**Department of Public Works**
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Interim Parks & Recreation Director

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# Landscape Maintenance Agreement

Daniel J. Marcinko
Director of Public Works
Interim Parks & Recreation Director

City of Snoqualmie

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## Call for Bids

Notice is hereby given that sealed bids will be received by the City Clerk at the City of Snoqualmie, until 11 a.m. on December 18, 2012 for the 2013 – 2017 Landscape Maintenance Agreement. Bid proposals shall be received only at the office of the City Clerk in the Snoqualmie City Hall, 38624 SE River Street, PO Box 987, Snoqualmie, WA 98065. Proposals received after this time shall not be considered.

The contract provides for landscape maintenance services for planting areas and turf areas, all located within the City of Snoqualmie boundaries. Items of work include, but not limited to, litter pickup, weeding, fertilization, herbicide application, turf mowing, edging, aeration, and associated maintenance activities.

Bid documents, including bid forms will be available starting November 14, 2012, free of charge and may be picked up at Snoqualmie City Hall, located at 38624 SE River Street, PO Box 987, Snoqualmie, WA 98065, between the hours of 9:00 a.m. and 5:00 p.m.

Bid documents are also available at http://www.ci.snoqualmie.wa.us/.

## Information for Bidders

### Project

Landscape Maintenance Agreement

### Sealed Bid Time/Date

Notice is hereby given that sealed bids will be received by the City Clerk at the City of Snoqualmie, until 11 a.m. on December 18, 2012 for the 2013 – 2017 Landscape Maintenance Agreement.

### Location Due

City of Snoqualmie, 38624 SE River Street, PO Box 987, Snoqualmie, WA 98065

### Scope of Work

The purpose of the 2013 City of Snoqualmie Landscape Contract is to establish an agreement, which illustrates the locations, frequency, and costs of providing landscape services (mowing, edging, trimming, etc.) throughout the City of Snoqualmie.

### Contact Information

Diane Humes (425) 831-4919, Administrative Assistant, Fax: 425-831-6041, or dhumes@ci.snoqualmie.wa.us. A bidder may be asked to put a question in writing. No verbal answers by any City personnel or its agents and consultants will be binding on the City. **All inquiries must be received by the City a minimum of five calendar days prior to the bid opening date.**

### Pre-Bid Conference

Attendance is required for the pre-bid conference and site tour at 11 a.m. on November 28, 2012 at Snoqualmie City Hall.

### Bid Bond

Not less than five percent (5%) of the Total Bid Price ((Year 1 + Year 2 + Year 3 + Year 4 + Year 5) * 5%).

### Plans/Specs

Electronic copies of the plans, specifications, reference documents, and any addenda for this solicitation can be accessed through an external link from our website shown below. This site

includes options and instructions for printing. Printed documents may also be ordered by calling (425) 831-4919.

**Website**

http://www.ci.snoqualmie.wa.us/

**Additional Information**

The City of Snoqualmie in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

This information is available in alternative formats for individuals with disabilities upon advance request by calling (425) 831-4919.

Bids received after Sealed Bid Time will not be considered. Bidders accept all risks of late delivery, regardless of fault. The City of Snoqualmie is not responsible for any costs incurred in response to this Invitation to Bid.

**Examination of Specifications**

Before submitting a bid, the Contractor shall carefully examine each component of the Bid Documents prepared for the Work and any other available supporting data so as to be thoroughly familiar with all requirements.

The bidder shall make a thorough examination of the work site, and conditions under which the work is to be performed, including but not limited to area and conditions of the work site.

Bidders must satisfy themselves by examination of the site and review of the specifications, including addenda. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning amount or nature of the work to be done.

The Contractor shall inform the City of Snoqualmie and the Homeowner concerning any chemical hazard that the Contractor may bring to the workplace, and the Contractor shall comply with all applicable local, State and Federal laws relating to hazardous chemicals.

**Interpretation of Bid Documents**

The bidder shall promptly notify Owner of any discovered conflicts, ambiguities or discrepancies in or between, or omissions from the Bid Documents. Questions or comments about these Bid Documents should be directed to the attention of Daniel J. Marcinko**,** (425) 831-4919. Questions received less than two days prior to the date of bid opening will not be answered. Any interpretation or correction of the Bid Documents will be made only by addendum, and a copy of such addendum will be mailed or delivered to each Owner. The Owner will not be responsible for any other explanation or interpretations of the Bid Documents. No oral interpretations of any provision of the Bid Documents will be made to any Bidder.

**Bidding Requirement**

Notice is hereby given that sealed bids will be received by the City Clerk at the City of Snoqualmie, until 11 a.m. on December 18, 2012 for the 2013 – 2017 Landscape Maintenance Agreement. Bid proposals shall be received only at the office of the City Clerk in the Snoqualmie City Hall, 38624 SE River Street, PO Box 987, Snoqualmie, WA 98065. Proposals received after this time shall not be considered.

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Bid documents are also available at http://www.ci.snoqualmie.wa.us/.

**Prevailing Wages**

Contractor shall file an Intent to Pay Prevailing Wages with the Washington State Department of Labor and Industries ("L&I"), shall pay its employees prevailing wages as established by L&I for all work under the Landscape Maintenance Agreement for the duration thereof, and shall in all respects comply with the provisions of chapter 39.12 RCW in the performance of the work.

**Insurance Requirements**

The Contractor shall obtain and keep in force the following policies of insurance. The policies shall be with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.05. Unless otherwise indicated below, the policies shall be kept in force from the execution date of the Contract until the date of completion of the Landscape Maintenance Agreement.

1. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its equivalent, with minimum limits of $1,000,000 per occurrence and in the aggregate for each 1-year policy period. This coverage may be any combination of primary, umbrella, or excess liability coverage affording total liability limits of not less than $3,000,000 per occurrence and in the aggregate.

2. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non owned vehicles assigned to or used in the performance of the Work, with a combined single limit of not less than $1,000,000 per occurrence. This coverage may be any combination of primary, umbrella, or excess liability coverage affording total liability limits of not less than $1,000,000 per occurrence, with the State named as an additional insured or designated insured in connection with the Contractor's Performance of the Contract. If pollutants are to be transported, MCS 90 and CA 99 48 endorsements are required on the Commercial Automobile Liability insurance policy unless in-transit pollution risk is covered under a Pollution Liability insurance policy.

3. The Contractor shall be Named Insured and the Homeowner and the City of Snoqualmie, and the City's respective officers, employees, agents, and consultants (collectively the "Additional Insured") shall be included as Additional Insured for all policies and coverage specified in this Exhibit. Said insurance coverage shall be primary and noncontributory insurance with respect to the insured and the Additional Insured. Any insurance or self-insurance beyond that specified in this Contract that is maintained by any Additional Insured shall be in excess of such insurance and shall not contribute with it. All insurance coverage required by this Section shall be written and provided by "occurrence-based" policy forms rather than by "claims made" forms.

4. All endorsements adding Additional Insured to required policies shall be issued on (i) form CG 20 10 11 85 or a form deemed equivalent by the City of Snoqualmie, providing the Additional Insured with all policies and coverage set forth in this Section, with the exception of Commercial Auto policy or (ii) form CA 20 48 or forms deemed equivalent by City of Snoqualmie, providing the Additional Insured with all coverage required under the Commercial Automobile Liability.

