City of Redmond, Washington
Purchasing Division, M/S: 3SFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Invitation for Bid: Landscape Services

The City is interested in receiving bids for Landscape Maintenance Services of City Properties.

IFB-10443-14/MWS

The City of Redmond, Washington requests interested parties to submit bids for the above referenced Landscape Services for City properties.

Scope of Work:
See **Attachment "A"** Landscape Maintenance Specifications (General Requirements and Technical Requirements)

Traffic Control Plans: Successful bidder will be responsible for providing any/all flagging and traffic control necessary per city specifications to conduct safe and orderly service of the sites. A copy of the city specifications may be obtained by contacting Debbie Alm at 425-556-2752.

The Traffic Control Plan is to be submitted to Debbie Alm for review and approval prior to the start of work.

The Bidder shall have 3 years experience of projects of similar size and have successfully completed projects of a similar size and scope as required by bid documents for this project, has not been terminated for cause, and submittal of proposed traffic control plans.

Pre-Bid/Proposal Tour:

Because of the size and complexity, it is strongly recommended that all Bidders attend a scheduled walk-through of the locations noted in this solicitation. **The date and time are Wednesday June 18, 2014 at 9:00 AM. Please meet at Parks Dept. Operations Building at 18120 NE 76th Street, Redmond, WA 98052. Bidders are requested to provide a RSVP by 2:00 PM Monday, June 16, 2014 to enable the City to facilitate these site visits. Please restrict the number of attendees by each company to 2 each. Submit RSVP to Buyer,**

mwskinner@redmond.gov. By submitting a bid, the Bidder acknowledges that they have been satisfied as to the nature and location of the work.

Due Date/Time: **2:00 PM (local time) on Tuesday, July 8, 2014.** The City of Redmond – Purchasing Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, and MS: 3SFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710, FAX (425) 556-2185. Emailed bids will not be accepted.

Term: The term of the award shall be for 18 months (7/14/14 through 12/31/2015) with the City reserving the right to exercise the option of two (2) additional one year terms if mutually acceptable by both parties. Term of the agreement shall be no more than one year, six months (7/14/14-12/31/15).

Pricing:
Pricing for services ordered during the term of this agreement shall be firm for the initial term of 18 months in accordance with submitted pricing in response to this solicitation subject to Prevailing Wage rates in effect during performance of services.

Should the City exercise the option to extend the agreement performance period, the City may discuss a price adjustment. Any price adjustment will be in accordance with the Consumer Price Index (CPI) for the most recent completed year at the Bureau of Labor Statistics, All Urban Consumers; Seattle-Tacoma-Bremerton, WA. (http://data.bls.gov) and Prevailing Wages.

Invoicing:
Yearly invoicing and payment will be in equal installments of the quote summary plus taxes, by month.

The City of Redmond shall establish a Purchase Order for the work. Each invoice is to include the Purchase Order number, site by purchase order line item and month of service billed. Payment is Net 30.

Quotation Requirements & Required Submittals: See **Attachment "B" Annual Maintenance Schedule** for service level requirements. Use **Attachment "D" Annual Frequency maintenance Costs** sheet for bid submittals and authorized signatures. Provide 3 copies of your bid.

Solicitation Documents:
IFB 10443-14/MWS
Attachment A, Scope of Work: Landscape Maintenance Specifications (General Requirements and Technical Requirements).

Attachment B, 2014 Annual Maintenance Schedule and 2015 Annual Maintenance Schedule
Attachment C, Notification of Chemical Applications
Attachment D, Bid Price Submittal Sheet, 2014 Frequency Maintenance Costs and 2015 Frequency Maintenance Costs.
Attachment E, Mulching Schedule
Attachment F, Standard Terms and Conditions
Attachment G, Park Operations Contracted Landscape Maintenance Map Doc.
Attachment H, Bid Submittal Check List

Personnel:
Provide a list of "key personnel" that will be assigned to supervise or work on City contracted sites and identify staff name, job title, licenses/certificates held, and years of experience. Identify those employees that have Washington State Department of Agriculture (WSDA) pesticide licenses. Project Manager is to be notified in writing of any changes through the course of the contract.

Traffic Control Plan:
Submit a copy of your proposed traffic control plan with your bid for those sites that require such.

Site Equipment and Personnel:
Submit a list for each site that lists number of proposed workers, licenses and equipment to be used at each site.

Public Works Prevailing Wage: As the labor necessary to perform this service falls within the definition of a public work under the Revised Codes of Washington (RCW 39.04.010), wages must be paid per published prevailing wage rates. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality where this agreement will be performed (as determined by the Industrial Statistician of the Department of Labor and Industries) can be obtained from the department's website at www.lni.wa.gov/prevailingwage/.

Subsequently, the City of Redmond will require supplier/contractor to:

1) Furnish proof of insurance with endorsement naming City as additional insured before work may commence, unless already on file for 2007.
2) Unless approved copy is already on record with the city, file a "Statement of Intent to Pay Prevailing Wages" (L&I form #700-029-000) with the State of Washington, Department of Labor & Industries and furnish the City with an approved copy. Upon satisfactory completion of work & the City's receipt of the approved form, 80% of the contracted amount will be eligible for payment.
3) File an "Affidavit of Wages Paid" (L&I form #F700-007-000) with the State of Washington, Department of Labor & Industries and furnish the City with

an approved copy. Upon receipt of the approved form, the retained 20% will be eligible for release to supplier/contractor.

4) Each year shall be considered a single project with scheduled maintenance.

Prevailing Wages are to be updated yearly on the anniversary of contract award.

Selection & Award: The City will award each site based on lowest responsive, responsible bid. The City reserves the right to make multiple awards to bidding firms.

Each site shall be awarded to the supplier/contractor who provides the lowest responsible bid for each site.

Upon selection of supplier/contractor, the city will issue a purchase order to procure identified services as specified in the City's scope of work. The City's Standard Purchase Terms and Conditions shall govern the purchase. The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries: Please direct any questions pertaining to this request to the city agent listed below. No other city official or employee is empowered to speak for the city with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Mason Skinner
Purchasing Agent
Phone: (425) 556-2184
Fax: (425) 556-2185
E-Mail: mwskinner@ redmond.gov