



ADDENDUM No. 3 TO RFP DOCUMENTS

Request for Proposal: Multiple Site Landscape Maintenance Services

Addendum Number: Three

DATE: 12/18/2020

To All Potential Proposers:

This addendum is issued to modify the previously issued Request for Proposal, and is hereby made a part of the RFP document. Please attach this addendum to the documents in your possession and consider the changes outlined in this addendum as the information that the City will use when evaluating all proposals.

Revisions have been made in multiple sections of the RFP. Please see the attached version of the RFP with all changes identified via track changes. A conformed (clean copy) of the updated RFP has been added to the City's Bid Management Site.

Four significant changes have been made to the contents of the RFP:

1. The City is requesting alternative cost proposals. Proposers may submit proposals for one or both alternatives:
 - **Alternative 1:** Proposers must complete the Cost Proposal Forms, provided in Exhibit B-1 to provide a bid for performance of the scope of work using either (or combination of) standard, gas powered equipment or electric powered equipment.
 - **Alternative 2:** Proposers may also submit a cost proposal for performance of the proposed scope of working using **only electric powered equipment for all work tasks**, in lieu of gas powered equipment. Cost Proposal forms for Alternative 2 are located in Exhibit B-2.
2. The Cost Proposal Forms have been modified: there is Exhibit B-1 (either (or combination of) standard, gas powered equipment or electric powered equipment) and Exhibit B-2 (only electric powered equipment for all work tasks). The proposer should complete and return one or both of these Exhibits, depending on the whether the proposer is submitting a proposal for one or both Alternatives.
3. The City has modified the method of selection. The City's bid review panel will review and score all proposals submitted under Alternative 1 and Alternative 2. The Bid Review Panel shall report to the City Council the highest qualified bidder for each Alternative proposal, with a proposer under Alternative 1 Gas and/or Electric Equipment and a proposer under Alternative 2 Exclusive Electric

Equipment. The City Council will determine whether to Award a contract under Alternative 1 or Alternative 2.

4. The City has modified the solicitation schedule. Most notably, the due date for proposals has been extended, with proposals now due at 10:00 AM, Friday January 8th, 2021. The fully modified schedule is presented on page 41 of the RFP.

Please note that fillable cost forms for Alternative 2, Exhibit B-2 have been added to the City's Bid Management website. Written requests for clarification may be submitted until December 23rd.

CITY OF LAKE OSWEGO

REQUEST FOR PROPOSALS

ADDENDA #3 – Changes to this RFP are marked using ~~Strikethrough~~ for deleted text and double underlined for new text

MULTIPLE SITE LANDSCAPE MAINTENANCE

Date Due: January 8, 2021~~December 30, 2020~~; ~~3:30 PM~~10:00 AM



City of Lake Oswego
Public Works Department
17601 Pilkington Road
Lake Oswego, Oregon 97035

**CITY OF LAKE OSWEGO
REQUEST FOR PROPOSALS
TO PROVIDE MULTIPLE SITE LANDSCAPE MAINTENANCE**

The City of Lake Oswego invites your firm to submit a proposal to provide a high-quality level of landscaping services for approximately 200 sites, which totals nearly 55 acres and includes right-of-ways, street medians, City facilities, water pump stations and reservoirs, and sewer pump stations.

Deadline for Submission of Proposal: ~~3:30 PM~~ 10:00 AM, ~~Wednesday~~ Friday January 8, 2021 ~~December 30, 2020~~

Submissions received after this time will be considered non-responsive and will be returned without review.

The full Request for Proposals is available:

1. Online. To download the full Request for Proposals and receive all notifications a person or company must register and add your individual name or company name to the Plan holder's list at <http://www.ci.oswego.or.us/bids/>.
2. In Person. To obtain the full Request for Proposals in person, see the front desk at the City of Lake Oswego Maintenance Center, 17601 Pilkington Road, Lake Oswego, OR 97035 during regular business hours.

All communication and correspondence pertaining to this Request for Proposals should be directed to City Project Manager Pam Peterson at 503-534-5686 or by e-mail at ppeterson@lakeoswego.city (email is not deemed submitted until receipt is confirmed).

**CITY OF LAKE OSWEGO
REQUEST FOR PROPOSALS
TO PROVIDE MULTIPLE SITE LANDSCAPING**

The City of Lake Oswego invites submission of proposals from qualified vendors to provide multiple site landscaping services for the Public Works Department. Landscape services include year-round maintenance of over 200 sites throughout the City, totaling approximately 55 acres.

Deadline for Submission of Proposal: ~~Wednesday, December 30th~~ Friday, January 8th 2021, 3:30 PM 10:00 AM

Submissions received after this time will be considered non-responsive and will be returned without review.

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SECTION 1: SCOPE OF WORK

[Section 1 will be an Exhibit to the Contract]

BACKGROUND

Included in the scope of work is approximately 200 different sites, totaling nearly 55 acres. Sites include right-of-way areas, street medians, facilities, water pump stations and reservoirs, sewer pump stations and stormwater facilities. Maintenance tasks at each site will vary. The selected contractor is expected to fulfill all duties listed under the following scope of work.

SPECIFICATIONS OF WORK

It is the intent of these Specifications to describe grounds maintenance of various City of Lake Oswego properties in sufficient detail to make comparisons between proposals. All work performed by the Contractor shall conform to these specifications.

Any detail or apparent omission from these specifications shall be regarded as meaning that the Work shall be performed in a good and workmanlike manner. As a result, Work not specifically mentioned in the specifications, which is necessary to provide a complete task according to “trade standards”, shall be included in the proposal and shall conform in strength, quality of materials, and workmanship to what is usually provided in the trade.

Any work not conforming to these Specifications will be rejected, and it will be the responsibility of the proposer to conform to the requirements.

1.1 GENERAL REQUIREMENTS & SPECIFICATIONS

Landscape maintenance covered under this project include a variety of sites in a variety of working conditions including water reservoirs; City facilities; public rights of ways in street medians, sides of streets, City entryways, planters located in public rights of way. Some of these sites are highly visible locations in the City’s business districts, at entryways to the City, along boulevards, and at City facilities; while others are less visible but no less important to maintain. It is expected that all sites are well maintained and aesthetically pleasing at all times of the year.

Performance Expectations

The Contractor is expected to maintain a weed-free, well maintained landscape at each site covered in this contract. Below is an example of the level of expected maintenance. If the level of maintenance falls below this expectation, the Contractor shall respond and resolve all deficiencies in performance of this contract within 48 business hours (Monday-Friday) following notification by the City. The City shall provide notification in writing to the on-site manager. If performance deficiencies are not resolved by the Contractor within 48 business hours to the City’s satisfaction, the City shall have the option of hiring and paying for an outside contractor to perform the work. Costs of hiring an outside contractor shall be deducted from the Contractor’s monthly payment.

Remedial Action

The Contractor shall immediately notify the City of any significant occurrence requiring remedy or repairs due to inappropriate fertilizer, herbicide, or other chemical applications. Remedial action

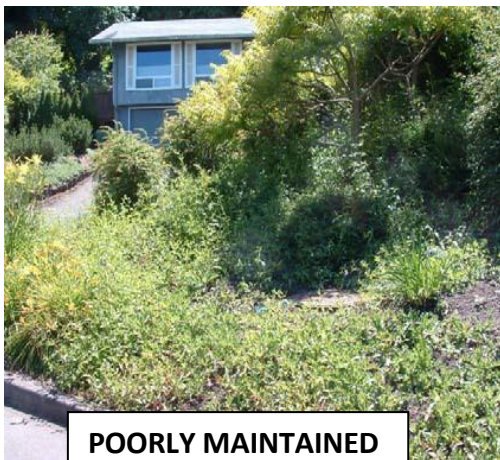
shall be treated as extra work and may result in an increase in cost to the Contractor. The City shall determine if remedial action is necessary and who shall perform the work.

Property Damage

The Contractor shall immediately notify the City of any significant occurrence requiring remedy or repairs including but not limited to fertilizer/pesticide overspray and damage, damage to plant material or turf, etc. Remedial action shall be treated as extra work. The City shall determine if remedial action is necessary and who shall perform the work.

Work Deficiencies

Contractor shall respond and resolve all deficiencies in performance within 48 business hours (Monday-Friday) following notification by the City. The City shall provide notification in writing to Contractor's on-site manager. If performance deficiencies are not resolved by the Contractor within 48 business hours to the City's satisfaction, the City shall have the option of hiring and paying for an outside contractor to perform the work. Costs of hiring an outside contractor shall be deducted from the Contractor's monthly payment.



POORLY MAINTAINED



EXPECTED PERFORMANCE

On-site Management & Coordination with City

The Contractor is expected to provide an on-site manager to oversee and direct work crews at all times throughout the duration of the contract. The on-site manager shall be present, at least, a portion of each day that crews are conducting work to ensure that tasks are being completed on schedule, and are meeting specifications. The on-site manager should be available for on-site meetings with the City's project manager whenever necessary.

The on-site manager is to function as the City's contact for day to day aspects of the project and will be expected to coordinate work with the City, follow up on complaints, schedule seasonal tasks, supply monthly reports and records.

Traffic Control

The Contractor shall provide all traffic control devices and measures as may be required by City traffic control ordinances and the City approved traffic control plan. Contractor must also comply with the Oregon Occupational Health and Safety Act.

Maintenance Schedule.

Maintenance Schedule tables included in Section 2 show a list of tasks and frequencies for each site. The frequencies shown in the tables are to be done at uniform and equal intervals during the particular month. For example, months with 4 frequencies indicated a 7 day interval, months with 3 frequencies indicate a 10 day interval, and months showing 2 scheduled frequencies are done on a 15 day interval.

Right to Add or Subtract Sites by Amendment

The City reserves the right modify by written Contract Amendment the Scope of Work by deleting sites. In such event, the Contract Amount to be paid thereafter shall be reduced by the stated Proposal cost amount for the site.

The City may also add sites by written to the Scope of Work, and the parties shall mutually agree upon the added site's cost amount, in which event the Contract Amount thereafter shall be increased for the added site. In the event the parties are not able to mutually agree, the matter shall be resolved per the Dispute Resolution process in the Standard Provisions of the Contract. The adjustment shall be equitable, using the cost amount for other similar sites in the Contract.

Equipment Power

The City is requesting alternative proposals. A proposer may submit a proposal for one or both Alternatives.

The Alternative proposals are based on the performance of the scope of work using standard, gas powered equipment and/or electric equipment (with the exception of vehicles):

- Alternative 1: If the City Council awards the bid based on gas or electric powered equipment, the Contractor may use either (or a combination of) gas-powered or electric equipment.
- Alternative 2: If the City awards the bid based on all electric equipment, the Contractor must exclusively use electric powered equipment (includes all mowers, blowers, trimmers, weed eaters, and other tools that are available as an electric-powered alternative, with the exception of vehicles / service trucks).

1.2 CHEMICAL USE

The City of Lake Oswego is a strong advocate of sustainable landscape practices, and as such, encourages the use of cultural practices over chemical applications to manage weeds and maintain healthy and attractive landscapes. It is expected that the successful proposer will also adhere to this ethic in maintaining all sites included in this project.

Pesticide Use

A. Herbicides (Prohibited & Allowed)

Pre-Emergent Herbicides - The City does not allow the use of pre-emergent herbicides in any landscapes covered under this contract. In addition, no insecticide products are to be used.

Spot Spraying - The City does allow spot spraying of weeds with the following herbicides: Glyphosate, or others, as approved by the City.

B. Pesticide Application Certification

All pesticide applications must be performed by a certified applicator, licensed in the State of Oregon. Prior to beginning work on this project, the Contractor is required to supply the City with Oregon Department of Agriculture Pesticide Applicators License numbers for all persons making applications. The City requires that 2 people on Contractor's work crew are fully licensed in pesticide application. When spray work is taking place in the City, a fully licensed applicator must be on-site. An apprentice may also be working on-site, but must be accompanied by the fully licensed individual.

Contractor must supply information about chemicals (glyphosate product and molluscicide product) that will be used on a regular basis throughout the term of the contract. This includes product labels, and safety data sheets (SDS) for each product.

Any other products that contractor proposes to use must be approved by the City's project manager prior to application, and product information must be provided.

- C. Pesticide Application Records. The Contractor shall provide the Project Manager with a copy of a pesticide application record for all pesticide applications. The application record shall conform to requirements of ORS 634.146. The record shall include the name of the person or company making the application, the location of application site, date and time of application, the name of the person for whom the application is being made, the person and company supplying the pesticide, trade name and strength of the pesticide, the amount of concentration of the pesticide, the specific target to which the pesticide was applied, summary information of equipment and device used to make application, the names of the pesticides applicators actually making the application and their Oregon Department of Agriculture Pesticide Applicators License numbers, the area in square feet covered and the application ratio.

The Contractor will provide to city their monthly spray log by the 5th day of the following month. Copies of these records shall be submitted to the City's Project Manager. The Contractor is responsible for following all State and Federal pesticide laws occurring now or anytime in the future, an example being the PURS Registration and Reporting Law. The Contractor shall take all necessary measures to keep pesticides from entering any streams or the City's stormwater system.

D. Spray Notification

The Contractor will contact the Project Manager two (2) working days prior to using any pesticides that are beyond those authorized for regular use by the Contractor.

Fertilizer

A. Fertilizer Program

Contractor shall submit a written copy of their fertilizer program for trees, ground cover, bulbs, perennials and shrubs to the City. The submittal shall include products to be used, application rates and tentative application dates.

The submittal shall be delivered to City's Project Manager (in person or via email) within ten (10) days of execution date of contract. Fertilizer plan shall include safety data sheets for all products indicated for use in plan at time of submittal of plan.

B. Fertilizer Cleanup

Any fertilizer overthrown from target areas onto paved surfaces such as sidewalks, parking areas and the like shall be clean up immediately following the application. The Contractor shall take all necessary measures to keep pesticides from entering any streams or the City's stormwater system.

C. Turf Fertilizer

See section 1.5 for specifications regarding fertilizer applications for irrigated and un-irrigated turf areas.

