

Coos County Airport District Request for Proposal for Landscape Maintenance Services

ISSUED DATE: Thursday, June 20, 2024

ISSUED BY: Coos County Airport District
1100 Airport Lane
North Bend, OR 97459

POINT OF CONTACT: Rodger Craddock, Executive Director
541-756-8531
E-mail: rodger@flyoth.com

PRE-BID MEETING: Friday, June 28, 2024
Located in the Board Room
1100 Airport Lane, North Bend, OR 97459

QUESTION DEADLINE: Monday, July 15, 2024; no later than 2:00 p.m. PST
Submit by e-mail to: rodger@flyoth.com

PROPOSAL DEADLINE: 2:00 p.m. PST, Wednesday, July 17, 2024
Coos County Airport District
1100 Airport Lane
North Bend, OR 97459

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PURPOSE OF REQUEST

The Coos County Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **LANDSCAPE MAINTENANCE SERVICES** at the Southwest Oregon Regional Airport (“Airport”).

INSTRUCTIONS TO PROPOSERS

- Contractors shall submit two (2) hard copies of their proposal, including pricing. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: **DO NOT OPEN – PROPOSAL ENCLOSED, “LANDSCAPE MAINTENANCE SERVICES”**, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Coos County Airport District
1100 Airport Lane
North Bend, OR 97459

Attention: Rodger Craddock, Executive Director

All proposals must be delivered by **2:00 p.m. PST Wednesday July 17, 2024**

- Request for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via fax will not be accepted.
- The opening and reading of a proposal does not constitute the District’s acceptance of the Contractor as a responsive and responsible Proposer.
- It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all copies. The name, address and telephone number of the person to contact must be clearly identified.
- Any questions about the RFP should be directed in writing to:

Rodger Craddock.
Email: rodger@flyoth.com

- Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Airport District personnel or any Board personnel on any matter having to do in any aspect with this RFP after Monday, July 15. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer.
- The District may elect to issue addenda to this RFP, which will be posted on the Airport website at the following URL:

<https://flyoth.com/airport-business/>

It is the responsibility of the Proposer to view, obtain or download all addenda issued by the District for this RFP.

- Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- All costs incurred in the preparation and presentation of the proposal are the Contractor's sole responsibility; no costs will be reimbursed to any Proposer.
- All documentation submitted with the proposal will become the property of the District.
- Proposals are to be submitted as outlined below:
 1. Proposer Questionnaire
 2. References
 3. Proof of Insurance Coverage
 4. Certification
 5. Proposal Form
- The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the Airport website as identified for the posting of addenda. A proposal will not be considered from any person, firm, or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.
- Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by an FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of the said claim in advance of any release.
- In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- Any ambiguity in any proposal as a result of omission, error, lack of clarity, or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

- The District has set the following schedule:

Action Item	Date
Request for Proposal Issued	Thursday, June 20, 2024
Pre-Bid Meeting	Friday, June 28, 2024
Deadline for Proposal Question Submission	Monday, July 15, 2024
Questions & Answers Posted to Airport Website	Tuesday, July 16, 2024
Deadline for Proposal Submission	Wednesday July 17, 2024
Contractor Selection	Thursday, July 25, 2024

TERMS AND CONDITIONS

- The District is seeking proposals from Contractors to provide Landscape Maintenance Services for a period effective date of August 1, 2024 – October 31, 2025. The District reserves the right to renew this agreement for up to two (2) additional one (1) year terms, if so desired and if agreed upon by the District and Contractor.
- The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, and qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days after the deadline for submission, to sell to the District the services set forth in the enclosed Scope of Work.
- If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.
- The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without prior written approval from the District.
- The Contractor is responsible for any damage caused by their employees and/or equipment to any Airport property (structures, plants, irrigation heads, tree stakes, etc.) and shall replace any damaged piece of property at no cost to the District. When using a zero-turn mower around trees, all erosion and rutting that is caused by the Contractor's mowers shall be repaired at the Contractor's expense.

- **Insurance Requirements:** The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of Oregon with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	
Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner’s Protective Liability Policy naming the Coos County Airport District as additional insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- **Workers’ Compensation and Employer’s Liability Insurance:** The Contractor shall maintain workers’ compensation and employer’s liability insurance in the amounts and form required by the laws of the State of Oregon. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days of written notice of non-renewal, cancellation, or other material change.

SELECTION PROCESS AND CRITERIA

The District will evaluate all proposals during which time they may ask questions of a clarifying nature from the Contractor(s) and/or contact any references provided. All Proposers will be notified of the results of the selection process. The selection process used for determining the most successful proposal is best described as a “Competitive Proposal” process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- Proposer Questionnaire
- Responsiveness of the proposal to the scope of services outlined in the District’s request and adherence to the proposal format.
- Proposed fee schedule
- Pre-Bid meeting site visit

QUALIFICATIONS / CERTIFICATIONS LANDSCAPE SERVICES

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure the continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must also have the applicable licenses and certifications to perform all landscape maintenance services in this RFP.

SCOPE OF WORK FOR LAND SERVICES

The District seeks one (1) qualified lowest bidding Contractor to complete the services listed in the Scope of Work For Landscape Maintenance Services for the Southwest Oregon Regional Airport & DHS Campus area (collectively referred to as “Airport”). The scope of work designated in these specifications shall consist of furnishing all management, supervision, labor, technicians, proper licenses, materials, parts, tools, equipment, chemicals, herbicide applications, supplies, transportation, travel time, lodging, per diem, fuel surcharges, and insurance to efficiently and effectively provide the services designated under the Contract for Landscape Maintenance Services for the Coos County Airport District.

It is the intent of these specifications for the Contractor to provide Landscape Maintenance Services for the Airport District.

The Contractor shall furnish all supplies and equipment necessary to complete the job and submit a list of all equipment to be used at the Airport. All Contractor equipment shall be removed from Airport property when mowing has been completed. A mowing schedule shall be submitted to the Airport. The Contractor shall furnish sufficient personnel and equipment to complete the mowing within 2 days once started, thus providing a neat uniform appearance of all Airport grounds.

The Contractor shall furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer. The Contractor will be responsible for ensuring that their employees wear all PPE required for the safe operation of equipment.

- **Peak Season Landscape Maintenance**

Peak season is defined as the period of April 1 through October 31 each year. The Contractor shall provide all labor, material, tools, equipment transportation, and supervision necessary to perform the components of landscape maintenance services which may include, but are not limited to, the following: Edging, Trimming, Mowing, Tree Pruning, and Weeding.

1. Edging Area 1 & 2

- a. All areas bordering the turf shall be edged during each mowing using a string trimmer or steel blade edger. Turf shall be defined as the upper stratum of soil bound by grass, clover, wild grassland, weeds, and other similar vegetation.
- b. All roadside curbs and gutters shall be edged during each mowing using a string trimmer or steel blade edger.
- c. Debris from the edging shall be removed and properly disposed of by the Contractor. Debris from edging shall not be piled on top of root balls of trees or in plant beds.

2. Trimming Area 1 & 2

- a. All areas around the structures or trees shall be trimmed to mowing height each time turf is mowed. A string trimmer and/or weed eater machine shall not be used around the stem or trunks of trees and shrubs.
- b. Shrubs shall be trimmed once a month or as determined by the District’s Maintenance Manager.
- c. After trimming, all clippings and debris shall be immediately be cleaned off paved areas,

vehicles, structures, equipment, and light fixtures.

- d. Any damage caused by mowing to any property, structure, plant irrigation system, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the District.

3. Mowing

- a. Area 1 mowing shall be completed once a week depending on the weather conditions.
- b. Unless otherwise indicated elsewhere in the contract documents, turf shall not exceed 3.5 inches in height at any time and shall not be mowed lower than 2.5 inches.
- c. All trash and debris shall be removed from areas before mowing.
- d. Mowing equipment shall be well maintained and cutting blades shall be sharpened once a quarter or as needed.
- e. Mowing should be done in such a way that clippings are not blown into shrubs and trees. Any plants damaged by mowers shall be replaced with a specimen of equal size at no cost to the Airport.
- f. Clumps of grass or any visible clippings on lawn areas shall be removed.
- g. After mowing, all clipping and debris shall be immediately cleaned off paved areas, vehicle structures, equipment, and light fixtures.
- h. Any damage caused by mowing to any property, structure, plants, irrigation heads, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the District. Any damaged plants shall be replaced with specimens of the same size. Girdling the base of the tree with lawnmowers is detrimental to the tree and shall be considered grounds for requesting the replacement of the tree. All slopes shall be mowed with a weed eater to prevent erosion of soil and damage to turf grasses, trees, and shrubs. All erosion and ruts caused by mowers shall be repaired by the Contractor at the Contractor's expense.

4. Tree Pruning Area 1 & 2

- a. All trees shall be pruned in the month of October.
- b. After pruning, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
- c. Any damage caused by pruning to any property, structure, plant irrigation system, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the District.

5. Weeding Area 1 & 2

- a. All plant beds, tree rings, rocked and barked areas shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an herbicide, approved by the District prior to use.
- b. All parking areas and sidewalks shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an herbicide, approved by the District prior to use.

- **Off-Peak Season Landscape Maintenance**

Off-Peak season is defined as the period of November 1 through March 31 each year. The Contractor shall provide all labor, material, tools, equipment transportation, and supervision necessary to perform the

components of landscape maintenance services which may include, but are not limited to, the following: Mowing, Tree Pruning, and Weeding.

