

Landscaping Services - Request for Quotations

Public Utility District No. 1 of Thurston County (District) is seeking quotations from qualified parties to provide landscaping services at its Lacey office complex located at 1230 and 1240 Ruddell Road SE and at its Tumwater satellite office, 8421 Old Highway 99 SE.

Work Locations: The District's Main Office Building is at 1230 Ruddell Road SE in Lacey and at its Satellite office is located at 8421 Old Highway 99 SE in WA.

Summary of Requirements: Provide landscaping services as detailed in the scope of services.

Quotation Deadline: Quotations are required to be returned no later than **January 26, 2018, 4:00 p.m.** to Kim Gubbe, Director of Planning and Compliance, PUD No. 1 of Thurston County, 8421 Old Highway 99 SE, Tumwater, WA 98501.

All inquiries regarding this Invitation for Quotations or to schedule an inspection of the facilities should be directed to Ms. Gubbe at to kgubbe@thurstonpud.org, or at her office phone at (360) 357-3277, or cell phone at (360) 359-8554.

The intent of this document is to describe the complete work, equipment, and materials needed to provide the District with janitorial services in compliance with the specifications contained herein or attached and in compliance with any governing bodies, agencies or any other codifying entities.

The Contractor is to provide all materials and supplies as specified by the District, tools, equipment, and cleaning supplies; and to provide labor, supervision, tools, equipment, transportation, and any other incidentals required to successfully complete all provisions of providing the services.

The Contractor warrants that: (1) the work will be performed/supplied in a workmanlike and skillful manner; (2) the work in all respects will be of good quality, free from all faults and defects in workmanship, material, design and title; (3) the work will strictly comply with the requirements of the contract documents; and (4) all materials, equipment and other items incorporated into the work or consumed in the performance/supply of the work will be new and of the most suitable grade for the purpose intended.

All monetary charges are to be included in the quoted price. No additional charges for costs other than those stated on the quotation proposal will be accepted for payment, unless prior written approval is provided by the District.

The District will not be liable to the Contractor for anticipated earnings or profits hereunder in the event the Contractor and the District are prevented from completing any project or provision as required by these specifications and contract.

Payments will be made monthly within thirty (30) days of receipt of invoice from the Contractor.

The work will be conducted under the general direction of the District's Director of Planning and Compliance, Kim Gubbe. The presence or lack of presence of District representatives shall not relieve the Contractor or the Contractor's agent of any responsibility for the proper execution of any provisions of this contract.

Contractor is to schedule work so there is a minimum of disruption to employees and customers (office

hours are 8:00 a.m. to 4:30 p.m., Monday through Friday). **The specifications of the work are attached.**

It is the Contractor's responsibility to inform itself of all local codifying body requirements, laws of the United States of America and the State of Washington, governing any provision or requirements intended to be the Contractor's responsibility in fulfilling its responsibilities and obligations to the District under this Agreement.

Before the District makes any payment to a Contractor, the Contractor must submit a Department of Labor and Industries approved "Statement of Intent to Pay Prevailing Wage" document. All Labor and Industry forms, associated form fees, or any other fees relating to this Agreement and in compliance with the prevailing wage requirements of the Department of Labor and Industries are to be paid by the Contractor.

Contractor Liabilities

The Contractor shall be responsible for the strict observance by the Contractor's employees of the laws of the United States and of the State of Washington and all local ordinances and regulations. The Contractor shall comply with said laws, ordinances, and regulations.

The Contractor shall conduct the work with due regard to adequate safety and sanitary requirements and shall maintain the Contractor's equipment in safe condition. The Contractor shall conform to DOT, OSHA AND WISHA rules and regulations.

The Contractor shall be responsible for the preservation of all public and private property and assume all costs for full and complete restoration of any damaged property, facilities, or utilities. In the event the Contractor damages any property, the Contractor shall at once notify the District's representative and make or arrange to make full restitution. Should the Contractor injure any person, the Contractor shall at once make or arrange to make full settlement at Contractor's own expense. The Contractor shall report immediately, in writing to the District's representative all pertinent facts relating to such property damage or personal injury. A written report detailing the ultimate disposition of the claim or injury or damage will be required.

