Request for Proposals

The City of Waitsburg is requesting proposals from qualified firms to provide landscape maintenance services at the Waitsburg City Cemetery, located at 692 E. 8th St. in Waitsburg, Washington; the Waitsburg I.O.O.F. Cemetery, located on Lincoln and E. 6th Streets in Waitsburg, Washington; the Waitsburg Fairgrounds, located at 349 E. 10th St. in Waitsburg, Washington; and Preston Park, located at 129 Coppei Ave. in Waitsburg, Washington. The City Cemetery is approximately 8 acres including a single lane road which allows visitors to access the interior area of the cemetery; the I.O.O.F. Cemetery is approximately 6 acres; the Fairgrounds is approximately 13 acres, including several buildings and sports fields; and Preston Park is approximately 5 acres, including a restroom building and several pieces of playground equipment.

This request for proposal is designed to provide the City of Waitsburg with a range of levels of service to consider prior to contracting with the selected proposer(s). After reviewing the proposals, the City may select a firm or firms to contract with and the level of service that best meets the City’s needs and available funding. The City may also determine not to award a contract to any proposers.

Contracts will be awarded as per the Pricing Quotation Forms, EXHIBIT “A”, references and other criteria as determined at the sole discretion of the City. All rates and pricing submitted shall include all wages, benefits, the cost of tools, equipment, ancillary supplies, overhead, profit, taxes and other administrative fees associated with the performance of this contract. (e.g., Department of L & I Intent and Affidavit filing fees). Washington State Prevailing Wage rates for Walla Walla County shall apply.

If a contract is awarded from this request, it shall be a non-exclusive contract for the services. The City may, at its sole discretion, utilize other contractors for the same or similar work without first terminating the contract. The City reserves the right to add or delete work quantities and work is subject to change at any time.

TIMELINE FOR SUBMITTALS

The deadline for submission of proposals and qualifications is 4:00 PM on Friday, February 27, 2015.

Deliver/Mail to: City of Waitsburg
Attn: Randy Hinchliffe, City Administrator
P.O. Box 35
Waitsburg, WA 99361

Direct questions regarding this Request for Qualifications to:
Randy Hinchliffe
509-337-6371
rjhinch@gotvc.net
CONTENT OF SUBMITTALS

- Submittals shall be limited to a TOTAL of ten (10) pages, including transmittal letter.

- One copy of the proposal shall be submitted. Submittals exceeding the maximum number of pages will be rejected. No notification of rejection will be made to the submitting firm.

A complete copy of this request for qualifications is available on the City’s website at http://www.cityofwaitsburg.com.

The format shall be:

- A letter of interest signed by a principal of the firm, with a statement as to staff availability to complete the work.

- Qualification and expertise of staff actually assigned to the project. Work experience should be specific to the individual’s actual tasks performed on similar projects.

- A demonstration of the proposer’s understanding of the project through an outline of the suggested approach to the project.

- Price Quotation Forms – EXHIBIT “A”

- References, including names and telephone numbers of previous clients with similar projects (Eastern Washington references preferred) – EXHIBIT “B”

- A signed non-collusion agreement – EXHIBIT “C”

Proposers that deviate from this format or alter this form shall be deemed non-responsive. Proposers accept all risk of late delivery regardless of fault. Any pricing quote received after the due date and time shall be deemed non-responsive. The City of Waitsburg reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposal does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a pricing quotation. Furthermore, this request does not obligate the City to accept or contract for any expressed or implied services.

DESCRIPTIONSPECIFICATIONS/WORK STATEMENT

1. INTRODUCTION
This Statement of Objectives describes the basic objectives of the City of Waitsburg. The Performance-Based Service Contract provides potential proposers the flexibility to develop cost effective solutions and the opportunity to propose innovative alternatives to meet the stated objectives. It also presents the City of Waitsburg with an opportunity to assess the proposer’s understanding of the tasks to be performed by eliminating any "how to" instructions to accomplish the work.

