



Request for Proposal

Summer

Landscaping/Grounds Maintenance Services

RFP Contact Person

Laurie Orton
Library Director
San Juan Island Library
1010 Guard St.
Friday Harbor, WA 98250
lorton@silib.org
702-219-4904

Background

The San Juan Island Library is seeking quotes from qualified vendors for a Public Works project to provide 2 to 3 hours of supplemental landscaping/grounds maintenance for San Juan Island Library's non-library location at 660 Spring St. in Friday Harbor, WA.

Set Up Tour

Call Contact Person above to set up tour of property and discuss the scope of work.

Proposal Submission

Please submit proposals to Contact Person above. Electronic submission (in PDF or Word) is preferred. Print copies of the proposal may be submitted in addition to the electronic version.

Please include:

- A. Contact information. Name, address, phone number, and email address of the respondent.
- B. State your experience with similar projects, plus any certifications you have.
- C. References. Three (3) commercial references for comparable work/projects, including contact name, company, phone number, and email address.
- D. Pricing and outline of materials and staff:
 - a. A fixed weekly cost for supplemental landscaping/grounds maintenance specified at end of RFP.
 - b. Hourly rates for special projects that may arise outside of routine weekly maintenance.
 - c. An estimate of how many personnel will be doing the work.
 - d. A list of tools or equipment that might need to be stored on the premises.

Conditions of the Contract

Contract Period and Payment Terms

The contract term will cover a period of 4 months, estimated dates are 6/1/2023 (may start earlier) – 9/30/2023. Once an agreement has been executed, either party may cancel this agreement with 30 days' written notice.

Billing for this contract is to be done every 4 weeks. Invoices will be delivered to:

San Juan Island Library
Attn: Bookkeeper
1010 Guard St.
Friday Harbor, WA 98250

Terms of payment will be Net 30 days after receipt of invoice and L&I approved Affidavit of Wages Paid (if applicable).

Certifications and Requirements

All contractors, subcontractors, and vendors must be licensed and bonded.

Prevailing Wage Requirement (if applicable)

Prevailing Wage Laws are applicable to the maintenance services outlined in this RFP. As such the requirements listed below apply:

Contractor Responsibilities:

- a. Pay the prevailing rates of pay to laborers, workers, and mechanics as published on the Labor and Industries website as of the bid due date of this RFQ. Your quote to include the applicable categories and prevailing wage rates for the work to be performed per your quote. Prevailing Wage Rates for San Juan County apply.
- b. Annual updates to prevailing rates of pay are required for building service maintenance contracts and will be adjusted annually per the prevailing wage rates available at the following URL:
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>
- c. Provide approved Intent to Pay Prevailing Wages before commencing work and provide an Affidavit of Wages Paid at the completion of the service period. Upon prior approval of projects under \$2,500, provided that there will be a single billing for all services performed, vendor may submit a Combined Intent and Affidavit Form. Payment shall not be released until the L&I approved form, current W-9, copy of business license, and contractor registration # (when applicable) has been provided to the San Juan Island Library.
- d. Ensure all subcontractors file their Intent and Affidavit forms, if applicable.
- e. Keep accurate work and pay records and submit a certified copy upon request.
- f. Notify Awarding Agency when a subcontractor is going to be starting work and to provide an Intent form before they commence work on the project.

Evaluation

Consideration will be given to the following issues, among others:

- Cost
- Adequacy and completeness of proposal
- Respondent's understanding of the project
- Compliance with the format, terms and conditions of the RFP
- Experience in providing like services
- Methodology to accomplish tasks
- Respondent's ability to provide the services required, including financial stability
- Respondent's qualifications and references

The Library reserves the right to reject any or all proposals, or any part thereof, make counter proposals and/or engage in negotiation with any or all Contractors making a proposal in order to obtain the required and appropriate services at a cost acceptable to the Library and in its sole judgment will best serve the interests of the Library. The Library reserves the right to make revisions in the scope of work or to solicit additional proposals from other Contractors. The Library reserves the right to cancel or amend this RFP at any time.

The award of a contract pursuant to this RFP is conditional upon the execution of a contract document deemed acceptable by San Juan Island Library.

APPENDIX A—Job Specifications (scope of work)

Service

1. Supplement the work of the Maintenance Worker with landscaping maintenance
2. One (1) two- to three-hour routine weekly maintenance session of property from May - September for an established weekly fee
3. Public works projects outside of regular maintenance must be paid at prevailing wages, with Intent to Pay filed with L&I before work commences, and Affidavit of Prevailing Wages Paid filed before final payment is made

Bed Management (Concentration on front garden areas. Completed through weekly rotation of tasks.)

1. Weed garden beds
2. Weed sidewalk and pathway expansion joints, cracks, and curb lines
3. Remove dead leaves or long runners in beds and ground cover
4. Cut back perennials as needed to maintain health and appearance
5. Shape shrubs to maintain an orderly look

Turf Management

1. Lawn mowing only as needed (if Maintenance Worker is unable do it)

Clean Up

1. Blow landscape debris at the end of each visit, and remove trash from property