



REQUEST FOR PROPOSALS
for
LANDSCAPE MAINTENANCE SERVICES

Date Issued: March 1, 2024

Issued By:

City of Fargo Public Works Department
402 23rd Street N.
Fargo, ND 58102
(701) 241-1466 (Phone)
(701) 241-8100 (Fax)



The City of Fargo Public Works is issuing a Request for Proposal (RFP) for contractor assistance in performing **Landscape Maintenance Services**.

RFP24140

Proposals must be uploaded to fargond.bonfirehub.com/.

Need Help?

Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission.

Proposal due Date and Time

2:00 p.m. on Friday, March 22, 2024

Proposals received after the above-cited date and time will be considered late and are not acceptable.

- Please make sure to use the included Proposal Sheet
- Any questions regarding this RFP contact Scott Liudahl at (701) 241-1466.

Thank you for your interest.

PURPOSE OF PROPOSAL

The City of Fargo has various, mostly downtown area, locations where landscape maintenance service is required.

The city will expect work to be completed in a proficient and professional manner. The Contractor will work under the direction of Public Works Staff.

After the contract has been awarded, a meeting will be held between the Director of Public Works, City Forester, and the Contractor to schedule a start date.

All profit, overhead, labor, and overtime, will be included in the price quoted in the proposal. The Contractor will submit firm, fixed prices.

PROPOSAL GENERAL PROVISIONS

Any questions or comments regarding the proposal should be submitted to:

Scott Liudahl
City Forester
Phone: (701) 241-1466
Fax: (701) 241-8100

Via Bonfire, all proposals must be received by **2:00 p.m. on Friday, March 22, 2024.**

Evaluation Committee:

The proposals will be reviewed by the Evaluation Committee. The Evaluation Committee will include the following representatives:

Director of Public Works
Public Works Services Manager
City Forester

Evaluation Criteria:

The proposal submitted and received by the City will be evaluated and ranked according to the following criteria:

- Previous Work Experience – 50%
- Work performance (references will be checked by City of Fargo) – 20%
- Price – 30%

PROPOSAL SCHEDULE

- Distribute RFP Approximately March 1, 2024
- Receive Proposals 2:00 PM, March 22, 2024
- Award Contract Approx. April 1, 2024
- Begin Work May 1, 2024 or as directed
- Completion October 31, 2024 or as directed

PROPOSAL TERMS

The city reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, contractors' qualifications and capabilities to provide the specified service. The city reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the city's specifications and needs.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful proposer to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of this RFP, an addenda will be provided. Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, proposal must be received on or before the date and time specified.

The prices stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed end date of contract.

PROPOSAL SPECIFICATIONS

Along with the documents listed under indemnity and insurance on page 5, the proposal shall include additional information.

Required uploaded documentation will include:

- Contractor's qualifications, years in business, experience in providing the level and type of service specified in the proposal.
- At least three (3) current references of former agreements covering similar services listed in the proposal. Include company name, contact name and phone number.
- A fully completed proposal sheet and signature form.
- A list of major equipment owned that will be used in association with this proposal.
- A summary of the weed control plan including proposed herbicide products.

Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP.

SCOPE OF SERVICES

Once a week, work shall include all labor, materials, equipment, supplies and services required for the maintenance of trees, shrubs, perennials, and planting beds. Service included shall be as follows:

- Annual mulch refresh (city provided; contractor hauled and installed) as needed
- Weed removal in planting beds and mulch areas
- Collecting and removal of litter/trash
- Cutting to ground of previous years perennials

GENERAL INSTRUCTIONS

Contractor shall follow accepted horticultural practices to keep the areas attractive and clean in appearance and maintain all plant materials in a healthy and vigorous condition. Work shall be

performed in a professional and well-presented manner, using quality equipment, methods and material, all of which must be maintained and operated with the highest of standards. Safety requirements including traffic control and PPE, required by OSHA and/or ANSI, shall be followed at all times.