D. Tree & Shrub Fertilizer

All trees, shrubs and ground covers shall receive a fertilizer application of Nature Safe 8-5-5 at the rate recommended on the label. Fertilizer shall be applied between October 15 and October 30.

E. Ground Cover Fertilizer

Apply a balanced fertilizer Nature Safe 8-5-5 at the rate recommended on the label. Fertilizer shall be applied between October 15 and October 30.

F. Bulb & Perennial Fertilizer

Apply the balanced fertilizer Nature Safe 5-6-6 to all bulbs and perennials according to label directions in early March prior to the onset of flowers.

Molluscicide

If a molluscicide is applied to bulbs and perennials it must be an earth friendly product such as, Sluggo or other equal approved by the City prior to use. It will be distributed at one (1) teaspoon per one (1) square yard. The Contractor is responsible for properly reporting the application as outlined in Section 1.2.

1.3 MULCH

A. Preparation & Maintenance

Mulch applications will be made between October and March by a **separate contractor** as a separate project/contract. Contractor will be notified as to when mulching of contract sites will take place, and the City will provide a site schedule. Contractor will be responsible for preparing all sites for mulch application. This includes:

- A. Keying of edges: the perimeter of all mulched areas shall be keyed to adjacent surfaces such as curbs, sidewalks, asphalt paths, lawns and the like. Keying shall consist of digging three (3) inches below the finish grade of the perimeter surface and feather the back to existing grade mulch layer. The excavation formed shall then be back filled with mulch to the prescribed 3 inch thickness.
- B. Leaf/debris removal
- C. Weed removal
- D. Clearance pruning as needed
- E. Other tasks as instructed

After initial application is complete selected contractor is expected to keep mulched areas looking fresh and dressed at all times. Mulch shall not pile up around the base of trees and shrubs. Contractor shall ensure that mulch is raked and feathered out from the base of all trees and shrubs.

An example of expected mulch maintenance is shown in the photo below (next page):



1.4 IRRIGATION

- A. No irrigation work is included in this contract. All irrigation maintenance and operations shall be provided by others.
- B. Contractor is required to notify the City if irrigation problems that are observed so that the system can be immediately serviced.
- C. Contractor is responsible for keeping all in-ground irrigation and utility box tops uncovered and free from debris and mulch. **This is a very important task that Contractor must be vigilant to follow.**

1.5 TURF AREAS

Turf Mowing

All turf shall be maintained at a height of not less than 2 inches or more than 3 inches. All turf areas shall be mowed on a 7 day interval between subsequent mowings during the period of March 1 through November 30. Specified cutting height limits shall govern mowing frequency during the period of December 1 through February 28. Clippings shall not be allowed to build up on top of grass. Clippings that do not readily filter into turf shall be removed. Mowing equipment shall be sharp and shall provide a clean clip. Grass blades and stem tissue shall not be shredded or bruised. The Contractor shall use equipment and mowing techniques that avoid turf damage. The Contractor shall be liable for all such damages and shall provide repairs to the satisfaction of the City. Part of mowing is appropriate cleanup. This includes blowing of hard surfaces around the turf that was mowed, to ensure they are clean and clear.

Turf Edging

All grass areas adjacent to curbs and paving shall be mechanically edged at least two times per year or as detailed in the enclosed schedules. Edging shall be done once during the first week of June and once during the second week of October, or as detailed in the enclosed schedules.

Fertilizing Turf

- A. Irrigated turf Grass Areas - Shall be fertilized with slow releasing Nature Safe 10-2-8. Application rate shall one (1) pound of actual nitrogen per thousand square feet of grass area. Application shall be made three (3) times per year as shown in enclosed Schedules. The Contractor shall notify the City in writing of pending fertilizer application seven (7) days prior to application. The Contractor shall also provide fertilizer manufacturer's Safety Data Sheet for product to be applied along with written notice. One application shall be made during the months of March, June, and October.
- B. Unirrigated Turf Areas - Shall be fertilized with slow releasing fertilizer Nature Safe 10-2-8 at an annual rate of three (3) pounds of actual nitrogen per one thousand (1000) square feet. The application shall be made two (2) times per year. One (1) application in March and one (1) application in October. Contractor must be mindful of application times, as fertilizer application must be preceded by several days of rain for maximum effectiveness. If weather does not allow for successful application, Contractor must coordinate work with City's Project Manager.

1.6 TREE AND SHRUB CARE

Pruning: Sidewalks & Walkways

Prune all trees and shrubs to maintain minimum nine (9) feet vertical clearance from sidewalks and walkways to allow safe unrestricted passage by pedestrians at all times. Shrubs shall be maintained with a horizontal clearance of 12 inches behind edge of paving or curb line at all times. Top pruning shall be completed to ensure visibility is maintained and plant size remains manageable.

All pruning shall conform to current National Arborist Association Pruning Standards, Class I and Class II. Any tree pruning shall be performed by a Certified ISA Arborist. The Contractor shall contact the Project Manager prior to any pruning to be done on trees.

If Contractor, during course of regular work, identifies hazardous limbs or trees within the contract sites, they must notify the Project Manager of these problems so the City can address them immediately.

Weed Control

All mulched areas around trees and shrubs shall be maintained free from weeds. Manual control methods and spot spraying with approved herbicides may be used. Avoid frequent soil cultivation that destroys shallow roots and creates a weed problem.

Tree & Shrub Fertilizer

See Section 1.2 for specifications regarding fertilizer applications for trees and shrubs.



POORLY PRUNED TREE



APPROPRIATELY PRUNED TREE

1.7 GROUND COVER

Weed Control

Ground cover areas shall be kept free from weeds using manual control methods only. Chemical controls are not allowed in ground covers.

Edging

- A. A cleared circle 18" to 24" wide shall be maintained at the base of trees to reduce competition by ground cover.
- B. Maintain the edge of ground covers to a point 8 inches behind curbing or other ground cover boundary at all times. All edging shall be done by mechanical means. No herbicides shall be used.
- C. Prune English Ivy to keep it from all vertical surfaces at all times. Keep all English ivy a distance of 10 feet away from adjacent private property lines. Any new English Ivy on any site is considered a weed and should be removed.

Ground Cover Fertilizer

See Section 1.2 for specifications regarding fertilizer applications for ground covers.

St. John's Wort

All St. John's Wort plantings shall be mowed to an approximate height of three (3) inches during March. Any unsightly debris resulting from this operation shall be removed from the site.

1.8 BULBS AND PERENNIALS

Weed Control

Areas planted with bulbs and perennials shall not be treated with herbicides. Weed control on these areas shall be done by manual means. Care shall be taken not to damage or destroy bulbs and perennials planted in these areas.

Pest Control

See Section 1.2 for specifications regarding molluscicide applications for ground covers.

Pruning

Upon completion of bloom period cut back leaves only after yellowing occurs in bulbs and cut back perennials according to their individual needs.

Ornamental Grasses – Pruning must occur following the winter months to avoid freeze damage, and shall occur in February with advance approval by the City.

Bulbs, perennials, ornamental grasses, and groundcover do not need to be pruned 12' back from curb lines, like other plants are required to be. Before pruning any of these plants, Contractor must contact the project manager.

Bulb & Perennial Fertilizer

See Section 1.2 for specifications regarding fertilizer applications for bulbs and perennials.

1.9 WALKWAYS, PAVED AREAS AND PARKING LOTS

Paved Surfaces

All walkways, driveways, alleys, parking lots and other similar paved areas shall be mechanically swept or blown off. All debris must be removed and properly disposed of off-site by the Contractor. Appropriate sweeping or blowing equipment shall be used. Blowers must not exceed 75 decibels. Rotary mowers may not be used for this task. The Contractor shall report any damages to pathway surfaces.

Gravel Surfaces

All gravel surfaced areas including parking, concourse and another gravel surface shall be kept weed free at all times. All litter, trash, organic and non-organic debris shall be removed. Organic debris, such as tree limbs, which are the result of storm events or dumped debris, must be removed by the Contractor. Fallen trees are the responsibility of the City.

Curbs Adjacent to Landscaped Medians

Debris build up in gutters, including all litter, trash, organic and non-organic debris, that is not picked up by City street sweepers must be removed by Contractor on a year round basis. This work must be completed at minimum on a monthly basis. Weeds that grow along curb lines and gutters must be removed. Specific attention must be paid to the tips/ends of medians, where debris builds up quickly.

Benches

Maintain benches by patrolling and removing litter, and blowing off dust and debris. The area beneath all benches shall be kept clean and all vegetation pruned away from bench areas to provide minimum one foot clearance in all horizontal directions at all times. Prune to provide minimum 9 feet of vertical clearance from the top of the bench.

Prohibited Practices

The City of Lake Oswego prohibits blowing, raking, sweeping, or depositing yard debris onto City streets as per LOC 42.06.310 and LOC 34.02.035(20)). Violators **may be cited and fined**.

1.10 LITTER PATROL, DEBRIS, LEAF REMOVAL

Turf Areas

- A. All litter accumulating on turf areas shall be picked up either prior to mowing or in conjunction with mowing. Mower shredded paper and similar debris will not be tolerated.
- B. Leaves that fall in turf areas may be mulched and left in place unless accumulated leaf debris exceeds ½ inch of mulched material. Excess material shall be removed by Contractor.
- C. It is the Contractor's responsibility to remove and dispose of clippings or debris that are deposited on roadways and walkways within/adjacent to maintained landscaping that result from Contractor activities.
- D. The Contractor shall promptly repair any rut damage as a result of Contractor operations.

Landscaped Areas

The Contractor shall keep all shrub beds and mulched areas free from trash, litter and organic or inorganic debris. Organic debris and tree limbs as a result of storm events or dumped debris, must be removed by the Contractor.

Leaf Removal

- A. Fallen leaves shall be removed from all shrub beds, tree circles, driveways and walkways according to the work schedule.
- B. City Hall grounds shall be kept free from fallen leaves at all times.

1.11 DEAD PLANTS

Dead plants and those in a state of decline (trees, shrubs, ground cover) shall be brought to the City's attention. Contractor will replace dead and missing plants after obtaining City's agreement to pay for replacements. Replacements shall be considered extra (plant cost paid by City) unless loss is due to Contractor's negligence. Plant loss due to Contractor negligence shall be made good by the Contractor without charge to the City.

1.12 SPECIAL SITE REQUIREMENTS

Library

- A. Grounds work at the Library shall be restricted to the hours between 7:00 AM and one half (1/2) hour before the library opens for public use. Hours vary depending on the day of the week.
- B. Powered blower use is not permitted in the alley behind the building from the service entrance driveway to the book drop driveway. Use hand tools instead.
- C. Keep channel drains in parking lot and back entrance ramp (off of alley) clear of debris at all times.

Trolley Barn

The boundary for the Trolley Barn grounds is State Street on the west, 801 North State Street on the north, the railroad on the east side, and 415 State Street on the south side. The areas to maintain

include all planters, vegetation, sidewalks, decks, pathways, stairways, access road off State Street, parking lot and gravel areas. The spur road bed(s) into the Trolley Barn are included for weed control.

- A. Vegetation growing on the concrete retaining wall along the sidewalk north of the Trolley Barn shall be pruned clear from the wall at all times.

Iron Worker's Cottage

Contractor is expected to maintain all hard surfaces at this site. This includes the front porch and back porch of the cottage, along with all pathways. Leaf, litter, and debris removal is expected for the entire site (soft and hard surfaces) at all times.

Maintenance Center

There are four stormwater facilities on the Maintenance Center property that the contractor will be expected to monitor and keep all inlets and outlets clear. Contractor can expect to clear inlets and outlets approximately once each month.

Trolley Station

There is one stormwater facility on the Trolley Station property that the contractor will be expected to monitor and keep all inlets and outlets clear. Contractor can expect to clear inlets and outlets approximately once each month.

Water Reservoir Properties

- A. Touchstone No. 2 Reservoir - Mowing shall be maintained at two heights. The general circular area approximately 200 feet in diameter and all areas below the westerly face of the reservoir shall be mowed at two (2) inches in height. All other grass areas at Touchstone 2 shall be maintained between three (3) inches and five (5) inches in height.
- B. Waluga Reservoirs – there is an overflow pond at this site. Outlet grate within the pond must remain clear of debris at all times so water can flow through if necessary. In addition, there is a stormwater facility (detention pond) that contractor must monitor to ensure all inlets and outlets remain clear.
 - a. Blackberry, ivy, poison oak, and arum invasive species should be monitored and managed by the contractor. Leaf removal is only expected on hard surfaces within this site.

Kruse Way

Kruse Way is generally described as city rights-of-ways on Kruse Way between Bangy Road & Boones Ferry Road.

- A. All shrubs shall be pruned to contain growth to 12 inches behind paving and curb lines at all times. The Cotoneaster on the northeast corner of Westlake Drive and Kruse shall be kept at a height of twenty inches at all times.
- B. All pathways shall be mechanically cleaned as shown in Schedule with the debris removed to a proper disposal site by the Contractor. Appropriate sweeping or blowing equipment shall be used. Rotary mowers may not be used for this task.

- C. Whenever any maintenance work is occurring on or near the bicycle path, or whenever equipment is present on the path, adequate "traffic type" warning signs shall be placed at least one hundred (100) feet down the path on each side of the activity or equipment. The Contractor shall also provide all traffic control devices and measures as may be required by City traffic control ordinances the City approved traffic control plan. Contractor must also comply with the Oregon Occupational Health and Safety Act.
- D. All grass areas with the right-of-way shall be maintained at a height of not less than four (4) inches and not more than six (6) inches. Mowing shall continue during period of seed head formation on all non-irrigated areas during periods of drought. Seed heads shall not be allowed to develop beyond the specified maximum six (6) inch height. Equipment used shall be a self-propelled rotary mower with front mount mowing deck. Mowing equipment shall be sharp and shall provide a clean even clip. Grass blade and stem tissue shall not be shredded or bruised. The Contractor shall use equipment and mowing techniques that avoid turf damage. The Contractor shall be liable for all such damage and shall provide repairs to the satisfaction of the City. Any fertilizer overthrown from target areas onto paved surfaces such as sidewalks, parking areas and the like shall be cleaned up immediately following the application. The Contractor shall take all necessary measures to keep fertilizer from getting into streams and the City's surface water system.
- E. The Contractor shall prune all Japanese Multi-Floral Rose in the medians twice per year, once February and once during August. The roses shall also be pruned so that all stems and foliage are contained 1 foot behind curb lines on a year around basis. UNDER NO CIRCUMSTANCES SHALL FOLIAGE BE ALLOWED TO GROW BEYOND THE BACK SIDE OF CURBING SURROUNDING THESE BED AREAS AT ANY TIME. This means that spot pruning may be required at other times of the year in addition to the scheduled February and August pruning.