2. BACKGROUND
The standards of maintenance and appearance at the cemeteries must reflect the City’s concern for those interred as well as those visitors to the cemeteries. The standards of maintenance and appearance at the fairgrounds and the park must meet the City’s expectations of overall high quality for all City maintenance.

3. DESCRIPTION OF SERVICES
The contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat, appearance (as described more specifically in the Scope of Work Below). Services include, but are not limited to maintenance of grounds, regular mowing, trimming and edging, removal of leaves and debris, as well as, sweeping or blowing off roads and sidewalks. All work will be performed during daylight hours.

4. PROGRAM OBJECTIVES
The purpose of this Statement of Objectives is to obtain a contractor to support the City of Waitsburg. Under this effort, the successful contractor shall be responsible for grounds maintenance services described herein. Technical specifications have been provided throughout this solicitation. The contractor may use whatever method he/she chooses to meet the goals of the City of Waitsburg, as long as the end result is of an acceptable quality to the satisfaction of the Waitsburg Public Works Director or designee. The contractor shall submit a detailed performance plan to indicate how the contractor plans to meet the goals of the City of Waitsburg (e.g., performance schedule, frequency of mowing, turf maintenance, trimming, edging, etc.)

The contractor shall be responsible for:
A. Providing all grounds maintenance services including, but not limited to:
   Maintenance of grounds, regular mowing, edging, trimming, removal of leaves and debris, and
   sweeping or blowing off roads and sidewalks.

B. Turf surrounding a headstone or marker is trimmed to its recommended height and appearance.

C. Provide a safe working environment for contractor.

5. CONTRACT OBJECTIVES
A. To use an effective approach to manage the grounds maintenance operation for the City cemeteries, fairgrounds and park in order to maintain the high standards of appearance in accordance with standard commercial practices.

B. To determine a pricing structure to accomplish the requirements set forth in this Statement of Objectives.

C. To determine a contract period of performance in accordance with standard commercial practices. The minimum term of the contract should be one base year with options to extend the term of the contract up to three (3) additional years. The maximum term of the contract, including any award terms, shall not exceed four (4) years. The City of Waitsburg reserves the
right to award the contract an "award term" year for superior performance and to reduce the number of years in the contract for poor performance.

6. RESPONSIBILITIES
The administration of this contract will be by the Waitsburg Public Works Director.

7. STANDARDS OF EMPLOYEE CONDUCT
Contractor and contractor personnel shall be required to adhere to the following standards of dress and conduct while performing work for the City of Waitsburg:

A. Be fully clothed at all times, to include long slacks or pants and shirt, buttoned up from neck to waist, or company t-shirt. Clothing shall be clean each day. Any soiled clothing should be cemetery work-related that day. Tank tops as outer garments are prohibited. Shoes/boots will have no holes or loose soles. Steel-toed shoes will be required in accordance with OSHA. Contractor employees shall maintain personal hygiene.

B. Shall not engage in loud or boisterous behavior or use profane or abusive language. Shall show proper reverence, if working, during committal services.

C. Not eat or drink beverages except water or non-alcoholic drinks while in work area nor in sight of committal shelter during a service. Use of intoxicating beverages and/or drugs while performing this contract is strictly prohibited.

D. Contractor personnel shall not lean, sit or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.

E. All areas are designated as NO SMOKING.

8. USE OF CEMETERY FACILITIES
A. The City of Waitsburg will not be responsible for any loss, damage, or theft of contractor items.

B. Contractor employees shall park privately owned vehicles in the area designated for parking.

C. The City of Waitsburg will not be responsible for any damage to or loss of the Contractor's equipment and supplies stored on the City of Waitsburg's premises. The Contractor shall provide, as part of their offer, a list of tools and equipment to be used during the course of the contract. The Contractor shall verify in writing that this equipment is in safe operating condition. For approval by the City of Waitsburg, the Contractor shall provide a list of tools and equipment that will be stored at City facilities. The Contractor shall comply with all Federal, State, City, and County laws and regulations regarding the use of Personal Protective Equipment for all contract personnel. All Personal Protective Equipment is provided by the Contractor. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment. The Contractor shall be responsible for delivering and removing all necessary equipment and supplies on a daily basis.
(1) If applicable, the contractor shall be responsible for safely storing any chemicals, pesticides, herbicides, cleaning solutions, etc. in accordance with manufacturer recommendations. MSDS (Material Safety Data Sheets) are required for all chemicals, pesticides, herbicides and cleaning solutions, with copies stored in the maintenance area.

