

CENTRAL POINT PARKS AND RECREATION RFP- LANDSCAPE MAINTENANCE CONTRACT

The Central Point Parks and Recreation will be accepting requests for proposal to select a contract to provide maintenance services in the Central Point Parks.

Questions regarding the bid documents will be accepted until 12/14/15 and will be posted on the Central Point city website.

Bid Documents will be due on December 21, 2015 by 4:30 pm to Jennifer Boardman.

Only bids that contain all the required elements will be accepted.

To submit questions please email Jennifer Boardman at: Jennifer.boardman@centralpointoregon.gov

GENERAL BID SPECIFICATIONS

A. PURPOSE

The purpose of this Request for Proposal (RFP) is to determine if grounds maintenance services can be provided more cost effectively by the private sector under contract, and if so, to select a contractor to provide such services.

Interested and qualified landscape and maintenance contractors who can successfully demonstrate their ability to provide this service are invited to submit bids.

B. CITY OPTION TO REJECT ALL BIDS

The City of Central Point, at its sole discretion, can reject any or all bids submitted in response to this RFP. The City Shall not be liable for any costs incurred in connection with the preparation and submittal of any bid proposal.

C. CONTRACT SUM

A responding party to this RFP must submit a specific quote for a total price for all the areas upon the costs of providing the required services as specified in the RFP SPECIFICATIONS (Landscape Maintenance Specifications).

D.CONTRACT PAYMENT

Payment to the Contractor will be made on a monthly basis after services are rendered. The monthly payment shall be for a price per cut as determined by the specifications, providing that the Contractor is not in default under provisions of the agreement.

If, in the judgment of the City, the Contractor is deemed to be non-compliant with the terms and obligations of the agreement, the City, may at its option, withhold payment from the Contractor for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the City will be forwarded to the Contractor by the City in a written notice describing the reasons for such actions.

If the City determines that there are deficiencies in the performance of the Agreement that the City deems are correctable by the Contractor over a specified time span, the City will provide a written, phone, fax, or E-mail notice to the Contractor to correct the deficiency within the specified time frame. On giving the Contractor six (6) working hours' notice (AM notification same day response, PM notification next morning response) to correct the deficiencies. The City may correct any or all problems and the total costs incurred by an alternate source, whether it is City forces or separate Private Contractor, will be deducted and forfeited from the payment to the Contractor as determined by the City.

E. TERM OF CONTRACT

The term of the contract will be for a period of one (1) year, with two (2) one (1) year renewal options, which may be exercised by the City prior to the expiration of the contract.

The contract may be canceled or terminated at any time by either party without cause, upon the giving of at least thirty (30) days written notice to the other party. The contract may be otherwise terminated for cause, including without limitation, the failure of the Contractor to perform specified responsibilities.

F. SCOPE OF WORK

The Contractor shall provide all labor, supervision, equipment, materials, and supplies, to perform all grounds maintenance services, for the City of Central Point which are listed on the attached RFP Schedule for the period beginning February 1, 2016 through December 15, 2016 on a total cost basis at the direction of the City of Central Point. It is anticipated that mowing activities will be predominately between late February through late November.

The Contractor will be required to follow the general and specific maintenance criteria listed in the attached RFP (Landscape Maintenance Specifications). These criteria will include, but are not limited to, mowing, weeding and trimming of all turf areas, edging of walkways, driveways, parking lots, and paved areas, and keep all areas free of debris and leaves as well as ensuring that grass is watered at the appropriate levels as temperatures change.

II. CONDITIONS AND REQUIREMENTS

The City of Central Point has found that the public interest and welfare will be served by the solicitation of bids for the provision of landscape maintenance services for the facilities listed in this RFP. A bidder must have the management, technical experience, equipment, and workforce necessary to perform the required tasks of the contract to be deemed responsible. Financial capability and record of past performance are also used to determine responsibility. The City has the right to evaluate bidders, on these and other criteria, to determine responsibility.