The Contractor shall release, indemnify, and hold harmless the District, its officers, employees, licensees, invitees, agents and all its representatives from all suits, actions, or claims for injury to persons (including death) or property (real or personal, tangible or intangible) of any character arising out of, or in any way connected to, Contractor's performance or failure to perform by omission, from any claim arising or recovered under the Workmen's Compensation Laws or any other law, by-law, ordinance, order or decree or on account of any other act or omission by the Contractor or Contractor's employees, or subcontractors while performing under this contract. This indemnity and hold harmless is to extend to, and include any expense incurred by the District for defense of such suits, actions or claims, including reasonable attorney's fees and costs.

Liability Insurance

The Contractor shall maintain during the life of this contract such Commercial General Liability Insurance, and automobile insurance as shall protect against claims for damages resulting from (1) bodily injury, including wrongful death, and (2) property damage including loss of use thereof, which may arise from or in consequence of the operations under this contract whether such operations be by the Contractor, any subcontractor or anyone directly or indirectly employed by either of them, with minimum policy limits of \$1,000,000.00 each person/\$2,000,000 each accident for bodily injury/death, \$1,000,000 for property damage, and \$1,000,000 for automobile liability, including that **the District will be named an additional insured.**

Subcontracts or Assignments

Should the Contractor sublet or assign any part of this contract, the Contractor shall be as fully responsible to the District for the acts and omissions of subcontractors and of the persons either directly or indirectly employed by the subcontractors as it is for the acts and omissions of persons directly employed by the Contractor. No subcontract shall be made without prior approval, in writing.

Any person or persons, or any firms or corporations, entering into a subcontract or other agreement with the Contractor to furnish labor under these specifications shall be subject to all the provisions respecting workers, orders, rates and payments of prevailing wages, hours of labor, and all other provisions regarding employees herein specified.

Equal Employment Opportunity

During the performance of the Agreement, the Contractor for itself, its assigns and successors in interest agrees to comply with U. S. Government regulations as set forth in the Civil Rights Act of 1964 and the Equal Opportunity Act of 1972, that he/she shall not discriminate. Further, the Contractor agrees to comply with all environmental requirements under RCW 43.21.

Attorney's Fees and Venue

If either party brings an action to enforce the contract, or to recover damages for breach of same, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs. Venue for any such action shall be in Thurston County District or Superior Court.

PROPOSAL SELECTION AND EVALUATION:

SELECTION PROCESS

The District reserves the right to act as sole judge of the contents of the proposals and for selection of a contractor. The award of a contract will be based on the lowest responsive proposal submitted from a responsible contractor.

Adherence to Form

All proposals submitted in response to this RFP must adhere to the format set forth in this RFP. Failure of the contractor to adhere to this format may eliminate their proposal from any further consideration.

Required Additional Material

All bidders shall submit a brief statement of their proposed work schedule and work objective to achieve the required scope of work, description of qualifications with the total number of employees available to service this contract, and list a minimum of three (3) client references; and any other information which would be beneficial to the District for purposes of evaluating this proposal.

EVALUATION PROCESS

Evaluation of the proposals and their cost effectiveness to the District will be made by the District's

management team. The management team will evaluate all information provided in the proposal documents to determine the compliance to requirements set forth in this RFP, and responsible qualifications of the individual(s) or firm(s) submitting a proposal.

EVALUATION CRITERIA

The evaluation and determination of the fulfillment of the following requirements will be made by the District and its judgment will be final. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Criteria to be used in the selection process will include, but may not be limited to, the following considerations;

- **Cost-** To be considered cost effective, a proposal shall provide the required services at the lowest cost to the District.
- **Contractor’s Experience** - Of particular interest will be those services provided to projects of similar size and scope of service.
- **Contractor’s Capability** - Contractor’s proposed scope of work, suggested materials, and visual enhancements.
- **Contractor’s Understanding of the Work** - Demonstration of the Contractor’s understanding of the magnitude and complexity of the maintenance services and expertise required to perform successfully under the contract. Ability to comply with minimum specifications as set forth in scope of work.