INDEMNITY AND INSURANCE

Contractor agrees to indemnify and hold City harmless from any and all claims, demands or causes of action resulting from the provision of services as described in this agreement.

The Contractor shall secure, pay the premium for, and keep in force until the expiration of the contract and any other renewal thereof, insurance and documentation as provide below.

Required uploaded documentation will include:

- Liability Insurance in the amount of \$1,000,000 per person, \$500,000 per accident, and property damage in the amount of \$300,000 per accident.
- North Dakota Contractors License.
- ND Commercial Pesticide Applicators License.

LANDSCAPE MAINTENANCE

- Maintain planting beds and mulch areas free of weeds.
- Attempt to remove persistent perennial weeds by methods that will completely and permanently eliminate the weed. Contractor may utilize herbicides that are approved for and appropriate for use in the landscape setting. Take extreme care in the application of herbicides not to damage adjacent plant materials including trees, shrubs, perennials and lawn. Hand weeding may be necessary/justified at times.
- Planting bed(s) to be policed for trash, debris, and all material shall be hauled from site and properly disposed of. **An early spring trash collection shall be completed as soon as site appropriate.**
- Some sites include perennials. An early spring or late fall cutting should be included in the proposal.
- Annual mulch refresh (city provided; contractor hauled and installed) as needed to maintain a consistent 2-3" depth.

TERMS AND CONDITIONS

Award

- The city reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service.
- The city reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed best to meet the city's specification and needs.

Term of Contract

- The initial term of this contract shall be for three (3) seasons, with the first season commencing on May 1, 2024 and expiring October 31, 2024. Season two and three can be negotiated if accepted in writing by both parties. *Note: Trash collection/perennial*

cutting/mulch refresh could occur outside of the above mentioned season, as site appropriate.

- This agreement may then be extended with negotiated one-year periods for a maximum of two (2) additional seasons, if approved and accepted in writing by both the contractor and the city prior to the season start of the appropriate year.
- The total will not exceed five (5) seasons.
- Contractor performance, quality of service, price, and reliability are some of the criteria that will be used as a basis for the city to exercise an option year.
- The initial agreement places no obligation on the City to renew beyond the initial term of the contract.
- Payment will not be made until approval is given regarding the work performed. Partial billing is acceptable at any time.

TERMINATION OF CONTRACT

Termination without cause. City at anytime may terminate the contract by giving ten (10) days written notice to the contractor.

Landscape Maintenance Services Proposal Sheet

Routine weekly maintenance will include maintaining planting beds and mulch areas free of weeds. Planting bed(s) to be policed for trash, debris, and all material shall be hauled from the site and properly disposed of.

<u>Site</u>	<u>Location</u>	<u>Weekly price</u>
1	Main Ave/2 nd St	_____
2	1 st Ave N and 2 nd St	_____
3	2 nd St N floodwall	_____
4	2 nd St N floodwall	_____
5	2 nd St N floodwall	_____
6	101 2 nd St S	_____
7	NP Ave from University to 10 th St N	_____
8	2 nd Ave N and Roberts St	_____
9	1 st Ave N and 3 rd St	_____
10	715 17 th St N (city impound lot)	_____
11	NE corner of 17 th Ave S and 45 th St	_____
12	32 nd Ave S medians from 22 nd St to 32 nd St	_____
Total Weekly Price		_____

Landscape Maintenance Services Proposal Sheet:

- Complete and submit proposal and signature sheet.
- Note: Maps are for general location reference. A site inspection is recommended.