9. INSPECTION OF PREMISES
Proposers should inspect and measure the premises prior to submitting quotes in order to be fully aware of the scope of services required. Failure to do so will not relieve the successful awardee from performing in accordance with the strict intent and meaning of the specifications without additional cost to the City of Waitsburg.

10. WORKMEN'S COMPENSATION
The Contractor agrees to procure and maintain for the contract period, Workmen's Compensation and employers Public Liability Insurance in accordance with the laws of the State of Washington. The policy shall provide coverage for Public Liability limits of not less than statutory limitations if more than one person is involved.

11. EVIDENCE OF COVERAGE
Before commencing work under the contract, the Contractor shall furnish to the City a certificate of insurance indicating the coverage outlined in the sample contract (Exhibit “D”) and it shall contain an endorsement to the effect that cancellation of any material change in the policies which adversely affect the interests of the City of Waitsburg in such insurance shall not be effective unless a 30-day advance written notice of cancellation or change is furnished to the City’s designee.

12. CONTRACTOR'S RESPONSIBILITIES
A. The Contractor shall obtain all necessary licenses and/or permits required to perform this work. He/she shall take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/she shall be responsible for any injury or damage during the performance of this contract. He/she shall be responsible for any injury to himself/herself, his/her employees, or others, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by him/her or his/her employees' fault or negligence. The Contractor shall maintain personal liability and property damage insurance prescribed by the laws of the State of Washington.

B. At a minimum, the Contractor shall preserve the health, appearance, and esthetic value, of all vegetation while preventing damage to human life, property and the ecosystem and demonstrate a clear understanding of, and the sensitivity to environmental issues. Work shall be consistent and fully compliant with all applicable Federal, State, County and City laws. Adequate warning devices, barricades, guards, flagmen or other necessary precautions shall be used. The Contractor shall provide the least possible interference with regular grounds operations or annoyance to the public. Qualified and trained persons shall do all work. All tools shall be clean, sharp, in proper working order and shall undergo a safety check before each job.

C. The Contractor shall assume responsibility and accountability of the facility provided for his/her use and shall take any necessary precautions to prevent herbicide spills, fire hazards,
odors and vermin. The Contractor shall be held responsible for the cost of any repairs caused by negligence or abuse on his part or on the part of his employees.

13. LIABILITY DAMAGE
A. The Contractor shall take all necessary precautions to prevent damage to turf, trees, headstones, markers, monuments, flower vases and other cemetery structures, as well as playground equipment, sports equipment, buildings, etc., during execution of this contract. The Contractor shall immediately report any and all damage to the Public Works Director or designee. As directed by the Public Works Director, the Contractor shall repair or replace in a timely manner any damaged or destroyed item, at the Contractor’s expense.

B. The Contractor shall be charged current replacement costs for all property damaged as a result of actions by Contractor personnel.

14. SUPERVISION AND TRAINING
A. The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor shall remove employees (from working on the contract) for cause, to include, but not limited to, misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the City of Waitsburg.

B. The Contractor shall also be responsible for training and safety precautions for contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed. Appropriate safety equipment shall be furnished by the Contractor to contractor personnel and shall be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices.

C. The Contractor shall provide on-site employee supervision. This supervisor shall be knowledgeable and be able to communicate and discuss the requirements of this contract with the Public Works Director.

14. SITE VISITATION
By signing the Pricing Quotation Form, EXHIBIT “A”, the Contractor agrees that he/she is familiar with the local conditions affecting the performance of the work, the cost of the work at the place where the work is to be done, to provide and furnish any and all labor, materials, tools, expendable equipment and all utility and transportation services necessary to perform the work.