1. It is the intention of the City of Central Point to receive proposals for the provisions of grounds maintenance services for the facilities identified in this RFP. The purpose of this document is to request proposals for the services identified in the attached Specifications.
2. Final bids are due to Central Point City Hall- 140 S. 3rd Street, Attention Jennifer no later than 4:30 pm, Dec 21, 2015.
Questions will be accepted until December 14, 2015 and posted on the Central Point website.
3. Bidders must present evidence indicative of their ability to finance and provide the specified ground maintenance services to the satisfaction of the City. To this end, each bidder shall furnish the following information with their bid:
 - A. *Client Reference*: Description of previous related experience (commercial mowing). Include a list of three (3) previous or current clients. Give names, addresses, and telephone numbers in each instance.

- B. *Proof of Insurability*: A Certificate of Insurance from an insurance company, acceptable to the City, evidencing that adequate insurance coverage as further described in the attached agreement will be available at the time of the awarding of the contract. (See required attachments below)
- C. *Contractor's Asset Inventory and Employee Report*: A report detailing all physical assets of the contractor (equipment, vehicles, etc.) including owners, managers, on-site foremen and crews and a brief description of the company's personnel and training procedures.

REQUIRED ATTACHMENTS

A. REQUIRED EQUIPMENT

The City requires that the Contractor Submit an asset inventory to be considered as a responsive bid.

B. INSURANCE REQUIREMENTS

The Contractor shall provide the insurance coverage with limits not less than those set forth below. The Contractor shall deliver, to the City, certificates of insurance with proposals:

1. Comprehensive General Liability with combined single limits of \$550,000 specific, \$1,100,000 aggregate.
2. Worker's Compensation coverage to statutory limit and employer's liability of \$100,000.00 / \$500,000.00 to cover claims of the Contractor's employees.
3. Auto Liability Coverage of \$1,000,000

C. SEPERATED BIDS

The attached proposal must have a breakdown of the monthly costs to maintain each of the parks listed within the proposal.

III. PREPARATION OF THE PROPOSAL

- The original proposal and any related information (**CONTRACTOR ASSET INVENTORY REQUIRED**) must be bound in a secure manner. Please include an inventory of all equipment, vehicles and staff with your bid submittal. Failure to provide this asset inventory will disqualify your bid.
- Each bidder shall observe the following in preparation of a bid and shall agree to provide the City with any additional information necessary for an accurate determination of the bidder's qualifications to perform the required services.
- The City will assume no responsibility for any misunderstandings or misrepresentations concerning conditions made by any of its officers or employees prior to execution of the contract unless it is included in this RFP, the specifications or related documents.

IV QUALITY SPECIFICATIONS

1. GENERAL REQUIREMENTS

1.1 The premises shall be maintained with a crisp, clean appearance and all work shall be performed in a professional like manner using quality equipment and materials.

1.2 The Contractor shall provide the labor, equipment, and supplies necessary for the provision of specified grounds maintenance services. These services shall be performed with highest of standards.

1.3 The Contractor is hereby required to render and provide grounds maintenance services including, but not limited to, mowing, weeding, trimming, edging, and removal of leaves, debris, and litter removal at the request of the City during the year.

1.4 The Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may damage or destroy grounds, athletic or other turf areas. This operation of equipment includes areas that are over wet and cause vehicles to create ruts that may damage or destroy grounds.

1.5 The Contractor shall report any over dry or over watered grass areas along with any broken irrigation or any damage to the park or open space within 24 hours upon noticing of any damage. The contractor will be supplied with emergency contact information for city parks maintenance staff to work to correct any irrigation issues.

1.6 The Contractor will also be responsible for weed spraying as needed and must comply with rules as specified by the State of Oregon for applications of herbicides and pesticide spray applications.

1.7 The Contractor shall have an active Central Point City Business License.

1.8 The Contractor recognizes, that during the course of this Agreement other activities and operations may be conducted by City work forces and/or other contracted parties. These activities may include, but not limited to, landscape refurbishment, construction, park expansion, or general public use. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request thereof by the City.

1.9 This bid **does not** require contractors to be licensed Landscape Contractors (LCB). Additionally, this bid does not require any contractor to be a licensed with the State of Oregon for herbicide or pesticide applications. All large area spraying and fertilization will be done by separate contract or by City staff.

