualify for the interior landscape work on this Project, bidders must submit all information requested in the following pages.

### **INSURANCE REQUIREMENTS**

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. **Attach and label as Exhibit 1.**

#### 1. Workers Compensation

Coverage A:	Statutory	
Coverage B:	\$500,000	Bodily Injury by Accident for Each Accident
	\$500,000	Bodily Injury by Disease for Policy Limit
	\$500,000	Bodily Injury by Disease for Each Employee

#### 2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,000	Combined Single Limit for Bodily Injury and Property Damage Liability
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#### 3. Commercial General Liability Insurance

\$2,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury Limit
\$1,000,000	Combined Single Limit Bodily Injury & Property Damage - Each Occurrence
\$50,000	Fire Legal Limit
\$5,000	Medical Payment

#### 4. Umbrella/Access Liability Insurance

\$2,000,000	Each Occurrence
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**B I D F O R M S**

**SUMMARY OF EXPERIENCE**

Company Name: \_\_\_\_\_

Main Office Location: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

FAX# \_\_\_\_\_

Email \_\_\_\_\_

Year Company founded \_\_\_\_\_

Years in Landscape Maintenance: \_\_\_\_\_

Last calendar year landscape maintenance volume: \_\_\_\_\_

Yes No Is your business licensed? Business License # \_\_\_\_\_

Yes No Is your business bonded?

Yes No Have you ever operated a landscaping business under another name? If so list previous name:

Yes No Have you ever defaulted on a project? if so please explain:

\_\_\_\_\_  
Yes No Do you have ALCA Certified Landscape Professionals on staff?

If yes, please list them and attach a copy of their current certificate and **label as Exhibit 2:**

\_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Expiration Date \_\_\_\_\_

Yes No Do you have ALCA Certified Landscape Technician(s) on staff?

If yes, please list them and attach a copy of their current certificate and **label as Exhibit 3:**

\_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Expiration Date \_\_\_\_\_

Yes No Do you have on staff a Licensed Pesticide Applicators licensed in the State of the Project's locale?

If yes, please list those who will be assigned to maintain the project and attach and **label their current certificates as Exhibit 4:**

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

**B I D F O R M S**

Yes No Are you a current member in good standing with the Associated Landscape Contractors of America (ALCA)?

List other industry association memberships:

List other services you provide:

List industry awards:

## **B I D F O R M S**

### **QUALITY ASSURANCE PROCEDURES**

Services:

Submit one copy of the service reporting form used to communicate actions taken.

**Attach and label as Exhibit 5.**

Do service technicians carry pagers or cell phones?

Quality Assurance:

For this project we will schedule quality assurance visits \_\_\_\_\_ times per year.

Attach copy of the Quality Assurance Report and **label as Exhibit 6.**

Describe your quality control procedures:

Describe any other services scheduled:

Describe your method for handling customer complaints/problems:

## **B I D F O R M S**

### **REFERENCES**

Complete and submit the following for three (3) projects of similar complexity as the project specified. Include a minimum of 2 photographs of each project and label appropriately. (duplicate the form as required)

Name of Project:

Address of Project:

Management Company:

Contact Person:

Telephone Number:

Email:

Monthly Contract Amount:  less than \$500  \$501 - 1,000  \$1,001-\$2,000  \$over 2,000

Years Serviced:  less than 1 year  1-3 years  3-5 years  5-10 years  over 10 years

Description of Work:

Other Remarks:

**B I D F O R M S**

**LABOR ESTIMATES:**

Detail your labor estimates, based on the specified number of occurrences per year, for the following services (these estimates are required for the Owner to properly evaluate the Contractors Bid Proposal)

Work Description (item, unit measure)	Estimated Labor Per Occurrence	Occurrences Per Year	Total Annual Service Fee
1. Spring Cleanup, (hrs. of labor per occurrence)		1	
2. Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, drives, etc. (hrs. of labor per occurrence)		26 minimum	
3. Edging of all sidewalks, driveways and curbs (hrs. of labor, per occurrence)			
4. Flower beds' chemical & manual weeding & deadheading (hrs. of labor per occurrence, based on a May 15 <sup>th</sup> installation date)		22 minimum	
5. Fertilizing flower beds & containerized flowers (hrs. of labor per occurrence)		3 minimum	
6. Landscape planting bed & tree base weed removal by chemical & manual means (hrs. of labor per occurrence)		4 minimum	
7. Fall Cleanup, includes summer annual flower removal. (hrs. of labor per occurrence)		3 minimum	
8. Applications of fertilizer and weed preventers to all turf areas (hrs. of labor per occurrence)		3	
9. Shrub shaping (hrs. of labor per occurrence).		3	
10. Shrub Fertilization (hrs. of labor per occurrence)		1	
11. Irrigation System Spring Start Up	—	1	
12. Irrigation System Winterizing	—	1	
13. Irrigation System Monitoring (hrs. of labor per occurrence)		26	
Total (total hours in first column & total annual fee, without sales tax, in third column)		—	