15. PREVAILING WAGE
Any Contract resulting from the Request is subject to the requirements of Chapter 39.12 of the Revised Code of Washington (RCW) and as it may be amended, relating to prevailing wages and as set forth in Sample Contract, EXHIBIT “D”. Current prevailing wage rates for Walla Walla County, Washington can be obtained from the Washington State Department of Labor and Industries at 1-866-219-7321 or at www.lni.wa.gov.

Before any payment shall be made, the selected Contractor and each subcontractor, shall submit a “Statement of Intent to Pay Prevailing Wages” and “Certified Payroll” to the City. The
Contractor is responsible for payment of all fees and shall make all applications and payments directly to the State Department of Labor and Industries.

16. QUESTIONS/CLARIFICATIONS
The City reserves the right to request any respondent to clarify or correct its proposal or to supply any additional material deemed necessary to assist in determining a responsive proposal. All modifications and or corrections must be made in writing and executed and submitted in the same format and manner as the original proposal. Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. The City reserves the right to change the scope of work, duration of term or issue addendums at any time. The City also reserves the right to cancel, change or re-issue this request at any time.

17. ADDITIONAL REGULATIONS
The Contractor shall comply with all Federal, State, City, and County laws, ordinances and regulations including, but not limited to OSHA standards, applicable to the work being performed.

SCOPE OF WORK
TURF MAINTENANCE:
1. STANDARDS
A. The conduct of grounds maintenance activities does not detract from the overall function of the City Cemeteries, Fairgrounds and Park.

B. All areas where grounds maintenance activities have been conducted are neat, clean and free of debris and equipment at the end of the workday.

C. Necessary personal protective equipment and safety measures shall be adhered to at all times during grounds maintenance operations.

D. Turf in visually prominent areas is maintained within one inch above the range of that which is professionally recommended for that type of turf and region.

E. Turf surrounding a headstone or marker is trimmed to its recommended height (see specifications listed in paragraph 4 below).

F. There shall be no signs of “grass burns” caused by mowers. There shall be no signs of turf being “scalped” by string trimmers.

MOWING, TRIMMING & EDGING:
2. SCOPE
The Contractor shall be responsible for mowing, edging and trimming all grass within the specified City facilities.

3. EQUIPMENT
A. Riding mowers may be used provided that they are not operated within two (2) inches of headstones, markers, monuments, tree trunks or other vertical surfaces.

B. Commercial power trimmers and power edgers shall be used to trim grass from around headstones, monuments, markers, etc. (see TRIMMING below).

C. Cutting blades on mowing and trimming equipment must be sharpened so that grass tips are properly cut and not torn or damaged. Cutting heights of all mowing equipment shall be set according to heights specified below. The height of grass is what is measured to get correct cutting height.

4. PROCEDURE
A. Turf shall be cut to maintain heights between 2.5” and 3.0”.

B. Mowing will normally be inspected by the Public Works Director or designee.

C. CURB EDGING: All streets, curbs, walkways, tree wells and shrub beds shall be edged inside and outside cemetery grounds. Damage to asphalt/concrete shall be avoided. Debris from edging shall be removed from the site on the same day.

D. TRIMMING: All un-mowed grass around headstones, monuments, markers, and other vertical surfaces and structures shall be trimmed.

E. Walkways and roads shall be cleaned up of grass clippings and leaves after mowing, weed-eating, edging, and trimming.

TRASH AND DEBRIS MANAGEMENT
1. STANDARD:
A. Turf is free of debris, i.e., leaves and trash.

B. Turf in visually prominent areas is free of trash.

C. Debris, equipment, tools and supplies shall be removed at the conclusion of each task or at the end of each workday.

D. All areas are free of grounds maintenance debris by the end of the workday.

2. SCOPE
The contractor shall maintain all the cemetery grounds and turf free of trash and debris.

Work consists of collecting and removing all trash, debris and fallen leaves from maintained grounds. Random inspections may be conducted by the Public Works Director or designee.