SIGNATURE SHEET

Signature

Company Name

Print Name

Company Address

Title

City, State Zip Code

Telephone Number

Fax Number

Federal Tax ID Number

URL/Email Address

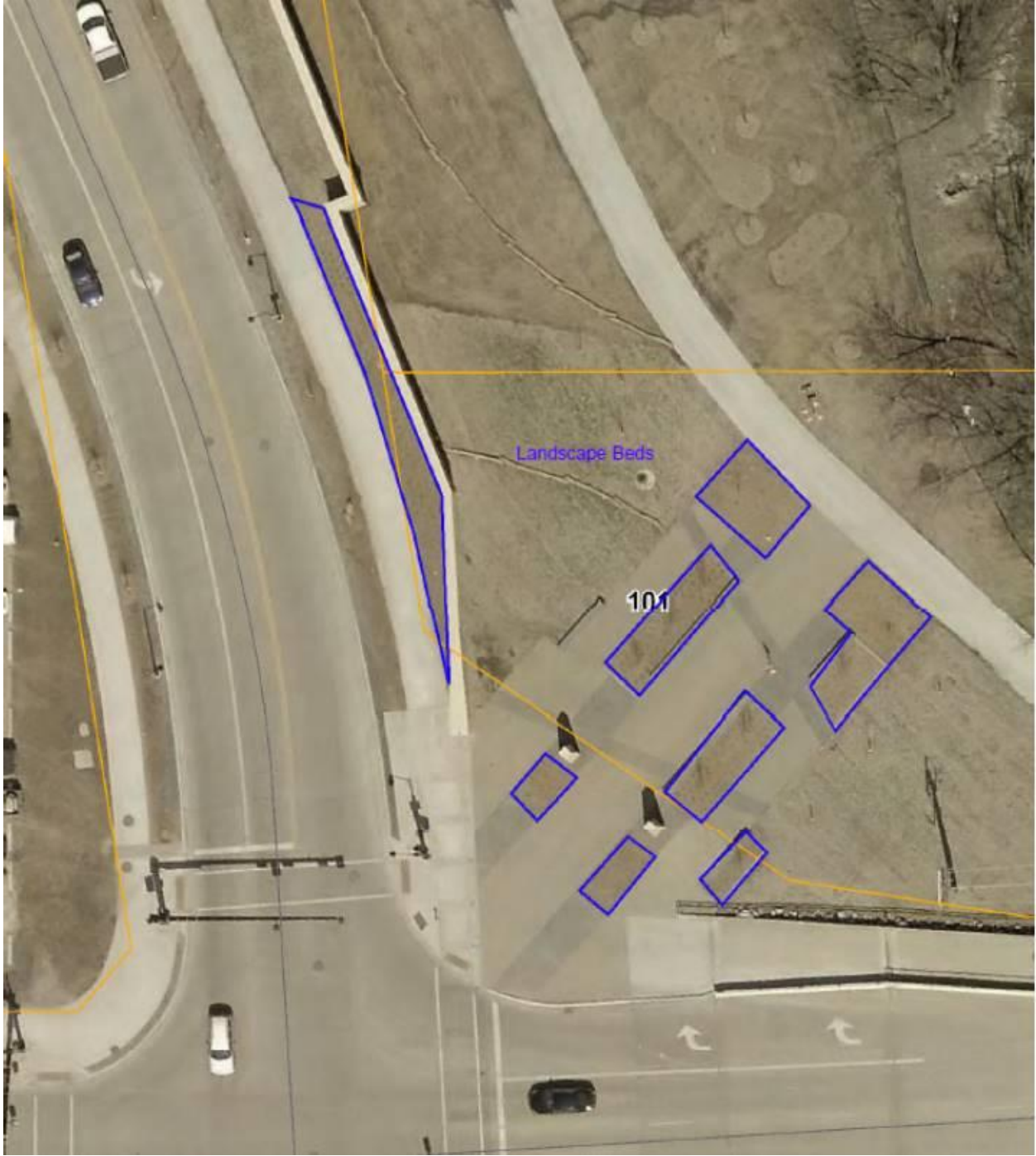
Date

The above individual must be authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.