5. The coverage limits to be provided by the Contractor for itself and to the Contracting Agency and Additional Insured pursuant to this shall be on a "per project" aggregate basis with the minimum limits of liability as set forth herein for both general liability and products/completed operations claims. The additional insured coverage required under this Section for products/completed operations claims shall remain in full force and effect for not less than 3 years following Substantial Completion of the project. If the Contractor maintains, at any time, coverage limits for itself in excess of limits set

forth in this Section 1, then those additional coverage limits shall also apply to the Homeowner and the City of Snoqualmie. This includes, but is not limited to, any coverage limits provided under any risk financing program of any description, whether such limits are primary, excess, contingent, or otherwise.

6. All insurance policies and coverage shall contain a waiver of subrogation against the Homeowner and the City of Snoqualmie, and the City of Snoqualmie's officers, officials, agents, and employees for losses arising from Work performed by or on behalf of the Contractor. This waiver has been mutually negotiated by the parties.

7. Where applicable, the Contractor shall cause each Subcontractor to provide insurance that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, in circumstances where the Subcontractor is not covered by the Contractor-provided insurance. The Contractor shall have sole responsibility for determining the limits of coverage required, if any, to be obtained by Subcontractors, which determination shall be made in accordance with reasonable and prudent business practices. In the event that a Subcontractor is required to add the Contractor as an Additional Insured pursuant to its contract for Work at the Project, then the Contractor shall also cause each Subcontractor to include the Contracting Agency and the Additional Insured, as Additional Insured as well, for primary and noncontributory limits of liability under each Subcontractor's Commercial General Liability, Commercial Automobile Liability, and any other coverage that may be required pursuant to a "Special Provision".

8. With the exception of the Commercial Automobile liability coverage, no policies of insurance required under this Section shall contain an arbitration or alternative dispute resolution clause applicable to disputes between the insurer and its insured. Any and all disputes concerning (i) terms and scope of insurance coverage afforded by the policies required hereunder and/or (ii) extra contractual remedies and relief, which may be afforded policy holders in connection with coverage disputes, shall be resolved in Washington Superior Court, applying Washington law.

9. Prior to Contract execution, the Contractor shall file with the Snoqualmie City Clerk ACORD Form Certificates of Insurance evidencing the minimum insurance coverage required under these Specifications. Within 30 days of being awarded a Contract, the Contractor shall provide the City of Snoqualmie with complete copies, which may be electronic copies, of all insurance policies required under this Exhibit.

10. The Contractor shall provide written notice to the City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065 of notice of any policy cancellation within two business days of receipt of cancellation.

11. Failure on the part of the Contractor to maintain the insurance as required, or not to provide certification and copies of the insurance prior to the time specified in Subsection 11 above, shall constitute a material breach of Contract upon which the Homeowner may, after giving 5-business days notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Homeowner on demand, or at the sole discretion of the Homeowner, offset against funds due the Contractor from the Homeowner. All costs for insurance, including any payments of deductible amounts, shall be considered incidental to and included in the unit Contract prices and no additional payment will be made.

**Purpose**

Conditions of bid that include the word "must" or "shall" describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. If no bidder is able to comply with a given specification or condition of the bid, the City of Snoqualmie reserves the right to delete that specification or condition of bid. **FAILURE TO MEET A MANDATORY REQUIREMENT SHALL DISQUALIFY YOUR BID.** This Contract bid document and the awarded bidder's (Contractor's) response information shall become the Contract.

**Special Conditions of Bid:**

**1. CLARIFICATION AND/OR REVISIONS TO THE BID DOCUMENT**

If a Bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this bid no later than five working days **before the date of bid opening**, shall immediately notify Daniel J. Marcinko of such error. Any modification or clarification of the bid document shall be at the sole discretion of the City of Snoqualmie.

If the Bidder fails to notify the City of Snoqualmie no later than five working days **before the date of bid opening** of any condition stated above that reasonably should have been known to the Bidder, and if a Contract is awarded to that Bidder, the Bidder shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this bid will be made only by an official written amendment as determined and issued by the City of Snoqualmie.

**DEFINITIONS**

The following definitions are used throughout the bid:

Bidder: Firm submitting a bid.

City/owner: City of Snoqualmie.

Contractor: Contractor awarded the contract.

## 2. CONTRACT TERM

The term of this Agreement shall be five (5) years, commencing February 1, 2013, and terminating January 31, 2018, unless sooner terminated as provided in Section 7, provided, that the City shall have the option to renew this Agreement for two additional three (3) year terms upon written notice of exercise of the option and approval of Contractor's annual cost for each year of such additional term.

## 3. INVOICING REQUIREMENTS

Invoices for Purchase Orders:

Contractor must agree that all invoices shall reflect the prices established for the items on this contract. Prior to payment, the City must verify that all invoices that are charged against this contract are correct per the contractual documents. Only properly submitted invoices will be officially processed for payment. Prompt payment requires that invoices be clear and complete. The original invoice must be sent to City of Snoqualmie 38624 SE River St., PO Box 987 Snoqualmie, WA 98065. Attn: Director of Public Works.

## 4. ADDITIONAL ITEMS

Additional related services may be added to this Contract at the discretion of the City of Snoqualmie. Prices shall be in line with the Contract prices for like services currently included in the Contract.

## 5. CONTRACT TERMINATION

After the initial term of the Agreement, the City of Snoqualmie may terminate the Agreement at any time, without cause, by providing 30 days written notice to the Contractor. If the Agreement is so terminated, the City is liable only for payments for product or services provided or performed, to date of the termination.

This Contract may be terminated by either party for the following conditions:

5.1 Shall either party fail to perform under the terms of this Contract; the aggrieved party shall notify the other party in writing via certified mail of such failure and demand that the same be remedied within 10 calendar days. Should the defaulting party fail to remedy the same within said period, the other party shall then have the right to terminate this Contract by giving the other party 15 calendar days written notice. Performance failure can be defined as but not limited failure to provide any of the conditions of the Specifications or Special Conditions of Bid.

5.2 If at any time the contractor performance threatens the health and/or safety of the City of Snoqualmie, the City has the right to cancel and terminate the Contract without notice.

5.3 Failure to maintain the required Certificates of Insurance, Permits, Licenses, and Blanket Fidelity Bond shall be cause for Contract termination. If the Contractor fails to maintain and keep in force the insurance, the City has the right to cancel and terminate the Contract without notice.

5.4 If at any time a petition in bankruptcy shall be filed against the contractor and such petition is not dismissed within 90 calendar days, or if a receiver or trustee of contractor's property is appointed and such appointment is not vacated within 90 calendar days, the City has the right, in addition to any other rights of whatsoever nature that it may have at law or inequity, to terminate this Contract by giving 90 calendar days notice in writing of such termination.

5.5 All notices of performance failure must be submitted in writing to the City of Snoqualmie, Public Works Department, 38624 SE River St., PO Box 987 Snoqualmie, WA 98065. The City of Snoqualmie shall be final authority for all performance resolutions.