3. PROCEDURE
A. Leaves/needles and twigs shall be removed from grounds by method of mowing and bagging or hand raking, etc.
B. The Contractor shall inspect all areas of the grounds during this period and ensure that there is no accumulation of debris in any area.

D. The Contractor shall provide the necessary labor and suitable conveyance each workday for pickup of this debris from grounds. All dumpster and pickup services and trash removal services shall be provided by Contractor at the Contractor’s expense.

E. Removal of debris and disposal away from the grounds shall be the responsibility of the Contractor.

I. The Contractor shall not remove any grave decorations or other cemetery decorations; Waitsburg Public Works will be responsible for this.

SUPPLIES OR SERVICES AND PRICE/COSTS

PRICE SCHEDULE: The contractor shall provide all labor, materials, equipment, tools, and supplies to complete grounds maintenance services to maintain the City of Waitsburg City Cemetery, I.O.O.F. Cemetery, Fairgrounds and Preston Park.

The Contract price shall constitute full compensation for furnishing all labor, materials, tools and equipment for performing all work and operations required as specified herein and shall be considered full compensation and shall include all minor items required for a complete job but not specifically mentioned in the scope of services and items mentioned in the scope of services but not having a specific pay item. The Contract pricing shall include all overhead costs, transportation, insurance, profit, permitting, L & I filing fees, taxes and any other costs related to the work.

All work shall be performed in accordance the Description/Specifications/Statement of Work, contained in this contract. The contract performance period is from April 1, 2015 to March 31, 2016, with three (3) one year options, if exercised.

BASE PERIOD (April 1, 2015 – March 31, 2016)

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<tr>
<th>Service</th>
<th>Quantity</th>
<th>Price</th>
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<tr>
<td>Trimming Upright Headstones</td>
<td>2x</td>
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<td>Edging Flat Markers</td>
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<td>Edging Curbs/Sidewalks</td>
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<td>Mowing</td>
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OPTION YEARS 2-4 (April 1, 2016-March 31, 2019)

Trimming Upright Headstones
2x $_______
1x $_______
Month $_______

Edging Flat Markers
2x $_______
1x $_______
Month $_______

Edging Curbs/Sidewalks
2x $_______
1x $_______
Month $_______

Mowing
2x $_______
1x $_______
Month $_______

EXHIBIT “B”

REFERENCES

INSTRUCTIONS: Proposers must identify previous federal, state, local and private contracts that they have completed and that are similar to the contract being evaluated. (List at least three (3) no more than five (5) contracts for evaluation)

(One contract reference per form, Form may be duplicated)

NOTE: If you have performed any Cemetery Maintenance contracts list them first.

Contract Number: ___________________________________________________________

Contractor (Name, Address, Zip Code & Telephone# & email address):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Type of Contract: ______________________________________________________

Contract Dollar Value: __________________________________________________

Date of Award: ______________________________________________________

(If not completed, provide status):
Type/Extent of Subcontracting: ________________________________

Complexity of Product/Service: ________________________________
Percentage of Work completed by your company: __________________

Description of supply/Service(s) provided, location & relevancy of work: __________________
____________________________________________________________________________________
____________________________________________________________________________________

Address, Telephone Number & E-mail of the Contract Person & their position: ____________
____________________________________________________________________________________

EXHIBIT “C”

NON-COLLUSION CERTIFICATE

STATE OF WASHINGTON )
) ss.
COUNTY OF WALLA WALLA )

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-
partnership or corporation herein named, has not, either directly or indirectly, entered into any
agreement, participated in any collusion or otherwise taken any action in restraint of free
competition in the preparation and submission of a proposal to the City of Waitsburg for
consideration in the award of a contract on the project described as follows:

CONTRACT FOR CITY OF WAITSBURG GROUNDS MAINTENANCE

Name of Firm: _________________________________________________________________

By: __________________________________________________________________________
Authorized Signature

Title: ________________________________________________________________________

Sworn to before me

Notary Public _________________________________________________________________

This day of , 2015.

CORPORATE SEAL: