

**REQUEST FOR PROPOSAL
City of Mercer Island
Maintenance Department**

LANDSCAPE MAINTENANCE SERVICES

1. GENERAL INFORMATION

The purpose of this Request For Proposal (RFP) is to determine if landscape maintenance can be provided in a cost effective manner and, if so, select a contractor(s) to provide such service(s) at the following sites.

- A - Commercial Business District (CBD)**
- A1 - City Hall Entrance (Half Moon Planter)**
- A2 - Bicentennial Park Plaza**
- A3 - Administration Office Planters**

Services for each of these sites shall be in accordance with Scope of Services for each site specified in Attachment A thru A3.

Interested and qualified landscape maintenance contractors who have successfully demonstrated their ability to provide similar services at comparable facilities are invited to submit proposals for one or both of the above mentioned sites.

Guided tours of each site can be arranged by calling Bill Sansbury, Street Maintenance Manager (206) 571-3739.

City Option to Reject All Proposals

The City may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The City shall not be liable for any costs incurred in connection with the preparation and submittal of any proposal. The City reserves the right to waive any informality in a submitted proposal.

Term of Contract

The term of each contract will be for a period beginning June 2007 and ending on December 31, 2008 and shall contain a one-year renewal option for 2009, which may be exercised by the Right of Way Maintenance Manager prior to the expiration of the contract.

Any contract may be canceled or terminated at any time by the City without cause, upon giving of at least thirty (30) days written notice to the contractor.

The contract may be otherwise terminated for cause, including, without limitation, the failure of the City Council to appropriate funding for the contract for any subsequent fiscal year.

Insurance Requirements

Contractor agrees to carry as a minimum, the following insurance, in such form and with such carriers who have a current A.M. Best rating of not less than A:VII or other industry rating which is satisfactory to the City:

1. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
2. Commercial general liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises,

operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Automobile liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The insurance policies for Commercial General Liability and Automobile Liability shall contain the following endorsements or provisions:

1. The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including without limitation the additional insured endorsement evidencing the insurance requirement of the Contractor before commencement of the Services. Contractor's failure to maintain such insurance policies shall be grounds for the City's immediate termination of this Agreement.

Statement of Qualifications

1. Contractor must have experience in the provision of landscape maintenance services and/or areas that are similar in nature and scope as those described hereinafter.
2. Not required to document if on the City of Mercer Island or Lynnwood's Small Roster List.

Contract Requirements

Contractor will be required to enter in to agreement with City of Mercer Island with standard terms addressing Prevailing Wage Requirements, Insurance Requirements and Compliance with applicable laws, and other standard terms. Sample agreement is provided in this packet.

2. PREPARATION AND CONTENT OF THE PROPOSAL

The proposal price(s) must be shown on the attached "QUOTATION SHEET" provided. Show an individual unit price for each of the (4) four areas and total price quotation.

Proposal Submittal

The contractor will submit 1 copy of the proposal(s) and any related information to:

City of Mercer Island Maintenance Department
Attention: Bill Sansbury, Street Maintenance Manager
2040 84th Ave SE
Mercer Island, WA 98040

3. SUBMISSION DEADLINE

Proposals in the form of sealed bids marked on the outside of the envelope with: **LANDSCAPE BEAUTIFICATION PROPOSAL** shall be mailed or hand delivered to Mercer Island Maintenance Department, ATT: Bill Sansbury 9601 SE 36th St., Mercer Island, WA 98040 and will be due **May 18, 2007** at 5:00 pm PDT. Proposals received after this time and date will not be considered. Faxed proposals will not be accepted.

PROPOSAL SELECTION AND EVALUATION

4. SELECTION PROCESS

The City reserves the right to act as sole judge of the contents of the proposals and for selection of a contractor. The award of a contract will be based on the lowest responsive proposal submitted from a responsible contractor.

Adherence to Form

All proposals submitted in response to this RFP must adhere to the format set forth in this RFP. Failure of the contractor to adhere to this format may eliminate their proposal from any further consideration.

Required Additional Material

All bidders shall submit a brief statement of their proposed work schedule and work objective to achieve the required scope of work, description of qualifications with the total number of employees available to service this contract, describe existing similar contracts with minimum of (3) three references; and any other information which would be beneficial to the City for purposes of evaluating this proposal.

5. EVALUATION PROCESS

Evaluation of the proposals and their cost effectiveness to the City will be made by an Evaluation Committee selected by the Right of Way Operations Manager. The Evaluation Committee will evaluate all information provided in the proposal documents to determine the compliance to requirements set forth in this RFP, and responsible qualifications of the individual(s) or firm(s) submitting a proposal.

The Manager may, at his or her option, invite one or more contractors to make an oral presentation to the Evaluation Committee.

6. EVALUATION CRITERIA

The evaluation and determination of the fulfillment of the following requirements will be made by the City and its judgment will be final. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Criteria to be used in the selection process will include, but may not be limited to, the following considerations;

Cost

To be considered cost effective, a proposal shall provide the required services at the lowest cost to the City.

Contractor's Experience

Of particular interest will be those services provided to projects of similar size and scope of service.

Contractor's Capability

Contractor's proposed scope of work, suggested plantings and visual enhancements.

Contractor's Understanding of the Work

Demonstration of the Contractor's understanding of the magnitude and complexity of the maintenance services and expertise required to perform successfully under the contract. Ability to comply with minimum specifications and frequencies as set forth in scope of work.

7. INVOICING

Contractor shall maintain time and expense records and provide them to the city monthly, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

All invoices shall be paid by mailing a City warrant within 45 days of receipt of a proper invoice.

ATTACHMENTS

- A - Commercial Business District (CBD)**
- A1 - City Hall Entrance (Half Moon Planter)**
- A2 - Bicentennial Park Plaza**
- A3 - Administration Office Planters**

The following is a Sample DO NOT FILL OUT.



AGREEMENT FOR CONSTRUCTION/LABOR SERVICES -

CITY OF MERCER ISLAND, WASHINGTON
9611 SE 36th Street, Mercer Island, WA 98040

Title:

THIS AGREEMENT FOR CONSTRUCTION/LABOR SERVICES (“Agreement”) is dated effective _____ and is between the CITY OF MERCER ISLAND, a Washington municipal corporation (“City”) and _____, a Washington _____ (“Contractor”).

1. SERVICES BY CONTRACTOR

Contractor shall perform the services described in the scope of work attached hereto as Exhibit “A” (“Services”), in a manner consistent with the accepted practices for other similar services, performed to the City’s satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his/her designee.

2. PAYMENT

- 2.1 City shall pay Contractor the amount of _____ Dollars (\$ _____), plus Washington State sales tax in the amount of _____ Dollars (\$ _____), for a total amount not to exceed _____ Dollars (\$ _____), for the Services, calculated on the basis of the daily labor rate schedule attached hereto as Exhibit “B.”
- 2.2 After the completion of the Services, the Contractor shall submit an invoice to the City and all invoices shall be paid by mailing a City warrant within 45 days of receipt of a proper invoice.
- 2.3 If the Services do not meet the requirements of the Agreement, Contractor will correct or modify the work to comply with the Agreement. City may withhold payment for such Services until the work meets the requirements of the Agreement.

3. DISCRIMINATION AND COMPLIANCE WITH LAWS

- 3.1 Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

- 3.2 Contractor shall comply with and perform the Services in compliance with all federal, state and local laws and ordinances, as now existing or hereafter adopted or amended.
- 3.3 Violation of this Paragraph 3 shall be a material breach of this Agreement and may result in ineligibility for further work for the City.

4. TERM AND TERMINATION OF AGREEMENT

- 4.1 This Agreement shall commence on the effective date of this Agreement and shall continue until the completion of the Services, but in any event not later than (“Term”). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.
- 4.2 This Agreement may be terminated immediately by the City with or without cause. The Contractor may terminate this Agreement upon thirty (30) days written notice. Contractor shall be entitled to just and equitable compensation at the rate set forth in Paragraph 2 for any satisfactory work completed prior to the date of termination.

5. GENERAL ADMINISTRATION AND MANAGEMENT

The _____, or the City’s designee shall be City’s representative and shall oversee and approve all Services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement. Contractor is to consider that City property is open to the public at all times, and the maintenance and associated work shall be conducted in such a way that the daily operation shall not be affected without prior approval by the City.

6. WARRANTY

- 6.1 Requisite Skill. The Contractor warrants that it has the requisite training, skill and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to being registered to do business in the City of Mercer Island by obtaining a City of Mercer Island business registration.
- 6.2 Defective Services. The Contractor shall, at its sole cost and expense, correct all Services performed which the City deems to have defects in workmanship and material discovered within one (1) year after the City's final acceptance of the Services.

7. HOLD HARMLESS

- 7.1 Contractor shall protect, indemnify and save harmless the City, its officers, elected officials, agents, volunteers and employees from any and all costs, claims, judgments or awards of damages (including costs and all attorney fees), arising out

of or in any way resulting from the negligent acts, errors or omissions of Contractor, its officers, employees or agents in performing this Agreement.

- 7.2 City shall protect, defend, indemnify and save harmless Contractor, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, (including costs and all attorney fees) arising solely out of the negligent acts or omissions of City, its officers, employees or agents in performing this Agreement.

The provisions of this Section shall survive the expiration or termination of this Agreement.

8. INSURANCE

Contractor agrees to carry as a minimum, the following insurance, in such form and with such carriers who have a current A.M. Best rating of not less than A:VII or other industry rating which is satisfactory to the City:

- 8.1 Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;

8.2 Commercial general liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

8.3 Automobile liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The insurance policies for Commercial General Liability and Automobile Liability shall contain the following endorsements or provisions:

3. The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
4. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including without limitation the additional insured endorsement evidencing the insurance requirement of the Contractor before commencement of the Services. Contractor's failure to maintain such insurance policies shall be grounds for the City's immediate termination of this Agreement.

9. SAFETY

Contractor shall take all necessary precautions for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and municipal safety and health laws and codes, including without limitation, all OSHA/WISHA requirements, Safety and Health Standards for Construction Work (Chapter 296-155 WAC), General Safety and Health Standards (Chapter 296-24 WAC), and General Occupational Health Standards (Chapter 296-62 WAC). Contractor shall erect and properly maintain, at all times, all necessary guards, barricades, signals and other safeguards at all unsafe places at or near the site for the protection of its employees and the public, safe passageways at all road crossings, crosswalks, street intersections, post danger signs warning against known or unusual hazards and do all other things necessary to prevent accident or loss of any kind. Contractor shall protect from damage all water, sewer, gas, steam or other pipes or conduits, and all hydrants and all other property that is likely to become displaced or damaged by the performance of the Services. The Contractor shall, at its own expense, secure and maintain a safe storage place for its materials and equipment and is solely responsible for the same.

10. PREVAILING WAGES

10.1 Wages of Employees. This Agreement is subject to the minimum wage requirements of Chapter 39.12 of the Revised Code of Washington, as now existing or hereafter amended or supplemented. In the payment of hourly wages and fringe benefits to be paid to any of Contractor's laborers, workpersons and/or mechanics, Contractor shall not pay less than the "prevailing rate of wage" for an hour's work in the same trade or occupation in the locality within the State of Washington where such labor is performed, as determined by the Industrial Statistician of the Department of Labor and Industries of the State of Washington, which current "prevailing rates of wage" are attached hereto as Exhibit " " and incorporated herein by this reference. Prevailing wages paid pursuant to this Agreement shall be the prevailing wage rates which are in effect on the date when the bids, proposals, or quotes were required to be submitted to the City.

10.2 Agreements Exceeding One Year. Pursuant to WAC 296-127-023, or hereafter amended, the City agrees to pay any increase in the current prevailing wages if and when this Contract is extended provided that the term of the Contract exceeds one year. The City further agrees to pay the current prevailing wages at the time of additional yearly extensions, and the Contractor agrees to pay its employees the increased prevailing wage.

- 10.3 Exemptions to Prevailing Wage. The prevailing wage requirements of Chapter 39.12 RCW, and as required in this Agreement do not apply to:
- a. Sole owners and their spouses;
 - b. Any partner who owns at least 30% of a partnership;
 - c. The President, Vice President and Treasurer of a corporation if each one owns at least 30% of the corporation.
- 10.4 Reporting Requirements. Contractor shall comply with all reporting requirements of the Department of Labor and Industries of the State of Washington. Upon the execution of this Agreement, Contractor shall complete and file a Statement of Intent to Pay Prevailing Wages with the Department of Labor and Industries. Upon completion of the Services, Contractor shall complete and file an Affidavit of Wages Paid with the Department of Labor and Industries. Contractor shall deliver copies of both the Statement of Intent to Pay Prevailing Wages and the Affidavit of Wages Paid, certified by the Department of Labor and Industries, to the City.
- 10.5 Disputes. In the event any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be resolved by the City and the Contractor, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington and the decision therein shall be final and conclusive and binding on all parties involved in the dispute.

11. CLEAN UP

At any time ordered by the City and immediately after completion of the Services, the Contractor, shall, at its own expense, clean up and remove all refuse and unused materials of any kind resulting from the Services. In the event the Contractor fails to perform the necessary clean up, the City may, but in no event is it obligated to, perform the necessary clean up and the costs thereof shall be immediately paid by the Contractor to the City and/or the City may deduct its costs from any remaining payments due to the Contractor.

12. SUBLETTING OR ASSIGNING CONTRACT

Neither City nor Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Agreement without the express prior written consent of the other party.

13. INDEPENDENT CONTRACTOR

Contractor is and shall be at all times during the term of this Agreement an Independent Contractor and the City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay, or any other benefit of employment nor to pay any social security or other tax which may arise as an incident of employment. The Contractor shall pay all income and other taxes as due.

14. NON-APPLICATION OF FUNDS

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts after the end of the current fiscal periods, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

15. GENERAL PROVISIONS

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement. No provision of the Agreement may be amended or modified except by written agreement signed by the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties' successors in interest, heirs and assigns. Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision. In the event either of the Parties defaults on the performance of any terms of this Agreement or either Party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, each Party shall pay all its own attorney fees, costs and expenses. The venue for any dispute related to this Agreement shall be King County, Washington. Failure of the City to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. In the event of a conflict between the terms and condition of this Agreement and the terms and conditions of Exhibit "A", Scope of Services, this Agreement shall control.

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day
of _____, 20_____.

CONTRACTOR:

CITY:

CITY OF MERCER ISLAND

By: _____

By: _____
Richard M. Conrad, City Manager

9611 SE 36th Street
Mercer Island, WA 98040
Staff Contact:
Staff Phone No:

Tax I.D. #

Approved as to Form:

By: _____
Bob C. Sterbank, City Attorney

Exhibit "A"

CBD BEAUTIFICATION CONTRACT

SCOPE OF WORK:

LOCATION: Medians on 78th Ave. SE from 34th to 27th
QUANTITY: Ten (10) medians ~6,900 sq. ft. of landscaping
DESCRIPTION: Various trees, shrubs and seasonal ornamental plantings
IRRIGATION: This site has irrigation.

The Contractor shall:

- Provide all labor, materials, equipment and tools necessary to maintain the above mentioned planted areas.
- Maintain the planted areas in a continuous high degree of eye pleasing condition and attractiveness to the community with healthy pest free plants that provide variety and seasonal interest.
- Keep beds clean of litter and debris; replace unhealthy plants; trim trees and shrubs; maintain sight distance obstructions and encroachment of roadway.
- Sweep and keep clean the outside edge of planter medians free of leaves, overgrowth and debris.
- Determine watering requirements and notify city of irrigation schedule.
- Install a variety of seasonal color plantings. Actual dates and specific plantings will depend on the weather, plant availability, selection and species:
 - a. 3 separate color plantings: Summer, Fall and a Spring enhancement.
- Weeding shall be performed manually; no pesticide application shall be used in planter beds.
- Fertilize with an organic fertilizer. (North Country Organics Pr-Gro 5-3-4 or equivalent as necessary to maintain healthy plant growth. Applications shall conform to the manufacturer's specifications.
- Provide a work schedule that includes: date of service, number of employees on site, action plan of work, length of time and plants replaced.
- Proper "Maintenance of Traffic" (MOT) in accordance with (MUTCD) Manual on Uniform Traffic Control Devices found at, www.wsdot.wa.gov/biz/trafficoperations.
- Contractor will be held responsible for any damages to the irrigation as a result of their activities. Contractor has the option to make the repairs under the guidance of the ROW team; or the City will make the repairs and back bill the contractor for labor and materials.
- Meet monthly with Right of Way Manager, Bill Sansbury or his designee, to discuss action plan and plantings.

Exhibit "A-1"

CBD BEAUTIFICATION CONTRACT

DESCRIPTION OF AREAS INCLUDED IN THE CONTRACT:

LOCATION: 9601 SE 36th St. Mercer Island City Hall
The HALF MOON shaped space located in front of City Hall sign
at the main entrance.
QUANTITY: ~675 sq. ft. of landscaping
DESCRIPTION: Various seasonal ornamental and color plantings.
IRRIGATION: No irrigation at this site.

The Contractor shall:

- Provide all labor, materials, equipment and tools necessary to maintain the above mentioned planted areas.
- Maintain the planted areas in a continuous high degree of eye pleasing condition with healthy pest free plants that provide interest, color and attractiveness to the city landscaping.
- Water plants as necessary with city provided water source.
- Keep beds clean of litter and debris; and immediately replace unhealthy plants.
- Keep free of leaves, weeds, overgrowth and debris.
- Install a variety of seasonal color plantings. Actual dates and specific plantings will depend on the weather, plant availability, selection and species:
 - a. 3 separate color plantings: Summer, Fall and a Spring enhancement.
- Weeding shall be performed manually; no pesticide application shall be used in planter beds.
- Fertilize with an organic fertilizer. (North Country Organics Pr-Gro 5-3-4 or equivalent as necessary to maintain healthy plant growth. Applications shall conform to the manufacturer's specifications.
- Submit an annual work plan that includes: date of service, number of employees on site, action plan of work, length of time and plants replaced.
- Contractor will be held responsible for any damages to the city property as a result of their activities. The City will make the repairs and back bill the contractor for labor and materials.
- Submit an annual plan for plantings to include tentative dates, specific plants and color scheme.
- Meet monthly with Right of Way Manager, Bill Sansbury or his designee, to discuss action plan and work scheduling.

Exhibit "A-2"

CBD BEAUTIFICATION CONTRACT

DESCRIPTION OF AREAS INCLUDED IN THE CONTRACT:

LOCATION: Bicentennial Park Plaza
QUANTITY: ~175 sq. ft. of landscaping
DESCRIPTION: Various seasonal ornamental and color plantings.
IRRIGATION: No irrigation must be hand watered.

The Contractor shall:

- Provide all labor, materials, equipment and tools necessary to maintain the above mentioned planted areas.
- Maintain the planted areas in a continuous high degree of eye pleasing condition with healthy pest free plants that provide interest, color and attractiveness to the city landscaping.
- Water plants as necessary with city provided water source.
- Keep beds clean of litter and debris; and immediately replace unhealthy plants.
- Keep free of leaves, weeds, overgrowth and debris.
- Install a variety of seasonal color plantings. Actual dates and specific plantings will depend on the weather, plant availability, selection and species:
 - a. 3 separate color plantings: Summer, Fall and a Spring enhancement.
- Weeding shall be performed manually; no pesticide application shall be used in planter beds.
- Fertilize with an organic fertilizer. (North Country Organics Pr-Gro 5-3-4 or equivalent as necessary to maintain healthy plant growth. Applications shall conform to the manufacturer's specifications.
- Submit an annual work plan that includes: date of service, number of employees on site, action plan of work, length of time and plants replaced.
- Contractor will be held responsible for any damages to the city property as a result of their activities. The City will make the repairs and back bill the contractor for labor and materials.
- Submit an annual plan for plantings to include tentative dates, specific plants and color scheme.
- Meet monthly with Right of Way Manager, Bill Sansbury or his designee, to discuss action plan and work scheduling.

Exhibit "A-3"

CBD BEAUTIFICATION CONTRACT

DESCRIPTION OF AREAS INCLUDED IN THE CONTRACT:

LOCATION: City Hall and Maintenance Administration Office Entrance.

QUANTITY: Seventeen (17) concrete planters and seven (7) plastic decorative planters various sizes.

DESCRIPTION: Various decorative color plantings for visual enhancement.

IRRIGATION: No irrigation must be hand watered.

The Contractor shall:

- Provide all labor, materials, equipment and tools necessary to maintain the above mentioned decorative planters.
- Maintain the planters in a continuous high degree of eye pleasing condition with healthy pest free plants that provide interest, color and attractiveness to the city offices.
- Hand water plants as necessary with city provided water source.
- Keep beds clean of litter and debris; and immediately replace unhealthy plants; transplant or replace when root bound.
- Keep free of leaves, weeds, overgrowth and debris.
- Install a variety of seasonal color plantings. Actual dates and specific plantings will depend on the weather, plant availability, selection and species:
 - a. 3 separate color plantings: Summer, Fall and a Spring enhancement.
- Weeding shall be performed manually; no pesticide application shall be used in planter beds.
- Fertilize with an organic fertilizer. (North Country Organics Pr-Gro 5-3-4 or equivalent as necessary to maintain healthy plant growth. Applications shall conform to the manufacturer's specifications.
- Submit an annual work plan that includes: date of service, number of employees on site, action plan of work, length of time and plants replaced.
- Contractor will be held responsible for any damages to the city property as a result of their activities. The City will make the repairs and back bill the contractor for labor and materials.
- Submit an annual plan for plantings to include tentative dates, specific plants and color scheme.
- Meet monthly with Right of Way Manager, Bill Sansbury or his designee, to discuss action plan and work scheduling.

QUOTATION SHEET		Landscape Maintenance RFQ	
Location	Quantity	Description	Unit Cost
Medians on 78 th Ave. SE from 34 th to 27 th	Ten (10) medians ~6,900 sq. ft. of landscaping	Exhibit Attachment CBD	
The HALF MOON shaped space located in front of City Hall sign	~50 sq. ft. of landscaping	Exhibit Attachment A1	
Bicentennial Park Plaza	~175 sq. ft. of landscaping	Exhibit Attachment A2	
City Hall and Maintenance Administration Office Entrance.	Seventeen (17) concrete planters and seven (7) plastic decorative planters various sizes	Exhibit Attachment A3	
		Total Quotation	

Please complete this form and submit to:

**Bill Sansbury, Maintenance Manager
City of Mercer Island
9601 SE 36th St.
Mercer Island, WA 98040**