State Street/Highway 43

This area is defined as all medians along State Street within City of Lake Oswego.

- A. Contractor must provide routine curb line maintenance around all medians within the defined area. Maintenance activities include debris removal and weed removal from curb lines. This includes the areas along the sides of medians, and at the tips of medians. Cleaning must be completed once monthly, in addition to other assigned work.

SECTION 2: SITE SPECIFIC TASKS & SCHEDULES

SECTION 2.1 WATER PROPERTY SITES (see attached location map)

LOCATIONS:

Aspen Water Reservoir, 1450 Aspen Street, Lake Oswego
(Map #18)

Kerr Road Reservoir (Forest Highlands Reservoir), 93 Kerr Parkway, Lake Oswego
(Map #59)

Knaus Road Reservoir, 1329 Knaus Road, Lake Oswego
(Map #51)

McNary Reservoir, 47 Becket, Lake Oswego
Reservoir site bounded by Becket, Hidalgo, McNary Parkway and Kerr Parkway. (Map #60)

McVey Booster Station, 1530 McVey Avenue, Lake Oswego
(Map #20)

No. 2 Well, 2097 Iron Mountain Boulevard, Lake Oswego
(Map #46)

Palisades Pump Station and Reservoir, 1820 Cloverleaf Road, Lake Oswego
(Map #11)

South Shore Reservoir, 1850 South Shore Boulevard, Lake Oswego
(Map #16)

Touchstone Reservoir, 3898 Tamarack Lane, Lake Oswego
(Map #62)

Touchstone No. 2 Reservoir, 13400 Peters Road, Lake Oswego
(Map #64)

Touchstone Pump Station, 4089 Buck Brush Lane, Lake Oswego
(Map #63)

Waluga Reservoir, 4800 Carman Drive, Lake Oswego
(Map #74)

TASK LIST - WATER PROPERTY SITES

Map Location Number		18	59	51	60	20	46	11	16	74	62	64	63
		Aspen Reservoir	Kerr Road Reservoir	Knaus Road	McNary Reservoir	McVey Booster	No. 2 Well	Palisades Reservoir	South Shore	Waluga Reservoir	Touchstone	Touchstone No. 2	Touchstone Pump
Spec #	TASKS												
1.5	Mowing Turf	x	x	x	x	x					x	x	
1.5	Edging Turf	x	x	x	x	x					x	x	
1.5	Fertilize Irrigated Turf	x		x	x	x							
1.5	Fertilize Unirrigated Turf		x								x	x	
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x	x	x	x	x	x	x	x	x	x	x	x
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x	x	x	x	x	x	x	x	x	x	x	x
1.9	Sweep/Blow Walks & Paving	x	x		x	x	x	x	x	x	x	x	x
1.7	Trim/Edge Ground Cover	x	x		x	x			x				x
1.10	Leaf Removal	x	x	x	x	x	x	x	x	x	x	x	x
1.2	Fertilize shrubs/trees	x	x	x	x	x	x	x	x		x	x	x
1.2	Fertilize Ground Cover	x	x		x	x			x				x
1.6	Prune/Maintain Trees & Shrubs	x	x	x	x	x	x	x	x	x	x	x	x
1.2	Fertilize Bulbs & Perennials				x	x	x						
1.2; 1.8	Bulb & Perennial Maintenance				x	x	x						
1.7	Mow St. John's Wort								x				x
1.12	Special Requirements				x					x		x	

SCHEDULE OF WORK - WATER PROPERTY SITES

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf		1	4	4	4	4	4	4	4	4	4		37
1.5	Edging Turf						1				1			2
1.5	Fertilize Irrigated Turf			1			1				1			3
1.5	Fertilize Unirrigated Turf			1							1			2
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	2	2	2	2	2	2	2	2	2	2	2	2	24
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	2	2	2	2	2	2	2	2	2	2	2	2	24
1.9	Sweep/Blow Walks & Paving	2	2	2	2	2	2	2	2	2	2	2	2	24
1.7	Trim/Edge Ground Cover							1						1
1.10	Leaf Removal	2	2								2	2	2	10
1.2	Fertilize shrubs/trees										1			1
1.2	Fertilize Ground Cover										1			1
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												
1.6	Prune/Maintain Trees & Shrubs	Keep pruned at all times per specifications												
1.2; 1.8	Fertilize Bulbs & Perennials			1										1
1.8	Bulb & Perennial Maintenance	Keep maintained at all times per specifications												
1.7	Mow St. John's Wort			1										1
1.12	Special Requirements	Blackberry kept pruned at all times per specifications**												

**Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

SECTION 2.2 CITY FACILITIES (see attached location map)

LOCATIONS

Lake Oswego Public Library, 706 Fourth Street, Lake Oswego

Parking lot, landscaping, and turf areas. (Map #36)

Lake Oswego Maintenance Center, 17601 Pilkington Road, Lake Oswego

All grounds on the property of the Maintenance Center, including driveways, planted areas, stormwater areas, and areas behind gates. Hard surface maintenance is expected around the main building, stormwater area pathway, and any other sidewalks adjacent to planted areas. (Map # 1)

Trolley Station, 311 Foothills Road, Lake Oswego

All grounds associated with the Trolley Station are to be included in the scope of work: planters, parking lot, walkway, trees and shrubs. Area includes the entire walkway between the trolley station and start of pathway, as identified on map. (Map #29)

Trolley Barn, 537 North State Street, Lake Oswego

All grounds associated with the Trolley Barn at 537 North State Street including all planters, vegetation, sidewalks, decks, pathways, stairways, parking lot, access driveway and gravel areas. The road bed(s) for the spur into the Trolley Barn is included for weed control. The site is bounded by State Street on the west, 801 North State Street on the north, the railroad on the east side, and 1415 State St. on the south side. (Map #31)

Iron Workers Cottage, 40 Wilbur Street, Lake Oswego

Work at this property is limited to hard surface maintenance, litter removal, and leaf removal. Be sure to include the front and back porch of the cottage during regular maintenance. (Map #27)

TASK LIST - CITY FACILITIES

<i>Map Location Number</i>		36	29	31	1	27
		Library	Trolley Station	Trolley Barn	Maint. Center	Iron Worker's Cottage
Spec # *	TASKS					
1.5	Mowing Turf	x				
1.5	Edging Turf	x				
1.5	Fertilize Irrigated Turf	x				
1.5	Fertilize Unirrigated Turf					
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x	x	X	X	
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x	x	x	X	x
1.9	Sweep/Blow Walks & Paving	x	x	x	X	
1.7	Trim/Edge Ground Cover	x	x	x	X	
1.10	Leaf Removal	x	x	x	X	x
1.2	Fertilize shrubs/trees	x	x	x	X	
1.2	Fertilize Ground Cover	x	x	x	X	
1.3	Mulch Maintenance	x	x	x	X	
1.6	Prune/Maintain Trees & Shrubs	x	x	x	x	
1.2	Fertilize Bulbs & Perennials	x	x	x	x	
1.2; 1.8	Bulb & Perennial Maintenance	x	x	x	x	
1.7	Mow St. John's Wort					
1.12	Special Requirements	x	x	x	x	x

SCHEDULE OF WORK - LAKE OSWEGO PUBLIC LIBRARY

		Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Total												
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf		1	4	4	4	4	4	4	4	4	4		37
1.5	Edging Turf		1	2	2	2	2	2	2	2	2	2		19
1.5	Fertilize Irrigated Turf			1			1				1			3
1.5	Fertilize Unirrigated Turf													0
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	2	2	3	4	4	4	4	4	4	4	3	2	40
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	2	2	3	4	4	4	4	4	4	4	3	2	40
1.9	Sweep/Blow Walks & Paving	2	2	3	4	4	4	4	4	4	4	3	2	40
1.7	Trim/Edge Ground Cover							1						1
1.10	Leaf Removal	2	2								2	2	2	10
1.2	Fertilize shrubs/trees										1			1
1.2	Fertilize Ground Cover										1			1
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												0
1.6	Prune Trees & Shrubs	Keep pruned at all times per specifications												0
1.2	Fertilize Bulbs & Perennials			1										1
1.2; 1.8	Bulb & Perennial Maintenance	Keep maintained at all times per specifications												0
1.7	Mow St. John's Wort													0
1.12	Special Requirements	Maintain at all times per specifications												0

SCHEDULE OF WORK – LAKE OSWEGO MAINTENANCE CENTER

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf													0
1.5	Edging Turf													0
1.5	Fertilize Irrigated Turf													0
1.5	Fertilize Unirrigated Turf													0
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	2	2	3	3	3	3	3	3	3	3	3	2	33
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	2	2	3	3	3	3	3	3	3	3	3	2	33
1.9	Sweep/Blow Walks & Paving	2	2	3	3	3	3	3	3	3	3	3	2	33
1.7	Trim/Edge Ground Cover													0
1.10	Leaf Removal	2	2	1	0	0	0	0	0	1	4	4	2	16
1.2	Fertilize shrubs/trees										1			1
1.2	Fertilize Ground Cover										1			1
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												
1.6	Prune Trees & Shrubs	Keep pruned at all times per specifications												
1.2	Fertilize Bulbs & Perennials			1										1
1.2; 1.8	Bulb & Perennial Maintenance	Keep maintained at all times per specifications												
1.7	Mow St. John's Wort													0
1.12	Special Requirements	Maintain at all times per specifications**												

* **Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work

SCHEDULE OF WORK - TROLLEY BARN

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf													0
1.5	Edging Turf													0
1.5	Fertilize Irrigated Turf													0
1.5	Fertilize Unirrigated Turf													0
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	2	2	3	3	3	3	3	3	3	3	3	2	33
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	2	2	3	3	3	3	3	3	3	3	3	2	33
1.9	Sweep/Blow Walks & Paving	2	2	3	3	3	3	3	3	3	3	3	2	33
1.7	Trim/Edge Ground Cover							1						1
1.10	Leaf Removal	2	2								2	2	2	10
1.2	Fertilize shrubs/trees										1			1
1.2	Fertilize Ground Cover										1			1
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												0
1.6	Prune Trees & Shrubs	Keep pruned at all times per specifications												0
1.2	Fertilize Bulbs & Perennials			1										1
1.2; 1.8	Bulb & Perennial Maintenance	Keep maintained at all times per specifications												0
1.7	Mow St. John's Wort													0
1.12	Special Requirements	Maintain at all times per specifications												0

SCHEDULE OF WORK - IRON WORKER'S COTTAGE

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf													0
1.5	Edging Turf													0
1.5	Fertilize Irrigated Turf													0
1.5	Fertilize Unirrigated Turf													0
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds													0
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	3	3	3	3	3	3	3	3	3	3	3	3	36
1.9	Sweep/Blow Walks & Paving	2	2	2	2	2	2	2	2	4	4	4	2	30
1.7	Trim/Edge Ground Cover													0
1.1	Leaf Removal	2	2								2	2	2	10
1.2	Fertilize shrubs/trees													0
1.2	Fertilize Ground Cover													0
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												
1.6	Prune Trees & Shrubs	Keep pruned at all times per specifications												
1.2	Fertilize Bulbs & Perennials			0										0
1.2; 1.8	Bulb & Perennial Maintenance	Keep maintained at all times per specifications												
1.7	Mow St. John's Wort													0
1.12	Special Requirements	Maintain at all times per specifications												

** Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

SECTION 2.3 KRUSE WAY (see attached location map)

LOCATIONS

Kruse Way Right of Way, Generally described City rights-of-way on Kruse Way between Bangy Road and Boones Ferry Road. (Map #72)

TASK LIST - KRUSE WAY

<i>Map Location Number</i>		72
		Kruse Way Right of Way
Spec # *	TASKS	
1.5	Mowing Turf	x
1.5	Edging Turf	x
1.5	Fertilize Irrigated Turf	
1.5	Fertilize Unirrigated Turf	x
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x
1.9	Sweep/Blow Walks & Paving	x
1.7	Trim/Edge Ground Cover	x
1.10	Leaf Removal	x
1.2	Fertilize shrubs/trees	
1.2	Fertilize Ground Cover	
1.3	Mulch Maintenance	x
1.6	Prune/Maintain Trees & Shrubs	x
1.2	Fertilize Bulbs & Perennials	
1.2; 1.8	Bulb & Perennial Maintenance	
1.7	Mow St. John's Wort	x
1.12	Special Requirements	x

SCHEDULE OF WORK - KRUSE WAY

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf		1	3	4	4	4	2	1	2	4	3		28
1.5	Edging Turf						1				1			2
1.5	Fertilize Irrigated Turf													0
1.5	Fertilize Unirrigated Turf			1							1			2
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	2	2	2	2	2	2	2	2	2	2	2	2	24
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	2	2	2	2	2	2	2	2	2	2	2	2	24
1.9	Sweep/Blow Walks & Paving	2	2	2	2	2	2	2	2	2	2	2	2	24
1.7	Trim/Edge Ground Cover							1						1
1.10	Leaf Removal	1	1								1	1	1	5
1.2	Fertilize shrubs/trees													0
1.2	Fertilize Ground Cover													0
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												0
1.6	Prune Trees & Shrubs	Keep pruned at all times per specifications												0
1.2	Fertilize Bulbs & Perennials													0
1.2; 1.8	Bulb & Perennial Maintenance													0
1.7	Mow St. John's Wort			1										1
1.12	Special Requirements	Maintain at all times per specifications												0

* Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

SECTION 2.4 CITY BEAUTIFICATION SITES

LOCATIONS (See attached location map)

“A” Avenue Complex (Map #32): All landscaped improvements within the right of way for “A” Avenue from Tenth Street east to State Street. This site includes all medians and all lateral beds in the in the sidewalks and wrap backs at all intersections. The two westerly corners of State St. and “A” and all four corners of the intersections with First Street, Second Street, Third Street and Fourth Street and their wrap backs on the cross streets are specifically included. Also includes plantings to Fifth Street in right of way in front of 401 “A” Avenue and the Right of Way median in front of 454 “A” Avenue. At State St. & “A” Ave., planters at the east end of “A” Ave of this intersection.

