

REQUEST FOR PROPOSAL



RFP #21-06 LANDSCAPE MAINTENANCE SERVICES

Issue Date: October 23, 2020

RFP Response Deadline: November 9, 2020

KEY EVENT DATES

MST Issues RFP	October 23, 2020
Date and Time to Inspect Sites	November 3, 2020
Last day to send question/clarifications samorim@mst.org	November 3, 2020
Addendum posted to www.mst.org/procurement	November 4, 2020
Bid Due Date	November 9, 2020 by 5:00 p.m.
MST Evaluation Team Review by	November 20, 2020
Reviewed by Board of Directors	December 14, 2020
Notification of Award by	December 14, 2020
Contract Start Date	January 1, 2021
Project Manager	Paul Lopez, plopez@mst.org

MST DBE COMMITMENT

MST invites fair and open competition in our procurement and contract proposals, and we encourage and support participation by small and Disadvantaged Business Enterprises (DBEs).

Monterey-Salinas Transit has established a 1.4% overall Disadvantaged Business Enterprise (DBE) participation goal for its federally assisted contracts during FFY2021 - FFY2023.

MST does not set contract quotas for achieving its DBE participation goal, but we do encourage prime contractors to attempt to subcontract to DBEs portions of work that they might otherwise perform with their own forces. MST's DBE Liaison Officer (DBELO) can assist prime contractors with accessing the California Department of Transportation (DOT) DBE Directory, which identifies all firms eligible to participate as DBEs.

MST provides contact information for small business associations, small business development centers, and other organizations that provide technical assistance to DBEs and small businesses, including assistance with bid preparation and obtaining bonding and insurance. Please visit <https://mst.org/about-mst/procurement/disadvantaged-business-enterprise/> for more information on these resources.

MST will provide document translation or interpretation services for any individual or firm by request by contacting our DBE Liaison Officer (DBELO), below.

Deanna Smith, Compliance Analyst and DBELO

Mail: MST, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940

Email: dsmith@mst.org

Phone: 831-264-5878

TTY/TDD: 831-393-8111 • 711 Relay



678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

Summary

Monterey-Salinas Transit District requests proposals from companies to provide **Landscape Maintenance Services** for MST.

Issued:	October 23, 2020
Service Requested:	Landscape Maintenance Services
RFP Closing Date/Time:	November 9, 2020, 5:00 p.m.
RFP Contact:	Sandra Amorim, Purchasing Manager, samorim@mst.org

Proposals must be sealed and delivered to the attention of Sandra Amorim, Purchasing Manager, Monterey-Salinas Transit District, 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940.. There will not be a public bid opening.

All late proposals will be rejected.

All proposals must be signed by a duly authorized representative of the firm.

All unsigned proposals will be automatically rejected.

Monterey-Salinas Transit District administration will competitively evaluate all qualified proposals and present a recommendation to enter into an agreement with the Board of Directors at the next scheduled Board meeting after proposal receipt.

We appreciate your interest in Monterey-Salinas Transit District and look forward to your response.

INSTRUCTIONS TO THE BIDDERS

INVITATION TO BID

Monterey-Salinas Transit District (MST) invites your firm to submit a proposal in accordance with this Request for Proposal (RFP) for ***Landscape Maintenance Service*** for its four locations, located in Monterey, Marina, and Salinas California. 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.

BACKGROUND

Monterey-Salinas Transit District is a transit district that provides public transportation to the community of Monterey County.

CONTACT INFORMATION

The contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor. *The contact information is also the address to submit bids.*

Sandra Amorim
Purchasing Manager
Monterey-Salinas Transit District
19 Upper Ragsdale Drive,
Suite 200
Monterey, California
samorim@mst.org

GENERAL CONDITIONS

KEY EVENT DATES

MST Issues RFP	October 23, 2020
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Questions may not be submitted by telephone. All questions must include: 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 by email. All questions shall be received by November 3, 2020. 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 remain in effect for at least 60 days from submittal. Monterey-Salinas Transit District 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

Monterey-Salinas Transit District may request additional information, samples, or presentations in support of proposals. Additionally, Monterey-Salinas Transit District 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 TOUR

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 date of November 3, 2020. All bidders are invited to tour the property, on their own, on this date. Each bidder will be provided with property information on request. Inquiries for specific information must be submitted in writing and will be answered via addendum (see **Key Event Dates**).

