



REQUEST FOR PROPOSAL

Landscaping

for the

Washington State Transit Insurance Pool

Proposal due by: October 25, 2010

Proposals shall be made to:

OFFICE MANAGER

Brenda Barnett, Receptionist
Washington State Transit Insurance Pool
2629 12th Court SW
Olympia, WA 98502

Organizational Overview

The Washington State Transit Insurance Pool (WSTIP) is a public agency formed for the purposes of risk sharing, loss prevention, and insurance purchasing. This request for proposal (RFP) is for the procurement of public works services, namely landscaping services, for its owned building located at 2629 12th Court SW, Olympia, WA 98502.

The WSTIP building is 4,400 square feet, the building's exterior includes the building perimeter, walkways and sidewalks, parking area, and courtesy smoking areas. The property also includes one small storage shed. WSTIP's public office hours are Monday through Friday, 8:00 am to 5:00 pm. WSTIP recognizes state holidays with the exception of Martin Luther King Day, President's Day, and Veteran's Day. The facility has one main dumpster and one mixed use recycling bin.

Request for Proposal Overview

WSTIP is seeking landscaping services inclusive of all the required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section of this RFP. WSTIP is offering a one-year agreement with two one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work. Contractor shall perform the regular services one time per week before or after public office hours or on the weekend. Contractor shall also be available for ad hoc services on an on call basis.

The bid shall be quoted based on an all-inclusive lump sum, per month, cost for the agreed scope of work. The bid shall also include an hourly rate for ad hoc/on call services. The bidder must utilize prevailing wages in their bid and employee pay.



WSTIP is seeking services commencing **November 1, 2010**, or as soon as possible after **November 1, 2010**. Either party may cancel the contract with a 30 day written notice.

Scope of Work for Weekly / Monthly Basis

The table below details the work to be completed on a weekly (W), monthly (M), semi-annually (SA), or as needed (X) basis.

Frequency	Description of Work
W	All flowerbeds kept weed free and clean
W	Keep salal under control (allowed in certain obvious areas)
W	Rock pathways blown cleaned of debris and level
M	Blow south and west side street against curb
M	Building foundation raked clean of debris, to prevent insects from entering building
M	Clean curb of moss
M	Gutters Cleaned
M	Parking lots and walkways blown clean of debris
A	Clean the base and mail boxes of moss and mold
A	Pressure wash siding on building (March)
A	Pressure wash Trex benches/table and north and west walk-ways (April)
A	Trim rhododendrons by 10" and pull any dead plants (July)
A	Remove moss from roof tops (building and shed) using a Powder or liquid moss killer (October)
A	Roof top blown clean on even months or as requested by WSTIP
SA	Apply Casoron to flowerbeds twice a year to control weeds
X	Apply weed killer as needed

General Assumptions

- The contractor shall provide competent, trained, and experienced staff of the highest standards.
- The contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss time events so service to WSTIP continues uninterrupted.
- The contractor shall provide all necessary equipment, tools, and materials.
- The contractor will work cooperatively with the office manager.
- The contractor will be responsible for any loss of WSTIP property due to errors, mistakes, malfeasance or misfeasance of its employees.



- The contractor shall maintain appropriate insurance and workers compensation coverage for their employees.

Required Proposal Format

Consultant proposal must include the following:

- An outline of work to be completed addressing the Scope of Work.
- An outline of equipment, materials, and supplies the contractor will provide for the project.
- Consultant's experience in delivery of the services requested.
- A biography of the business owner and the primary contact person assigned business owner to the project that will be completing services.
- Project bid quoted all-inclusive lump sum, per month, cost for the scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work. The bidder must utilize prevailing wages in their bid and pay.
- References from current business contacts.

Key Decision-Making Criteria

- Consultant experience (Low = 0-2 years, Medium = 2-5 years, and High = 5+ years)
- Cost (Low to High)
- Equipment supplied (minimum required equipment includes mower, blower(s), edger, personal protective equipment, rakes, shovels, and other miscellaneous gardening tools).
- References

Submission Deadline

October 25, 2010

WSTIP receives the right to reject all bids.