Tenth Street. & “A” Avenue Planter is in the center of “A” Avenue near the intersection with Tenth Street. Site also includes all above grade concrete and terra cotta planters in street and on sidewalks.

Bigelow Plaza planters at the northeast corner of “A” Avenue and Fifth Street, a small landscape strip across from 5th street, and on the southeast corner across from “A” Avenue.

Cline/Kinyon Corridor: on the north side of “A” Avenue between 3rd and 4th (between 301 A Avenue and 400 4th St.). Pathway that leads from A to the bank parking lot.

Bangy Road All landscape improvements in the right-of-way which includes two island medians, a lateral bed starting at Bonita extending north along the west side of Bangy ending at 15151 Bangy Road and wraps back at the intersection of Bangy and Bonita on the southwest, northwest and northeast corners. (Map #69)

Bayberry & Iron Mtn. Blvd. Triangular shaped planter in the intersection bounded by Country Club Road, Bayberry Road and Iron Mountain Boulevard. (Map #39)

Berwick Triangle Wooded triangular shaped area in the intersection of Berwick Road and Tenth Street. (Map #42)

Boca Ratan/Bonnie Brae Medians/Briercliff Lane Planted medians which run from the north end of Bonnie Brae Drive to the north end of Boca Ratan Drive. Briercliff Lane Planted islands in Briercliff Lane near 720 Briercliff Lane and 761 Briercliff Lane. (Map #50)

Boones Ferry Rd. Complex (Map #61):

***Note:** The City is currently working on a significant construction project along Boones Ferry Road. The sites listed in the Complex below are subject to change as portions of the project begin and complete. The sites listed below are current at time of RFP release. When sites are changed or discontinued, they will be deducted from the Scope of Work and new sites may be added to the Scope of Work, per “Right to Add or Subtract Sites by Amendment” above, pg. 7.*

Boones Ferry South End Landscape improvements within the Boones Ferry Road right-of-way including all lateral beds, medians, intersection wrap backs, planters and the like. Landscaped improvements start at the median planter near the intersection of Pilkington Road and extend up Boones Ferry in a northeasterly direction to the intersection of West Sunset Drive.

Boones Ferry Rd. Entry: Landscaping including medians and planted areas on both sides of Boones Ferry Road near the north side of 17711 Jean Way. Site also includes all above grade concrete planters in street. Site also includes Chow Corner.

Boones Ferry Rd. and Twin Fir Corner: the southeast corner of this intersection.

Boones Ferry Rd. North Medians Landscaped medians in the middle of Boones Ferry Road between Mercantile Dr. and Twin Fir Road. This site also includes the landscaping along the nearby wood retaining wall on the western side of Boones Ferry Road and associated landscape improvements, as well as the sidewalk area that backs up to Pennington Park on easterly side, across from Kruse Way.

Sherbrook and Boones Ferry triangular area of grass, Redtwig dogwood, and sidewalk on the north entrance side of Sherbrook Place plus 126 feet of native plantings starting at Sherbrook and running southwest along Boones Ferry Road.

17150 Boones Ferry Road small median island on Boones Ferry Road located at this address.

Bryant Rd. & Jean Rd. Landscaping on the southwest side of the intersection, and along the eastern side of the intersection must be maintained. Both sides of pathway are to be included. (Map #7)

Bryant & Old Gate Landscape median in the right-of-way of Bryant Road just north of Old Gate Road. (Map #4)

Carman Complex (Map #73):

Carman Dr. at Candlewood Court Includes mulched street lawn and sidewalk between the private property and curb only on north side of Carman Dr. from Candlewood Ct. west to 5110 Carman Dr.

Carman Dr. between Fosberg Rd. & Meadowgrass St. Landscaping within Carman Drive right-of-way on the north side of Carman Drive between Fosberg Road and Meadowgrass Street.

Carman Traffic Circle Plantings and improvements in the right-of-way at the intersection of Carman/Meadows/Quarry.

Chandler Rd. & Iron Mtn. Blvd. The three curbed planters in this intersection. Includes area on both sides of pathway. (Map #43)

Country Club Complex (Map #53)

Country Club Medians Five landscaped medians on Country Club Road between Sundeleaf and Knaus Roads are to be kept up to contract landscape specifications. At the Right of Way on the Southside from Sundeleaf Drive to Boones Ferry Rd, the main task is keeping invasives out and keeping the sidewalk clear & clean.

Lake Oswego Junior High & High School Frontage landscaping All landscaping within the Country Club Rd right of way on the frontages with Lake Oswego High School and Lake Oswego Junior High School.

Pioneer Park Grass and plantings at the northeast corner of the intersection of Country Club Road and Knaus Road.

Uplands Garden: the median at intersection of Country Club and Wembley Park Road.

Country Club Road/Boones Ferry Road/ Kerr Road: Three large planters within this intersection and bus stop area.

Deer Oak Planters Curbed islands within the cul-de-sacs near 18405 & 18421 Dear Oak Avenue. (Map #6)

Evergreen Road Complex (Map #41)

First Street & Evergreen Planting strip along the sidewalk on the north side of Evergreen between First Street and Second Street.

Third Street & Evergreen Road Landscaping within right-of- way at the intersection of Third Street and Evergreen Road.

Fourth St. & Evergreen Rd. Landscaping within the Evergreen Rd. right of way at the northwest corner of this intersection.

Eighth St. & Evergreen Rd. Pathway on the North side of Evergreen Rd. between 8th St. and Alley. Also includes wraparound at 8th and Evergreen.

Evergreen Lawn: Turf area at northwest corner of Third Street and Evergreen Road..

Fairway Rd. & Iron Mtn. Blvd. Area planted to St. John's wort at the intersection of Fairway Road and Iron Mountain Boulevard bounded by the same streets. On Iron Mountain, in front of the Lake Oswego Country Club golf course parking lot extending from the parking lot driveway to Mulligan Lane. (Map #45)

First St. Includes street landscaping improvements on 1st Street from Millennium Park to B Avenue. This includes the landscaping on the northeast corner of First Street. & "B" Avenue and the improvements in the Public Parking Lot at First & "B" Ave. (Map #33).

Foothills Rd. Parking Lot: All landscaped areas that are bounded by State Street on the west side, Foothills on the south and east side, and Trolley Station on north side. (Map #28).

Fourth St. & “C” Avenue Landscape medians within this intersection. (Map #35)

Hampton Court Curbed Island within the Cul-de-sac near 4981 Hampton Court. (Map #66)

Hunt Club Traffic Circle Landscape improvements in the rights-of-ways at the intersection of Upper Drive, Iron Mountain Boulevard and Lakeview Boulevard. (Map #47)

Hwy. 43 Complex (Map #24):

Hwy 43 and Burnham the landscaped medians within the right-of-way at the intersection of Hwy 43 and Burnham.

Hwy 43 and Glenmorrie Lane the landscaped medians within the right-of-way at the intersection of Hwy. 43 and Glenmorrie Lane.

Hwy 43 and Cherry the landscaped triangle located at the intersection of Hwy. 43 and Cherry bounded by the same streets.

Marylhurst Median the large landscaped median located between Glenmorrie Drive and Marylbrook Drive.

Iron Mountain Blvd. & Pine Valley Landscape improvement on the corner adjacent to 257 Iron Mtn. Blvd. (Map #44)

Jean Road All landscape improvements within the north side of right of way on Jean Rd. between the curb and private property, running from 6025 Jean Road east to 5705 Jean Road. (Map #75).

Kerr Parkway Path Plantings Landscape improvements in the south side of Kerr Road right- of-way. Location is between 1,000 feet and 1,215 feet southeast of the Tanglewood Apartments entrance on Kerr Parkway. (Map #58)

Kruse Oaks/Hilton Planter in the intersection of Kruse Oaks Drive and the Hilton Hotel entrance. (Map #71)

Kruse Way Entry Planting bed containing a Lake Oswego Entry sign on the south side of Kruse at the Bangy intersection. (Map #68)

Lake Grove Blvd. Pathway landscape improvements on the North side of the road from Reese Road to Upper Drive. (Map #49)

Lakeview Road Complex (Map #9):

Lakeview between Pilkington and Bryant right-of-way plantings and improvements on the northwest side of the road from Pilkington to 4673 Lakeview. Also includes the median

on the southeast corner of Pilkington and Lakeview.

Lakeview and Bryant right-of-way plantings and improvements on all four corners of this site.

Lakeview and South Shore plantings and improvements in the right-of-way on the southeast side of this intersection.

Laurel Street Improvement: Along the sidewalk on the south side of Laurel Street, between Hallinan and Dyer Street. (Map # 21)

McVey Avenue Complex (Map #19):

McVey Ave. & Cornell St. Triangle Landscape improvements in the triangle shaped area including a large Oregon White Oak within the intersection of McVey Avenue, Cornell Street and Ash Street plus small landscaped area across Cornell.

Laurel St. & McVey Ave. Area planted to St. John's wort within the McVey Ave. right of way near 1115 McVey Ave.

South Shore Blvd & McVey Median All landscaped improvements within the McVey Avenue right-of-way near the intersection of McVey Avenue and South Shore Boulevard including area near the Shell gas station at 1680 South Shore Boulevard. Landscaped improvements adjacent to Patton St. are also included. Landscape improvements at the intersections of McVey & Lee and McVey & Oak are also included in this group.

McVey and Percy landscape median on McVey east of Percy.

McVey and Maple triangle area planted in natives at McVey and Maple bounded by same streets. Also landscape improvements at Fern Place and Stafford and landscape improvements on both sides on Patton Road from Stafford to Pine.

Meadows Dr. Landscaped bank within the Meadows Drive right-of-way at 1700 Meadows Drive. (Map #22)

Meadows Medians Five landscaped medians in the right-of-way of Meadows Road extending from Carmen Dr. to Bangy Road. (Map #70)

Melrose Wastewater Pump Landscape improvements on the northeast corner of Melrose and Kingsgate Road. (Map #65)

Middlecrest Landscape planter which acts as a street barricade on Middlecrest between Fairmont Rd and Kenwood Rd. (in front of 421 Middlecrest) (Map #26)

Oswego Pointe Drive Right-of-Way All grass, ground covers and plantings on the north side of Oswego Pointe Drive except the improved turf at the intersection of Foothills Road midway along the north side of Oswego Pointe Drive. (Map#30)

Parrish St. Landscaping Landscaping and walkway between 1390 Parrish St. and 1410 Parrish St. (Map #17)

Pilkington Complex Landscaping improvements on the west side of Pilkington from Lakeview to Pilkington Park and three side medians on the south side of McEwan from Pilkington to Rivergrove School. (Map #2)

Prestwich Place: The median at the southeast corner of Wembley Park Road and Prestwich Road. (Map # 55)

Ruth Pennington Memorial Landscaped area within the rights-of-way at the intersection Greentree Road and Glen Haven Road including St. John's wort planting in the westerly edge of the right-of-way in front of 2935 Glen Haven Road. (Map #10)

River Road Right of Way plantings and improvements within the River Road R/W from George Rogers Park River Rd. entrance south to West Linn city limits. (Map #23)

River Run Landscaped island containing a large Douglas Fir at the intersection of River Run Drive. Childs Road plantings on both sides of Childs Road near the Canal Bridge. (Map #3)

Royce Way & Bryant Rd. St. John's wort and maples planted in right-of-way on Bryant Road on both sides of the street. Plantings exist from approximately 18171 Bryant Road to 18341 Bryant Road. (Map #5)

Schalit Way & Jean Rd. Landscaped improvements on both corners within the right-of-way at the intersection of Schalit Way and Jean Road. (Map #8)

South Shore Pathway Plantings Landscaped areas on the north side of South Shore Boulevard between the roadway and the pathway from 1855 South Shore Boulevard to Edgecliff Terrace. (Map #14)

Stafford Path: Pathway along the west side of Stafford road, begins at 17979 Stafford road and continues approximately 400 feet. Planted area between split rail fence and swale. (Map #13)

Stafford Traffic Circle Landscape improvements in the right-of-ways at the intersections of Stafford Road, Rosemont Road and Atherton Drive. (Map #12)

State Street Complex (Map #25):

State St. & McVey Ave. Planter Landscaped triangular shaped planter at the intersection of State Street and McVey Avenue. The site also includes the minor landscaping at the northwest end of the Oswego Creek Bridge.

State St. Medians Landscaped medians in the center of State Street from the intersection of "E" Avenue to the intersection of Ladd Street. Site also includes all above grade concrete

planters in street.

State St. & Oak St. Triangular shaped planter on the westerly side of the intersection of State Street and Oak Street.

Public Storage Driveway Planter Planter in the State Street right-of-way at 801 N. State Street, and small planter to the south.

Stampher Rd. Landscape improvements at the intersection of Stampher Rd. and State St.

Terwilliger Entry Landscaped areas on the west side of State Street from "E" Avenue north to Terwilliger Boulevard.

Terwilliger Triangles Landscaped planters within the intersection of Terwilliger Boulevard Extension and State Street. Area also includes St John's wort and other plantings along the southwesterly side of the intersection.

North Stampher planter on the east side of Hwy 43 north of Stampher.

Public Parking Lot at 550 N. State Street all Landscaping within parking lot boundaries. Plus all landscaping on the west side of State between "A" and "B" Avenue.

