



**REQUEST FOR PROPOSALS  
for  
LANDSCAPE MAINTENANCE SERVICES**

Date Issued: April 15, 2019

Issued By:

City of Fargo Public Works Department  
402 23<sup>rd</sup> Street N.  
Fargo, ND 58102  
(701) 241-1453 (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.

Contractor will deliver one (1) original RFP to the following Address:

City of Fargo Auditor's Office  
225 4<sup>th</sup> Street N.  
Fargo, ND 58102

Office hours are 7:45 am to 4:30 pm, Monday through Friday, excluding holidays.

**Proposal due Date and Time**

**11:00 a.m. on Wednesday, May 1, 2019**

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

- Please make sure the envelope or package is marked:  
**"LANDSCAPE MAINTENANCE SERVICES RFP"**
- Please make sure to use the included Proposal Sheet
- Any questions regarding this RFP contact Ben Dow at (701) 241-1453.

Thank you for your interest.

## **PURPOSE OF PROPOSAL**

The City of Fargo has various locations in which 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 and the Contractor to schedule start date.

All profit, overhead, manpower, 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:

Ben Dow  
Director of Public Works  
Phone: (701) 241-1463  
Fax: (701) 241-8100

Proposals shall be submitted to:  
City of Fargo Auditor's Office  
225 4<sup>th</sup> Street N.  
Fargo, ND 58102

Proposals shall be clearly identified and marked as follows:

### **"LANDSCAPE MAINTENANCE SERVICES RFP"**

All proposals must be received by **11:00 a.m. on Wednesday, May 1, 2019**, at which time proposal will be opened for review.

### **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  
Public Works Supervisor

### **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 April 15, 2019
- Receive Proposals 11:00 AM, May 1, 2019
- Award Contract May 6, 2019
- Begin Work May 7, 2019 or as directed
- Completion October 31, 2019 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, original proposal and amended proposal must be at the City of Fargo Auditors Office 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**

The proposal should include all of the following information:

- 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 executed proposal form with signatures.
- A fully completed proposal form.
- A list of major equipment owned that will be used in association with this proposal.
- A summary of the weed control plan for both spring and midsummer applications.
- 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. Proposal shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed by the person signing the proposal.

**SCOPE OF SERVICES**

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

- Mulching of area beds



- Weed removal in planting beds and mulch
- Collecting and removal of litter
- Mowing of designated areas

### **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:

- Public 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. *(Include a copy with your proposal)*
- North Dakota Contractors License. *(Include a copy with your proposal)*
- Workers Compensation Coverage as required by local and/or state jurisdiction.
- ND Commercial Applicators License/Certification. *(Include a copy with your proposal)*

### **LANDSCAPE MAINTENANCE**

- Maintain planting beds and mulch areas free of weeds.
- Initial Clean-up will include the application of a 2" layer of city provided mulch. Contractor shall be responsible for transportation of mulch from City Compost Site to designated areas. Loading of mulch at City Compost Site with be coordinated with Public Works Staff prior to day of need.
- 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.
- Consider application of a pre-emergent herbicide 'Preen for Perennials' or approved equal in spring to planting bed areas.
- Planting bed(s) to be policed for trash, debris, and all material shall be hauled from site and properly disposed of.

### **TURF MAINTENANCE**

- Turf shall be maintained at a height of approximately three and one-half (3 ½) inches.
- Turf shall be cut in a professional manner as not to scalp turf or leave any areas of uncut grass.
- Care shall be taken to prevent discharge of grass clippings onto any adjacent private properties or onto any paved surface such as streets, jogging trails, sidewalks or storm drain

system. All Hard surfaces should be swept/blown clean by the Contractor immediately after each mowing.

- Contractor shall pick up all litter before each mowing, which is subsidiary to the mowing bid, and remove same from site. If in the course of mowing, trash is overlooked and shredded by mowers, it should immediately be collected and disposed of properly by the contractor.
- All trimming shall be accomplished maintaining the three and one-half inches (3 ½") cutting height. All trimming must be performed concurrently with mowing operations

#### **PRAIRIE RESTORATION**

- Prairie Restoration areas are to be policed for trash, debris, and all material shall be hauled from site and properly disposed of.

#### **SIDEWALKS AND STAMPED CONCRETE**

- 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.
- Sidewalks and Stamped Concrete to be policed for trash, debris, and all material shall be hauled from site and properly disposed of.

#### **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 does not intend to award a contract fully on the basis of response made to the proposal; 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) years commencing on May 7, 2019 and expiring October 31, 2021. The term of this agreement may be extended for one-year periods for a maximum of two (2) additional years, if approved and accepted in writing by both the contractor and the city prior to the season start of the appropriate year.
- 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.

#### **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**

<b><u>Site</u></b>	<b><u>Location</u></b>	<b><u>Area</u></b>	<b><u>Price Initial Clean-up</u></b>
Flood Wall I	Area #1	Landscape Beds	_____
	Area #2	Turf Mowing	_____
	Area #3	Prairie Restoration	_____
	Area #4	Sidewalks/Stamped	_____
Flood Wall II	Area #1	Landscape Beds	_____
Planting Beds I	Area #1	Landscape Beds	_____
Planting Beds II	Area #1	Landscape Beds	_____

<b><u>Site</u></b>	<b><u>Location</u></b>	<b><u>Area</u></b>	<b><u>Price Per Visit (bi-monthly)</u></b>
Flood Wall I	Area #1	Landscape Beds	_____
	Area #2	Turf Mowing	_____
	Area #3	Prairie Restoration	_____
	Area #4	Sidewalks/Stamped	_____
Flood Wall II	Area #1	Landscape Beds	_____

<b><u>Site</u></b>	<b><u>Location</u></b>	<b><u>Area</u></b>	<b><u>Price Per Visit (monthly)</u></b>
Planting Beds I	Area #1	Landscape Beds	_____
Planting Beds II	Area #1	Landscape Beds	_____

## SIGNATURE SHEET

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Signature

---

Company Name

---

Print Name

---

Company Address

---

Title

---

City, State                      Zip Code

---

Telephone Number

---

Fax Number

---

Federal Tax ID Number

---

URL/Email Address

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.

<b>Flood Wall I (Exhibit A)</b> Dry Side of Flood Wall 2nd Street N. 1st Avenue - 5th Avenue	<b>Initial Clean Up: Initial Clean-up shall be completed prior to May 24th, and consist of the following</b>	
	Area 1) Landscape Beds	Remove & haul away all weeds and debris from landscape beds Prune and deadhead all trees, shrubs, bushes and flowers Remove all litter Define, by edging all landscaped beds Apply 2" layer of city provided mulch in all areas where mulch is currently located <i>(City of Fargo mulch is available at the compost site at no cost to the contractor)</i>
	Area 2) Turf Mowing	Mow and edge all area where turf has been planted Remove all litter
	Area 3) Prairie Restoration	Remove all litter
	Area 4) Sidewalks and Stamped	Maintain Sidewalk, Stamped Concrete, Curb and Gutters free of all vegetation Remove all Litter Spray with herbicide
	<b>Regular Service: Site visits will occur every two weeks from May 24th to end-of-October</b>	
	Area 1) Landscape Beds	Maintain trees, shrubs, bushes, flowers and bedding in a healthy growing condition by weeding, deadheading and pruning. Remove all litter
	Area 2) Turf Mowing	Mow and edge all area where turf has been planted Remove all litter
	Area 3) Prairie Restoration	Remove all litter
	Area 4) Sidewalks and Stamped Concrete	Maintain Sidewalk, Stamped Concrete, Curb and Gutters free of all vegetation Remove all Litter Re-apply Herbicide as necessary
<b>Flood Wall II (Exhibit B)</b> Wet Side of Flood Wall 101 2nd Street S.	<b>Initial Clean Up: Initial Clean-up shall be completed prior to May 24th, and consist of the following</b>	
	Area 1) Landscape Beds	Remove & haul away all weeds and debris from landscape beds Prune and deadhead all shrubs, bushes and flowers Remove all litter Apply 2" layer of city provided mulch in all areas where mulch is currently located <i>(City of Fargo mulch is available at the compost site at no cost to the contractor)</i>
	<b>Regular Service: Site visits will occur every two weeks from May 24th to end-of-October</b>	
	Area 1) Landscape Beds	Maintain shrubs, bushes, flowers and bedding in a healthy growing condition by weeding, deadheading and pruning. Remove all litter
<b>Planting Beds I (Exhibit C)</b> NP Avenue University Drive - 10th Street (Eight Beds)	<b>Initial Clean Up: Initial Clean-up shall be completed prior to May 24th, and consist of the following</b>	
	Area 1) Landscape Beds	Remove & haul away all weeds and debris from landscape beds Prune and deadhead all shrubs, bushes and flowers Remove all litter Apply 2" layer of city provided mulch in all areas where mulch is currently located <i>(City of Fargo mulch is available at the compost site at no cost to the contractor)</i>
	<b>Regular Service: Site visits will occur monthly from May 24th to end-of-October</b>	
	Area 1) Landscape Beds	Maintain shrubs, bushes, flowers and bedding in a healthy growing condition by weeding and pruning. Remove all litter
<b>Planting Beds II (Exhibit D)</b> Intersection of 2nd Avenue N. & Roberts Street (Eight Beds)	<b>Initial Clean Up: Initial Clean-up shall be completed prior to May 24th, and consist of the following</b>	
	Area 1) Landscape Beds	Remove & haul away all weeds and debris from landscape beds Prune and deadhead all shrubs, bushes and flowers Remove all litter Apply 2" layer of city provided mulch in all areas where mulch is currently located <i>(City of Fargo mulch is available at the compost site at no cost to the contractor)</i>
	<b>Regular Service: Site visits will occur monthly from May 24th to end-of-October</b>	
	Area 1) Landscape Beds	Maintain shrubs, bushes, flowers and bedding in a healthy growing condition by weeding and pruning. Remove all litter



# Exhibit A



City of Fargo, ND

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Exhibit A  
Area #1 Landscape Beds



City of Fargo, ND

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Exhibit A  
Area #1 Landscape Bed



City of Fargo, ND

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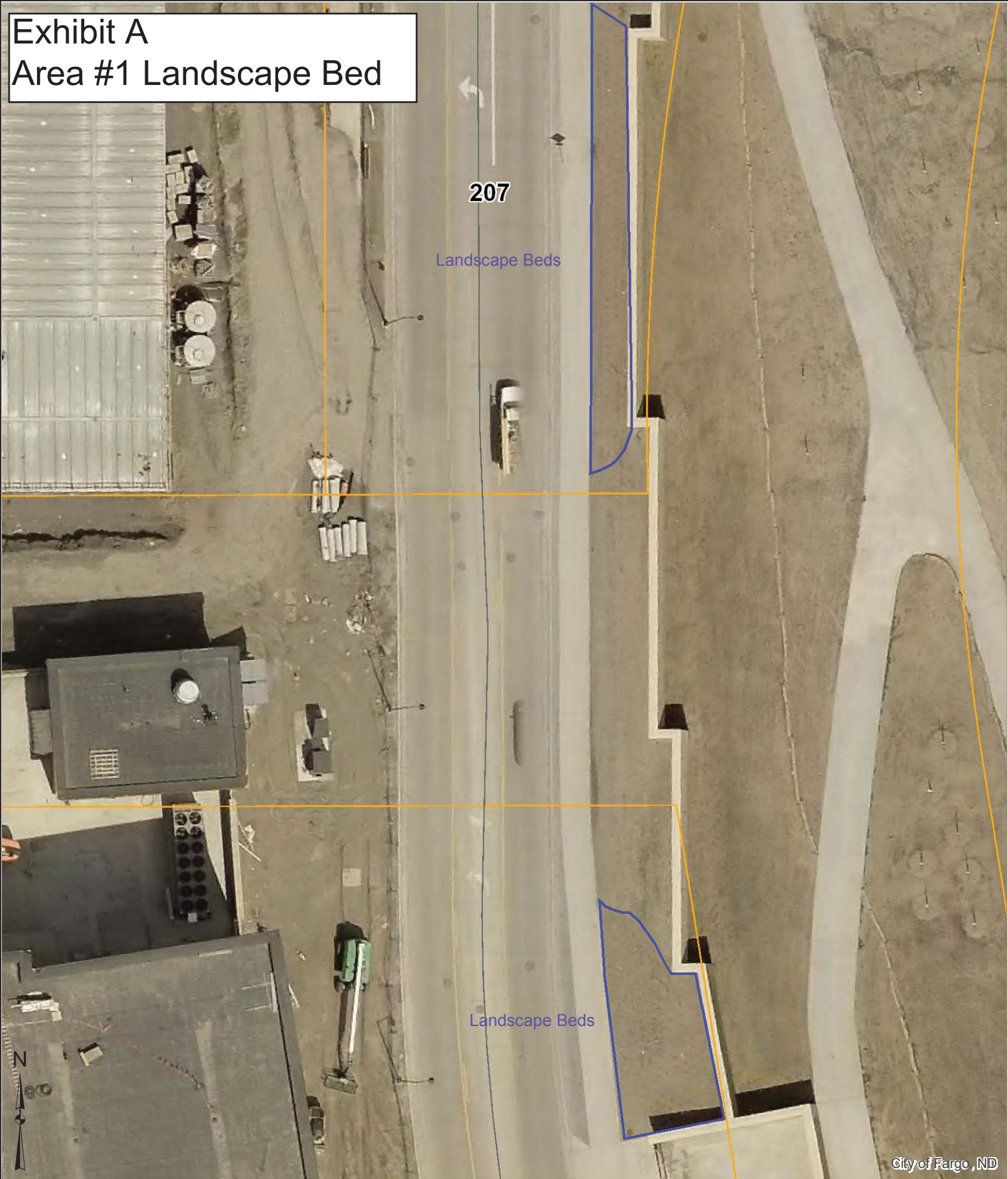
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Exhibit A  
Area #1 Landscape Bed



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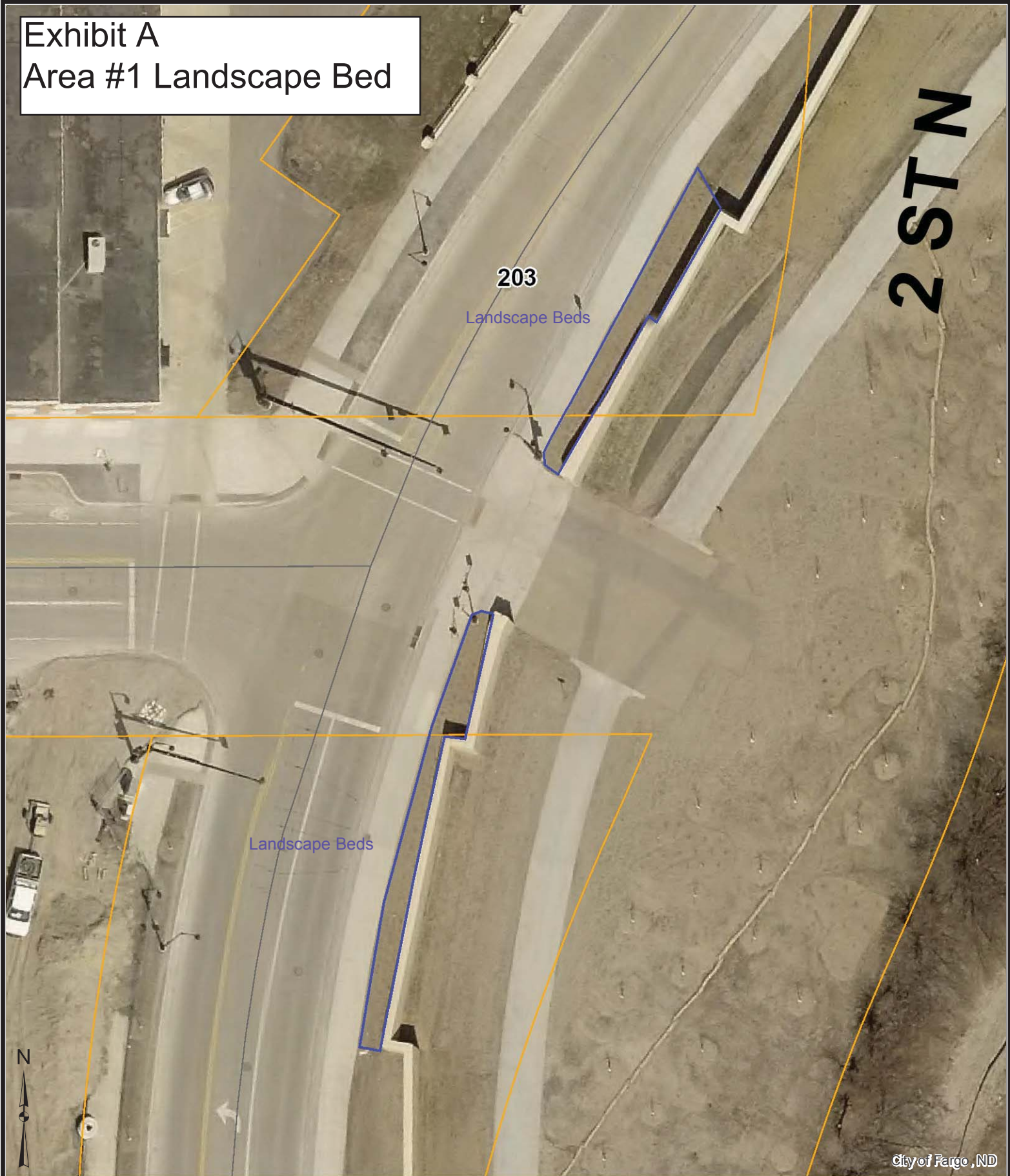
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Exhibit A  
Area #1 Landscape Bed



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# Exhibit A

## Area #2 Turf Mowing



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Exhibit A  
Area #2 Turf Mowing