Landscaping Services

In compliance with your Invitation for Quotations, the undersigned hereby proposes to furnish all labor and supervision, material, tools and work equipment, except those materials and equipment specifically designated to be furnished by the District or by others, and to perform the work in strict accordance with the specifications designated and made a part of the Invitation for Quotations.

It is understood that this Quotation constitutes a firm offer which cannot be withdrawn for thirty (30) calendar days after the date set for Quotation opening, and prices stated will be in effect for at least one year from the date of award, unless canceled by the District.

The undersigned certifies that the documents have been examined, the premises to be cleaned have been examined, and the scope of work is understood.

All of the work will be performed for the amount(s) designated and the undersigned agrees, upon receipt of written notice of acceptance of this Quotation, within ten (10) days to complete the attached Contractor’s Agreement.

Item No.	Location	Bid Amount
1	Landscaping services for the District’s Main Office Complex 1230 and 1240 Ruddell Road SE and its Tumwater Satellite Office, 8421 Old Highway 99 SE, Tumwater per attached Specifications and Scope of Work.	\$

Company Name

Address

Contact Person

Phone Number

Signature of Authorized Agent

Print Name

Date

Tax ID No.

Washington UBI No.

Attachment: Specifications of Work

SPECIFICATIONS OF WORK

Attachment A - SCOPE OF WORK

The Contractor shall:

- Provide all labor, materials, equipment and tools necessary to maintain the above mentioned planted areas.
- Maintain the planted areas in a continuous high degree of eye pleasing condition and attractiveness to the community with healthy pest free plants.
- Keep beds clean of litter and debris; replace unhealthy plants; trim trees and shrubs; maintain sight distance obstructions and encroachment of roadway.
- Sweep and keep clean the outside edge of planter medians free of leaves, overgrowth and debris.
- Follow all safety requirements when using fertilizer, weed killer or other hazardous chemicals, taking care not to use items around water systems and to require appropriate PPE for employees.
- Provide a work schedule that includes: date of service, number of employees on site, action plan of work, length of time and plants replaced.
- Mow and trim grass and organic debris around well houses, water tanks and access roads.
- Replace bark and gravel in areas as needed.
- Clean-up and remove leaves as needed.
- **Ice and snow clearing and deicing**
- Provide monthly progress reports via email to Kim Gubbe at kgubbe@thurstonpud.org.

Landscape maintenance shall include but is not limited to:

- Mowing all lawn areas
- Seasonal fertilizing
- Watering of District lawns, flowers and shrubs / trees
- Maintaining the Districts sprinkler systems in working order at all times and winterized each year before the first frost
- Weeding and mulching flower beds
- Pruning / trimming shrubs and trees and insuring trees and bushes do not touch the District's buildings
- Controlling pests and insects in all lawns, shrubs / trees, bark dust and flower beds
- Seasonal planting / re-planting of shrubs, flowers and bulbs

- Seasonal clean-up and removal of leaves
 - Seasonal weed control
 - Seasonal moss control

Properties List

Office Buildings

Main Office Complex (1230 and 1240 Ruddell Road SE, Lacey.)

- Mow and edge lawns
 - Install bark dust
 - Clean flower beds
- Maintain sprinkler system
- Prune shrubs and trees
- Fertilize: shrubs, trees, flowers and lawns
 - Dormant tree and shrub spray
- Clean-up and removal of leaves as needed or requested
 - Plant perennial flowers as directed by District
 - Weed control
 - Pest / insect control
 - Moss control
- Ice and snow clearing and deicing

Satellite Office (8421 Old Highway 99 SE, Tumwater)

- Mow and edge lawns
 - Install bark dust
 - Clean flower beds
- Maintain sprinkler system
- Clean-up and removal of leaves as needed or requested
 - Prune shrubs and trees
- Fertilize: shrubs, trees, flowers and lawns
 - Dormant tree and shrub spray
- Plant perennial flowers as directed by District agent
- Weed control along all fences, blacktop yard areas and lawns
 - Pest / insect control
 - Moss Control
- Ice and snow clearing and deicing