State and North Shore Landscape Areas on the Southwest and Northwest Corner of this intersection.

Sunningdale Gardens: southwest corner of the intersection of 10th and Sunningdale Road. (Map #37)

Sunningdale Rd. & Andrews Rd. Landscaped island in the right-of-way at the intersection of Sunningdale Road, Andrews Road and Rye Road. (Map #38)

Third St. & "C" Ave. Planters on the south side of the intersection. (Map #34)

Third Street Improvements All landscape improvements at the south end of Third Street adjacent to the railroad right-of-way. (Map #40)

Upper Drive The landscape improvements on the southeast side between Bryant Road and Reese Road. (Map #48)

Weidman Court Curbed landscape median within the cul-de-sac close to 511 Weidman Court. (Map #15)

Westlake Dr. Medians All landscaped islands within the center of Westlake Drive between Kruse Way and Melrose Street. (Map #67)

TASK LIST - CITY BEAUTIFICATION SITES

Map Location Number		32	69	39	42	50	61	7	4	73	43
		"A" Avenue Complex	Bangy Road	Bayberry & Iron Mt. Blvd	Berwick Triangle	Boca Ratan/Bonnie Brae	Boones Ferry Complex	Bryant Rd. & Jean Rd.	Bryant & Old Gate	Carman Dr. Complex	Chandler Rd. & Iron Mt.
Spec # *	TASKS										
1.5	Mowing Turf						x				
1.5	Edging Turf						x				
1.5	Fertilize Irrigated Turf						x				
1.5	Fertilize Unirrigated Turf										
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x	x	x	x	x	x	x	x	x	x
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x	x	x	x	x	x	x	x	x	x
1.9	Sweep/Blow Walks & Paving	x	x	x	x	x	x	x	x	x	x
1.7	Trim/Edge Ground Cover	x	x		x	x	x			x	
1.10	Leaf Removal	x	x	x	x	x	x	x	x	x	x
1.2	Fertilize Shrubs/Trees	x	x	x	x	x	x	x	x	x	x
1.2	Fertilize Ground Cover	x	x			x	x			x	
1.3	Mulch Maintenance	x	x	x	x	x	x	x	x	x	x
1.6	Prune/Maintain Trees & Shrubs	x	x	x	x	x	x	x	x	x	x
1.2	Fertilize Bulbs & Perennials	x	x	x	x		x			x	x
1.2; 1.8	Bulb & Perennial Maintenance	x	x	x	x		x			x	x
1.7	Mow St. John's Wort										
1.12	Special Requirements										

* Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

TASK LIST - CITY BEAUTIFICATION SITES (CONTINUED)

Map Location Number		53	6	41	45	33	28	35	66	47
		Country Club Complex	Deer Oak Planters	Evergreen Complex	Fairway & Iron Mt. Blvd	First Street	Foothills Rd. Parking	Fourth & "C" Avenue	Hampton Court	Hunt Club Traffic Circle
Spec # *	TASKS									
1.5	Mowing Turf	X		x						
1.5	Edging Turf	X		x						
1.5	Fertilize Irrigated Turf			x						
1.5	Fertilize Unirrigated Turf	X								
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	X	x	x	x	x	x	x	X	x
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	X	x	x	x	x	x	x	X	x
1.9	Sweep/Blow Walks & Paving	X	x	x	x	x	x	x		x
1.7	Trim/Edge Ground Cover	X		x	x	x	x	x		x
1.10	Leaf Removal	X	x	x	x	x	x	x	X	x
1.2	Fertilize Shrubs/Trees	X	x	x	x	x	x	x	X	x
1.2	Fertilize Ground Cover	X		x	x	x	x	x		x
1.3	Mulch Maintenance	X	x	x	x	x	x	x	X	x
1.6	Prune/Maintain Trees & Shrubs	X	x	x	x	x	x	x	X	x
1.2	Fertilize Bulbs & Perennials	X		x	x	x	x	x	x	x
1.2; 1.8	Bulb & Perennial Maintenance	X		x	x	x	x	x	x	x
1.7	Mow St. John's Wort				x					
1.12	Special Requirements									

* Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12. Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

TASK LIST - CITY BEAUTIFICATION SITES (CONTINUED)

Map Location Number		24	44	75	58	71	68	49	21	9	19
		Hwy 43 Complex	Iron Mt & Pine Valley	Jean Road	Kerr Parkway Path Plantings	Kruse Oaks Hilton	Kruse Way Entry Plantings	Lake Grove Blvd	Laurel Street	Lakeview Blvd Complex	McVey Avenue
Spec # *	TASKS										
1.5	Mowing Turf										
1.5	Edging Turf										
1.5	Fertilize Irrigated Turf										
1.5	Fertilize Unirrigated Turf										
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x	x	x	x	x	x	x	X	x	x
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x	x	x	x	x	x	x	X	x	x
1.9	Sweep/Blow Walks & Paving	x	x	x	x	x	x	x	X	x	x
1.7	Trim/Edge Ground Cover	x	x							x	x
1.10	Leaf Removal	x	x	x	x	x	x	x	X	x	x
1.2	Fertilize Shrubs/Trees	x	x	x	x	x	x	x		x	x
1.2	Fertilize Ground Cover	x	x							x	x
1.3	Mulch Maintenance	x	x	x	x	x	x	x		x	x
1.6	Prune/Maintain Trees & Shrubs	x	x	x	x	x	x	x		x	x
1.2	Fertilize Bulbs & Perennials	x	x			x	x	x		x	x
1.2; 1.8	Bulb & Perennial Maintenance	x	x			x	x	x		x	x
1.7	Mow St. John's Wort										x
1.12	Special Requirements										

* Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

TASK LIST - CITY BEAUTIFICATION SITES (CONTINUED)

Map Location Number		22	70	65	26	30	17	2	55	10	23	3	5	8
		Meadows Drive	Meadows Medians	Melrose Wastewater Pump	Middlecrest	Oswego Point Right of Way	Parrish Street Landscaping	Pilkington Complex	Prestwich Place	Ruth Pennington Memorial	River Road Right of Way	River Run	Royce Way & Bryant Rd	Schalit Way & Jean Road
Spec # *	TASKS													
1.5	Mowing Turf					x								
1.5	Edging Turf					x								
1.5	Fertilize Irrigated Turf					x								
1.5	Fertilize Unirrigated Turf													
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x	x	x	x	x	x	X	X	x	x	x	x	X
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x	x	x	x	x	x	X	X	x	x	x	x	X
1.9	Sweep/Blow Walks & Paving	x	x	x	x	x	x	X	X	x	x	x	x	X
1.7	Trim/Edge Ground Cover	x		x		x				x		x	x	
1.10	Leaf Removal	x	x	x	x	x	x	X	X	x	x	x	x	X
1.2	Fertilize Shrubs/Trees	x	x	x	x	x	x	X	X	x	x	x	x	X
1.2	Fertilize Ground Cover	x		x						x		x	x	
1.3	Mulch Maintenance	x	x	x	x	x	x	X	X	x	x	x	x	X
1.6	Prune/Maintain Trees & Shrubs	x	x	x	x	x		x	X	x	x	x	x	X
1.2	Fertilize Bulbs & Perennials	x	x	x	x	x		X	X					X
1.2; 1.8	Bulb & Perennial Maintenance	x	x	x	x	x		X	X					X
1.7	Mow St. John's Wort									x			x	
1.12	Special Requirements													

TASK LIST - CITY BEAUTIFICATION SITES (CONTINUED)

Map Location Number		14	13	12	25	37	38	34	40	48	15	67
		South Shore Pathway	Stafford Pathway	Stafford Traffic Circle	State Street Complex	Sunningdale Gardens	Sunningdale Rd & Andrews	Third & "C" Ave	Third Street Improvements	Upper Drive	Weidman Court	Westlake Medians
Spec # *	TASKS											
1.5	Mowing Turf				x							x
1.5	Edging Turf				x							x
1.5	Fertilize Irrigated Turf				x							x
1.5	Fertilize Unirrigated Turf											
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	x	X	x	x	X	x	x	x	x	X	x
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	x	X	x	x	X	x	x	x	x	X	x
1.9	Sweep/Blow Walks & Paving	x	X	x	x	X	x	x	x	x	X	x
1.7	Trim/Edge Ground Cover	x		x	x	X					X	
1.10	Leaf Removal	x	X	x	x	X	x	x	x	x	X	x
1.2	Fertilize Shrubs/Trees	x	X	x	x	X	x	x	x	x	X	x
1.2	Fertilize Ground Cover	x		x	x	X					x	
1.3	Mulch Maintenance	x	X	x	x	X	x	x	x	x	X	x
1.6	Prune/Maintain Trees & Shrubs	x	X	x	x	X	x	x	x	x	X	x
1.2	Fertilize Bulbs & Perennials	x	X	x	x	X	x	x		x	X	x
1.2; 1.8	Bulb & Perennial Maintenance	x	X	x	x	X	x	x		x	X	x
1.7	Mow St. John's Wort											
1.12	Special Requirements				x							

* Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

SCHEDULE OF WORK- CITY BEAUTIFICATION SITES

Task Frequency Schedule

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spec #	TASKS	Task Frequency												
1.5	Mowing Turf		1	4	4	4	4	4	4	4	4	2		35
1.5	Edging Turf						1				1			2
1.5	Fertilize Irrigated Turf			1			1				1			3
1.5	Fertilize Unirrigated Turf			1							1			2
1.2; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	2	2	3	3	3	3	3	3	3	3	3	2	33
1.9; 1.10	Litter & Bench Patrol/Debris Pick Up	2	2	3	3	3	3	3	3	3	3	3	2	33
1.9	Sweep/Blow Walks & Paving	2	2	3	3	3	3	3	3	3	3	3	2	33
1.7	Trim/Edge Ground Cover							1						1
1.10	Leaf Removal	2	2								2	2	2	10
1.2	Fertilize shrubs/trees										1			1
1.2	Fertilize Ground Cover										1			1
1.3	Mulch Maintenance	Keep mulch maintained at all times per specifications												
1.6	Prune Trees & Shrubs	Keep pruned at all times per specifications												
1.2	Fertilize Bulbs & Perennials			1										1
1.2; 1.8	Bulb & Perennial Maintenance	Keep maintained at all times per specifications												
1.7	Mow St. John's wort			1										1
1.12	Special Requirements													

* Specification #s are provided for general reference to required tasks. Tasks may also be included in other areas of the specifications, such as in Section 1.12 Special Requirements. It is the Contractor's responsibility to be familiar with all specifications and scope of work.

SECTION 3: INSTRUCTIONS TO PROPOSERS

PROPOSER CONFORMANCE TO SOLICITATION REQUIREMENTS

Proposals must follow the requirements stated within this Request for Proposals. Adherence to these requirements will ensure a fair and objective analysis of your Proposal. All responses must be made in the format outlined in the sections below and Section 4 – Proposal Requirements. Failure to comply with or complete any part of this Request for Proposals may result in rejection of your proposal.

ANTICIPATED SOLICITATION AND AWARD SCHEDULE (SUBJECT TO CHANGE)

Item	Date
Distribute RFP	Monday, November 23 rd , 2020
Deadline for written request for clarification	Wednesday, December 23rd, 2020 Tuesday, December 8, 2020
Addenda Issued, if any	Wednesday, December 30th, 2020 Monday, December 14, 2020
Proposals due from Proposers at 10:00 AM 3:30 PM	Friday, January 8th, 2021 Wednesday, December 30, 2020
<u>Notice of Intent to Award under both Alternatives (as the Alternative is selected by the City Council)</u>	Friday, January 15, 2021 Wednesday, January 6, 2021
<u>Council Selection of Equipment Power and Award of Contract*</u>	Tuesday, February 2, 2021
Issue Notice of Intent to Award*	Wednesday, February 3, 2021
Award Service Contract*	Tuesday, February 2nd, 2021 (City Council approval date)

*Note: Date of award of contract may be shortened or extended, as necessary to negotiate any of proposer's modifications to contract.

PROPOSER QUESTIONS REGARDING RFP

If discrepancies or omissions are found or there is doubt as to the true meaning of any part of this RFP, a written request for clarification or interpretation shall be submitted no later than the date stated for "Deadline for written request for clarification" in the "Anticipated Solicitation and Award Schedule (Subject To Change)" subsection above, to the City's Project Manager.

Responses to requests for clarification along with any addenda to this RFP will be issued in the manner provided for RFP addenda, below.

MODIFICATION OF REQUEST FOR PROPOSALS / PROPOSER'S OBLIGATIONS REGARDING DISTRIBUTION OF RFP ADDENDA / RFP WITHDRAWAL

The City may modify, revise or withdraw this Request for Proposals. Any change to this document shall be made by written addendum by the City.

Addenda shall be issued no later than the date stated for “Addenda Issued, if any” in the “Anticipated Solicitation and Award Schedule (Subject To Change)” subsection above. Addenda shall be distributed to all potential Proposers as follows:

- Emailed to all Proposers that the City has distributed the RFP to for potential Proposal (Proposers must submit email contact address to City when obtaining the RFP).

Any addenda so issued shall be considered part of this RFP.

SUBMISSION OF PROPOSALS

Deadline for Submission:

The deadline to submit the Proposal is stated at “Proposals due from Proposers at ~~3:30 PM~~[10:00 AM](#).” in the “Anticipated Solicitation and Award Schedule (Subject To Change)” subsection above.

Manner of Submitting Proposal:

Please submit written or electronic proposals as follows:

Person to Receive Quotation: Pam Peterson, City Beautification Specialist

Telephone Number to confirm receipt of Proposal: 503-534-5686

Electronic Submission (E-mail or Fax):

E-mail: Submit proposal in Word, Excel, or PDF format to ppeterson@ci.oswego.or.us

Submit by the date and time stated in the “Anticipated Solicitation and Award Schedule (Subject To Change)” subsection above. The proposer is urged to submit the electronic quotation at least 2 business hours prior to the deadline for submission. If a “reply confirmation” of receipt of quotation is not received by the submitter 1 business hour prior to the deadline for submission, it is the submitter’s responsibility to telephone the person named above to assure receipt of quotation.