## 6. PAYMENT

Payment shall be paid upon positive approval. The City shall pay Contractor the Annual Cost for each year in twelve equal monthly installments within thirty days after receiving Contractor's monthly invoice.

## 7. QUALIFICATIONS

To be eligible for a Contract award, you must be qualified and able to provide the following as required or your bid will be disqualified.

7.1 Bidder must be in the business of providing Landscape Maintenance services for the past three (3) years.

7.2 Bidder must designate a person to provide on-going communication, coordinate servicing, answer questions, and expedite service.

7.3 Bidder must supply a client list of three (3) firms to which similar services have been provided during the past 3 years to a comparable sized institution or company. All information received from those clients, if contacted, must verify that a high level of satisfaction was provided in that service trade. Include contact names, addresses, email address and mobile phone numbers.

7.4 Contractor must have covered telephone service and email from 7:00 a.m. to 5:00 p.m. Pacific Time Monday through Friday in order to respond promptly to requests for service.

7.5 Contractor must have Certified Arborists, Certified Landscape Technicians, Certified Landscape Managers, and Certified Irrigation Technicians with specialty in water auditing on staff.

**8. BID RESPONSE REQUIREMENTS**:

In order for your bid to be considered, the following forms/information must be complete and submitted with your bid. Failure to provide this forms/information with your bid submittal may disqualify your bid.

Bidder's Certification in Compliance with the State of Washington Drug Free Workplace Act

Mowing Contract Bid Submittal

Failure to provide this forms/information with your bid submittal may disqualify your bid.

**9. BIDDER PROTEST:**

Any protest of the City's solicitation or intent to award must be made no later than five working days after the date of solicitation or the notice of intent to award is issued by the City, written notice of intent to protest must be received by:

Office of City Clerk

City of Snoqualmie

38624 SE River St.

PO Box 987

Snoqualmie, WA 98065

(425) 831- 4919

The complete protest must be received by the City Clerk no later than ten working days after the date of solicitation or the intent to award is issued. The protest must be in writing. Protesters should make their protests as specific as possible and should identify statutes and provisions that are alleged to have been violated

**Standard Terms and Conditions for Requests for Bids/Proposals**

1. **SPECIFICATIONS**: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified

by manufacturer, stock number, and such other information necessary to establish equivalency. The City of Snoqualmie shall be the sole judge of equivalency. Bidders/proposers are cautioned to avoid bidding alternates which may result in rejection of their bid/proposal.

2. **DEVIATIONS AND EXCEPTIONS**: Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/proposer's letterhead, signed, and attached to the request. Each deviation and exception must be identified by the section, page and paragraph to which it applies. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder/proposer shall be held liable.

3. **ACCEPTANCE-REJECTION**: The City of Snoqualmie reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, and to accept any part of a bid/proposal for the City of Snoqualmie.

4. **PAYMENT TERMS AND INVOICING**: The City of Snoqualmie normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, and accepted as specified.

   4.1 Payment shall be considered timely if the payment is mailed, delivered, or transferred within thirty (30) days after receipt of a properly completed invoice, unless the vendor is notified in writing by the agency of a dispute before payment is due.

   Invoices submitted not in accordance with these instructions will be removed from the payment process and returned within ten (10) days.

5. **TAXES:** The City of Snoqualmie, an agency of the State of Washington, is not exempt from payment of all federal tax and Washington State and local taxes.

6. **DISPUTES**: Disputes should be addressed to the City of Snoqualmie 38624 SE River St., PO Box 987 Snoqualmie, WA 98065 – Attention: Director of Public Works.

7. **NONDISCRIMINATION/ AFFIRMATIVE ACTION**:

   7.1 In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex,

physical condition, developmental disability as defined in Washington Statutes. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

7.2 The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Washington nondiscrimination law.

7.3 Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

**8. SAFETY REQUIREMENTS**:

All materials, equipment, and supplies provided to the City of Snoqualmie must comply fully with all safety requirements as set forth by the Washington Administrative Code, Washington State Department of Labor and Industries, and all applicable federal, state, and local safety standards and requirements.

**9. PUBLIC RECORDS ACCESS**: It is the intention of City of Snoqualmie to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

**10. DISCLOSURE:** If a city public official, a member of a city public official's immediate family, or any organization in which a city public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars ($3,000) within a twelve (12) month period, this contract is voidable by the state unless appropriate disclosure is made according to Washington Statutes, before signing the contract.

10.1 City classified and former employees and certain City of Snoqualmie staff are subject to separate disclosure requirements.

**11. FOREIGN CORPORATION:** A foreign corporation (any corporation other than a Washington corporation) which becomes a party to this Agreement is required to conform to all the requirements of Washington Statutes, relating to a foreign corporation and must possess a certificate of authority from the State of Washington, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority.

**12. DRUG-FREE WORKPLACE**

The City recognizes that the maintenance of a drug-free workplace is essential to the safety and welfare of its employees. This policy establishes City programs and practices that promote and support a drug-free working environment and brings the City into compliance with the Drug-Free Workplace Act of 1988. A copy of the policy is available at Snoqualmie City Hall, 38624 SE River Street, PO Box 987, Snoqualmie, WA 98065.

## Specifications for Landscape Maintenance

Specifications may not be revised without an official written amendment issued by the City of Snoqualmie. Failure to provide service specifications and information may disqualify your bid. The City will be the sole judge of equivalency and acceptability.

### General Conditions

### 1. Site Conditions

.1 All services provided by the Contractor shall be consistent with quality standards of grounds maintenance industry. As directed by the City, the Contractor shall coordinate the work with adjacent work and shall cooperate with all other trades so as to facilitate the general progress of the work. Interference with, or inconvenience to City operations shall be kept to a minimum. All exits, doors, passageways, and walks are to be kept in an unobstructed manner at all times. In no case will any Contractor be permitted to exclude from the premises or work, any other Contractor or their employees, or interfere with any other Contractor in the execution or installation of their work.

.2 Contractor shall be responsible for moving debris and items of value found on lawns away from the path of equipment, and grounds maintenance activities (e.g. bicycles, children's toys, picnic tables, wire, bottles, tin cans, sticks, paper and litter discarded by others) prior to beginning mowing, and during mowing operations if also necessary. Return picnic tables to original location after area is mowed. Accumulated trash and debris shall be properly disposed of in on-site trash containers. Items of value that are damaged while carrying out this contract shall be paid for by the Contractor at replacement cost for the item.

.3 Contractors shall confine to the greatest possible extent, all operations, equipment, apparatus and placement of materials to the immediate area of work. Contractor shall ascertain, observe and comply with all rules and regulations in effect on the work site, including, but not limited to parking, traffic laws, use of walks, security restrictions, hours of allowable ingress and egress.

.4 The Contractor shall notify the City of Snoqualmie verbally or in writing of any defects noted in such surfaces that are to receive their work if such defects may affect lawn mowing operations, or in-general present a safety concern. The City will direct such surfaces to be remedied.

.5 Storage of equipment shall be off-site, not on City property. Contractor or their authorized representative must be present to accept delivery of all equipment and/or materials shipments. City personnel will not knowingly accept, unload or store anything delivered to the project site addressed to the Contractor or for the Contractor's use. Inadvertent acceptance of delivery by any representative of the City shall not constitute acceptance or responsibility for any of the materials or equipment. It shall be the Contractor's responsibility to assume all liability for equipment and material delivered to the job site.

### 2. Personnel

.1 Contractors shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by the City.

.2 Contractors shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall act appropriately and professionally at all times. Offensive language, gestures or actions while in this family-based residential community are not acceptable. The City may require the Contractor not to assign any employee the City deems incompetent, careless, insubordinate, or otherwise objectionable to work within the City of Snoqualmie city limits.

**3. Safety Standards**

.1 Contractor's employees shall be especially aware of the large number of children in this community, and shall take necessary precautions to safeguard their well-being.

.2 Contractor's employees shall follow all applicable safety standards including operating all equipment in conformance with the manufacturer's operating instructions for each, and in compliance with federal, state, and local safety standards and requirements.

.3 Precautions shall be exercised at all times for the protection of persons, (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.

.4 Lawn mowing discharge shall at all times be aimed away from people, buildings, children and vehicles. Mower guards must be used as intended at all times for safety.

.5 The Contractor shall provide and maintain in working order during work such fire protective equipment and devices as required by applicable safety standards and as they deem necessary and suitable for any possible class or type of fires. Extinguishers shall be non-freeze type of not less than (10) pound capacity each.

.6 Mowers weed trimmers and other equipment shall be properly maintained to operate at "normal" operating sound levels. Equipment that is generating excessive noise or is otherwise objectionable to the City shall be discontinued from use, at the City's request, until repairs can be made. The City of Snoqualmie shall be the sole judge of acceptable equipment under this section.

.7 Traffic control measures shall conform to the MUTCD, current edition.

**4. Property Damage**

.1 Wherever any existing material, equipment or appurtenances are damaged by the Contractor, the cost of repair or replacement shall be charged to the Contractor. Items covered by this provision include, but are not limited to curbs, sidewalks, lawns (to include scalped areas), plantings, trees, signs, sign posts, down spouts, and refuse containers.

.2 Injuries to any person and damage to City property, the property of residents, or any property not belonging to the Contractor shall be reported immediately to the City of Snoqualmie.

.3 Repair work due to damages caused by the Contractor shall be coordinated through, and subject to the approval of the City. Repairs shall be made with like materials in a manner acceptable to the City.

.4 Contractors shall be acquainted with the location of utilities, which may be encountered or be affected by their work, and shall be responsible for damage caused by neglect to provide proper precautions or protection.

.5 The Contractor shall repair, to its original state, any landscape damaged by failure to provide proper and adequate protection, to the satisfaction of the City, or remove and replace with new work at the Contractor's expense.

**5. Site Inspection**

The City of Snoqualmie will, at its discretion, conduct site inspections before, during, and after each service to evaluate the quality, and completion of the work performed.

**6. Beginning and End of Season**

The landscaping season will begin on the first full week of February of each year of this Contract, and end on January 31st, or as mutually agreeable due to weather conditions.

**7. Frequency**

.1 Landscape Maintenance shall take place according to frequency tables.

.2 Cancellation of scheduled weekly landscape maintenance, or any portion of the landscape maintenance, is permitted by the City if any part of the scheduled mowing is determined to be unnecessary or undesirable by the City of Snoqualmie. The City agrees to provide notice of cancellation by noon of the day preceding scheduled work to be canceled.

**8. Day(s) of the Week**

Work shall be scheduled to take place on a weekly basis on a Monday, Tuesday, Wednesday, Thursday or Friday, excluding holidays and weekends, or as mutually agreed upon by the Contractor and the City.

**9. Time Allotted From Mowing Beginning to End**

.1 All scheduled mowing and spraying shall be commenced and completed in one week as specified unless otherwise rescheduled due to inclement weather. Contractor shall be obligated to complete mowing and spraying in that same week, weather and other conditions permitting. Failure to do so may be grounds for termination of this Contract.

.2 Weather permitting, work shall be continuous.

**10. Inclement Weather Rescheduling**

.1 Contractors may cancel all or part of a scheduled mowing due to inclement weather. It is the responsibility of the Contractor to contact the City on or before 9:00 a.m. of the day to be canceled, when such cancellation is desired.

.2 Inclement weather shall be defined as weather that both the Contractor and the City agree makes the accomplishment of quality work unfeasible, unusually time-consuming, or potentially dangerous, or harmful. In the event mutual agreement cannot be reached for a particular mowing, the inclement weather determination shall be made by the City. However in the event the City feels the Contractor is inappropriate in their use of this provision, the City reserves the right to cancel this Contract.

.3 Any part of a scheduled mowing that is canceled due to inclement weather shall be rescheduled by the Contractor to a date within three calendar days of the cancellation, or a mutually agreed upon time frame with the city.

.4 The City may, at its option, elects not to reschedule any part of a mowing. The City of Snoqualmie shall have sole authority to cancel all or part of a mowing.

.5 Any portion of a mowing that is canceled and not rescheduled shall not result in a mowing charge.

.6 In the event of on-going wet weather, the Contractor and the City of Snoqualmie will negotiate a strategy to accomplish the necessary work.

.7 In areas of poor drainage which adversely affect the work of the Contractor, the Contractor shall be responsible for informing the City of the affected area. The City will have discretionary authority to waive work quality standards in areas which both the City of Snoqualmie and the Contractor agree are problematic.

**11. Work Hours**

Contractor shall not operate lawn mowers, blowers, "weed whackers"(line trimmers), or other noise generating machinery outside of the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday. Weekend and Holiday work will not be permitted.

**12. Mowing**

.1 All formal turf shall be maintained to a height of two inches.

.2 All rough turf and bio swales shall be maintained to a height of three to four inches.

.3 The Contractor shall adjust lawn mowing heights at the written request of the City of Snoqualmie.

**13. Trimming**

Contractor shall be responsible at EVERY lawn mowing for trimming around trees, sign posts, fencing, near buildings, in curbs and gutters, around all dumpsters and dumpster area, etc. and any other part of the lawn area where the lawn mowers may not be able to reach during routine mowing. Areas to be trimmed shall be brought to the same level as the mowing level of the lawn. Care shall be taken not to damage structures or trees with equipment.

**14. Edging**

All turf areas shall be edged at sidewalks, curbs, hard surfaces, and formal beds. It is required that a power edger with a hard blade be used. Extreme caution should be used to prevent chipping of concrete structures by edging equipment.

**15. Picking up Grass Clippings**

Contractor shall be responsible for removing grass clippings from sidewalks, parking areas, planted areas, barked areas, and other areas that are not part of the grassy area being mowed or maintained.

**16. Grass Clippings Removal**

.1 Mowers shall be of a type which causes clippings to be distributed evenly over the cut area. If the type of mowers used causes the cut grass to windrow, the windrowed grass shall be removed and hauled away.

.2 Windrowed grass caused by mowing heavily dewed grass shall be the responsibility of the Contractor to remove.

**17. Directions of Cut**

The Contractor shall alter the mowing direction for each successive mowing where feasible. Areas where such alteration of mowing direction is not practicable may be exempted at the discretion of the City of Snoqualmie. Maintain a uniform lawn height free from scalping.

**18. Proper Equipment Type and Maintenance**

.1 Equipment shall be adequate for the completion of the work being bid. The cutting edges of all mowing equipment used in the performance of work shall be kept in sharp condition. Grass bruising or rough cutting will not be accepted, and may require the Contractor to perform rejuvenation procedures to bring it out of a stress condition.

.2 The maintenance and upkeep of equipment is the sole responsibility of the Contractor. The staff of the contractor shall not ask for any assistance or equipment parts from the City.

**19. Waste Disposal**

Grass clippings, oil cans, personal refuse and other items for disposal shall be disposed of by the Contractor in accordance with local, state and federal laws.

**20. Walk the Site**

Contractor or Bidder responsibility to walk the site prior to bid opening, and know the site conditions.

**21. Soil Testing**

Soil testing will be preformed and the results shared with the City at the beginning of the contract. The City should then be notified in writing of what corrective action plan will be put in place to correct any deficiencies. This would include ph control and fertilizer requirements. Random, multiple soil samples from each site should be collected and tested from each of the areas listed in the contract and then on an annual basis.

**22. Pesticide Use**

The City shall be notified prior to any pesticide use, and what pesticide will be used within City limits. The City should also be provided with any MSDS sheets for the pesticides that will be used. The Contractor shall possess a current Washington State, Department of Agriculture (WSDA), and Commercial Pesticide Applicator Company License and all other licenses and permits required for compliance with all WSDA regulations and statutes.

**23. Turf Renovation**

All formal lawn areas shall be aerated at least once annually and include thatching, mechanical plugging and topdressing with a sand/compost mix. All formal lawn areas shall receive treatment for Crane Fly and Moss in the early spring when necessary. Contact herbicide shall be considered during the growing season to control broadleaf weeds in formal lawns. Weed cover should be maintained below 20% of lawn area.

**24. Turf Fertilization**

Fertilize all formal turf areas with a well-balanced, slow release fertilizer as required to provide vigorous deep rooting and a healthy green appearance year-round. Determine fertilizer application rates and materials from soil test results.

25. **Turf Lime Application**

Adjust soil PH levels by applying agriculture grade lime at a rate of up to 40lbs/1000 sq. ft. in formal turf areas only as recommended by soil test results, and no more than once annually in the spring. Do not apply lime and fertilizer at the same time. Lime should go on first, wait at least 30 days after applying lime before fertilizing.

**26. Trees, Shrub and Ground Cover Areas**

A. Landscape bed areas shall be kept in weed, leaf, and debris free condition. All landscape beds shall be weeded by mechanical and/or chemical means. Pre emergents may be used up to two times a year with City approval. The City encourages the use of industry recognized IPM practices**.**

B. All ornamental plant material except trees shall be judiciously pruned in accordance with standards of good practice and in accordance with the intended function of the plant in its present location. Major pruning shall be done at least every six months during the growing season. Shrubs shall be pruned to maintain desired shape and function as needed to provide a neat, trim appearance.

C. Ground cover shall be trimmed at the edge of hard surfaces, (sidewalks and curbs), trails, and bed areas. Ground covers shall be trimmed to prevent encroachment in to shrubs, trees, utility vaults, irrigation valve boxes, and irrigation heads. Equipment used shall insure proper pruning techniques and that plant material will not be damaged.

D. Once annually Contractor shall replenish mulch to maintain a depth of no less than two inches in all planting areas and tree wells. Keep mulch at least two inches away from the crown of plants and trees. Mulch shall be a medium bark or other, as directed by the City.

E. All shrubs and ground cover in landscape bed areas shall be fertilized twice a year with a slow release fertilizer as required by soil testing.

**27. Other Services**

A. Leaves shall be removed from all maintained areas. Including turf, landscape beds, and hard surfaces. The use of power blowers is acceptable, however, debris accumulations must not be blown onto adjacent street surfaces or neighboring properties.

B. Undesirable vegetation in sidewalks, curbs, and other hard surfaces shall receive an approved herbicide application and be removed.

C. All encroaching, neighboring vegetation, including brush, trees and shrubs, shall be kept trimmed from any roads, trails, walkways and maintained areas. Vegetation shall normally be trimmed at property boundaries, but also shall be trimmed to prevent the limitation of sightlines along trails and/or streets. A buffer area of four feet, along all trails maintained, will be kept to a height no greater than four inches where possible.

## 8.1.21 Frequency

| Summary of Landscape Services for Snoqualmie Ridge Bio-Swales & Medians Eastern Parkway (SR 202 & "E" Creek) | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Edging | 0 | 0 | 1 | 2 | 2 | 2 | 3 | 2 | 3 | 1 | 1 | 0 | 17 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Fertilization | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Weed Spray | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / Raking | 0 | 1 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 2 | 1 | 36 |
| Weed / Spray | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 9 |
| Prune Ground Cover | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Prune Shrubs | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Fertilization | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Crack Weeds | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 4 |
| **Other** | | | | | | | | | | | | | |
| Leaf Cleanup | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 3 | 8 |
| Traffic Control | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Pre-emergent | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Litter Pickup | 0 | 1 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 4 | 3 | 40 |

| Summary of Landscape Services for Snoqualmie Ridge Bio-Swales & Medians West Parkway (SE 99th St. & "D" Creek) | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Edging | 0 | 0 | 1 | 2 | 2 | 2 | 3 | 2 | 3 | 1 | 1 | 0 | 17 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Fertilization | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Weed Spray | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / Raking | 0 | 1 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 2 | 1 | 36 |
| Weed / Spray | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 9 |
| **Other** | | | | | | | | | | | | | |
| Leaf Cleanup | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 3 | 8 |
| Pre-emergent | 0 | 1 | 0 | 0 | 0 | | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Litter Pickup | 0 | 1 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 4 | 3 | 40 |

| Summary of Landscape Services for Snoqualmie Ridge - City Sign West Parkway (Just North of Jacobia. E. Side of Parkway). | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / Raking | 0 | 0 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 2 | 0 | 34 |
| Weed / Spray | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 8 |
| Prune Ground Cover | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Fertilization | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| **Other** | | | | | | | | | | | | | |
| Leaf Cleanup | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 3 | 8 |
| Pre-emergent | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Litter Pickup | 0 | 0 | 5 | 4 | 4 | 5 | 4 | 5 | 3 | 2 | 2 | 1 | 35 |

| Summary of Landscape Services for: City of Snoqualmie, Parkway, Douglas St. to "E" Creek (Near BPA Access Rd.) | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| visits per month | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / mechanical | 0 | 0 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 31 |
| Weed / spraying | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 6 |
| Bed raking | 0 | 0 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 31 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 3 | 2 | 39 |
| Litter Pickup | 0 | 2 | 3 | 4 | 4 | 5 | 5 | 5 | 5 | 3 | 3 | 2 | 41 |

| Summary of Landscape Services for: Snoqualmie Ridge, Carmichael Ave. SE, SE Carmichael St., Swenson St., SE Jacobia St., Jacobia Ave. SE, Frontier, SRII Collectors | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Edging | 0 | 0 | 1 | 2 | 2 | 2 | 3 | 2 | 3 | 1 | 1 | 0 | 17 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Fertilization | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Weed Spray | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / mechanical | 0 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 0 | 0 | 16 |
| Weed / spraying | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 8 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 1 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 33 |
| **Other** | | | | | | | | | | | | | |
| Leaf Cleanup | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 3 | 8 |
| Pre-emergent | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Litter Pickup | 0 | 1 | 2 | 4 | 4 | 5 | 5 | 5 | 5 | 3 | 4 | 3 | 41 |

| Summary of Landscape Services for: Snoqualmie Ridge Fire Station | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / Raking | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 21 |
| Weed / Spray | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 8 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 2 | 2 | 38 |
| **Other** | | | | | | | | | | | | | |
| Pre-emergent | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Litter Pickup | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |

| Summary of Landscape Services for: Snoqualmie Ridge Police Station | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| visits per month | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 32 |
| Edging | 0 | 0 | 1 | 2 | 2 | 3 | 2 | 3 | 2 | 1 | 1 | 0 | 17 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 32 |
| Fertilization | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Weed Spray | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / Raking | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 20 |
| Weed / Spray | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 8 |
| Pruning | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 0 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 2 | 2 | 36 |
| **Other** | | | | | | | | | | | | | |
| Pre-emergent | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Litter Pickup | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 2 | 2 | 38 |

| Summary of Landscape Services for: City of Snoqualmie - Parcel "Y" Allman Ave | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| visits per month | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / mechanical | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 33 |
| Weed / spraying | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 6 |
| Bed raking | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 33 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 1 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 33 |
| Litter Pickup | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 35 |

| Summary of Landscape Services for: City of Snoqualmie – Cottonwood DR SE, Silent Creek AVE S, SR 202 & Parkway, Burke, SE Kendall Peak DR & Whittaker Lane SE, SE Venn, Tibbits Ave SE, SE Ash, Elderberry Ave. SE, Keller Street | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 0 | 32 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / mechanical | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 33 |
| Weed / spraying | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 6 |
| Bed raking | 0 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 33 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 1 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 33 |
| Litter Pickup | 0 | 2 | 3 | 4 | 4 | 5 | 5 | 5 | 5 | 3 | 1 | 0 | 37 |

| Summary of Landscape Services for: City of Snoqualmie – (N1, N2, N4, S11, DP1, S20, S16A, S16B, S10, S8, S7, S6A, S6B, S6C, S2C, S2B, & S3, Jacobia Park Pond, Point & Rains Pond). | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **visits per month** | | | | | | | | | | | | | |
| **Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Turf** | | | | | | | | | | | | | |
| Mowing | 0 | 0 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 1 | 0 | 31 |
| Trimming | 0 | 0 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 1 | 0 | 31 |
| **Trees/Shrub/Beds** | | | | | | | | | | | | | |
| Weeding / mechanical | 0 | 0 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 31 |
| Weed / spraying | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 6 |
| Bed raking | 0 | 0 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 2 | 0 | 0 | 31 |
| **Hard Surfaces** | | | | | | | | | | | | | |
| Mechanical Sweeping | 0 | 0 | 2 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 32 |
| Litter Pickup | 0 | 0 | 3 | 4 | 4 | 5 | 4 | 5 | 4 | 3 | 1 | 0 | 33 |

8.1.21 Approximate Locations

SE Burke St
SE Cochrane St
SE Salal St
Sword Fern Ave SE
SE Carmichael St
Silent Creek Ave SE
Douglas Ave SE
SE Sorenson St
Tibbits Ave SE
SE Tibbits St
SE Odell St
Stout Ave SE
SE McCullough St
SE Stout St
Lake Alice Rd SE
Elderberry Ave SE
Curtis Park
SE McCullough St
Silent Creek Park
Cottonwood Natural Area
Lake Alice

Eagle Lake Dr
TPC at
Snoqualmie
Ridge
SE Snoqualmie Pkwy
Railroad Ave SE
SE Mill Pond Rd
Lake
Bors
Railroad Ave SE
Snoqualmie
Snoqualmie
River
202
372nd Pl SE
SE 89th Pl

## Bidder's Checklist

The Bidder's attention is especially called to the following requirements of the Bid Form, which must be complete as required. Failure to comply shall result in rejection of any bid as noncompliant with these requirements.

Requirements for Bid Form:

_____ The Bid Form shall be complete and fully executed, including filling in the total bid amount.

_____ Bid Signature Page to be filled in and fully executed by the Bidder.

_____ Bidder's Construction Experience to be filled in and fully executed by the Bidder.

The following forms must be executed after the contract is awarded:

A. Landscape Maintenance Agreement – To be executed in duplicate counterpart originals by the Bidder selected by Homeowner using the City provided form and submitted to the Homeowner.

B. Insurance certificates to be submitted with the signed Construction Contract.

C. A City of Snoqualmie Business License must be obtained by the Bidder and all Subcontractors.

The Owner, within (10) calendar days of receipt of acceptable Construction Contract signed by the Bidder selected by Homeowner, shall sign the Construction Contract and return one fully executed counterpart of the Construction Contract to the Contractor, with a photocopy of the signed Construction Contract to the City. Should there be any reason why the Owner cannot return the Construction Contract to the Bidder within such period, the time may be extended by mutual agreement by Owner and Bidder. Should the Owner not execute the contract within such period, the Bidder may, by written notice, withdraw its signed Bid Proposal. Such notice of withdrawal shall be effective upon receipt of the notice by the Owner

**Bid Proposal**

The unsigned hereby submit the following bid proposal for all labor, materials and equipment for landscape maintenance services in accordance with the specifications. ALL PRICING SHOULD INCLUDE WSST.