2. LIST OF FACILITIES TO BE MAINTAINED

- 2.1 A list of facilities is attached to this proposal. With a breakdown of each of the parks individually (see attached form).
- 2.2 These facilities are landscaped with turf, ground covers, shrubs, trees, and some have manual or automatically controlled irrigation systems, concrete walks, patios, paved drives, and etc. These items will be identified at the mandatory pre-bid conference and facility tour.
- 2.3 The Contractor acknowledges personal inspection of the facilities and the surrounding areas, and has evaluated the extent to which the physical condition thereof will affect the services to be provided. Contractor accepts the premises in their present physical condition, and agrees to make no demand upon the City for any improvements or alterations thereof.

3. CERTIFICATIONS / REPORTS

- 3.1 The Contractor shall maintain and keep current a monthly report form that records maintenance functions performed by the Contractor's personnel. A monthly schedule will need to be submitted to the City within one week of the beginning of the contract detailing the proposed mowing schedule. A monthly progress report shall be in a form and content acceptable to the City and shall be submitted monthly to the City. These reports will be used to verify work completed and to coordinate monthly invoices. Monthly payments will not be made until such reports are received and deemed acceptable by the City. The City retains the right to alter the maintenance schedule if they feel that it is in the best interest of the City.

4. CONTRACTOR'S DAMAGES

- 4.1 All damages incurred to existing facilities, trees, shrubbery, ground cover, structures, etc., by the Contractor's operation, shall be repaired or replaced at the contractor's expense.
- 4.2 All such repairs or replacements shall be reported within the following time limits: 48 hours for shrubbery, turf and ground covers, trees and within 72 hours for structures or fences.
- A. All damages to shrubs, trees, turf, or ground cover shall be repaired or replaced within (5) five working days.
 - B. Trees -Minor damage such as bark lost from the impact of mowing equipment shall be remedied in a manner prescribed by the mowing contract supervisor. If damage results in the loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of the City, at the cost of the Contractor.
 - C. Shrubs -Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement of the same, as approved by the City, at the cost of the contractor.
 - D. All interpretations by the City of these specifications shall be final.

5. INQUIRIES & COMPLAINTS

- 5.1 The Contractor shall provide the City with a feasible and workable plan of communication. This can be done by available email, telephone number, beeper, or other means of communication. It is necessary that the City be able to contact the Contractor during normal working hours. Contractor should return the calls of city staff within 48 hours after receiving call. Alternate numbers should be provided to reach contractor and voice mails should be checked regularly.
- 5.2 All complaints, submitted to the Contractor from the City, shall be remedied within a fifteen day time span. If, within thirty days, the complaint is not abated, the City may correct the specific complaint and the total cost incurred by the City will be deducted from the payments owed to the Contractor from the City.

6. SAFETY

- 6.1 The Contractor agrees to perform all work outlined in this agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation, and further agrees to accept sole responsibility for complying with all local, county, state, federal, or other legal requirements including, but not limited to, full compliance of the terms of the applicable O.S.H.A. Regulations so as to protect all persons, including the Contractor's employees, agents of the City, vendors, members of the public, or others from foreseeable injury or damage to their property.

7. CONTRACTOR STAFF REQUIREMENTS

- 7.1 The Contractor shall provide sufficient personnel to perform all work in accordance with specifications set forth herein.
- 7.2 The Contractor shall transfer or discharge any employee whose conduct or activity shall, in reasonable exercise of the discretion of the City, be deemed detrimental to the interest of City employees or of public citizens who patronize the premises. The Contractor shall transfer or discharge any such person within a reasonable time following notice thereof from the City and such person shall not be used at any City facility contracted for and maintained by the Contractor.
- 7.3 The Contractor shall require each of his employees to adhere to basic standards of working attire for safety and appearance. These are: proper work boots, safety vests, hearing and eye protection, proper wearing of clothing (shirts must be worn at all times, no holes in jeans, shorts or shirts). The Contractor is to assure that his staff wears no offensive clothing (t-shirt or hat logos).
- 7.4 All employees will be required to submit to a criminal background check. If said employee(s) fail the background check the contract shall be nullified immediately by the City.

8. NON-INTERFERENCE

- 8.1 The Contractor shall not interfere with public use of the premises and shall conduct its operation as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which services are performed.

