



Request for Proposals (RFP24141)

Landscape Maintenance Services

RFP Submittals Due:
March 21, 2024 at 2:00pm

Issued By:

City of Fargo Facilities Management Department
225 4th St. N
Fargo, ND 58102

Proposals must be submitted to fargond.bonfirehub.com/
Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission.

City of Fargo
Request for Proposals: Landscape Maintenance Services

INTRODUCTION

The City of Fargo is issuing a Request for Proposals (RFP) for a Vendor(s) to provide landscape maintenance services for the City of Fargo. Refer to the locations, maps, and scope of services sections in this RFP for detailed information.

The city will expect work to be completed in a proficient and professional manner. The Contractor will work under the direction of Facilities Management staff.

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

SUBMISSION INSTRUCTIONS

Vendors shall submit proposals online at fargond.bonfirehub.com/. Proposals must be submitted Via Bonfire no later than **2:00 PM on Thursday, March 21, 2024**.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

INQUIRIES

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

Mark Fournier
Maintenance Supervisor
Office Phone: (701)-298-6959
Cell Phone: (701)-540-8890
E-mail: MFournier@FargoND.gov

PROPOSAL SCHEDULE

The City reserves the right to modify the timeline if necessary.

RFP posted	March 7, 2024
Submittals due	March 21, 2024, by 2:00pm
Award Contract	March 25, 2024
Contract and Signature Due	March 27, 2024
Contract start date	April 1, 2024

EVALUATION CRITERIA

All Proposals received on time will be opened, in a non-public setting. Proposals will first be reviewed to ensure compliance with the terms of this RFP. Non-compliant or non-responsive Proposals may be rejected. The City will then evaluate the Proposals in accordance with the criteria listed below.

QUALIFICATION AND EXPERIENCE – 40 Points

PRICE – 40 Points

REFERENCES – 20 Points

The City reserves the right in any or all submittals, to reject, to waive any technical defects or irregularities, or to accept what is, in its judgment, the submittal(s) which is in the City's best interest.

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.

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 the contract.

PROPOSAL SPECIFICATIONS

Required uploaded documentation will include:

- Proposers' information: Company name, address, email, phone number, and primary contact of the company submitting the response.
- Vendors 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.
- Certificate of Insurance
- Pricing sheet
- ND Commercial Pesticide Applicators License

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

The Vendor(s) will be required to perform the landscape maintenance services as set forth in this section. Refer to maps for property locations. Contracted dates are April 1, through October 31 each year.

Location of Properties

- A. City Hall/Civic Center/Main Library - 225 4th ST North**
- B. Public Safety Building – 4630 15TH AVE North**
- C. Fargo Cass Public Health Building – 1240 25th ST South**
- D. Police Department Headquarters Building – 105 25th ST North**
- E. Gladys's Ray Shelter – 1519 1st AVE South**
- F. Harm Reduction – 510 5th ST North**
- G. Broadway and Main ST intersection**
- H. Broadway and 6th ST intersection**

Landscape Maintenance

- Maintain planting beds and mulch areas free of weeds.
- Weekly mowing, trimming, and edging.
- Spring refresh mulch with city provided material where applicable.
- Spring and Fall cleanup.
- Spring tree pruning.
- Shrub trimming mid-season.
- Irrigation startup and winterization where applicable.
- 3 applications of weed and feed.
- Bi-weekly weed abatement landscape beds and sidewalks/parking lots.
- Collecting and removal of litter/trash.

General Instructions

Vendors 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.

INSURANCE

a. Vendor will obtain and maintain the following insurance coverage, naming the City of Fargo as an additional insured, via commercial insurance:

i. Commercial General Liability covering bodily injury and tangible property damage liability with limit of not less than U.S. \$1,000,000 each occurrence.

ii. Workers' Compensation (or maintenance of a legally permitted and government-approved program of self-insurance) covering Vendor Personnel pursuant to applicable state workers' compensation laws for work-related injuries suffered by Vendor's Personnel, if Vendor employs Personnel;

iii. Employer's Liability with limits of not less than U.S. \$1,000,000 per accident;

v. Automobile Liability with \$2,000,000 combined single limit per occurrence, for bodily injury and property damage combined covering owned, if Vendor owns any vehicles, non-owned, and hired vehicles, if Vendor brings vehicles on the City's premises or uses vehicles in the performance of services.

vi. Limits for Commercial General Liability and Automobile Liability may be provided through a combination of primary and umbrella coverage; and

b. Vendor shall provide the City with evidence of the foregoing coverage before providing any services.

c. Vendor shall notify the City 30 days prior to cancellation or reduction in limits of any insurance required hereunder.