GENERAL CONDITIONS

PART 1 - GENERAL CONDITIONS

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 Class A 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 three (3) years with an option to renew for an additional two (2), one (1) year periods at the discretion of MST.

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 MST, 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 completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of five (5) years in business.
3. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.

G E R N E R A L C O N D I T I O N S

4. Will provide a sworn financial statement upon request, which evidences the Bidder has adequate financial resources to complete the work being bid, as well as all other work the Bidder is presently under contract to complete.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Landscape Maintenance Contractor for work under this section shall be licensed by the State of California to apply insecticides approved for use in the State of California.
7. 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.

QUALIFICATIONS OF WORKERS

Bidding firm may have in its employ, a minimum of one (1) currently Certified Landscape Professional (CLP) as recognized by the Associated Landscape Contractors of America (ALCA). The signed bid form statement shall include the seal and signature and expiration date of the Certified Landscape Professional on the staff of the Bidding Firm. Qualifications are desired, not required.

Bidding firm may have in its employ, a minimum of one (1) currently Certified Landscape Technician: who is currently a Certified Landscape Technician (CLT) as recognized by the Associated Landscape Contractors of America (ALCA). The signed bid form statement shall include the seal and signature and expiration date of the Certified Landscape Technician on the staff of the Contractor. Qualifications are desired not required.

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 Project premises. The Contractor shall furnish MST with documentation of this insurance coverage. Such insurance shall be in the amounts stated below. Should MST require insurance in excess of these amounts, MST 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 locale of the Project 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:

GENERAL CONDITIONS

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 MST as an Additional Insured as respects the activities carried out under this Contract.

5. Proof of Insurance:

Contractor shall provide a certificate of insurance from a company licensed to do business in the State of the Project locale indicating coverage is in place at the limits set forth in this Article. The insurer shall give MST thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract.

INDEMNIFICATION

Contractor shall indemnify, reimburse and hold MST harmless against any and all claims, damages, causes of action, liabilities, expenses, costs and fees, including attorney fees, that Owner incurs arising out of or occurring in connection with Contractor's performance of the work pursuant to this Agreement.

PAYMENTS

Contractor shall submit an Application Payment/Invoice, to MST, for services on a monthly basis. MST shall render the Contractor regularly scheduled payments in remuneration for the Contractor's Maintenance Services in amounts as specified.

MST shall give prompt reply to all questions or requests of the Contractor pertaining to the Project; and shall promptly approve or reject all Contractor submittals. MST

GENERAL CONDITIONS

shall perform the final inspection(s) within five days of the date of notification by the Contractor of substantial completion of the Work.

CODES AND STANDARDS

Perform all work in compliance with applicable requirements of governing authorities having jurisdiction. The following publications of the issues listed below, but referred to hereafter by basic designation only, form a part of this specification to the extent designated by references thereto:

1. Comply with all Federal and State Department of Agriculture regulations for pest control which, in general, require that Contractors operating in infested areas thoroughly clean all equipment units before moving them to non-infested areas.

TAXES

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

PROJECT CONDITIONS

In order for the Contractor to properly perform and complete his work, MST 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 Project 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.

MST shall provide full information regarding all requirements for the Project, 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 MST to arrange a schedule of services and shall continue coordination at intervals set forth by MST.

MST shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas. MST shall facilitate the Contractor's Services program by providing access to the project 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, MST shall assure the Contractor of the availability of off-loading and staging areas and other facilities required for the efficient performance of the work.

G E R N E R A L C O N D I T I O N S

Shall consist of a complete, regularly scheduled program (and as agreed upon with Owner) for maintaining the health and appearance of the Project'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.