Mail (*Early Submission Deadline):

Mailed proposals must be received by the Date and Time for Submission. Proposals not delivered by US Postal Service by the Date and Time for Submission will be deemed a late submission. It is the proposer’s risk on when post office personnel will deliver the mailed proposals.

Mailing Address: Lake Oswego Public Works Department
Attn: Pam Peterson
17601 Pilkington Road
Lake Oswego, OR 97035

Physical Delivery: Hand delivered proposals must be received by the Date and Time for Submission.

Physical Address: Pam Peterson
17601 Pilkington Road
Lake Oswego, OR 97035

PROPOSAL WITHDRAWAL

Any Proposal may be withdrawn at any time before the "Proposal Deadline" date and time specified in the Notice of Request for Proposals by providing written request for the withdrawal of the proposal to the City Project Manager. The request shall be executed by a duly authorized representative of the Proposer. Withdrawal of a proposal will not prejudice the right of the Proposer to file a new proposal.

REJECTION OF PROPOSALS / CANCELLATION OF SOLICITATION

The City reserves the right to reject any or all Proposals. The City may reject any proposal not in compliance with all prescribed public proposing procedures and requirements and may reject any or all Proposals upon a finding of the City that it is the public interest to do so. However, the City also reserves the right to waive any non-material irregularities or information in any proposal.

Receipt and evaluation of proposals do not obligate the City to award a contract.

DURATION OF PROPOSAL

All Proposals shall be effective for sixty (60) days following the deadline for submission of Proposals.

PROPOSAL COSTS

The Proposer is liable for all costs incurred in the preparation and submission of the proposal.

OWNERSHIP OF PROPOSAL MATERIALS

Any material submitted by a Proposer shall become the property of the City unless otherwise specified.

PUBLIC RECORDS

Proposal materials submitted are "public records" pursuant to ORS 192.311 et seq., and are subject to public disclosure following award of contract, except to the extent the material is exempt from disclosure by law. Proprietary information should be segregated on separate page(s) and each page marked "confidential / proprietary". This shall be deemed to be a request for confidentiality of the information on the designated page(s). If a request is made for disclosure of the material on the pages marked "confidential / proprietary," City shall notify the Proposer and provide an opportunity to defend against the request for disclosure, subject to the time limitations imposed upon the City for review and response to requests for disclosure.

NON-DISCRIMINATION STATEMENT

This solicitation is open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation.

EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

By submitting this proposal, the Proposer certifies conformance to the applicable Oregon statutes and regulations concerning Affirmative Action toward Equal Employment Opportunities.

NON-COLLUSION REPRESENTATION

By submission of a Proposal, the Proposer certifies that no officer, agent or employee of the City of Lake Oswego has a financial interest in this project or has participated in contract negotiations on behalf of the City; that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same solicitation; the proposer is competing solely on its

own behalf without connection with, or obligation to an undisclosed person(s) or firm(s).

PUBLIC CONTRACT RULES

Except as modified by the terms of this Request for Proposal, the terms and procedures of the Oregon Attorney General Model Rules (OAR chs. 137-046 – 137-047, as appropriate, apply, except as modified by the Lake Oswego Public Contract Rules (LOPCRs). A copy of OAR chs. 137-046 – 137-047 and LOPCRs may be obtained by contacting the Project Manager or at the Lake Oswego City Attorney's Office website, <http://www.ci.oswego.or.us/cityattorney/lake-oswego-public-contract-index>

SECTION 4: PROPOSAL REQUIREMENTS

Proposal Requirements are used to demonstrate that the Proposer meets Section Five, Evaluation of Proposals. Accordingly, the Proposer should review the criteria during the preparation of proposal. All proposals must be submitted with a ~~25~~35 single sided page limit. This includes Proposal Cover Sheet (Exhibit A) and Proposed Cost Sheets (Exhibit B-1, Exhibit B-2).

Proposers are **highly encouraged** to take a self-guided tour of the contract sites listed in the scope of work, to get an idea and understanding of the work that is included, and how specifications are to be carried out. All work sites are shown on the map documents found in Exhibit D. In addition, Proposers are encouraged to visit the City's interactive map, at <http://gis.ci.oswego.or.us/pub/> to review the sites. If questions arise while taking a self-guided tour, Proposers are asked to submit these questions in writing to the City, by the date provided in Section 3.

Proposal Components

Proposals must contain the following completed components, which are explained in greater detail below:

1. Proposal Cover Sheet, as presented in Exhibit A
2. Letter of Introduction, Proposer Background
3. Key Personnel
4. Similar Work and References
5. Approach to Work
6. Contract Terms, if necessary (City proposed form of contract presented in Exhibit C)
7. Proposed Costs, [Alternative 1 Use of Gas or Electric Powered Equipment](#)— Submit all Proposal Cost Forms as presented in Exhibit B-1
- ~~7~~8. [Proposed Costs, Alternative 2 Exclusive Use of Electric Powered Equipment – submit all Proposal Cost Forms as presented in Exhibit B-2](#)

Failure to complete and submit all required forms will result in a non-responsive proposal.

Letter of Introduction

This portion of the proposal should be an introduction to the Proposing firm, should identify the RFP subject, name and title of contact person, address, telephone number, email address, and date of submission. The letter should also include the primary business experience of the Proposer, length of time in business, ownership, location of offices and/or hub that will dispatch work crews, and other primary business information.

Key Personnel

Provide an introduction of main personnel that will be working under the contract. Introduce the proposed crew structure and the different roles that will be filled by staff members.

Include an introduction to the on-site manager, highlighting this person's skills and experience. Provide information about the role that this individual will play and how they will work with the City's project manager to ensure work is being completed to specifications and in a timely manner.

Confirm that an appropriate number of personnel possess spray licenses that are required to carry out the tasks presented in the scope of work.

Provide any other information about the management structure of the proposing organization that is relevant to the scope of work.

Similar Work and References

Proposals should include information about the Proposing firm's background and experience in performing this type of work. Proposals should include **three** examples of similar contracts that the proposer has worked under in the last 5 years. Include projects that best demonstrate the Proposer's abilities to accomplish the Scope of Work in a professional, timely, and cost-effective manner.

Proposals should include references for similar services from the three examples of similar work. At least one reference from each similar work experience is required. Specifically, the reference information shall include the name and address of the customer, and the name, telephone number, and email address (if available) of the project manager for each reference.

Approach to Work

Proposing firms are asked to provide information about how they will successfully carry out the large and varied scope of work under the proposed contract.

Proposals should include information about the following aspects:

- **Management Structure:** discuss the structure of work crews, on-site management, and upper level management within the firm. How will you ensure that crews are completing tasks in an efficient and effective manner, which meets all City specifications? Discuss approach to scheduling and communication with City's Project Manager.
- **Customer Service:** how will work crews, on-site management respond to potential deficiencies in service that are presented by the City? Discuss approach to customer service.
- **Task Approach:** Discuss firm's approach to the different task categories presented in the scope of work. How will crews tackle the large number of sites and wide variety of tasks?
- **Seasonal Work:** provide information about how your firm will approach seasonal work, such as leaf collection, fertilizing, and spraying. How will you ensure that this work is completed in a timely manner?
- **Safety:** discuss your firm's approach to safe operations, particularly with the knowledge that work will take place in right of way areas, many of which are high traffic.
- **Other Information:** provide any other relevant information to show the City the capabilities that your firm possesses to carry out the scope of work successfully.

Proposed Costs

[Proposers may submit a Cost Proposal for one or both means of powering the equipment.](#)

[Alternative 1 Gas or Electric Powered Equipment](#)

Proposers must complete [the](#) Cost Proposal Forms, provided in Exhibit B-1 [to provide a bid for performance of the scope of work using either \(or combination of\) standard gas powered equipment or electric powered equipment.](#)

[Alternative 2 All-Electric Powered Equipment](#)

[Proposers must complete a the Cost Proposal Form provided in Exhibit B-2 for performance of the proposed scope of working using only electric powered equipment for all work tasks, in lieu of gas powered equipment. This includes all mowers, blowers, trimmers, weed eaters, and other tools that are available as an electric-powered alternative. Specifically excluded are vehicles; service trucks used under this alternate bid may be gas-powered.](#)

Based on the scope of work, and particularly the task frequency schedules, Proposers are asked to provide an **annual** cost for each work task at each site [for the Alternative\(s\) submitted](#). Please note: if a particular task has no cost, please denote a \$0.00 in the space to indicate no cost. Spaces should not be left blank, and will result in a score of zero for the section if incomplete.

Proposers will then subtotal all task costs to provide a lump sum, annual proposed cost for each work site [for the respective Alternative\(s\)](#).

Fillable versions of all bid sheets presented in Exhibit B-1 ([Alternative 1 gas or electric powered equipment](#)) and Exhibit B-2 ([Alternative 2 exclusively electric equipment, except vehicles](#)) can be accessed in an Excel Workbook that can be downloaded from the City's bid management site (same site in which RFP document was accessed). These forms are fillable and will auto sum/subtotal costs to make the bidding compilation process easier. Please contact the Project Manager if you need assistance accessing these sheets.

The Proposer shall then total up all subtotal costs from each work site [on each Exhibit completed](#) to arrive at the Total Proposal Price for the project and include this amount in the "Total Cost of Project" line in the Proposal Cover Sheet (Exhibit A).

Contract Terms

The form of Contract that the successful Contractor will be expected to execute if awarded the contract is included (Exhibit C). The Proposer should include in the proposal any objections to the form or terms of the Contract.

SECTION 5: EVALUATION OF PROPOSALS

Written proposals will be evaluated on the basis of the following criteria:

1. Proposal Cover Sheet

Proposal cover sheet must be included for proposal to be considered responsive. Lump sum cost provided in cover sheet will be scored as part of proposed cost.

2. Letter of Introduction

No points will be awarded for a letter of introduction to the firm. However, the letter is required for the proposal to be considered responsive.

3. Key Personnel

- Clear introduction of the personnel that will be working under the proposed contract.
- Discussion of crew structure, organizational hierarchy, to give the City an idea of how work will be divided, assigned, and scheduled.
- Specific information and introduction of on-site manager, the role that this individual will play, and a proposed communication plan to coordinate work, respond to issues, and answer questions from the City's Project Manager.
- Any other relevant information that highlights the capabilities of personnel and how they will accomplish the scope of work to meet the City's standards.

[Maximum 15 points]

4. Similar Work and References

- Provide information about three contracts and the on-going maintenance services that have been provided by the proposing firm in the past five years. Projects of similar size are preferred, to exemplify the proposing firm's capabilities to effectively manage a large scale contract. Give details about the scope of services, challenges or issues and how they were addressed, and any other relevant information to highlight the firm's experience. Photos may be provided to highlight work.
- References provided will be called, and reviews will be factored into scores for this section.

[Maximum 15 points]

5. Approach to Work

- Clear answers to all questions posed in Section 4 must be provided, to show that the Proposer understands the Scope of Work, the priorities and expectations of service that the City holds, and allows them to demonstrate why they are the most qualified firm.
 - Management Structure: clear information about how the scope of work will be managed. The on-site manager will be introduced as part of Key Personnel section. In this section, Proposer must provide clear information about how the on-site manager will manage workload, crews, and other aspects of the contract.
 - Customer Service: a thoughtful explanation of the Proposer's approach to customer service must be provided. Examples to highlight approach may be provided.
 - Task Approach: the scope of work is very large and includes many duties. Provide information about how the duties will be performed to the City's standards. Discussion of equipment utilized, a proposed work schedule, or written response to how the specifications of work (1.1-1.12) may be provided to highlight the firm's approach.

- Seasonal Work: discuss firm's approach to seasonal work, how it will be scheduled, coordinated, and executed in a timely manner.
- Safety: provide information about how the proposing firm will strive to keep employees safe while working at City work sites, particularly those near traffic.
- Other Information: any other relevant discussion points that Proposer feels will highlight their skills, effective approach to work, efficiency, or other items not previously discussed may be included and considered by the City.

[Maximum 40 points]

6. Proposed Cost

- Proposer must complete and submit all cost forms provided in Exhibit B-1 and/or Exhibit B-2. Omitted or incomplete sheets will result in a score of 0 for the cost section.
- The City will award points based on the lump sum proposed cost for each alternative bid, which will be provided in the Proposal Cover Page (Exhibit A).

[Maximum 30 points]

The lowest price under each alternative will be awarded 30 points. The second lowest price will be awarded the percentage of 30 points that is the percentage of the second lowest price to the lowest price. Example: Lowest Price - \$75; Second Lowest Price: \$100; $\$75/\$100 = 75\%$, or 22.5 points.

Method of Selection:

The ~~selection~~-Bid Review panel will review and evaluate all conforming proposals received in response to this RFP, based upon the above criteria. During the evaluation process, the City has the right to request any clarification or change it needs to better understand the proposal. Any changes to the proposal of the selected proposer will be made before executing the contract and will become part of the final personal service contract.

The Bid Review Panel shall report to the City Council the highest qualified bidder for each Alternative proposal, with a proposer under Alternative 1 Gas and/or Electric Equipment and a proposer under Alternative 2 Exclusive Electric Equipment.

The City Council will determine whether to Award a contract under Alternative 1 or Alternative 2.

The City reserves the right to reject any or all proposals. The City also reserves the right to waive any non-material irregularities in any proposal. If awarded, the City will award a contract to the Contractor whose proposal the selection team deems would be most advantageous to the City.

Objections to Proposed Contract

Any objections to the form of the Contract shall be considered after a determination of the apparent highest ranked responsive, responsible Proposal for each Alternative is made, and the terms shall be subject to negotiation. The Project Manager, in consultation with the City Attorney, shall determine if any proposed modifications to the form of Contract requested by the apparent successful Proposer are acceptable to the City and do not present material risk to the City or increase the City's costs. If the final negotiated terms are not acceptable to the apparent highest ranked responsive, responsible Proposer for that Alternative, that Proposer shall be declared not to be responsive, and the next apparent highest ranked responsive, responsible Proposer's proposal for that Alternative and

objections to form of Contract, if any, shall be considered, and so forth in order, until a responsive, responsible Proposer agreeable to execution of a form of Contract acceptable to the City and to the Proposer is ascertained.