| **Summary of Landscape Services for Snoqualmie Ridge Bio-Swales & Medians Eastern Parkway (SR 202 & "E" Creek)** | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Edging | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| Fertilization | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / Raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| Prune Ground Cover | $_____ | $_____ | $_____ | $_____ | $_____ |
| Prune Shrubs | $_____ | $_____ | $_____ | $_____ | $_____ |
| Fertilization | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Crack Weeds | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Other** | | | | | |
| Leaf Cleanup | $_____ | $_____ | $_____ | $_____ | $_____ |
| Traffic Control | $_____ | $_____ | $_____ | $_____ | $_____ |
| Pre-emergent | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for Snoqualmie Ridge Bio-Swales & Medians West Parkway (SE 99th St. & "D" Creek) | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Edging | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| Fertilization | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / Raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Other** | | | | | |
| Leaf Cleanup | $_____ | $_____ | $_____ | $_____ | $_____ |
| Pre-emergent | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for Snoqualmie Ridge - City Sign West Parkway (Just North of Jacobia. E. Side of Parkway). | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / Raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| Prune Ground Cover | $_____ | $_____ | $_____ | $_____ | $_____ |
| Fertilization | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Other** | | | | | |
| Leaf Cleanup | $_____ | $_____ | $_____ | $_____ | $_____ |
| Pre-emergent | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: City of Snoqualmie, Parkway, Douglas St. to "E" Creek (Near BPA Access Rd.) | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / mechanical | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spraying | $_____ | $_____ | $_____ | $_____ | $_____ |
| Bed raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: Snoqualmie Ridge, Carmichael Ave. SE, SE Carmichael St., Swenson St., SE Jacobia St., Jacobia Ave. SE, Frontier, SRII Collectors | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Edging | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| Fertilization | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / mechanical | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spraying | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Other** | | | | | |
| Leaf Cleanup | $_____ | $_____ | $_____ | $_____ | $_____ |
| Pre-emergent | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: Snoqualmie Ridge Fire Station | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / Raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Other** | | | | | |
| Pre-emergent | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: Snoqualmie Ridge Police Station | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Edging | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| Fertilization | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / Raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spray | $_____ | $_____ | $_____ | $_____ | $_____ |
| Pruning | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Other** | | | | | |
| Pre-emergent | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: City of Snoqualmie - Parcel "Y" Allman Ave | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / mechanical | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / spraying | $_____ | $_____ | $_____ | $_____ | $_____ |
| Bed raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: City of Snoqualmie – Cottonwood DR SE, Silent Creek AVE S, SR 202 & Parkway, Burke, SE Kendall Peak DR & Whittaker Lane SE, SE Venn, Tibbits Ave SE, SE Ash, Elderberry Ave. SE, Keller Street | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / mechanical | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / Spraying | $_____ | $_____ | $_____ | $_____ | $_____ |
| Bed raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| Summary of Landscape Services for: City of Snoqualmie – (N1, N2, N4, S11, DP1, S20, S16A, S16B, S10, S8, S7, S6A, S6B, S6C, S2C, S2B, & S3, Jacobia Park Pond, Point & Rains Pond). | | | | | |
|---|---|---|---|---|---|
| | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Turf** | | | | | |
| Mowing | $_____ | $_____ | $_____ | $_____ | $_____ |
| Trimming | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Trees/Shrub/Beds** | | | | | |
| Weeding / mechanical | $_____ | $_____ | $_____ | $_____ | $_____ |
| Weed / spraying | $_____ | $_____ | $_____ | $_____ | $_____ |
| Bed raking | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Hard Surfaces** | | | | | |
| Mechanical Sweeping | $_____ | $_____ | $_____ | $_____ | $_____ |
| Litter Pickup | $_____ | $_____ | $_____ | $_____ | $_____ |
| **Total** | $_____ | $_____ | $_____ | $_____ | $_____ |
| **5 Year Total** | $_____ | | | | |

| **Location** | **5 Year Total** |
|---|---|
| Summary of Landscape Services for Snoqualmie Ridge Bio-Swales & Medians Eastern Parkway (SR 202 & "E" Creek) | $_____ |
| Summary of Landscape Services for Snoqualmie Ridge Bio-Swales & Medians West Parkway (SE 99th St. & "D" Creek) | $_____ |
| Summary of Landscape Services for Snoqualmie Ridge – City Sign West Parkway (Just North of Jacobia. E. Side of Parkway). | $_____ |
| Summary of Landscape Services for: City of Snoqualmie, Parkway, Douglas St. to "E" Creek (Near BPA Access Rd.) | $_____ |
| Summary of Landscape Services for: Snoqualmie Ridge, Carmichael Ave. SE, SE Carmichael St., Swenson St., SE Jacobia St., Jacobia Ave. SE, Frontier, SRII Collectors | $_____ |
| Summary of Landscape Services for: Snoqualmie Ridge Fire Station | $_____ |
| Summary of Landscape Services for: Snoqualmie Ridge Police Station | $_____ |
| Summary of Landscape Services for: City of Snoqualmie – Parcel "Y" Allman Ave | $_____ |
| Summary of Landscape Services for: City of Snoqualmie – Cottonwood DR SE, Silent Creek AVE S, SR 202 & Parkway, Burke, SE Kendall Peak DR & Whittaker Lane SE, SE Venn, Tibbits Ave SE, SE Ash, Elderberry Ave. SE, Keller Street | $_____ |
| Summary of Landscape Services for: City of Snoqualmie – (N1, N2, N4, S11, DP1, S20, S16A, S16B, S10, S8, S7, S6A, S6B, S6C, S2C, S2B, & S3, Jacobia Park Pond, Point & Rains Pond). | $_____ |
| **Grand Total** | $_____ |

| IN EACH BOX WITHOUT AN X PLEASE LIST THE COST PER VISIT FOR EACH LOCATION AND CORRESPONDING ACTIVITY<br>ALL PRICING SHOULD INCLUDE WSST BUILT INTO EACH PRICE PER VISIT. | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Month** | **Bio-Swales & Medians Eastern Parkway (SR 202 & "E" Creek)** | **Bio-Swales & Medians West Parkway (SE 99th St. & "D" Creek)** | **City Sign West Parkway (Just North of Jacobia. E. Side of Parkway)** | **City of Snoqualmie, Parkway, Douglas St. to "E" Creek (Near BPA Access Rd.)** | **Carmichael Ave. SE, SE Carmichael St., Swenson St., SE Jacobia St., Jacobia Ave. SE, Frontier, SRII Collectors** | **Fire Station** | **Police Station** | **Parcel "Y" Allman Ave** | **Cottonwood DR SE, Silent Creek AVE S, SR 202 & Parkway, Burke, SE Kendall Peak DR & Whittaker Lane SE, SE Venn, Tibbits Ave SE, SE Ash, Elderberry Ave. SE, Keller Street** | **N1, N2, N4, S11, DP1, S20, S16A, S16B, S10, S8, S7, S6A, S6B, S6C, S2C, S2B, & S3, Jacobia Park Pond, Point & Rains Pond)** |
| **Turf** | | | | | | | | | | |
| Mowing | | | X | | | | | | | |
| Edging | | | X | X | | X | | X | X | X |
| Trimming | | | X | | | | | | | |
| Fertilization | | | X | X | | X | | X | X | X |
| Weed Spray | | | X | X | | X | | X | X | X |
| **Trees/Shrub/Beds** | | | | | | | | | | |
| Weeding / mechanical | X | X | X | | | X | X | | | |
| Weeding / Raking | | | | X | X | | | X | X | X |
| Bed raking | X | X | X | | X | X | X | | | |
| Weed / Spray | | | | | | | | | | |
| Prune Ground Cover | | X | | X | X | X | X | X | X | X |
| Pruning | | X | X | X | X | X | | X | X | X |
| Fertilization | | X | | X | X | X | X | X | X | X |
| **Hard Surfaces** | | | | | | | | | | |
| Mechanical Sweeping | X | X | X | | | | | | | |
| Crack Weeds | | X | X | X | X | X | X | X | X | X |
| **Other** | | | | | | | | | | |
| Leaf Cleanup | | | | X | | X | X | X | X | X |
| Traffic Control | | X | X | X | X | X | X | X | X | X |
| Pre-emergent | | | | X | | | | X | X | X |
| Litter Pickup | | | | | | | | | | |