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# Exhibit A

## Area #3 Prairie Restoration



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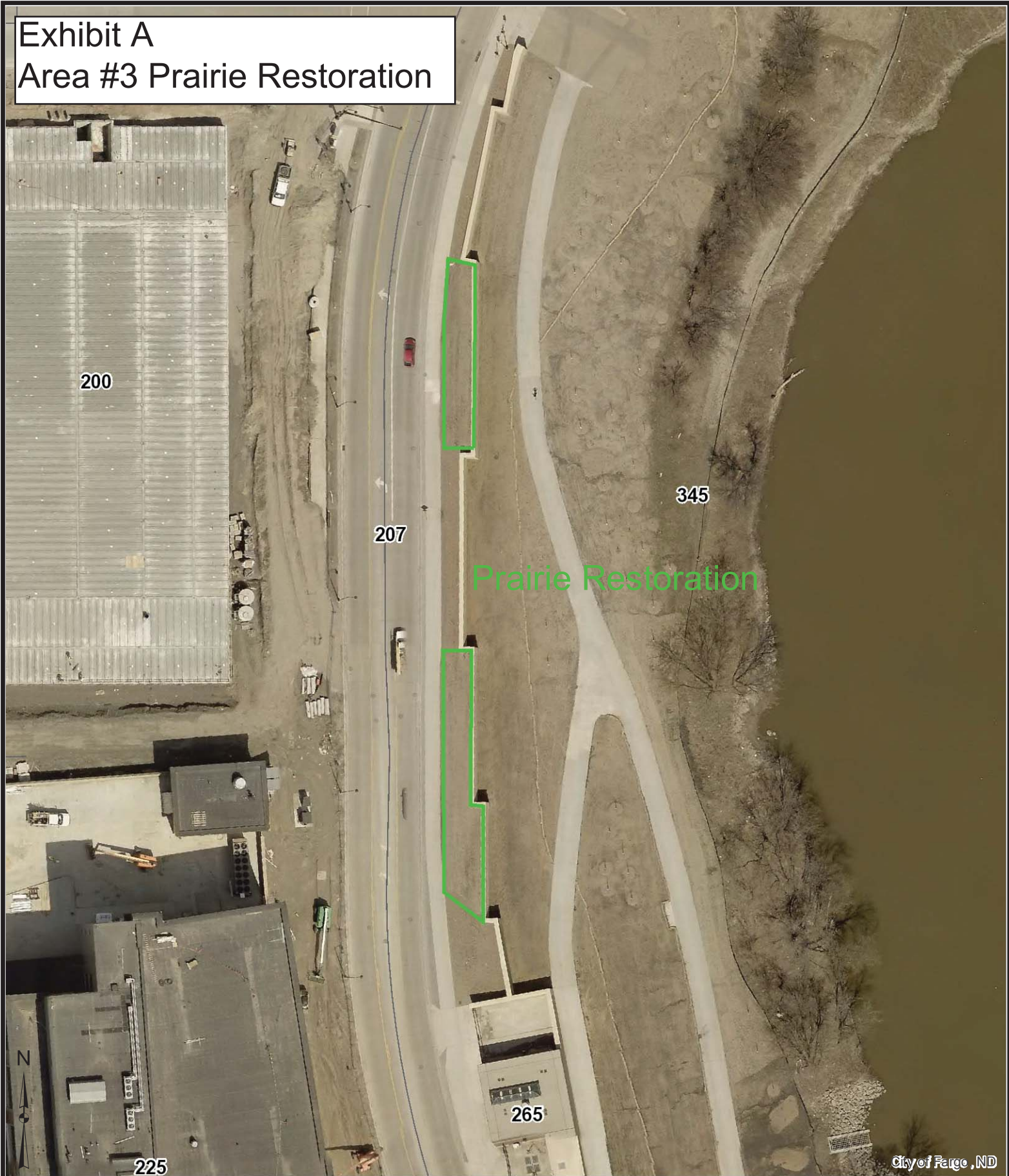
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# Exhibit A

## Area #3 Prairie Restoration



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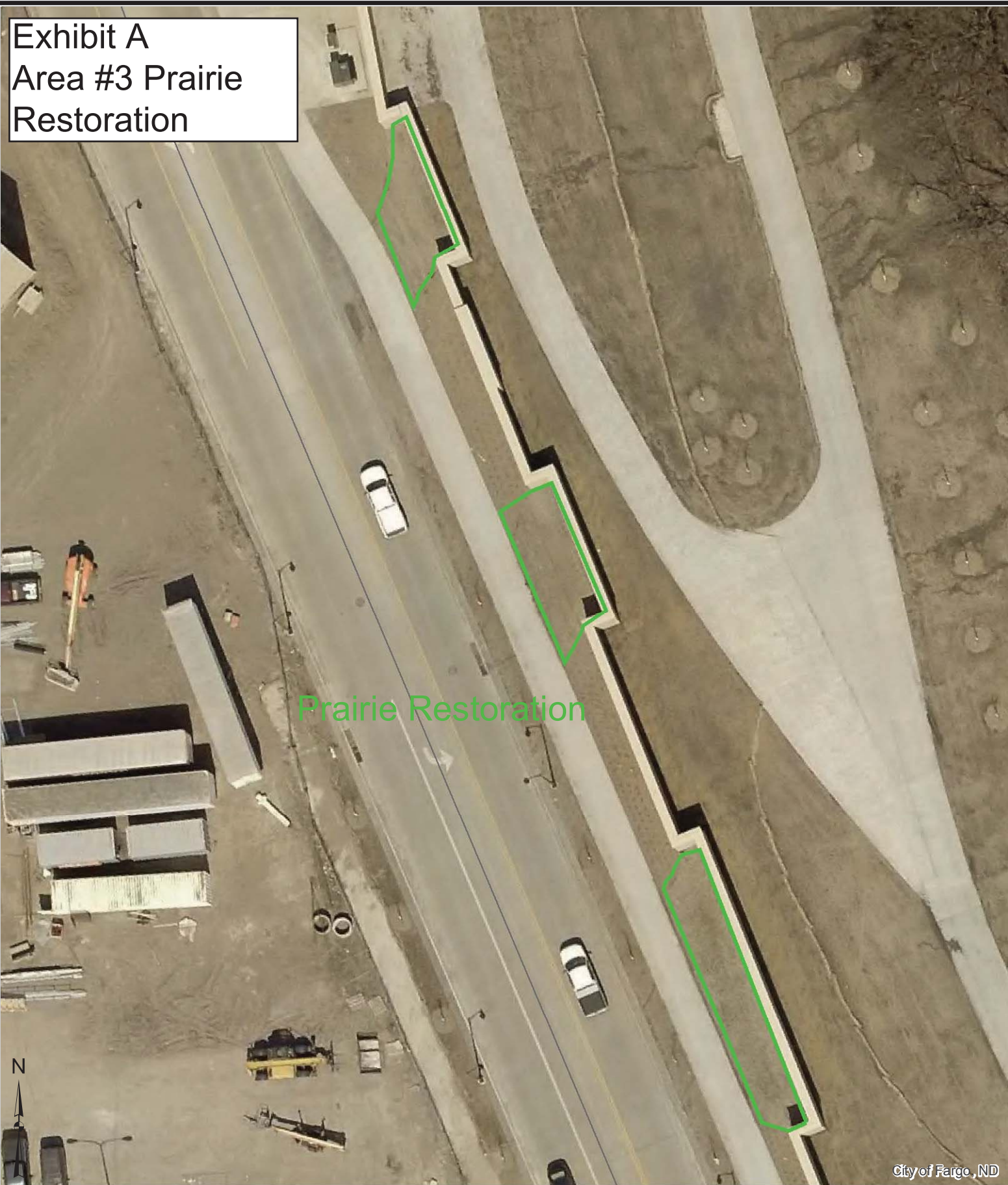
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Exhibit A  
Area #3 Prairie  
Restoration



City of Fargo, ND

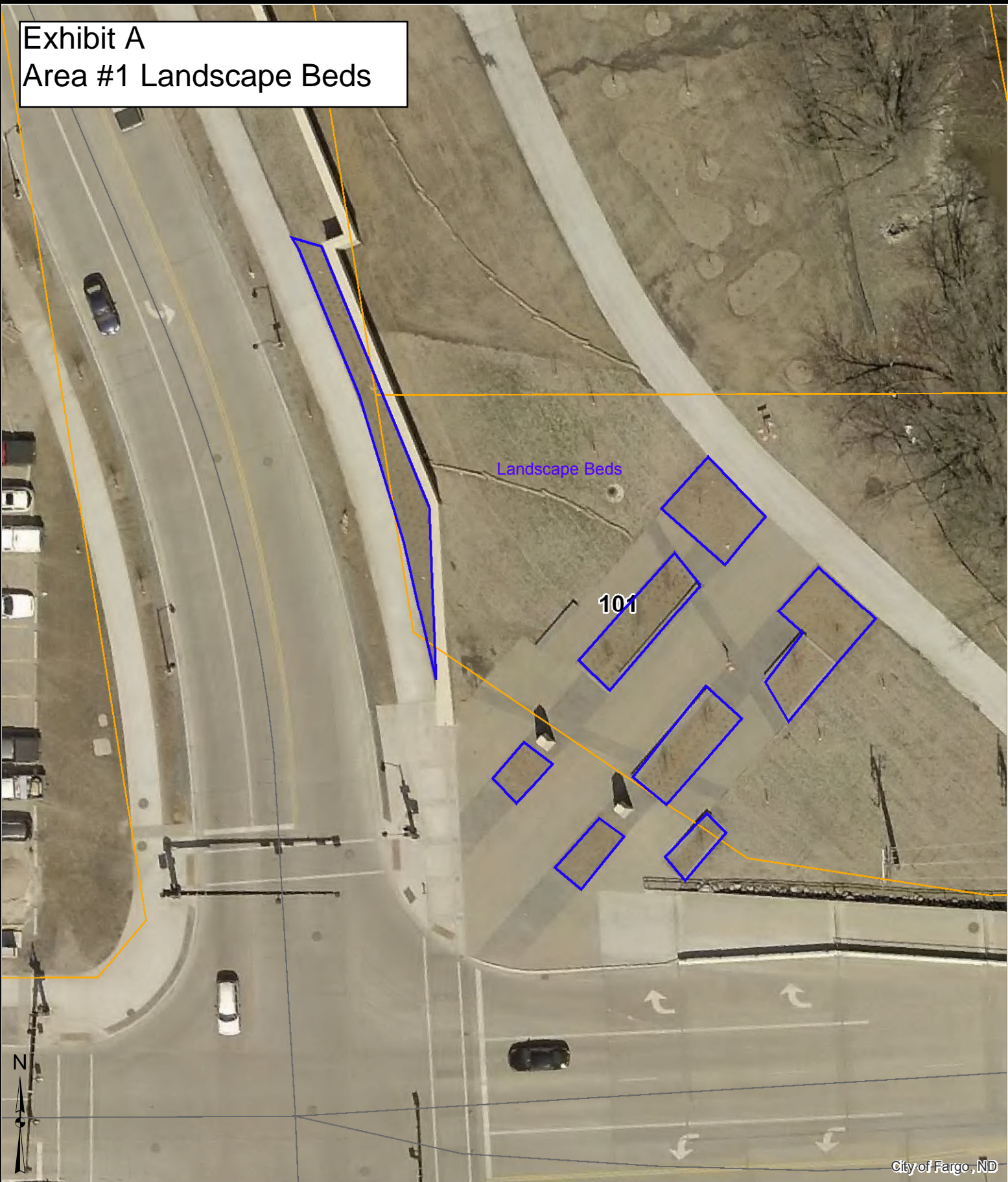
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Exhibit A  
Area #1 Landscape Beds



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# Exhibit A

## Area #1 Landscape Bed



City of Fargo, ND

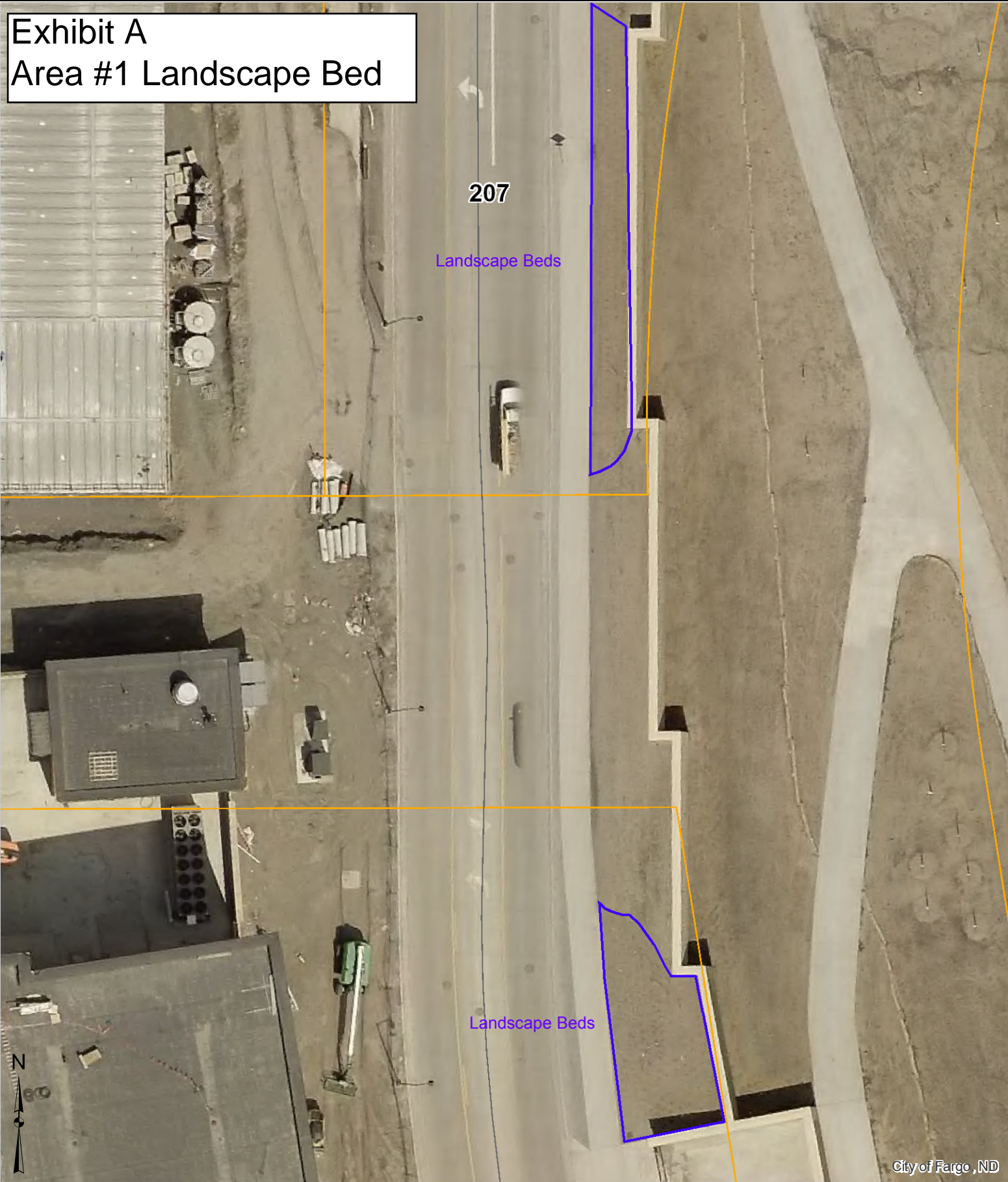
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Exhibit A  
Area #1 Landscape Bed

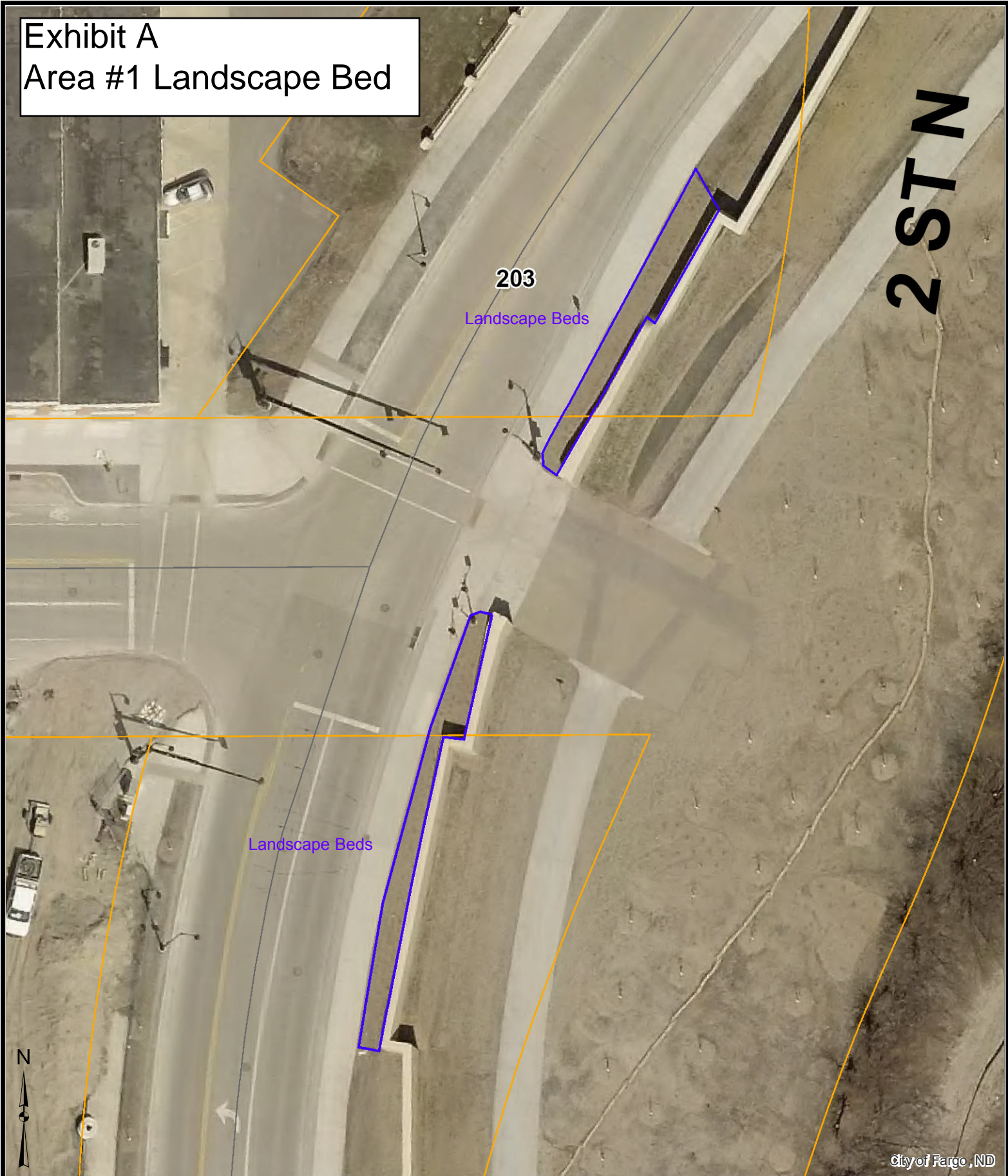


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Exhibit A  
Area #1 Landscape Bed



City of Fargo, ND

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# Exhibit A

## Area #2 Turf Mowing



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Exhibit A  
Area #2 Turf Mowing

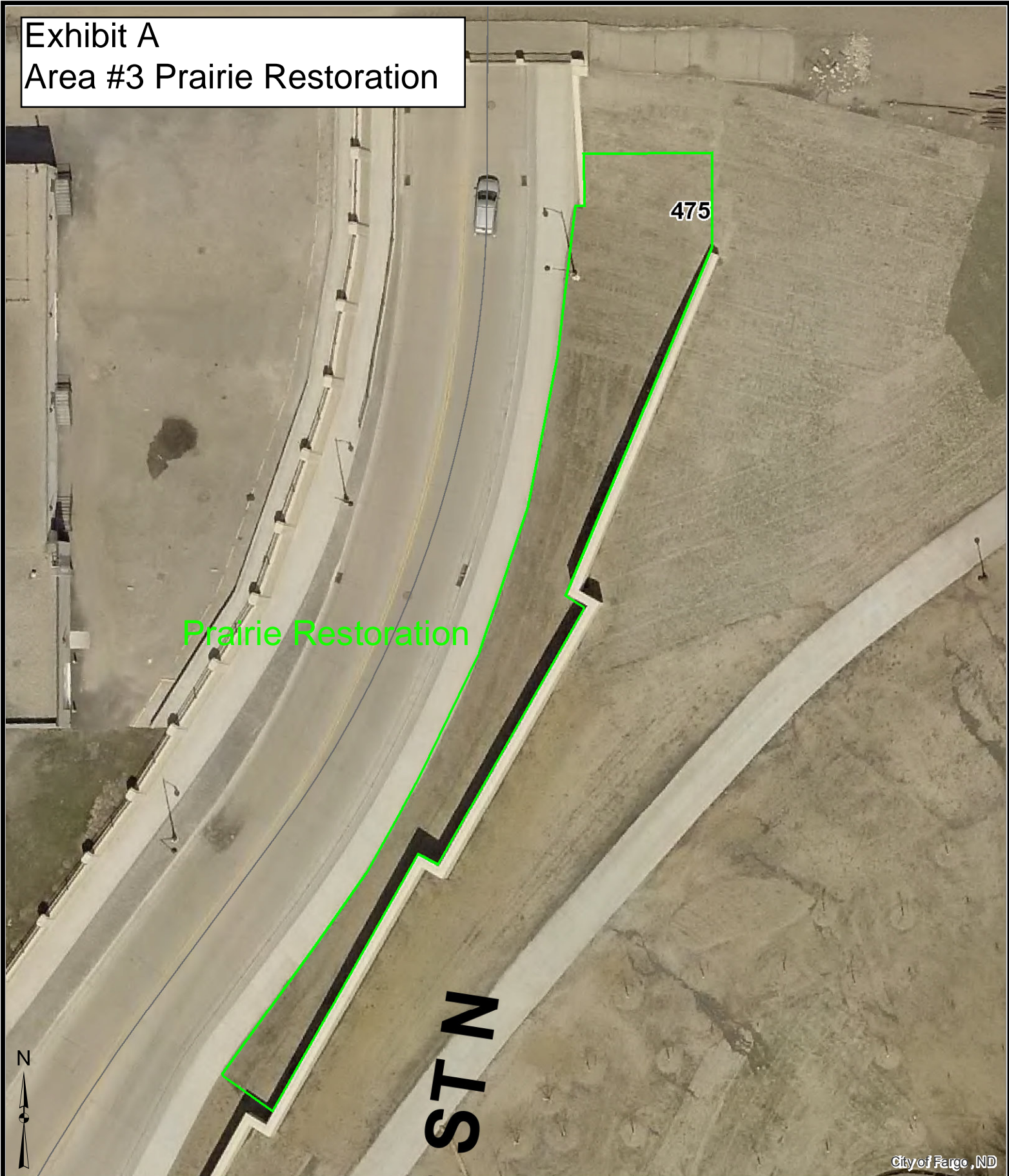


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Exhibit A  
Area #3 Prairie Restoration



Prairie Restoration

475

ST N

City of Fargo, ND

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Exhibit A  
Area #3 Prairie Restoration



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Exhibit A  
Area #3 Prairie  
Restoration