Notice of Intent to Award / Protest

Notice of Intent to Award the contract [under either Alternative](#) shall be issued to each Proposer as provided in OAR 137-047-0610. Any protest of the intended award of contract must be submitted in accordance with OAR 137-047-0740 not less than **five** business days after notice is given by City to all firms who have submitted proposals.

Award of Contract

Following expiration of the time period to protest the award of contract, or upon final resolution of any protest, if filed, the Contract shall be awarded to the presumptive Contractor. The Contract Documents shall be presented to the presumptive Contractor, which shall have 7 business days to return the Contract Documents to the Project Manager executed by the Contractor. The City will then execute the Contract and provide a copy of the executed Contract to the Contractor.

EXHIBIT A – PROPOSAL COVER SHEET

(Must be submitted with Proposal)

CITY OF LAKE OSWEGO MULTIPLE SITE LANDSCAPE MAINTENANCE PROPOSAL COVER SHEET

_____(Proposer Name)

will furnish services for Multiple Site Landscape Maintenance for the City of Lake Oswego in the lump sum amount of:

- Alternative 1: Gas and/or Electric Powered Equipment: \$ _____ (Total Annual Cost of Project)
- Alternative 2: Exclusively Electric Powered Equipment: \$ _____ (Total Annual Cost of Project)

according to the terms stated in the Contract Documents, Scope of Work, Request for Proposals, and Proposal. Proposers are not required to submit a proposal under both Alternatives.

All pricing information requested below must be provided in full. If the task is proposed at no cost, the proposer shall enter a zero for that task line item. The proposal shall provide accurate task costs for each site, subtotals, and Total Proposal Price, on an annual basis.

Fillable versions of all bid sheets presented in Exhibits B-1 and B-2 can be found in two separate in an Excel Workbooks, which ~~that~~ can be accessed and downloaded from the City's bid management site. These forms are fillable and will auto sum/subtotal costs to make the bidding compilation process easier. Please contact the City if you need assistance accessing these sheets.

Proposer acknowledges that the following proposal forms have been submitted in full, and that the price stated is all-inclusive (equipment, labor, materials, mobilization, traffic control, fuel, etc.). Failure to provide all requested items will result in rejection of the proposal.

Signature of Proposer's Authorized Representative

Date

EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas and/or Electric Powered Equipment
(To be submitted with Bid)

Map Location Number		18	59	51	60	20	46	11	16	74	62	64	63
WATER PROPERTY SITES TASK & SUBTOTAL COSTS		Aspen Reservoir	Kerr Road Reservoir	Knaus Road Reservoir	McNary Reservoir	McVey Booster Station	No. 2 Well	Palisades Reservoir	South Shore Reservoir	Waluga Reservoir	Touchstone Reservoir	Touchstone No. 2 Res.	Touchstone Pump Sta.
Spec #	TASKS												
1.5	Mowing Turf	\$	\$	\$	\$	\$					\$	\$	
1.5	Edging Turf	\$	\$	\$	\$	\$					\$	\$	
1.5	Fertilize Irrigated Turf	\$		\$	\$	\$							
1.5	Fertilize Unirrigated Turf		\$								\$	\$	
1.2; 1.6-1.9	Hand Weed/Spot Spray	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$	\$		\$	\$			\$				\$
1.1	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize shrubs/trees	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$
1.2	Fertilize Ground Cover	\$	\$		\$	\$			\$				\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials				\$	\$	\$						
1.2	Bulb & Perennial Maintenance				\$	\$	\$						
1.7	Mow St. Johnswort								\$				\$
1.12	Special Requirements				\$					\$		\$	
Subtotal		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Subtotal Water Property Sites

\$
(total of all Water Property Sites)

EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas and/or Electric Powered Equipment

(To be submitted with Bid)

Map Location Number		36	29	31	1	27
CITY FACILITIES TASK & SUBTOTAL COSTS		Library	Trolley Station	Trolley Barn	Maint. Center	Iron Worker's Cottage
Spec # *	TASKS					
1.5	Mowing Turf	\$				
1.5	Edging Turf	\$				
1.5	Fertilize Irrigated Turf	\$				
1.5	Fertilize Unirrigated Turf					
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	
1.7	Trim/Edge Ground Cover	\$	\$	\$	\$	
1.10	Leaf Removal	\$	\$	\$	\$	\$
1.2	Fertilize shrubs/trees	\$	\$	\$	\$	
1.2	Fertilize Ground Cover	\$	\$	\$	\$	
1.3	Mulching & Mulch Maintenance	\$	\$	\$	\$	
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	
1.2	Fertilize Bulbs & Perennials	\$	\$	\$	\$	
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$	\$	\$	
1.7	Mow St. Johnswort					
1.12	Special Requirements	\$	\$	\$	\$	\$
Subtotal		\$	\$	\$		\$

City Facilities Subtotal \$

(total of all City Facility Sites)

**EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas
and/or Electric Powered Equipment**

(To be submitted with Bid)

Map Location Number		72
KRUSE WAY TASK & SUBTOTAL COSTS		Kruse Way ROW
Spec # *	TASKS	
1.5	Mowing Turf	\$
1.5	Edging Turf	\$
1.5	Fertilize Irrigated Turf	
1.5	Fertilize Unirrigated Turf	\$
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$
1.9	Sweep/Blow Walks & Paving	\$
1.7	Trim/Edge Ground Cover	\$
1.10	Leaf Removal	\$
1.2	Fertilize shrubs/trees	
1.2	Fertilize Ground Cover	
1.3	Mulch Maintenance	\$
1.6	Prune/Maintain Trees & Shrubs	\$
1.2	Fertilize Bulbs & Perennials	
1.2, 1.8	Bulb & Perennial Maintenance	
1.7	Mow St. Johnswort	\$
1.12	Special Requirements	\$
Kruse Way Subtotal		\$

(To be submitted with Bid)

CITY BEAUTIFICATION SITES
TASK & SUBTOTAL COSTS (p.1)

City Beautification Sites Subtotal \$ *(total of all City Beautification Sites)*

EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas and/or Electric Powered Equipment

(To be submitted with Bid)

		Map Location Number								
		53	6	41	45	33	28	35	66	47
CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (p.2)		Country Club Complex	Deer Oak Planters	Evergreen Complex	Fairway & Iron Mt. Blvd	First Street	Foothills Rd. Parking	Fourth & "C" Avenue	Hampton Court	Hunt Club Traffic Circle
Spec # *	TASKS									
1.5	Mowing Turf	\$		\$						
1.5	Edging Turf	\$		\$						
1.5	Fertilize Irrigated Turf			\$						
1.5	Fertilize Unirrigated Turf	\$								
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$		\$
1.7	Trim/Edge Ground Cover	\$		\$	\$	\$	\$	\$		\$
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Ground Cover	\$		\$	\$	\$	\$	\$		\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials	\$		\$	\$	\$	\$	\$	\$	\$
1.2, 1.8	Bulb & Perennial Maintenance	\$		\$	\$	\$	\$	\$	\$	\$
1.7	Mow St. John's Wort				\$					
1.12	Special Requirements									
Subtotal										

EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas and/or Electric Powered Equipment

(To be submitted with Bid)

		Map Location Number									
		24	44	75	58	71	68	49	21	9	19
CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (p.3)		Hwy 43 Complex	Iron Mt & Pine Valley	Jean Road	Kerr Parkway Path Plantings	Kruse Oaks Hilton	Kruse Way Entry Plantings	Lake Grove Blvd	Laurel Street	Lakeview Blvd Complex	McVey Avenue
Spec # *	TASKS										
1.5	Mowing Turf										
1.5	Edging Turf										
1.5	Fertilize Irrigated Turf										
1.5	Fertilize Unirrigated Turf										
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$	\$							\$	\$
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$		\$	\$
1.2	Fertilize Ground Cover	\$	\$							\$	\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$		\$	\$
1.2	Fertilize Bulbs & Perennials	\$	\$			\$	\$	\$		\$	\$
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$			\$	\$	\$		\$	\$
1.7	Mow St. John's Wort										\$
1.12	Special Requirements										
Subtotal											

EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas and/or Electric Powered Equipment

(To be submitted with Bid)

Map Location Number

CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (p.4)		22	70	65	26	30	17	2	55	10	23	3	5	8
		Meadows Drive	Meadows Medians	Melrose Wastewater Pump	Middlecrest	Oswego Point Right of Way	Parrish Street Landscaping	Pilkington Complex	Prestwich	Ruth Pennington Memorial	River Road Right of Way	River Run	Royce Way & Bryant Rd	Schalit Way & Jean Rd
Spec # *	TASKS													
1.5	Mowing Turf					\$			\$					
1.5	Edging Turf					\$			\$					
1.5	Fertilize Irrigated Turf	\$	\$			\$								
1.5	Fertilize Unirrigated Turf	\$	\$						\$					
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$	\$	\$	\$	\$				\$		\$	\$	
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Ground Cover	\$	\$	\$	\$					\$		\$	\$	
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials	\$	\$	\$	\$	\$		\$						\$
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$	\$	\$	\$		\$						\$
1.7	Mow St. John's Wort	\$	\$							\$			\$	
1.12	Special Requirements													

Subtotal

EXHIBIT B-1 - BID PROPOSAL FORMS – Alternative 1 Gas and/or Electric Powered Equipment

(To be submitted with Bid)

Map Location Number

CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (p.5)		14	13	12	25	37	38	34	40	48	15	67
		South Shore Pathway	Stafford Pathway	Stafford Traffic Circle	State Street Complex	Sunningdale Gardens	Sunningdale Rd. & Andrews	Third St. and "C" Ave.	Third St. Improvements	Upper Drive	Weidman Court	Westlake Medians
Spec # *	TASKS											
1.5	Mowing Turf					\$						
1.5	Edging Turf					\$						
1.5	Fertilize Irrigated Turf					\$						
1.5	Fertilize Unirrigated Turf											
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$		\$	\$	\$	\$					\$
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Ground Cover	\$		\$	\$	\$	\$					\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials	\$	\$		\$	\$	\$	\$	\$		\$	\$
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$		\$	\$	\$	\$	\$		\$	\$
1.7	Mow St. John's Wort			\$								
1.12	Special Requirements					\$						
Subtotal												

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive Electric Powered Equipment

(To be submitted with Bid)

Map Location Number		18	59	51	60	20	46	11	16	74	62	64	63
WATER PROPERTY SITES TASK & SUBTOTAL COSTS		Aspen Reservoir	Kerr Road Reservoir	Knaus Road Reservoir	McNary Reservoir	McVey Booster Station	No. 2 Well	Palisades Reservoir	South Shore Reservoir	Waluga Reservoir	Touchstone Reservoir	Touchstone No. 2 Res.	Touchstone Pump Sta.
Spec #	TASKS												
1.5	Mowing Turf	\$	\$	\$	\$	\$					\$	\$	
1.5	Edging Turf	\$	\$	\$	\$	\$					\$	\$	
1.5	Fertilize Irrigated Turf	\$		\$	\$	\$							
1.5	Fertilize Unirrigated Turf		\$								\$	\$	
1.2; 1.6-1.9	Hand Weed/Spot Spray	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$	\$		\$	\$			\$				\$
1.1	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize shrubs/trees	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$
1.2	Fertilize Ground Cover	\$	\$		\$	\$			\$				\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials				\$	\$	\$						
1.2	Bulb & Perennial Maintenance				\$	\$	\$						
1.7	Mow St. Johnswort								\$				\$
1.12	Special Requirements				\$					\$		\$	
Subtotal		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Subtotal Water Property Sites

\$

(total of all Water Property Sites)

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive Electric Powered Equipment

(To be submitted with Bid)

Map Location Number		36	29	31	1	27
CITY FACILITIES TASK & SUBTOTAL COSTS		Library	Trolley Station	Trolley Barn	Maint. Center	Iron Worker's Cottage
Spec # *	TASKS					
1.5	Mowing Turf	\$				
1.5	Edging Turf	\$				
1.5	Fertilize Irrigated Turf	\$				
1.5	Fertilize Unirrigated Turf					
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	
1.7	Trim/Edge Ground Cover	\$	\$	\$	\$	
1.10	Leaf Removal	\$	\$	\$	\$	\$
1.2	Fertilize shrubs/trees	\$	\$	\$	\$	
1.2	Fertilize Ground Cover	\$	\$	\$	\$	
1.3	Mulching & Mulch Maintenance	\$	\$	\$	\$	
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	
1.2	Fertilize Bulbs & Perennials	\$	\$	\$	\$	
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$	\$	\$	
1.7	Mow St. John's wort					
1.12	Special Requirements	\$	\$	\$	\$	\$
Subtotal		\$	\$	\$	\$	\$

City Facilities Subtotal \$

(total of all City Facility Sites)

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive
Electric Powered Equipment
(To be submitted with Bid)

<i>Map Location Number</i>		72
KRUSE WAY TASK & SUBTOTAL COSTS		Kruse Way ROW
Spec # *	TASKS	
1.5	Mowing Turf	\$
1.5	Edging Turf	\$
1.5	Fertilize Irrigated Turf	
1.5	Fertilize Unirrigated Turf	\$
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$
1.9	Sweep/Blow Walks & Paving	\$
1.7	Trim/Edge Ground Cover	\$
1.10	Leaf Removal	\$
1.2	Fertilize shrubs/trees	
1.2	Fertilize Ground Cover	
1.3	Mulch Maintenance	\$
1.6	Prune/Maintain Trees & Shrubs	\$
1.2	Fertilize Bulbs & Perennials	
1.2, 1.8	Bulb & Perrennial Maintenance	
1.7	Mow St. Johnswort	\$
1.12	Special Requirements	\$
Kruse Way Subtotal		\$

(To be submitted with Bid)

CITY BEAUTIFICATION SITES
TASK & SUBTOTAL COSTS (P.1)