1. Mowing

- a. Area 1 mowing shall be completed once a month depending on the weather conditions.
- b. Unless otherwise indicated elsewhere in the contract documents, turf shall not exceed 3.5 inches in height at any time and shall not be mowed lower than 2.5 inches. Turf shall be defined as the upper stratum of soil bound by grass, clover, wild grassland, weeds, and other similar vegetation
- c. All trash and debris shall be removed from areas before mowing.
- d. Mowing equipment shall be well maintained and cutting blades shall be sharpened once a quarter or as needed.
- e. Mowing should be done in such a way that clippings are not blown into shrubs and trees. Any plants damaged by mowers shall be replaced with a specimen of equal size at no cost to the District.
- f. Clumps of grass or any visible clippings on lawn areas shall be removed.
- g. After mowing, all clipping and debris shall be immediately cleaned off paved areas, vehicle structures, equipment, and light fixtures.
- h. Any damage caused by mowing to any property, structure, plants, irrigation heads, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the District. Any damaged plants shall be replaced with specimens of the same size. Girdling the base of the tree with lawnmowers is detrimental to the tree and shall be considered grounds for requesting the replacement of the tree. All slopes shall be mowed with a weed eater to prevent erosion of soil and damage to turf grasses, trees, and shrubs. All erosion and ruts caused by mowers shall be repaired by the Contractor at the Contractor's expense.

2. Tree Pruning Area 1 & 2

- a. All trees shall be pruned in the month of March.
- b. After pruning, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
- c. Any damage caused by mowing to any property, structure, plant irrigation system, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the District.

3. Weeding Area 1 & 2

- a. All plant beds, tree rings, rocked and barked areas shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an herbicide, approved by the District prior to use.
- b. All parking areas and sidewalks shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an herbicide, approved by the District prior to use.

Note: This agreement does not cover future landscaping improvements, such as fixing or installing sprinklers, adding plants, or installing sod. These improvements could be handled on an as-needed basis, with approval from the District and at a mutually agreeable price.

<END OF SCOPE OF WORK >

ATTACHMENTS



Area 1 & 2: Overall Layout



Area 1: Southwest Oregon Regional Airport

Requirements may include, but are not limited to the following: Edging, Trimming, Mowing, Tree Pruning, and Weeding.



Area 2: Department of Human Services – North Bend Campus

Requirements may include, but are not limited to the following: Edging, Trimming, Tree Pruning, and Weeding.

PROPOSER'S QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. Does the Contractor possess all applicable local and state licenses, such as an Oregon Business License and/or a pesticide applicator license? () Yes No ().

Please List:

3. How many years has your organization been in business as a Landscaping Contractor?

4. How many years of experience has your organization had with related work to this RFP?

5. List the equipment that you possess that will enable you to perform the contract. Use additional sheets if necessary.

6. How many employees does your organization have?

7. What are your organization's technical capabilities and approaches to meeting the specification requirements? Use additional sheets if necessary.

8. List the name(s) and contact number(s) of the supervisor(s) that will oversee this account.

9. What are the capabilities and experience of the supervisor(s) that will oversee this account?

10. Does the Contractor have, or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?

() Yes No ()

11. In the last five years, has any insurance carrier, for any form of insurance, canceled or refused to renew the insurance policy for the Contractor? () Yes No ()

If “yes,” give the name, the insurance carrier, the form of insurance, and the year of the refusal.

12. At the time of submitting this Questionnaire, is the Contractor ineligible to bid on or be awarded a public contract in the state of Oregon? () Yes No ()

13. Has Oregon OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years? () Yes No ()

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

14. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?

() Yes No ()

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

REFERENCES

References: Please provide at least three (3) current commercial/institutional customer references that have Landscaping Services of a similar type, size, complexity, and use.

1. Business Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

of Acres: _____ Length of Relationship: _____

2. Business Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

of Acres: _____ Length of Relationship: _____

3. Business Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

of Acres: _____ Length of Relationship: _____

PROOF OF INSURANCE COVERAGE

Proposer shall provide the Coos County Airport District (CCAD) with satisfactory evidence of the Proposer's Professional Liability Insurance from a company satisfactory to CCAD and licensed to transact business in the State of Oregon. The proposer shall submit this form with its proposal.

INSURER: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

The proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate Proposer: _____

Business Name: _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non- Corporate Proposer Business Name: _____

Proposer Name: _____ Title: _____

Notary Public: _____ My Commission Expires: _____

Notary Public (Seal)

CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Proposer's Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of Oregon that the information is correct.

(Signature)

(Printed Name)

(Title)

(Date)

PROPOSAL FORM

The Proposer shall provide pricing for each Area

Peak-Season (April 1 – October 31 each year – 10 months total for contract term)

Area	Work Items	Approx. Acreage	Item Price (per month)	Frequency (months)	Total (Item Price X Frequency)
1	Southwest Oregon Regional Airport	2.75		10	
2	DHS Campus	4.58		10	
				TOTAL	\$

Off-Peak Season (November 1 – March 31 each year – 5 months total for contract term)

Area	Work Items	Approx. Acreage	Item Price (per month)	Frequency (months)	Total (Item Price X Frequency)
1	Southwest Oregon Regional Airport	2.75		5	
2	DHS Campus	4.58		5	
				TOTAL	\$