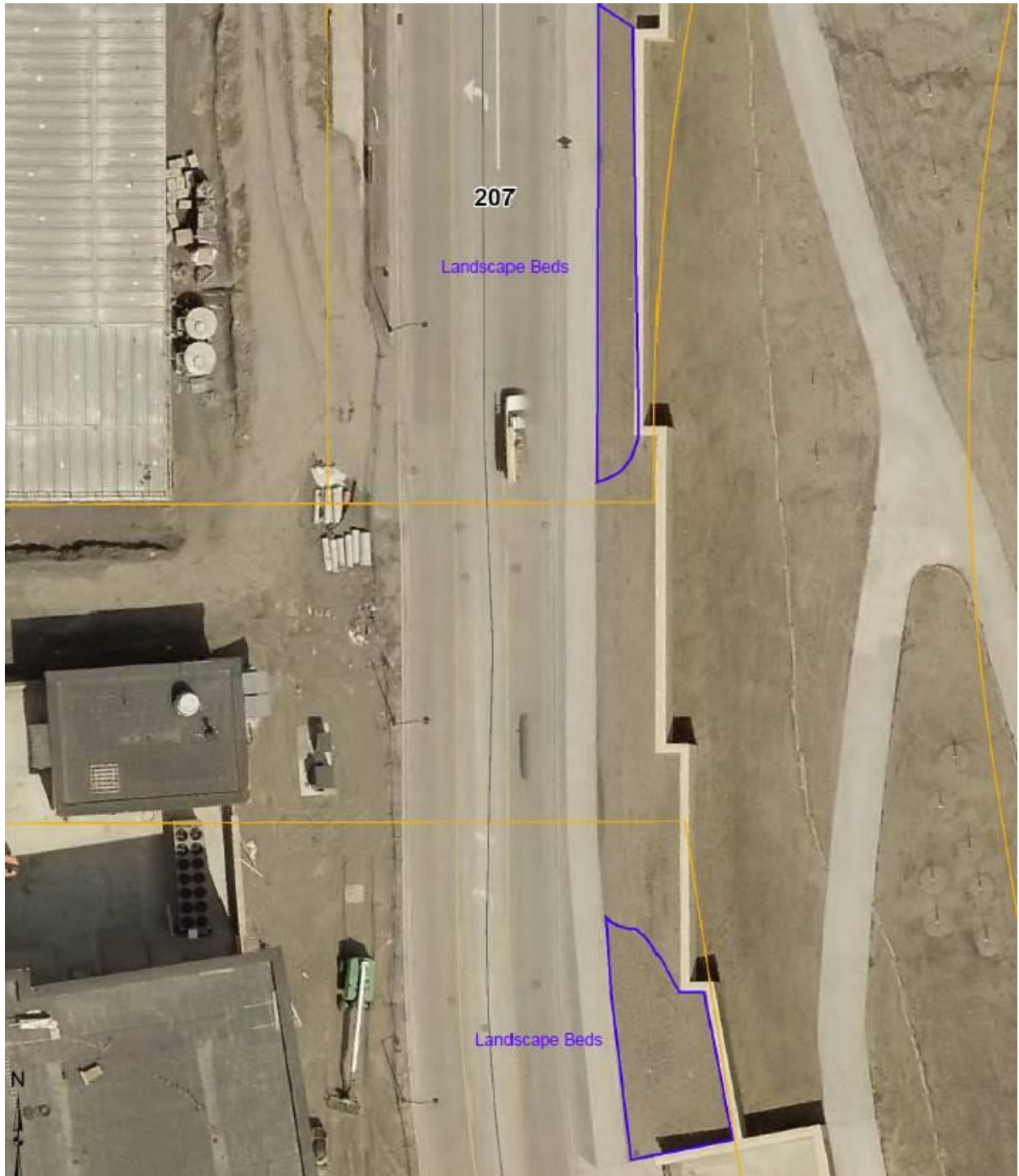
Site 1 – Main Ave and 2nd St



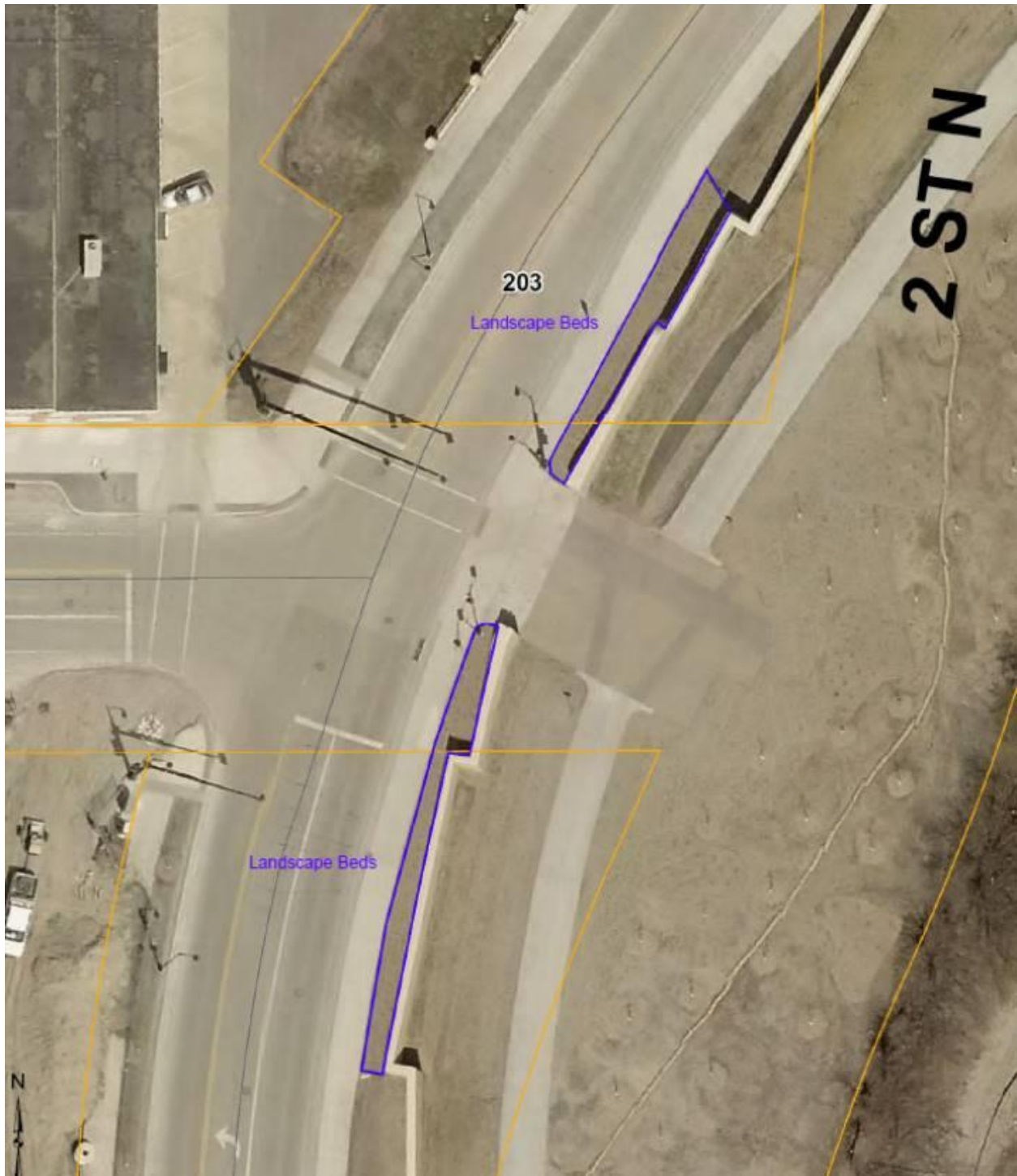
