



REQUEST FOR PROPOSALS (RFP)

Landscaping Services for Various Locations

Proposal Deadline: June 18, 2021, 11:00am

Overview

The Sitka Tribe of Alaska (STA) is seeking proposals from Contractors who are not only capable of performing the attached scope of work but are also take pride in their finished product. The contractor must currently be in the business of providing landscaping maintenance services, and work for a minimum of at least three (3) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Services to commence no later than June 7, 2021.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected Contractor will be required to:

- Execute a Master Services Agreement with the STA
- Complete applicable forms and certifications
- Provide proof of general liability insurance

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the Project Properties and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

All bidders are invited to tour the property, on their own.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (page 8). All costs are to be final.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Economic Development Director listed on Page 7

Completed proposals must be received no later than June 1, 2021, 11:00am and delivered to: 456 Katlian Street clearly marked "Landscaping Services" attention to Camille Ferguson or submission can be sent via email at camille.ferguson@sitkatriben-sns.gov

NOTE: The STA reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at STA's sole discretion.

Selection of Contractor

STA reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by STA, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of STA. In addition, STA may request that Bidders provide a best and final offer. The STA may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

The Contractor selected will be required to submit a Certificate of Insurance naming STA as an additional insured.

A contract will then be negotiated between the Contractor and STA, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by STA. STA may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

Section 1

GENERAL INFORMATION

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all of the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged. Questions from contractors shall be accepted by the Economic Development Director via email or phone. Emails shall be submitted to camille.ferguson@sitkatriben-sn.gov or by phone 907-738-7394.

SCOPE OF SERVICES, BACKGROUND, AND PURPOSE

Section 2

This scope of work pertains to the requirements of landscaping STA property at various locations. As part of the response to this RFP. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractor's proposal.

2.1 HOURS WHEN WORK IS TO BE PERFORMED

The selected Contractor will have to work around scheduled activities and events and adjust their schedules accordingly.

2.2 SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM

- A. At least five (5) business days prior to the commencement of the contract, the Contractor shall submit in writing to the Economic Development Director or his/her designee, the name of the On-site Supervisor authorized to act for the Contractor in every detail for landscape services.
- B. At least five (5) business days prior to the commencement of the contract, the Contract Manager or his appointee will confer with the Contractor and review the total specification requirements, total workload and the landscaping services proposed by the Contractor.

2.3 SPECIFICATIONS

The landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Contract Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in

these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Landscape Maintenance Standards and Specifications

Overview: The following standard outlines the scope of services and responsibilities required of the Contractor but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (**not included here**) provide requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

- a. Contractor shall replace, at no additional cost to STA, any turf, plant materials or any other STA property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of STA.
- b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.
- c. Contractor shall inform the STA on a monthly basis of plant losses unrelated to the maintenance activities, provide the Tribe with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

2. CONTRACTOR RESPONSIBILITIES

- a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding: safety, hazardous materials spill response, lawn care, plant health, pruning, and integrated pest management.
- b. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a. This document is intended as a benchmark of the STA's minimum standards for maintenance, repair and improvements. However, STA respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.
- b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance and plantings, as specified herein. It is the intent of STA that this site be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c. Maintenance shall consist of spring removal of old mulch, pruning, mowing, Pest Management weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.

- d. Contractor is encouraged to use non-polluting devices like rakes and brooms when feasible. STA prefers that blowers and other power equipment are low-decibel, low-fossil fuel consumption, and low-emissions models.
 - e. Contractor is encouraged to develop cultural practices which incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.
 - f. Contractor shall visually inspect all landscape areas monthly from June through September to identify potential pest problems. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.
 - g. Control of Weeds: Use cultural methods (mulch, proper pruning,) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots every week. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.
2. NOXIOUS WEED CONTROL
- a. Noxious Weed list for Southeast Alaska can be found on US Forest Service Website web site: https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fsbdev2_037577.pdf
 - b. Noxious weeds must be bagged and disposed of at the landfill.
 - c. Non-designated and weeds of concern shall be controlled with ongoing landscape management techniques.
 - d. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.

C. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE

- 1. LEAF AND BRANCH REMOVAL
 - a. Keep walks, patios, planting beds, roadway gutters and lawn areas free of leaves on a weekly basis throughout the year.
 - b. In autumn, leaf removal shall occur at each visit as needed to prevent smothering of turf and groundcovers and excessive clumping when mulch mowing. The Tribe's preference is that whenever safety and plant health are not compromised that leaves remain on-site and are incorporated into mulch under plantings. Remove leaves from site only as needed to maintain a neat appearance and the health of the planting.
- 2. LANDSCAPE DEBRIS REMOVAL
 - a. Remove biodegradable landscape debris (turf clippings (limited to only those times when mulch mowing is not possible), leaves, branches, dead plant material, etc.) to yard refuse recycling sites. Acceptable sites include topsoil producing facilities and/or other facilities, which utilize yard waste for landscape purposes. No biodegradable material should be disposed of as garbage, except noxious weed debris.
- 3. LANDSCAPE TRASH REMOVAL
 - a. Remove all trash from landscaping beds and turf areas. Contractor shall haul it away for appropriate disposal.
- 4. MULCH REPLACEMENT
 - a. Early spring Contractor shall remove old mulch and replenish mulch to maintain a depth

of no less than two and a half inches (2-1/2") in all planting areas and tree wells. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 – 3") away from the crown of plants and trees.

- b. After leaf removal in Fall, a light mulching is to be done in all landscaping to maintain the 2 ½" depth in all planting areas.
- c. Mulch shall be brown shredded hardwood.
- d. "Red" bark mulch or dust shall not be used.

2.4 PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED UNDER RFP

- a. 200 Katlian Street
- b. 456 Katlian Street
- c. 204 Siginaka Way

2.5 CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.
- B. The Contractor's supervisors shall be fully and adequately trained and have a minimum of five (5) years' experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Manager.
- C. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of landscaping operations at all times.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

2.6 REDUCTIONS IN PAY

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and STA worker(s) are assigned to perform the task(s) or was not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and STA worker(s) have to be assigned immediately to perform the task(s).
- C. Reductions for A. and B. above will be based on the hourly billing rate of the STA employee(s) plus benefits assigned to perform the task(s) times the hour(s) required for STA worker(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

2.7 PAYMENT TO CONTRACTOR

- A. At the end of each month, the Contractor shall render to the Economic Development Director their invoice, for the services provided during the preceding month. The invoice shall not exceed 1/9th of the annual base amount of the contract.
- B. All Alternate Tasks that were performed during that month shall be itemized separately.
- C. The Economic Development Director or designee shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the

amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

2.8 CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The Economic Development Director at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary, to reflect the value of the change in the services under this contract.
- C. STA may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.
- D. STA shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the STA.

2.9 INSPECTIONS AND APPROVAL OF WORK

- A. STA will demand strict conformance to the standards and frequency specified. The Economic Development Director or designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The Economic Development Director designee will enforce the standards of this contract.

2.10 CONTACT INFORMATION

Economic Development Director

Camille Ferguson

Office: 907-738-2102

Cell: 907-738-2102

456 Katlian Street

Sitka, Alaska 99835

Email: camille.ferguson@sitkatriben-sn.gov

**SECTION 3
PROPOSAL SUBMISSION FORM
Sitka Tribe of Alaska Lawn Mowing and Landscaping
Services
For Various Locations**

1. COMPANY NAME _____
2. ADDRESS (Home Office) _____
3. TELEPHONE NUMBER(office) _____(cell) _____
4. NUMBER OF FULL-TIME EMPLOYEES _____
5. OWNERSHIP
 _____Sole Proprietor _____Other – Please Specify
 _____Limited Partnership

PROPOSAL PRICES. Fixed prices for all requirements identified in Section 2 Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor and material associated with the RFP. The base bid includes the locations identified in Section 2.4 A and B.

Pricing to comply with Section 2 Scope of Services of this RFP for locations identified in Section 2.4 A and B. This is the base bid for the lawn mowing and landscaping services:

	X	4 Months	=	Annual Cost \$ _____
Monthly Cost				

Signature of Authorized Representative

Name/Title of Authorized Representative

Date