P A R T 2 - L A N D S C A P E S E R V I C E S

LANDSCAPE SERVICES

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 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 treewells 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 MST to achieve a solution.

Turf Fertilization & Weed Control

Well-balanced fertilizer shall 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.

LANDSCAPE SERVICES

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.

TREE AND SHRUB MAINTENANCE

All plant and tree material is to be pruned in a manner to provide a neat natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor.

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.

All formal hedges shall be sheared to maintain desired shape and height.

Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

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

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

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

Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. Owner shall be informed before any drastic cutbacks are performed.

All mulched shrub 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.

GROUND COVER & BEDS

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

All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.

LANDSCAPE SERVICES

Groundcovers shall be fertilized, with a complete fertilizer, as appropriate and as recommended by the Contactor.

Litter and debris shall be removed during maintenance visits in order to ensure a neat appearance.

Soil surfaces shall be raked smooth and cultivated regularly.

Vines shall be trimmed neatly against supporting structures and kept within bounds.

Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.

Sign faces and windows shall be kept clear of encroaching growth.

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 ensure 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 ensure 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. The sprinkler system will be checked after each mowing for any damage, 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 MST. The cost of this evaluation shall be included in the Scope of Work, but any necessary repairs shall be at MSTs' expense, if approved.

The Contractor shall present repairs and maintenance requirements to MST immediately. MST 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.

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.

LANDSCAPE SERVICES

The Contractor is responsible for monitoring the water needs of all 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 MST prior to replacement installation. MST agrees to be financially responsible to replace plant materials on a timely basis.

OTHER SERVICES

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

MISCELLANEOUS PROVISIONS

PART 3 - MISCELLANEOUS PROVISIONS

OWNER RESPONSIBILITIES AND RIGHTS

MST shall facilitate the Contractor's Services Program by providing access to the Project 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.

MISCELLANEOUS CONTRACT

PROVISIONS ARBITRATION

Unless otherwise stipulated herein, all claims, disputes, and other matters in question, arising out of this agreement, between the parties to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder or any other manner, any additional person or a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Contractor, MST and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law.

Notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in the venue of Monterey County with a court having jurisdiction thereof.

TERMINATION OF AGREEMENT

Owner may terminate this Agreement at any time for any reason by providing Contractor with a thirty (30) day notice of termination.

In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all products and services supplied to the termination date

CONFLICT OF LAWS, ASSIGNMENT & INTEGRATION CLAUSES

Unless otherwise specified, this Agreement shall be governed by the law of the State of California.

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 MST 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 MST 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 MST and the Contractor.

BID FORMS

PART 4 - BID FORMS

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 Request for Proposals, we propose to furnish all materials, labor, equipment and services necessary to perform the Landscape Maintenance Services for a period of three (3) years for the landscaping and maintenance work for the above stated project, for an annual fee of (inclusive of all state and local sales tax). Please monthly costs for each location below.

One Ryan Ranch, Monterey, CA 93940 Service to be performed every two weeks.

_____ Dollars (\$_____) per Month.

443 Victor Way, Salinas CA 93906 Service to be performed every two weeks.

_____ Dollars (\$_____) per Month.

110 Salinas Street, Salinas CA 93906 Service to be performed every two weeks.

_____ Dollars (\$_____) per Month.

280 Reservation Road, Marina CA 93933 Service to be performed every two weeks.

_____ Dollars (\$_____) per Month.

Total Bid amount for all locations 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:

Project Name

Name of Contractor

Authorized Signature

Name & Title of Signatory

Type of Organization: Corporation,

Partnership,

Proprietorship SEAL:

(if corporation)

BID FORMS

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
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

BID FORMS

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 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 # _____

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:

BID FORMS

QUALITY ASSURANCE PROCEDURES

Services:

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

Do service technicians carry cell phones?

Quality Assurance:

For this project we will schedule quality assurance visit two times per year.

Describe your quality control procedures:

Describe any other services scheduled:

Describe your method for handling customer complaints/problems:

BID FORMS

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: