South King Fire & Rescue

Bid Form

Having reviewed the specifications as well as the site of the proposed work, and being familiar with all of the conditions affecting the completion of the proposed project, the undersigned bidder hereby proposes to furnish all labor, materials and supplies and to perform all work as required by and in strict accordance with the Contract Documents at the prices stated below:

1. BASE BID

The Undersigned, having examined the Specifications entitled:

SOUTH KING FIRE & RESCUE
GROUNDS MAINTENANCE

The Undersigned agrees to perform the work described per the specifications for the sum of:

_____

_____DOLLARS ($_____) annually.

Which sum is hereby designated the Base Bid.
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.) Please include a breakdown of the base bid figure by site and month.

2. STATE SALES TAX
None of the above bids include State of Washington Sales Tax.

3. CONTRACT
If the Undersigned is notified of the acceptance of this bid, the contract will be awarded and active as of January 1, 2015. The successful bidder agrees to execute a contract for the above work. First year will cover January 1, 2015 through December 31st, 2015. Additional allowable years of contract extension (if agreed upon) will cover full calendar years.

4. CONTRACTOR'S SIGNATURE

Bidder **Street or Building Address**

_____ _____

Telephone City, State, Zip Code

_____ _____

By: **Contractor's Registration/License No.**

_____ _____

INSTRUCTIONS TO BIDDERS

The headquarters address is: **31617 1st Ave South**
Federal Way, WA 98003

The district mailing address is: **31617 1st Ave South**
Federal Way, WA 98003

The location of the project is: **South King Fire & Rescue**
Properties as follows:

- **Station 62 (Headquarters)** **31617 1st Ave S. Federal Way 98003**
- **Station 68** **1405 SW 312 St. Federal Way 98023**
- **Station 63** **33414 21st Ave SW Fed. Way 98023**
- **Station 61** **3203 S. 360 St Auburn 98001**
- **Station 64** **3700 S. 320 St. Federal Way 98003**
- **Station 65** **4966 S. 298 St. Auburn 98001**
- **Station 66** **27010 15th Ave S Des Moines 98198**
- **Station 67** **2238 S 223 St Des Moines 98198**

The business telephone number is: **(253) 839-6234**

The District representative for all matters relating to this invitation for bids is: **Lance Boe (253-946-7341)**

1. Invitation to Bid: SOUTH KING FIRE & RESCUE will accept bids for the project described on the attached Project Description and Specifications as follows:

1.1. Time. Bids must be received by the District on or before 3:00 p.m., on December 15th, 2015.

1.2. A mandatory walk through for all bidders will be conducted on December 4th, 2015 at 1000 hours. All bidders shall meet for the walk through with Facilities Manager Lance Boe at the headquarters station 31617 1st Ave. South, Federal Way, WA 98003. The walk through will take 2-4 hours.

1.3. Place. Bids may be mailed to the District mailing address or delivered to the District headquarters station.

1.4. Bid Opening. Bids will be opened at 3:00 p.m., at the District Headquarters Station.

2. Contents of Bids. All bids shall contain or be accompanied by the following:

2.1. Bid. A written bid to perform the work described in the specifications in accordance with the instructions to bidders.

Qualification of Bidder. Satisfactory evidence of the bidder's ability to perform the work as specified. The bidder shall also include information relating to number of years in business (under current business name) as a landscape contractor.

2.2. Authority. The bid must be signed by an authorized representative of the bidder. The bidder shall provide with the bid, proof of such representative's authority to contractually bind the bidder.

2.3. License. The bidder must be a licensed and bonded landscape contractor in the State of Washington and submit registration number with bid.

2.4. Price. The total bid price is exclusive of state and local sales or use tax.

3. Bid marking. All bids must be submitted in sealed envelopes and must be clearly marked on the outside of the envelope: "Bid on Ground Maintenance, Bid Opening Date December 15, 2015."

4. Bid Submission. A bidder may, without prejudice to the bidder, withdraw, modify, or correct a bid after it has been deposited with the District. The request must be filed with the District, in writing, before the time set for opening the bids. The original bid, as modified by the written request, shall be considered as a bid submitted by the bidder.

5. Acceptance - Rejection of Bids. The District reserves the right to reject any or all bids. The District and Board of Commissioners may also choose to waive minor irregularities in any bids or in the bidding procedure, and to accept any bid presented which meets or exceeds the bid specifications and is deemed to be in the best interest of the District. The District shall use the criteria established in RCW 43.19.1911 in evaluating the bidder's qualifications.

6. Contracts. The Ground Maintenance contract must be in a form acceptable to the District. The contract must specifically enumerate all documents that are included by reference, which shall include the instructions to bidders.

7. Approval of Bonds and Insurance. Bonds and Certificates of Insurance shall be approved by the District before the successful bidder may proceed with the work.

8. Claims. The successful bidder must agree to comply with all applicable provisions of Chapter 39.12 RCW, the prevailing wage law. The successful bidder must further agree to notify the District within five (5) days of the receipt of any of the following:

8.1. Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.

8.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.

9. Examination of Documents and Site of Work. Before submitting a bid, each bidder shall read the specifications and all other proposed contract documents, and shall visit the site of the work. All bidders shall fully inform themselves prior to bidding as to existing conditions and limitations under which the work is to be performed.