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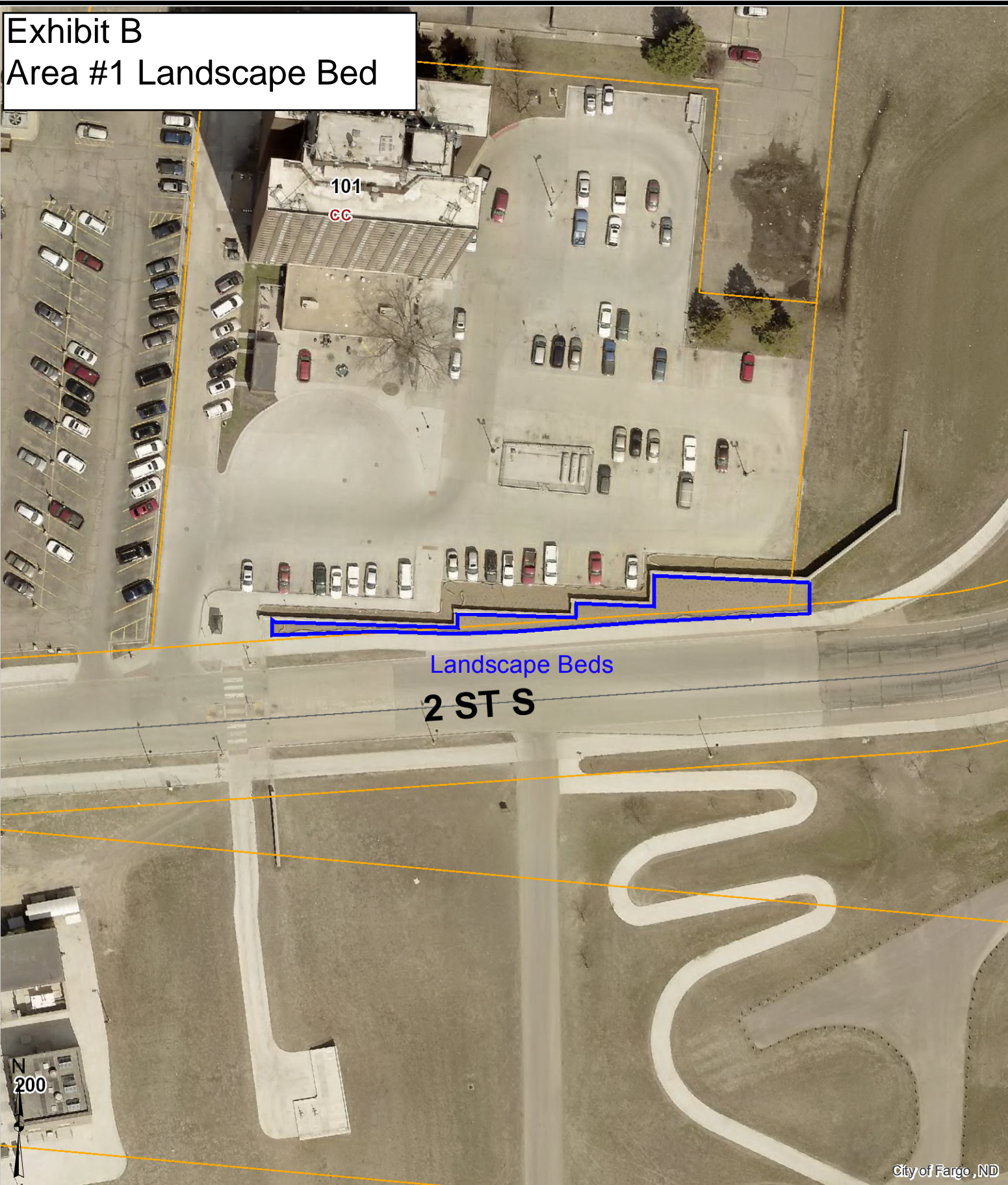
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# Exhibit B

## Area #1 Landscape Bed



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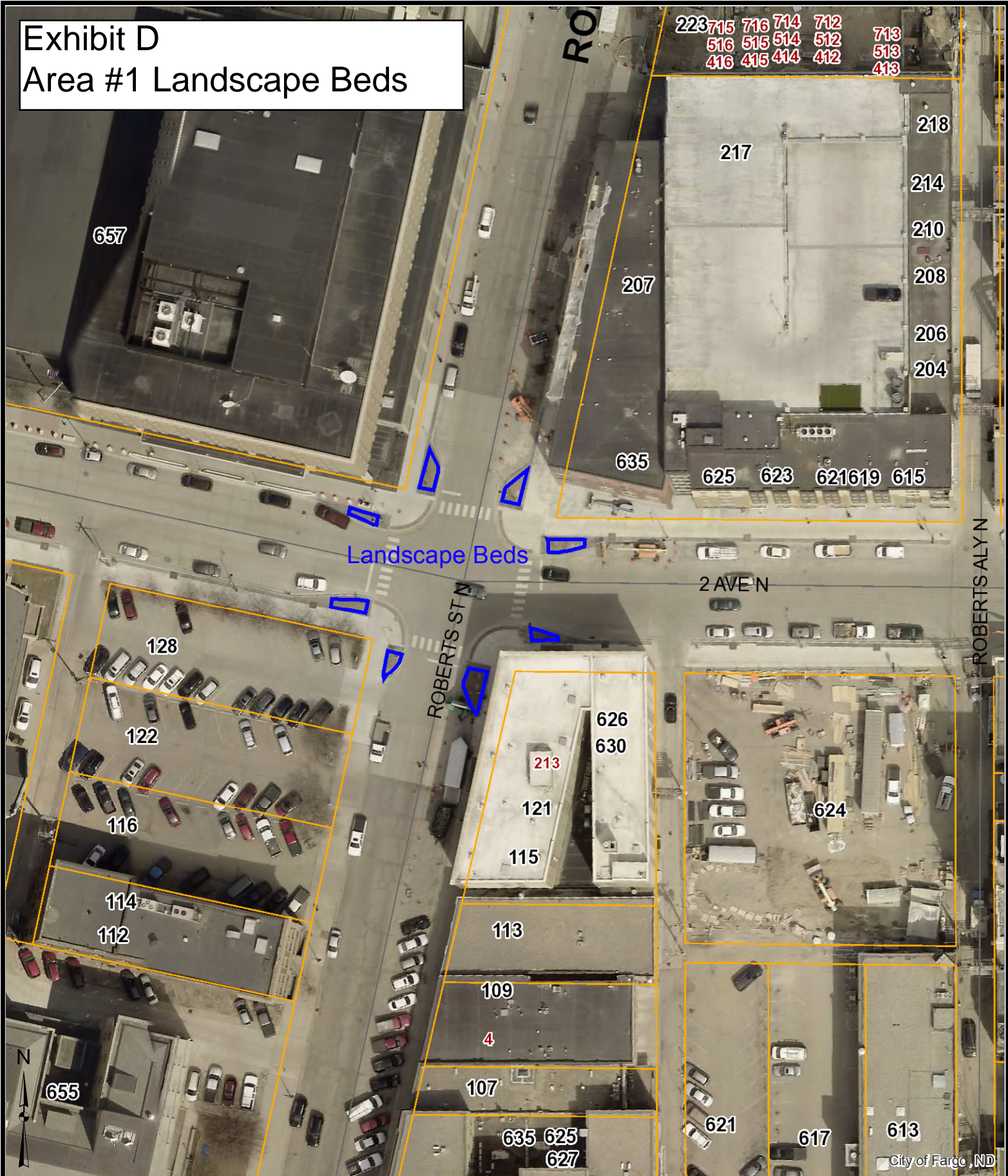






# Exhibit D

## Area #1 Landscape Beds



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