Subtotal

63

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive Electric Powered Equipment

(To be submitted with Bid)

		Map Location Number								
		53	6	41	45	33	28	35	66	47
CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (P.2)		Country Club Complex	Deer Oak Planters	Evergreen Complex	Fairway & Iron Mt. Blvd	First Street	Foothills Rd. Parking	Fourth & "C" Avenue	Hampton Court	Hunt Club Traffic Circle
Spec # *	TASKS									
1.5	Mowing Turf	\$		\$						
1.5	Edging Turf	\$		\$						
1.5	Fertilize Irrigated Turf			\$						
1.5	Fertilize Unirrigated Turf	\$								
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$		\$
1.7	Trim/Edge Ground Cover	\$		\$	\$	\$	\$	\$		\$
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Ground Cover	\$		\$	\$	\$	\$	\$		\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials	\$		\$	\$	\$	\$	\$	\$	\$
1.2, 1.8	Bulb & Perennial Maintenance	\$		\$	\$	\$	\$	\$	\$	\$
1.7	Mow St. John's Wort				\$					
1.12	Special Requirements									
Subtotal										

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive Electric Powered Equipment

(To be submitted with Bid)

CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (P.3)		Map Location Number									
		24	44	75	58	71	68	49	21	9	19
Spec # *	TASKS	Hwy 43 Complex	Iron Mt & Pine Valley	Jean Road	Kerr Parkway Path Plantings	Kruse Oaks Hilton	Kruse Way Entry Plantings	Lake Grove Blvd	Laurel Street	Lakeview Blvd Complex	McVey Avenue
1.5	Mowing Turf										
1.5	Edging Turf										
1.5	Fertilize Irrigated Turf										
1.5	Fertilize Unirrigated Turf										
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$	\$							\$	\$
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$		\$	\$
1.2	Fertilize Ground Cover	\$	\$							\$	\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$		\$	\$
1.2	Fertilize Bulbs & Perennials	\$	\$			\$	\$	\$		\$	\$
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$			\$	\$	\$		\$	\$
1.7	Mow St. John's Wort										\$
1.12	Special Requirements										
Subtotal											

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive Electric Powered Equipment

(To be submitted with Bid)

(To be submitted with Bid)		Map Location Number												
		22	70	65	26	30	17	2	55	10	23	3	5	8
CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (p. 4)		Meadows Drive	Meadows Medians	Melrose Wastewater Pump	Middlecrest	Oswego Point Right of Way	Parrish Street Landscaping	Pilkington Complex	Prestwich	Ruth Pennington Memorial	River Road Right of Way	River Run	Royce Way & Bryant Rd	Schalit Way & Jean Rd
Spec # *	TASKS													
1.5	Mowing Turf					\$			\$					
1.5	Edging Turf					\$			\$					
1.5	Fertilize Irrigated Turf	\$	\$			\$								
1.5	Fertilize Unirrigated Turf	\$	\$						\$					
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$	\$	\$	\$	\$				\$		\$	\$	
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Ground Cover	\$	\$	\$	\$					\$		\$	\$	
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials	\$	\$	\$	\$	\$		\$						\$
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$	\$	\$	\$		\$						\$
1.7	Mow St. John's Wort	\$	\$							\$			\$	
1.12	Special Requirements													
Subtotal														

EXHIBIT B-2 - BID PROPOSAL FORMS – Alternative 2 Exclusive Electric Powered Equipment

(To be submitted with Bid)

		Map Location Number										
		14	13	12	25	37	38	34	40	48	15	67
CITY BEAUTIFICATION SITES TASK & SUBTOTAL COSTS (p.5)		South Shore Pathway	Stafford Pathway	Stafford Traffic Circle	State Street Complex	Sunningdale Gardens	Sunningdale Rd. & Andrews	Third St. and "C" Ave.	Third St. Improvements	Upper Drive	Weidman Court	Westlake Medians
Spec # *	TASKS											
1.5	Mowing Turf					\$						
1.5	Edging Turf					\$						
1.5	Fertilize Irrigated Turf					\$						
1.5	Fertilize Unirrigated Turf											
1.1; 1.6-1.9	Hand Weed/Spot Spray Landscape Beds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9, 1.10	Litter & Bench Patrol/Debris Pick Up	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.9	Sweep/Blow Walks & Paving	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.7	Trim/Edge Ground Cover	\$		\$	\$	\$	\$					\$
1.10	Leaf Removal	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Shrubs/Trees	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Ground Cover	\$		\$	\$	\$	\$					\$
1.3	Mulch Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.6	Prune/Maintain Trees & Shrubs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1.2	Fertilize Bulbs & Perennials	\$	\$		\$	\$	\$	\$	\$		\$	\$
1.2, 1.8	Bulb & Perennial Maintenance	\$	\$		\$	\$	\$	\$	\$		\$	\$
1.7	Mow St. John's Wort			\$								
1.12	Special Requirements					\$						

Subtotal

EXHIBIT C – Proposed Contract



CITY OF LAKE OSWEGO
Standard Service Contract
Multiple Site Landscape Maintenance

Contractor: **Contractor Name**

Date of **Contract Start Date**

Contract:

Mailing **Contractor Address**
Address:

Date of **Contract End Date**
Completion:

Option to

Renew: Up to 4 annual renewals

WITNESSETH:

Contractor and the City of Lake Oswego, an Oregon municipal corporation, mutually covenant and agree to and with each other as follows:

1. SCOPE OF WORK AND CONTRACT DOCUMENTS. The Contractor shall perform the Project as outlined in this Contract. The contract documents shall consist of, and any conflicts shall be resolved in the following priority:

- A. This Contract;
- B. The City of Lake Oswego Standard Public Contract Provisions, which are attached and hereby incorporated by reference;
- C. The exhibit(s) to this Contract in the following order of priority:
 - Exhibit A: Scope of Work
 - Exhibit B: Contractor Bid
 - Exhibit C: Maps of Landscape Sites

This contract shall supersede any prior representation or contract, written or oral.

2. DURATION OF CONTRACT. This Contract shall become effective on the date this Contract has been signed by every party hereto. Contractor acknowledges that no work has been or will be performed for the project under this Contract until this Contract is fully executed and effective. Contractor shall complete performance of this contract on or before the Date of Completion stated above.

This contract may be renewed annually at the option of the City, for 4 successive years, provided however that the original and renewal terms of the contract shall not exceed 5 years from the date of commencement of the contract. Any renewal shall be upon the same original terms and provisions. Renewal shall be given in writing by the City not less than 30 days prior to the expirations of the original term or each renewal period.

3. PAYMENT.

A. **Amount of Payment.** Contractor shall be compensated for all goods, materials, expenses, and services as follows: a fixed annual fee in the amount of \$ [REDACTED]

Upon any renewal, the annual Contract Amount (or if unit prices are stated, then the unit price for each item) for the renewal term shall be adjusted by not more than the percentage increase of the West Region (West City Size B/C 2.5 Million or less) Consumer Price Index of the US Dept. of Labor, Bureau of Labor Statistics (<https://www.bls.gov/regions/west/data/xg-tables/ro9xg01.htm>), based upon the rate of change as stated from the last month reported to the same month of the preceding year.

B. **Manner of Payment.** Payment shall be due to the Contractor, in accordance with the subsection "Date of Payment" below, upon the following: monthly, on a pro rata amount: \$ [REDACTED], with an invoice being submitted by contractor within the first 30 days of the start of work and continuing each month thereafter until completion or termination.

C. **Taxpayer Identification Report / Date of Payment.** No payment shall be due to the Contractor until the Contractor has submitted to the City's Finance Department IRS Form W-9 Request for Taxpayer Identification and Certification (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). The City prefers to pay contractors by electronic fund transfer; the contractor may submit the EFT agreement (<http://tinyurl.com/LO-EFT>) to the City's Finance Department. Payment shall be tendered, when due within 30 days from the date of receipt of the invoice.

4. **TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence under this Contract.

5. TERMINATION.

A. **Parties' Right to Terminate for Convenience.** This Contract may be terminated at any time by mutual written consent of the parties.

B. **City's Right to Terminate for Convenience.** City may, at its sole discretion, terminate this Contract, in whole or in part, upon 10 days notice to Contractor.

C. City's Right to Terminate for Cause. City may terminate this Contract, in whole or in part, immediately upon notice to Contractor, or at such later date as Public Contracting Officer may establish in such notice, upon the occurrence of any of the following events:

(i) City fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for Contractor's Work;

(ii) Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Work under this Contract is prohibited or City is prohibited from paying for such Work from the planned funding source;

(iii) Contractor no longer holds any license or certificate that is required to perform the Work; or

(iv) Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within 5 business days after delivery of Public Contracting Officer's notice, or such longer period as Public Contracting Officer may specify in such notice.

D. Contractor's Right to Terminate for Cause. Contractor may terminate this Contract upon 30 days' notice to Public Contracting Officer if City fails to pay Contractor pursuant to the terms of this Contract and City fails to cure within 30 business days after receipt of Contractor's notice, or such longer period of cure as Contractor may specify in such notice.

E. Remedies. In the event of termination pursuant to subsections B, C(i), C(ii) or D, Contractor's sole remedy shall be a claim for the sum designated for accomplishing the Work multiplied by the percentage of Work completed and accepted by Public Contracting Officer, less previous amounts paid and any claim(s) which City has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this subsection, Contractor shall pay any excess to the City upon demand.

In the event of termination pursuant to subsection C(iii) or C(iv), City shall have any remedy available to it in law or equity. If it is determined for any reason that Contractor was not in default under subsection C(iii) or C(iv), the rights and obligations of the parties shall be the same as if the Contract was terminated pursuant to subsection B.

F. Contractor's Tender upon Termination. Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract, unless Public Contracting Officer expressly directs otherwise in such notice of termination.

Upon termination of this Contract, Contractor shall deliver to Public Contracting Officer all documents, information, works-in-progress and other property that are or would be deliverables had the Contract been completed. Upon Public Contracting Officer's request, Contractor shall surrender to anyone Public Contracting Officer designates, all documents, research or objects or other tangible things needed to complete the Work.

6. INSURANCE. The Contractor will not perform any work under this contract until the City has received copies of applicable insurance policies or acceptable evidence that the insurance indicated as required in subsection D below is in force.

A. **Scope of Insurance.** The Contractor shall obtain prior to the commencement of the Contract, and shall maintain in full force and effect for the term of this contract, at the Contractor's expense, the policies indicated below in subsection D for the protection of the Contractor. The Contractor shall not undertake any acts that shall affect the coverage afforded by the above policy. If the insurance policy is issued on a "claims made" basis, then the Contractor shall continue to obtain and maintain coverage for not less than three years following the completion of the contract.

If no automobile liability insurance policy is required in subsection D, Contractor expressly acknowledges and agrees that City is not providing any automobile insurance to Contractor and that as to the City and any third parties, Contractor bears sole liability for claims, damages, injury (including death) and losses, arising out of or resulting from Contractor's operation of Contractor's automobile or any other automobile, whether or not such use is related to Contractor's work under this contract, and Contractor shall make no claim against the City for any claim, damage, injury, or loss resulting thereby. Notwithstanding the foregoing, Contractor further agrees that Contractor shall not transport any third parties while performing services under this Contract in Contractor's automobile or any other automobile unless Contractor has obtained the prior written consent of the City.

B. **Coverage Amount.** The policies shall be issued by a company authorized to do business in the State of Oregon, protecting the Contractor or subcontractor or anyone directly or indirectly employed by either of them against liability for the loss or damage of personal and bodily injury, contractual liability, death and property damage, and any other losses or damages above mentioned with limits not less than as stated in subsection D below or the limit of public liability contained in ORS 30.260 to 30.300 for any policy, whichever is greater.

C. **Certificate of Insurance / Additional Insured and Waiver of Subrogation Endorsement.** The Contractor shall cause the insurance company to provide the City with: (i) a certificate of insurance and, (ii) if an additional insured endorsement is indicated as required in subsection D below, an endorsement thereto naming the City, its officers, agents, and employees as an additional insured for those policies indicated. The policies will be endorsed to provide a waiver of subrogation in favor of the City and all additional insureds. The Contractor shall provide the City written notice of cancellation or material modification of the insurance contract for not less than the following notice for the purposes stated: 30 days prior notice for reasons other than non-payment; 10 days prior notice for non-payment.

The Contractor shall further cause a certificate of insurance to be issued not less than 5 days prior to any policy expiration date by the Contractor's insurance company or companies during the term of the Work, to assure that the required insurance is maintained.

D. Insurance Policy Requirements.

Required?	Type of Insurance	Minimum Coverage	City named as Additional Insured
Yes	Comprehensive general or commercial general liability	\$2,000,000 per occurrence and \$3,000,000 in the aggregate	Yes
No	Protection and Indemnity US L&H	\$2 million per accident \$2 million per person per accident	
Yes	Automobile liability	\$2,000,000 per accident-combined single limit or \$2,000,000 bodily injury and \$1,000,000 property damage	
No	Professional liability	\$2,000,000 per claim/claim	No
Yes	Workers Compensation Employer's Liability [] Contractor Initial if Exempt from Worker Comp Coverage	Statutory Coverage \$1 million per person per accident Contractor warrants and represents contractor does not employ any persons that would require contractor to provide workers compensation insurance benefits.	

* The amounts may be achieved by a combination of base coverage and umbrella coverage.

Contractor Name

By: _____
 Name: _____
 Title: _____
 Date: _____

Check one:
☐ Sole Proprietor
☐ Partnership
☐ Corporation
☐ Limited Liability Company
☐ Limited Liability Partnership
☐ Other: _____ Domicile,
 if other than Oregon: _____

CITY OF LAKE OSWEGO, an Oregon Municipal Corporation

 Martha Bennett, City Manager
 Date: _____
 Public Contracting Officer
 380 A Avenue
 PO Box 369
 Lake Oswego, OR 97034

Date Authorized by Council:

APPROVED AS TO FORM:

 Evan P. Boone,
 Deputy City Attorney