10. Registration and Licensing. The successful bidder and all subcontractors must demonstrate compliance with all federal and state regulations and licensing requirements that apply to the project.

11. Compliance. The District advises all prospective bidders that the Board of Commissioners will consider compliance with the requirements of these instructions to bidders as well as the specifications in determining whether to accept or reject any bid.

12. Material Considerations. Each of the requirements contained in this document are material and the failure of a bidder to comply with each requirement will constitute grounds for the rejection of the bid at the discretion of the Board of Commissioners.

13. Offer Irrevocable - Time Period. All bids shall be deemed to be offers to enter into a contract and shall be irrevocable for a period of thirty (30) days from the date of opening of the bids.

14. Conflict of Interest. Bidders must certify that no officer, agent, or employee of the District who has participated in the contract negotiations on the part of the District has a pecuniary interest in the bid and that the bid is made in

good faith without fraud, collusion, or participation of any kind by any other bidder under the same call for bids and that the bidder is submitting the bid on their own behalf and not as an undisclosed agent of any person or firm.

15. **Proof of Competency of Bidder. A bidder may be required to furnish evidence satisfactory to the District that the bidder and bidder's proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the contract in a satisfactory manner.**

16. **Length of Contract. Once signed, this contract shall remain in force for the calendar year of 2015. A second and third year may be added (with a mutual agreement) under the following condition: Cost of living adjustments can be negotiated for years two & three but cannot exceed the Seattle/Tacoma/ and Bremerton CPI-W for the twelve month period July of previous year to July of current year. Increases will be based on July Index and must be requested prior to November 1st of current year for following years fees.**

17. **Minimum 30 day notice of cancellation of contract based on cause.**

18. **Unless noted in this section labeled "Exceptions to Work", the bidder acknowledge the scope of work and fully intends to comply and fulfill all work noted below in "Scope of Work".**

Exceptions to Work: _____

_____
_____
_____
_____
_____
_____
_____
_____
_____

South King Fire & Rescue

Grounds Maintenance Proposal
Scope of Work

1. **Mowing, trimming, and edging of established lawn areas to be performed weekly during the growing season and as needed during the fall and winter months to maintain a well trimmed and neat appearance. (Station 61 Bi-weekly. Stations 26, 62, 63, 64, 65, 66 and 68 on a weekly basis, during the growing season)**

2. **Station 61 and Station 63 fields will be mowed three times during the growing season. Station 61 retention pond maintained by cutting back weeds & foliage once a year in the fall.**

3. **All established lawn areas to be fertilized 6 times a year. Spring application will include moss control, followed by an application/s of herbicide for broadleaf control as needed to eliminate weeds from lawn areas.**

4. **All lawn areas will be treated with insecticide once in early spring to protect from crane fly or other damaging insects.**

5. **All flowering shrubs shall be pruned and/or deadheaded between June and July after blooms are spent.**

6. **All ground cover will be trimmed once annually between January and February.**

7. **Bed areas will be treated once yearly with a pre-emergent and post-emergent, with spot treatment, with a contact herbicide and/or hand weeding during regular weekly maintenance.**

8. **All ornamental trees, shrubs, and evergreen shrubs will be selectively pruned twice yearly to remove the dead and damaged wood, to improve the strength,**

structure, and appearance of the trees and shrubs. Trees to be pruned are not to exceed 2" in caliper or 12' in height.

9. **All ornamental shrubs and groundcover will be trimmed as needed so as to not obstruct pathways, parking or where may deem hazardous.**

10. **Removal of leaves, litter, and debris from lawn and beds to be done during regularly scheduled visits.**

11. **Plant material, which incurs disease and/or insect infestation, will be noted during regular maintenance operations, owners will be advised.**

12. **Walks, parking areas and ramps to be blown clean of all debris generated by, and in conjunction with regular maintenance operations.**

13. **All debris created by above services will be cleaned up and disposed off-site.**

14. **Irrigation systems start up (March-May) and Winter blow out (October-November) will be included in contract.**

15. **Any damage done by contractor to sprinkler systems, heads or lines will be repaired or replaced by contactor.**

16. **Additional work requested (outside of contract) will be performed at a rate of $…… per man hrs.**

17. **Aerating & Thatching are considered services outside of the contract. Please identify pricing associated with the performance of these services.**

Station	Aeration	Thatching
Station 62	_____	_____
Station 68	_____	_____
Station 63	_____	_____
Station 61	_____	_____
Station 64	_____	_____
Station 65	_____	_____
Station 66	_____	_____
Station 26	_____	_____

18. **Station parking, ramps and walks will be blown or swept quarterly to remove excess debris, sand and gravel from surfaces.**

INVITATION TO BID

South King Fire & Rescue will be accepting bids for Landscape Maintenance services for eight fire department sites. Bid opening will be at the headquarters station located at 31617 1st Ave S., Federal Way, WA 98003 on December 15th, 2015 at 3:00 P.M. There will be a MANDATORY walk-thru held on December 4th, 2015 at 8:00 A.M. Bid packets will be provided at the walk-thru, at headquarters or via the South King Fire web site www.southkingfire.org. The department contact person is Lance Boe (253-946-7341)