V. LANDSCAPE and LAWN MAINTENANCE SPECIFICATIONS

1. MOWING

- 1.1 Mowing shall be performed in a workman like manner ensuring a smooth appearance without scalping or allowing excessive cuttings to remain.
- 1.2 All equipment shall be adjusted to the proper heights and shall be adequately sharpened.
- 1.3 Turf shall be mowed with a rotary type mower with sharp, balanced blades (mulching blades required).
- 1.4 Park mowing height shall be maintained at a height ranging between 3 1/2-4 inches for all turf areas. All banks shall be cut at a height of 8 – 10 inches (tall fescue). Exceptions may be given, with notification, for the recreation athletic fields. Upon notification from the Parks and Recreation Department, mowing heights may vary for special events and conditions.
- 1.5 Mowing shall be accomplished so as to avoid scalping, rutting by tractor / mower tires, and uneven rough cutting (sharp, balanced mulching blades).
- 1.6 Grass clippings shall not be windrowed. If clippings are excessive to the point that the surface of the turf is covered then the Contractor shall be asked to remove them.
- 1.7 Before each mowing, the Contractor shall remove all debris, trash, stones, limbs etc.
- 1.8 Steep banks, ditch lines, etc. may be mowed by riding machine, hand machine, or by string trimmer, but in any case the Contractor shall avoid rutting to cause damage to the turf and promote erosion. Any such damage will be corrected by the Contractor at his expense or corrected by the City and the cost subtracted from the Contractor's cost per cut.
- 1.9 Note that grass areas may extend onto State right-of-ways, and may include State ditch line or sidewalks which the Contractor shall be expected to maintain in the same manner as the remainder of the parcel. Safety vests will be required when mowing adjacent to any right-of-ways.
- 1.10 Unless notification is given, all areas within a facility shall be mowed and trimmed with each operation performed. This includes hills, depressions, in and around all trees and shrubs, ditch lines, around all structures, rip-rap areas, lake banks, etc. If an area is impossible to cut with a mower the Contractor may use a string trimmer with permission from the City.
- 1.11 Immediately following each mowing, all walkways, drives, and other paved areas shall be cleaned of all grass clippings and other debris. Special attention shall also be given to infield dirt areas, playground areas, foul lines, and dugouts where clippings are deposited.

2. TRIMMING AND EDGING

- 2.1 All walking paths, trails, paved areas located within the boundaries of the facility shall be kept weed and grass free.
- 2.2 All turf edges, including but not limited to, sidewalks patios, drives, curbs, parking lots, etc. shall be edged to a neat and uniform line at the edge of the concrete or asphalt.
- 2.3 Sidewalks and curbs shall be mechanically edged with a blade type edger at least monthly in season in all parks and downtown areas so the edge of the sidewalk or curb is cleared of grass and other growth.
- 2.4 Any and all structures including fence lines, around tree bases, shrubs, headwalls, rip-rap areas, sign posts, steps, buildings or other structures, walking tracks, lake and stream banks, walls, stumps, posts, or anything protruding from the ground shall be neatly trimmed.
- 2.5 All leaves, fallen limbs, and other shrub and tree debris shall be removed. This includes all leaf removal during the fall and winter seasons.

3. VEGITATION CONTROL (*Mechanical Removal Only*)

- 3.1 All grass type woods, morning glory, kudzu or vine weed types, ragweed or other spreading weeds shall be kept under strict control. Vines shall be prevented from growing up onto shrubbery, trees, buildings, or any other structure.
- 3.2 Keep the following areas free from woods and grasses: roadways, driveways, sidewalks, parking lots, patios, drainage areas, curbs and gutters, bleacher pads, picnic table pads, cracks and expansion joints in all hard surfaces and athletic infields.
- 3.3 It will not be acceptable to let grass and weeds get high and leave them in an unsightly manner. The grass and weeds in ditches, bank tops, around structures, trees, etc. should be cut to a height to blend in with the remainder off the mowed grass.

4. LITTER CONTROL

- 4.1 All litter shall be removed by the contractor from the grounds before mowing. Any litter chopped up during the mowing operation shall be picked up by the Contractor before leaving the area.
- 4.2 Stone, from pavement edges and especially where paved and stone areas meet, shall be swept off the pavement to maintain a neat, clean pavement.
- 4.3 All leaves, grass trimmings, twigs, debris etc. shall be removed from curbs, sidewalks, driveways, patios, and all paved areas.
- 4.4 During the mowing or trimming operations for parking lots, the work should be performed in such a manner that no clippings or debris are deposited on vehicles located in the parking lot, plant beds and in or around shrubs or trees.

VI. WATERING and LAWN MAINTENANCE SPECIFICATIONS

1. Sprinklers and Water
 - 1.1 During the mowing or trimming operations Contractor shall monitor the grass to ensure that it has the proper moisture for healthy growth.
 - 1.2 Contractor will make adjustments and notify City Staff if the irrigation needs changed or does not appear to be watering at an adequate rate to maintain a healthy and green lawn area. The Contractor will notify the City Staff within 24 hours of any needed change to watering schedule. City will notify Contractor if water is turned off or adjustments need to be made to the watering schedule.
 - 1.3 Contractor will notify City Staff if the soil and grass area is getting too wet or too dry.
 - 1.4 The Contractor will conserve and protect available water resources, the management of the irrigation system and will optimize the efficient use of water to maintain a healthy and functional landscape with optimal irrigation system performance. This entails careful and active management of the system and adherence to all applicable watering limitations within the jurisdictional area. Management includes active irrigation system maintenance, scheduling, monitoring, and evaluation of water use, landscape health, and appearance.
 - 1.5 Contractor will conduct a water system audit in early spring, no later than February 28 (weather dependent). The audit will ensure that all water systems are functional and without geysers, broken heads or over-spraying of equipment and structures, including fencing. Broken equipment will be marked and reported to City Staff to arrange repairs prior to system start-up in early April.
 - 1.6 Contractor will ensure that all water is shut off at park areas maintained by starting in mid-November to be completed by December 1 of each year and will notify City Staff of date and location water is shut down for the season by email or written report.
 - 1.7 Contractor Irrigation Action needed during growing season
 - a. Observe plant health and record problems identified, notify City Staff of irrigation issues and make suggestions for correction. Actions for observation are:
 - 1) Stress — signs of under watering
 - Identify indicator plants.
 - 2) Ponding — signs of saturated soils caused by too much water
 - 3) Weeds, diseases, and pests

CITY OF CENTRAL POINT PARKS

Clarification of Specific Duties by location

1. Twin Creeks Parks

Mowing -Every 7 days

Trimming, Weeding and Edging -Every 14 days as needed to maintain a neat appearance

Leaf Removal -As needed to maintain a neat appearance

Approximate Maintained Acreage:



2. Civic Park

Mowing -Every 14 days

Trimming, Weeding and Edging -Every 14 days as needed to maintain a neat appearance

Leaf Removal -As needed to maintain a neat appearance

Approximate Maintained Acreage: 7.24



3. Twin Creeks Crossing Park

Mowing -Every 7 days

Trimming, Weeding and Edging -Every 14 days as needed to maintain a neat appearance

Leaf Removal -As needed to maintain a neat appearance

Approximate Maintained Acreage: 3.26



4. Don Jones Memorial Park

Mowing -Every 7 days

Trimming, Weeding and Edging -Every 14 days as needed to maintain a neat appearance