**THE CITY OF SNOQUALMIE RESERVES THE RIGHT TO DELETE AREAS OF WORK SHOWN ABOVE FROM THE FINAL CONTRACT IN ITS SOLE DISCRETION. THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE ACCORDINGLY.**

All questions must be answered and the data given must be clear and comprehensive. If necessary, use separate sheets of paper for items marked with an asterisk (*).

| | |
|---|---|
| Name of Bidder | |
| Permanent main office address | |
| Nature of business entity (corporation, LLC, sole proprietorship) | |
| Year organized | |
| State in which organized | |
| Years engaged in the landscape maintenance business under present firm name | |
| *Contracts on hand. Schedule these, sowing gross amount of each contract and the approximate anticipated dates of completion | |
| References: name and contact information for at least three other municipalities for which you have provided similar service | |
| *Have you ever failed to complete any work awarded to you? If so, when, where and why? | |
| Have you ever defaulted on a contract? If so, when, where and why? | |
| *List the three most significant projects recently completed by your company, stating approximate cost for each, and the month and year completed | |
| *Experience in landscape maintenance work similar in importance to this project. | |

The undersigned hereby certifies that:

1. The project site has been inspected.

2. The Specifications governing the work have been read and are thoroughly understood.

3. The bidder is willing and able to execute the Landscape Maintenance Contract and provide Proof of Insurance within 5 working days following the dated "Notice of Award."

4. The bidder will promptly undertake the work upon receipt of the dated "Notice to Proceed" and complete the work embraced in this improvement in accordance with the Contract Documents.

Submitted by:

Firm Name: _____

By: _____

Title: _____

Address: _____

Phone: _____

Contractors State License Number: _____

Expiration Date: _____

Contractor's State Tax Registration Number: _____

**Construction Contractors: When completing your Washington State Department of Revenue Excise Tax Return, please use Location Code 1728 to identify the City of Snoqualmie for retail sales where the labor and services are primarily performed in Snoqualmie.**

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, that we,

_____

As Principal, hereinafter called the Principal, a ☐ corporation ☐ partnership ☐ individual duly authorized by law to do business contractor in the State of Washington, and

_____
(Surety Company Name)

a corporation duly authorized to do a surety business under the Laws of the State of Washington as Surety, hereinafter called the Surety, are held and firmly bound unto the City of Snoqualmie, Washington, as Obligee, hereinafter called the Obligee, in the penal sum of

_____ Dollars $_____

OR 5% of the bid

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the principal has submitted a bid for the project named:

City of Snoqualmie Landscape Maintenance 2013 - 2017

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and comply with all such terms and conditions as may be specified in the bidding or Contract Documents, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if Principal shall pay to the Obligee the difference not to exceed the penalty here of between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day of _____, 20_____

_____
Principal

_____
Signature

_____
Print or type name signed above

Surety Seal

_____

Signature

_____

Print or type name signed above

**CITY OF SNOQUALMIE**
**LANDSCAPE MAINTENANCE AGREEMENT**

THIS AGREEMENT, made and entered into this ___ day of _____, by and between the City of Snoqualmie, hereinafter called the "City" and _____, hereinafter called the "Contractor,"

WITNESSETH:

That for and in consideration of the mutual undertakings set forth below, the City and Contractor agree as follows:

1. Contract Documents. The Contract Documents include the Call for Bids, the Information for Bidders, the Landscape Maintenance Specifications, the Bidder's Checklist and the Bid Proposal, which is all incorporated herein by reference, is this Agreement.

2. Services to be provided by Contractor. Contractor shall provide all labor, materials, and equipment to provide Landscape Maintenance Services in a good and workman like manner in accordance with the Contract Documents.

3. Compensation and Payment. The total contract price is $_____, and the annual contract price is Year 1: $_____; Year 2: $_____; Year 3: $_____; Year 4: $_____; Year 5: $_____. The City shall pay Contractor the Annual Cost for each year in twelve equal monthly installments within thirty days after receiving Contractor's monthly invoice.

4. Additional Services. The City may request additional services not covered by the Landscape Maintenance Specifications, but no additional work shall be performed until the work to be performed and the agreed compensation for such additional work has been memorialized in a writing signed by Public Works Director.

5. Prevailing Wages. Contractor shall file an Intent to Pay Prevailing Wages with the Washington State Department of Labor and Industries ("L&I"), shall pay its employees prevailing wages as established by L&I for all work under the Landscape Maintenance Agreement for the duration thereof, and shall in all respects comply with the provisions of chapter 39.12 RCW in the performance of the work.

6. Term. The term of this Agreement shall be five (5) years, commencing February 1, 2013, and terminating January 31, 2018, unless sooner terminated as provided in Section 7, provided, that the City shall have the option to renew this Agreement for two additional three (3) year terms upon written notice of exercise of the option and approval of Contractor's annual cost for each year of such additional term.

7. Termination. The City may terminate this Agreement for convenience at any time upon giving six (6) months notice of termination in writing. The City may terminate this Agreement for cause for Contractor's failure to properly perform its undertaking in accordance with this Agreement upon giving thirty days notice and opportunity to cure, provided, if the violation endangers public health or safety or involves a violation of applicable federal, state or local laws or regulations, the City may terminate immediately.

8. Indemnity. The Contractor shall assume the risk of, be liable for, and pay for damage, loss, cost and expense of any party arising out of the performance of this Agreement, except that caused by negligence and/or willful misconduct solely of Owner and its employees acting within the scope of employment. The Contractor shall hold harmless from and indemnify the Owner against all claims, losses, suits, action, cost, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property of business, and/or any death, injury or disability to or of any person or party, including any employee, arising out of or suffered, directly or indirectly, by reason of or in connection with the performance of the Contract or any act, error or omission of the Contractor, contractors employees, agent or subcontractor, whether by negligence or otherwise. The Contractor's obligation shall include but not be limited to investigation, adjusting, and defending all claims alleging loss from action, error or omission or breach of any common law, statutory or other delegated duty of the contractor, contractor's employees, agents or subcontractors.

9. Insurance. The Contractor shall maintain insurance coverage at all times during the performance of this Agreement as specified in Exhibit A to this Agreement, Insurance Requirements.

10. Contract Non-assignable. This Agreement shall not be assignable without the consent of the City, which the City may grant or withhold in its sole discretion.

11. Entire Agreement. This Agreement contains the entire agreement between the parties. Any prior written or oral representations are merged herein and shall be of no force or effect. This Agreement may only be amended in a writing executed by the City and Contractor.

12. Enforcement of Agreement. Jurisdiction and venue to enforce this Agreement shall be in King County Superior Court. The prevailing party in any action for enforcement of this Agreement shall be entitled, in addition to any other relief, to recover reasonable attorney's fees.

In witness thereof, the City and Contractor have executed this Agreement as set forth below.

| CITY OF SNOQUALMIE | CONTRACTOR |
| --- | --- |
| _____ | _____ |
| Matthew R. Larson, Mayor | |
| Date signed:_____ | Date signed_____ |