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 April 1, 2024 and expiring October 31, 2024. Season two and three can be negotiated if accepted in writing by both parties.
- 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 for this term of the contract will not exceed five (5) seasons.
- Termination without cause. City at anytime may terminate the contract by giving ten (10) days written notice to the contractor.
- The initial agreement places no obligation on the City to renew beyond the initial term of the contract.

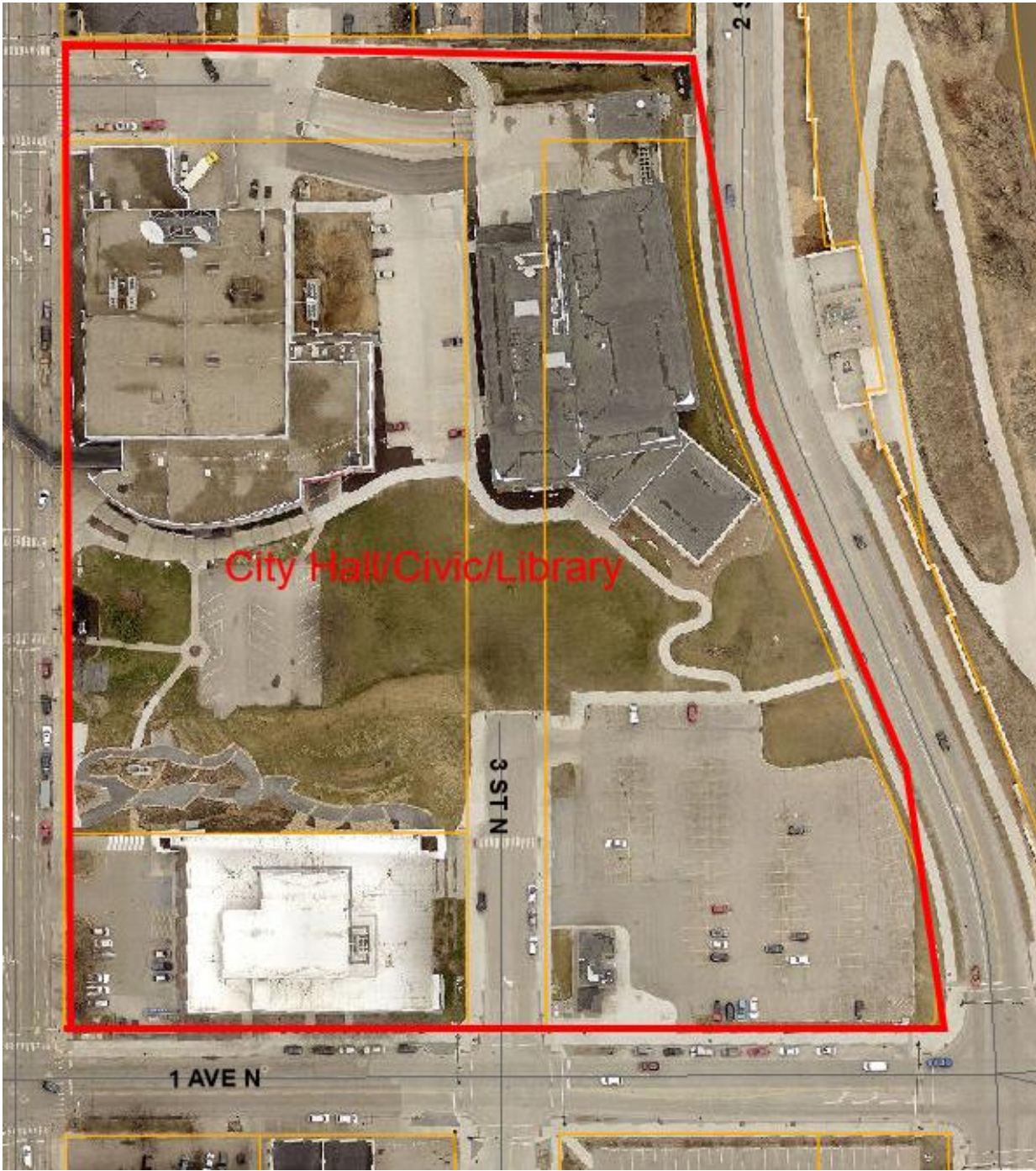
Pricing Sheet

Fill out the Monthly price for each of the following properties you are interested in bidding on.

