



REQUEST FOR PROPOSAL

LANDSCAPING SERVICES

Request for Proposal Post Date: August 13, 2021

Bid/Proposal Due Date: September 30, 2021

Send Bid/Proposal Attention:

Brandy Rhodes

Washington State Transit Insurance Pool

PO Box 11219

Olympia, WA 98508

(360) 786 - 1620 Main Number

(360) 786 - 5036 ext-203

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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 landscaping services for its owned building located at 2629 12th Court SW, Olympia, WA 98502. Projected cost for services estimated around \$7,000 - \$8,000 Annually.

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 two small storage sheds. 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 four-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 **January 1, 2022**, or as soon as possible after **January 1, 2022**. 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**), annual (**A**), semi-annually (**SA**), or as needed (**X**) basis.

Frequency	Description of Work
W	Keep salol under control (allowed in certain obvious areas)
W	Parking lot, sidewalks, and pathways blown cleaned of debris and level
M	Building foundation raked clean of debris, to prevent insects from entering building
M	Maintain plants and flowers in flowerbed, water when needed, free of debris and clean
M	Snow removal/deicing services offered in winter months.
A	Clean and remove moss from mailboxes
A	Pressure wash siding on building, benches/table (March)
A	Trim rhododendrons by 10" and pull any dead plants (July)
A	Remove and maintain moss from roof tops (building and shed) using a Powder or liquid moss killer (October) Roof top blown clean on even months or as requested by WSTIP
A	Clean and maintain moss on (14) car stops in parking area, pathways, and sidewalks
A	Turn Sprinkler system on at request of WSTIP for summer months.
A	Turn sprinkler system off and winterize at the request of WSTIP.
A	Plant annuals picked and purchased by WSTIP in round flower bed. Refresh soil every other year.
SA	Apply Casoron to flowerbeds twice a year to control weeds
SA	Remove sediment from catch basin and surrounding drain rock (Spring/Fall)
X	Apply weed killer as needed

Supplied by WSTIP: In May of every year WSTIP will provide annuals to be planted in the round planter. In the fall the contractor will be responsible for removing dead flowers. WSTIP will provide refreshment soil every other year, contractor must put remove a portion of soil and refresh planter soil before planting annuals.

General Assumptions

- The contractor shall utilize prevailing wages in their bid and pay.
- 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 services to WSTIP continues uninterrupted.
- The contractor shall provide all necessary equipment, tools, and materials.
- These materials include deicer for winter months and Casoron for weed control.
- 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 employees.

Required Proposal Format

Proposal must include the following:

- A biography of the business, business owner and the primary contact person assigned business owner to the project that will be completing services. Include in biography how many full and part-time employees the business and if the business is veteran-owned or is recognized by the State of Washington as a minority or women-owned business.
- 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.
- Project bid quoted all-inclusive lump sum, per month, cost for the scope of work including additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.
- Three professional references (companies you are performing similar services) to include contact name, company name, phone and/or email address.
- Proof of general liability insurance that includes liability assumed under a contract.

Key Decision-Making Criteria

- Understanding the scope of work/certification of ability to perform the tasks
 - Consultant experience
 - Cost on an annual basis
 - Equipment supplied (minimum required equipment includes mower, blower(s), edger, personal protective equipment, rakes, shovels, and other miscellaneous gardening tools).
 - Employees have easily identifiable clothing with company logo and/or company logo vehicles
 - References
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- **L&I Claims - proposer must have no open L&I claims. Any open claims will automatically disqualify your proposal.**

WSTIP receives the right to reject all bids.

Site-Visits

Proposers are invited and encouraged to walk through the premises before submitting their RFP. Please make an appointment with Brandy Rhoades.

Proposals Subject to Public Records Requests

All proposals received shall remain confidential until the apparently successful bidder, if any, is announced. Thereafter, the Bids shall be deemed public records as defined in RCW 42.56.030 to 42.56.130 and RCW 42.56.210, .510, .520, .540 & .580 "Public Records."



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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Any information in the proposal that the proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 (Public Records Act) must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Bidder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” or “Proprietary” printed on the lower right-hand corner of the page.

WSTIP will consider a proposer’s request for exemption from disclosure; however, we will decide predicated upon Chapter 42.56 RCW. Marking the entire Bid exempt from disclosure will not be honored. The proposer must be reasonable in designating information as confidential or proprietary. If any information is marked as confidential or proprietary in the proposal, such information will not be made available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

WEBS (Washington Electronic Bidding System)

<https://fortress.wa.gov/ga/webs/home.html>

Landscaping Commodity Code (988-36)