Leaf Removal -As needed to maintain a neat appearance

Bank - Cut back & clean up to maintain a neat appearance- April/July/September

Approximate Maintained Acreage: 0.25



5. William Mott Memorial Park

Mowing -Every 7 days

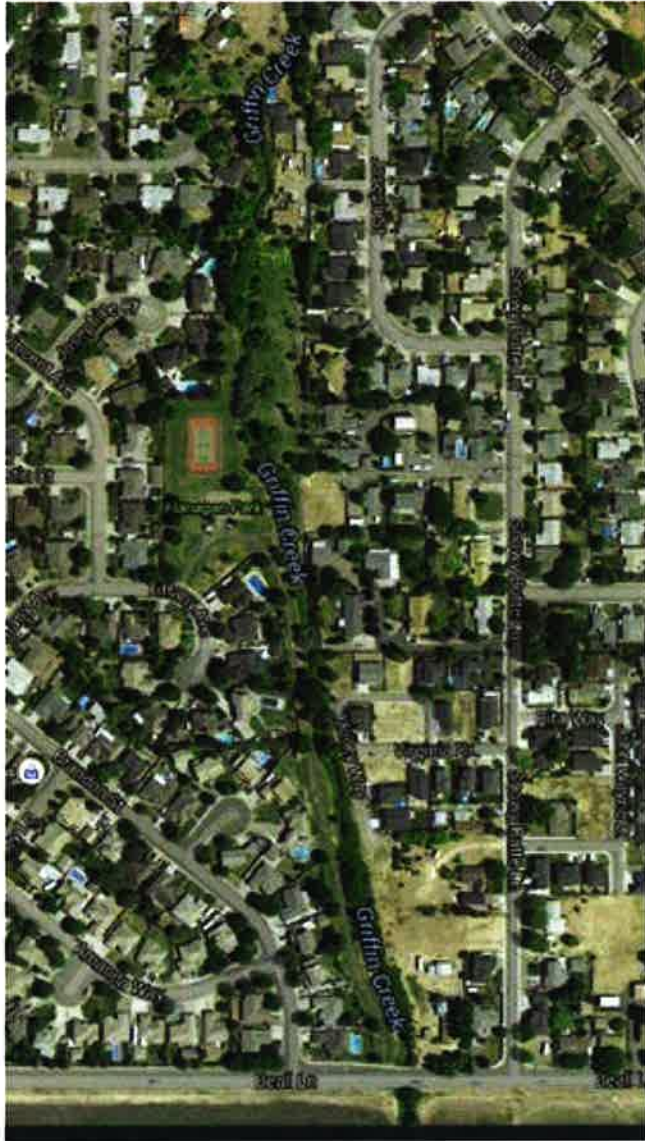
Trimming, Weeding and Edging- Every 14 days

Leaf Removal -As needed to maintain a neat appearance

Approximate Maintained Acreage: 1.27 Acres

- Note the area inside the fenced pond is NOT part of this contract





6. Flanagan Park

Mowing -Every 7 days

Trimming, Weeding and Edging-
Every 14 days

Leaf Removal -As needed to
maintain a neat appearance

Approximate Maintained Acreage:

5.46 Acres



7. Mendolia Detention Ponds
Mowing –as needed bi-monthly
Trimming, Weeding and Edging-
Every 15 days
Leaf Removal -As needed to
maintain a neat appearance
Approximate Maintained Acreage:
.24 Acres



8. Nadine Pocket Park

Mowing -Every 7 days

Trimming, Weeding and Edging-
Every 14 days

Leaf Removal -As needed to
maintain a neat appearance

Approximate Maintained Acreage:

.24 Acres



9. Griffin Creek

Mowing -as needed monthly

Trimming, Weeding and Edging-
Every 30 days

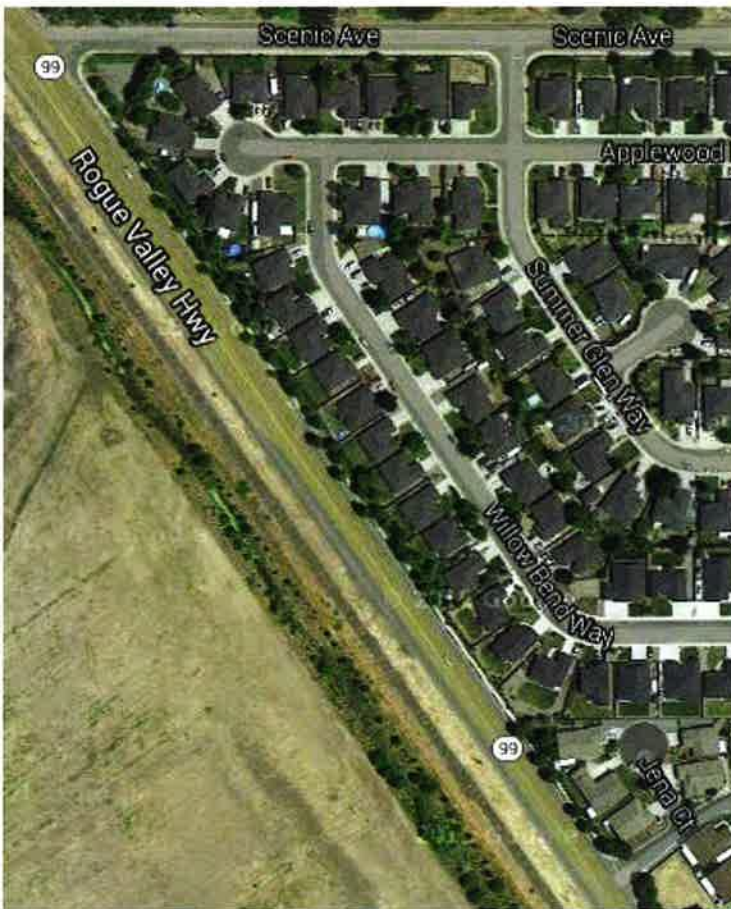
Leaf Removal -As needed to
maintain a neat appearance

Approximate Maintained Acreage:

2.24 Acres



10. Hanley Pocket Park
Mowing –as needed weekly
Trimming, Weeding and Edging-
Every 7 days
Leaf Removal -As needed to
maintain a neat appearance
Approximate Maintained Acreage:
.24 Acres



11. Scenic, Hwy 99 and Orth
Mowing –as needed weekly
Trimming, Weeding and Edging-
Every 7 days, trimming of bushes
at Orth Drive monthly to maintain a
neat appearance.
Leaf Removal -As needed to
maintain a neat appearance
Approximate Maintained Acreage:
1.00 Acres



12. Taylor Mow Strips

Mowing –as needed weekly
Trimming, weeding and Edging- Every 7 days, maintain a neat appearance.
Leaf Removal -As needed to maintain a neat appearance
Approximate Maintained Acreage: .50
Acres



13. Water Reservoir at Don Jones Burm and adjacent landscape beds.

Mowing –as needed weekly
Trimming, weeding and Edging- Every 7 days, maintain a neat appearance.
Trimming of shrubs in beds to maintain neat appearance.
Leaf Removal -As needed to maintain a neat appearance
Approximate Maintained Acreage: .50



14. Whispering Trees entrance landscape bed

Trimming, Weeding and Edging- Every 7 days, maintain a neat appearance. Trimming of shrubs in beds to maintain neat appearance.
Leaf Removal -As needed to maintain a neat appearance
Approximate Maintained Acreage: .25
Acres



15. Vilas/Hamrick landscape beds.

Trimming, Weeding and Edging- Every 7 days, maintain a neat appearance. Trimming of shrubs in beds to maintain neat appearance.

Leaf Removal -As needed to maintain a neat appearance

Approximate Maintained Acreage: .50 Acres

Contractor Checklist

A. *Client Reference:* Description of previous related experience (commercial or residential mowing). Include a list of three (3) previous or current clients. Give names, addresses, and telephone numbers in each instance.

B. *Proof of Insurability:* A Certificate of Insurance from an insurance company, acceptable to the City, evidencing that adequate insurance coverage as further described in the attached agreement will be available at the time of the awarding of the contract. (See required attachments for specifics)

C. *Contractor's Asset Inventory and Employee Report:* A report detailing all physical assets of the contractor (equipment, vehicles, etc.) including owners, managers, on-site foremen and crews and a brief description of the company's personnel and training procedures.

D. *Separated Bids:* Put a specific monthly maintenance cost with each of the parks identified:

Costs per Park:

1. Griffin Oaks Park: _____ per month
2. Civic Park: _____ per month
3. Twin Creeks Park: _____ per month
4. Don Jones Park: _____ per month
5. William Mott Park: _____ per month
6. Flanagan Park: _____ per month
7. Mendolia Detention Ponds: _____ per month
8. Nadine Park: _____ per month
9. Griffin Creek Park: _____ per month
10. Hanley Rd Park: _____ per month
11. Hwy 99, Orth Walk Way: _____ per month
12. Taylor Road: _____ per month
13. Water Reservoir: _____ per month
14. Whispering Trees: _____ per month
15. Hamrick/Villas Islands: _____ per month

Final bids are due to Central Point City Hall- 140 S. 3rd Street, Attention Jennifer no later than 4:30 pm, Dec 21, 2015.