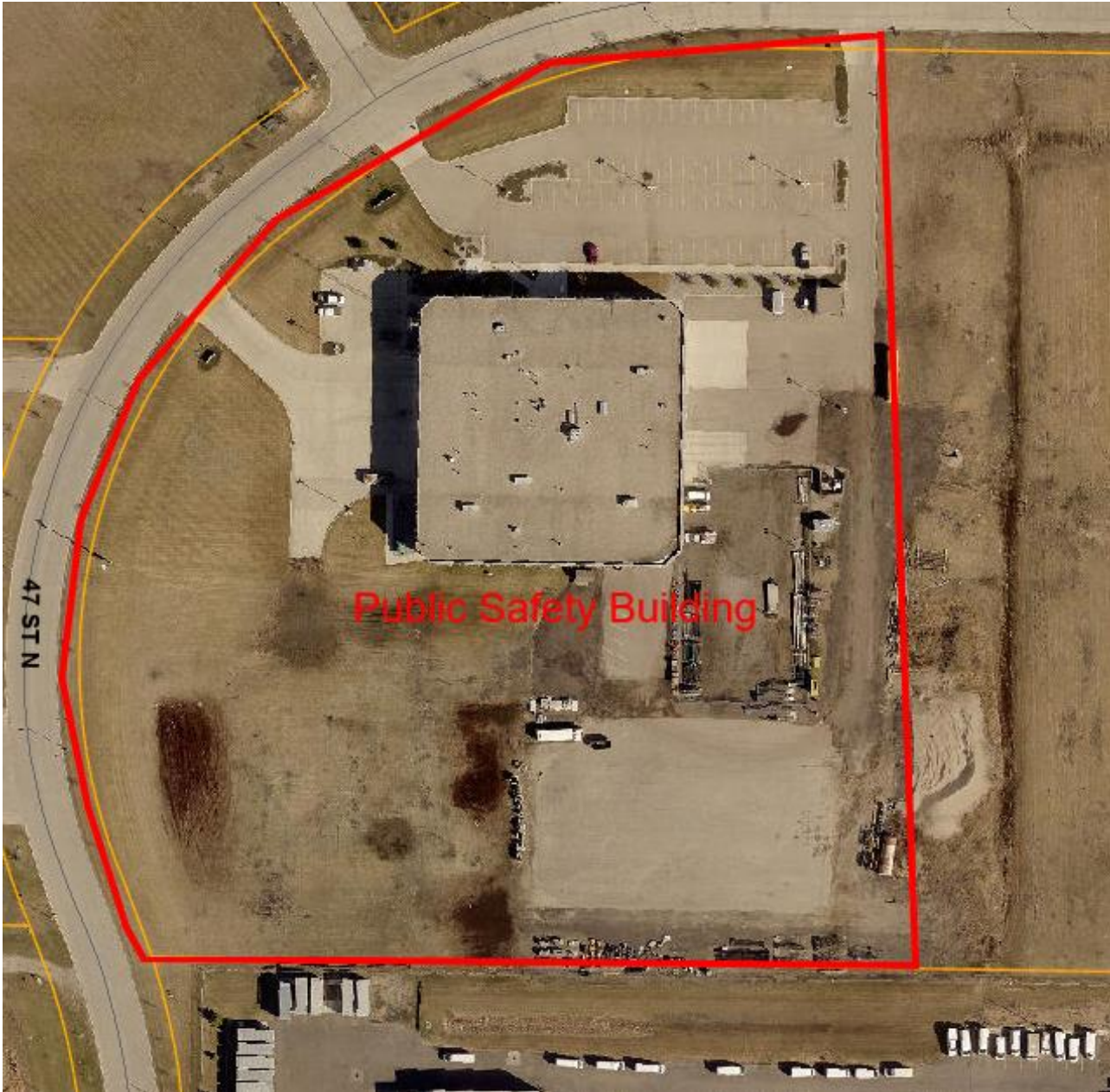
Building Site	Location	Monthly Price
A. City Hall/Civic Center/Main Library	225 4 th ST North	\$ _____
B. Public Safety Building	4630 15 th AVE North	\$ _____
C. Fargo Cass Public Health Building	1240 25 th ST South	\$ _____
D. Police Department Headquarters Building	105 25 th ST North	\$ _____
E. Gladys Ray Shelter	1519 1 st AVE South	\$ _____
F. Harm Reduction	510 5 th ST North	\$ _____
G. Broadway and Main ST intersection	Broadway and Main ST intersection	\$ _____
H. Broadway and 6 th ST intersection	Broadway and 6 th ST intersection	\$ _____

Map Locations

A. City Hall/Civic Center/Main Library - 225 4th ST North



B. Public Safety Building – 4630 15TH AVE North



C. Fargo Cass Public Health Building – 1240 25th ST South



D. Police Department Headquarters Building – 105 25th ST North



E. Gladys Ray Shelter – 1519 1st AVE South



F. Harm Reduction – 510 5th ST North



G. Broadway and Main ST intersection



H. Broadway and 6th ST intersection