Site 2 – 1st Ave N and 2nd St



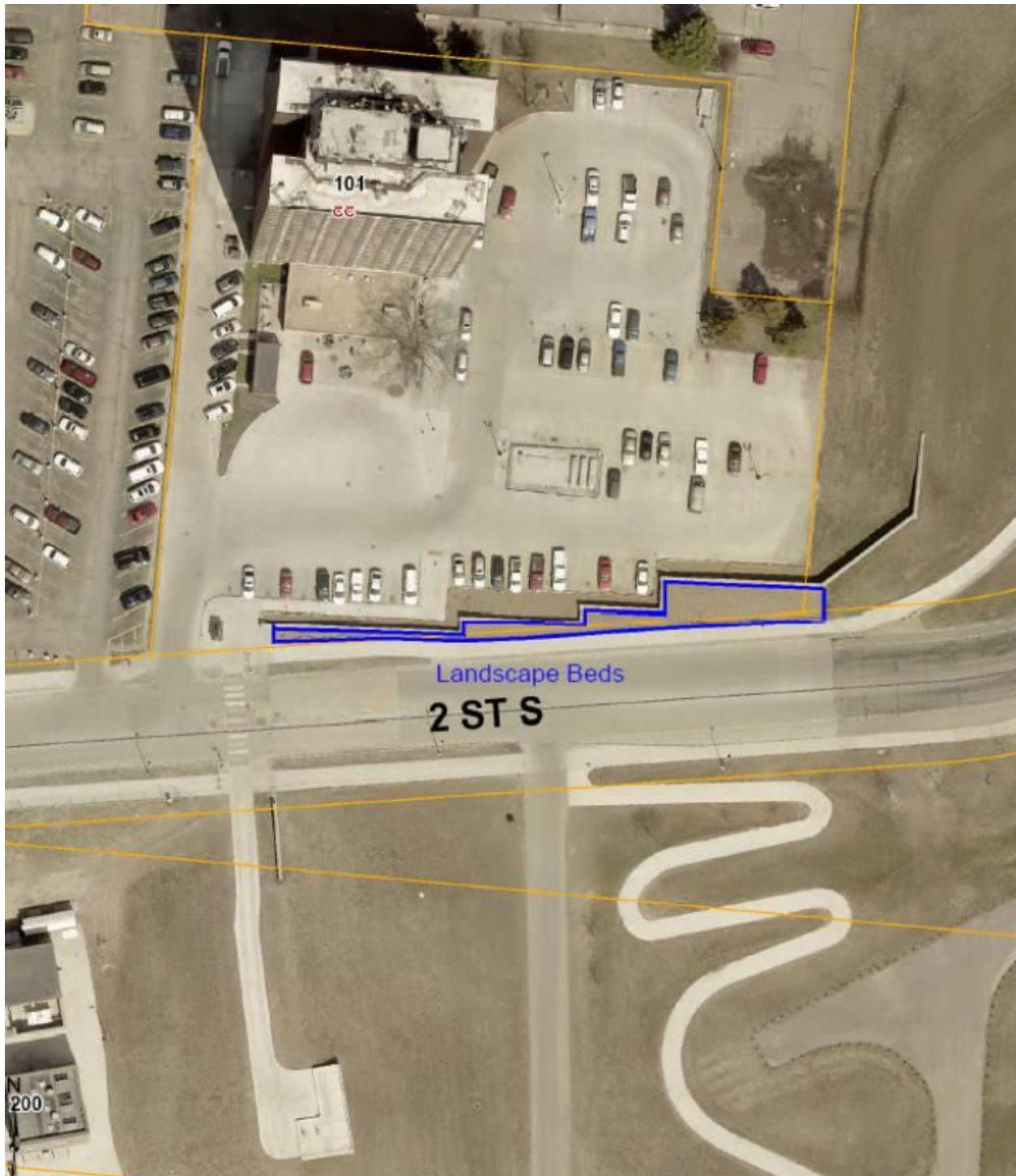
Site 3 – 2nd St N



Site 4 – 2nd St N



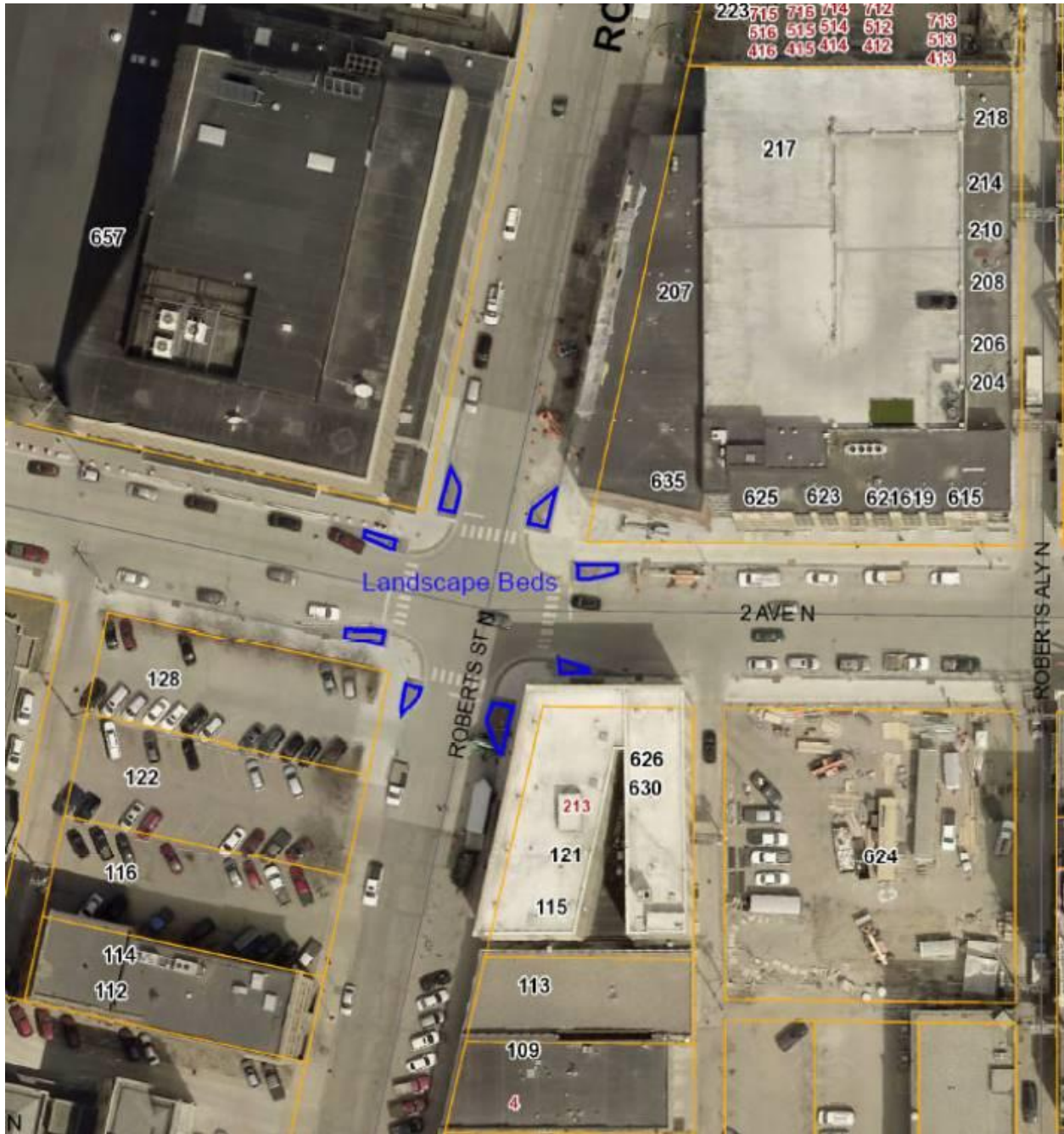
Site 5 – 2nd St N



Site 6 – 101 2nd St S



Site 7 – NP Ave from University to 10th St N



Site 8 – 2nd Ave N and Roberts St.



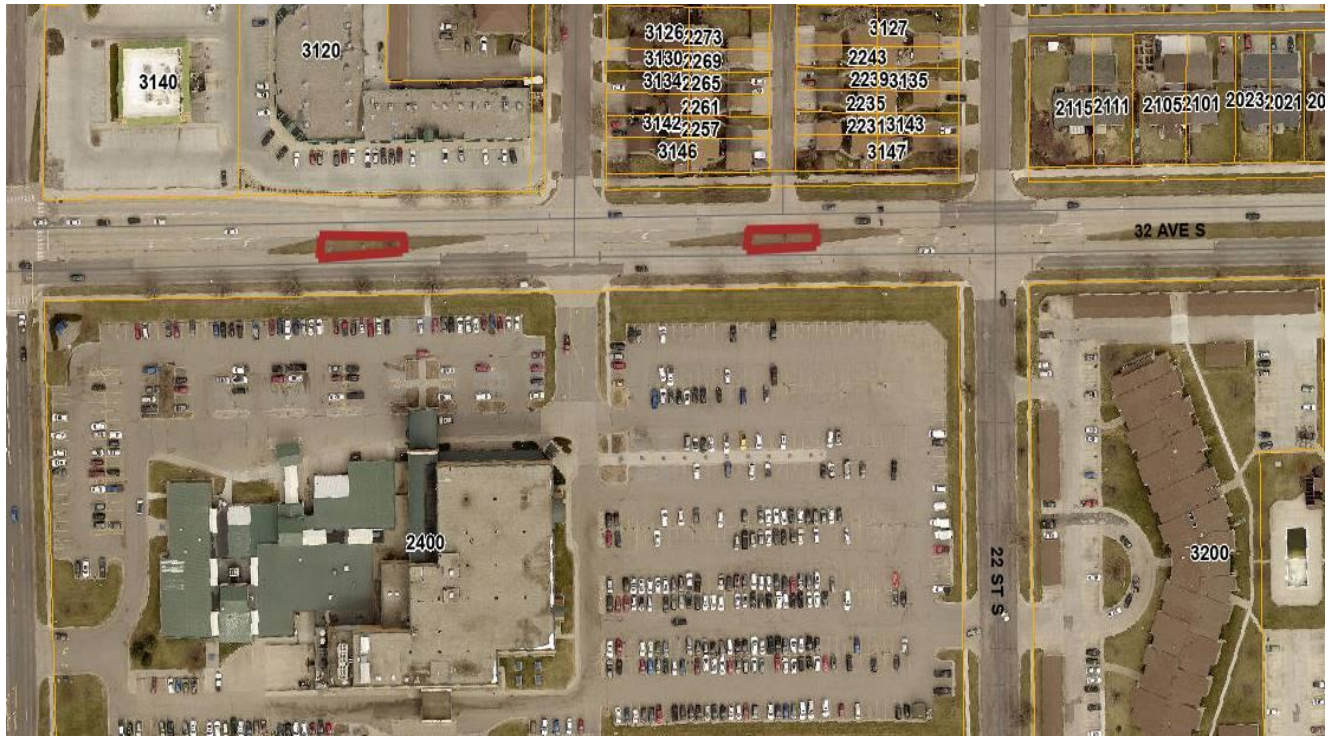
Site 9 – 1st Ave N and 3rd St



Site 10 – 715 17th St N (City of Fargo Impound Lot)



Site 11 – NE Corner of 17th Ave S and 45th St



Site 12 – 32nd Ave S from 22nd to 32nd St