

**KITSAP COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING OFFICE**

**LANDSCAPE MAINTENANCE SERVICES**

**INVITATION TO BID NO. 2021-132 Landscape Maintenance Services**  
**MANDATORY SITE VISIT: Wednesday August 4, 2021 @ 2:00 PM**  
**Location: 717 Taylor ST, Port Orchard, WA 98366**  
**RESPONSE DEADLINE: Thursday August 12, 2021 @2:00 PM**

The Kitsap County Purchasing Office is soliciting bids from qualified contractors to perform landscape maintenance work for county properties. Informal bids will be received by the Kitsap County Administrative Services Department, Purchasing Office, 614 Division Street MS-07, Port Orchard, WA 98366, before the date and time indicated above. After the review process has been completed, a bid tabulation will be made available for public inspection.

**OFFERORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.**

The purpose of this Bid is to secure the services of a qualified landscape maintenance company with expertise in landscape maintenance including mowing, weeding, pruning, trimming, removal, and disposal of yard debris. Locations are in Port Orchard, Silverdale, and the Bremerton Airport area, and are listed in the attached material. Some locations are considerably overgrown and an initial mowing, weeding, clean up, and removal of debris should be included in the bid. It is the County's expectation that the contractor provides services that will bring all identified locations back to a manageable condition. Contractors must have the capability to serve the County by providing the labor, material, and all necessary equipment to perform a variety of landscape maintenance projects. The term of the work will be from date of award to December 2021 unless extended.

The County has three sites that need complete landscape renovation as part of this contract.

The landscape renovation sites include:

- The northside of the Kitsap County Administration Building on the corner of Cline Ave and Dwight Street, Port Orchard, WA 98366
- The front of the Kitsap County Public Works Building at 507 Austin Ave, Port Orchard, WA 98366
- The property surrounding the BKAT Building at 7266 Tibardis Road
- Bremerton, WA 98311

Successful vendor must be appropriately licensed by the State of Washington and comply with prevailing wage requirements established by the Washington State Department of Labor and Industries.

Contractors must have the capacity and capability to service the County as listed below:

- A. The ability to complete a variety of landscape maintenance related activities including mowing, weeding, pruning, trimming, thinning and removal and disposal of debris at numerous facility locations throughout Kitsap County.

B. The ability to work around occupied buildings, parking lots and routinely and safely at times within the City of Port Orchard's street right of ways (ROW). Upon award the vendor will be asked to submit a safety plan.

C. The ability to transport personnel and necessary equipment to and from the worksite(s).

Contractors must meet all requirements/specifications and may be required to submit references prior to award. Failure to furnish references if requested may cause your firm to be viewed as non-responsive.

Specialized equipment, tools of the trade or protective equipment deemed necessary for the performance of the work shall be provided by the contractor.

The contractor will not be reimbursed for pickup and delivery of materials (mobilization), unless authorized by Kitsap County in advance and in writing. The County reserves the right to provide materials. In this case, the Contractor will receive no payment for any costs, overhead, or profit arising from the value of the materials themselves.

**Mandatory Site Visit:**

To be eligible to submit a bid, Bidders will need to attend the Mandatory site visit at 717 Taylor ST, Port Orchard, WA 98366 on **Wednesday August 4, 2021 @ 2:00 PM**

**Scope of Work**

**TURF MANAGEMENT**

- Mowing (Weekly)
- Edging
- Line Trimming

**BED & SHRUB MANAGEMENT**

- Bed Management
- Weeded, Raked, Leaf & Litter Control
- Shrub Management, including pruning/hedging
- Tree Management, including trimming/pruning where necessary
- Collection and removal of fallen leaves during the Fall season
- Pre-Emergent herbicide applications as needed (No Glyphosate, Resolution 085-2019)
- Post-Emergent herbicide applications as needed (No Glyphosate, Resolution 085-2019)

**CLEAN UP MANAGEMENT**

- Blowing
- Sidewalk Services (keeping vegetation from encroaching on sidewalks)
- Parking Lot Curb Services (removing vegetation from edges between parking lots and curbs)
- Parking Lot debris removal

**IRRIGATION MANAGEMENT – with prior authorization and approval from Kitsap County  
Facilities Maintenance**

- Activate System (Can be billed as needed)
- Irrigation Equipment & Operation (Can be billed as needed)

- Deactivate System (Can be billed as needed)
- Irrigation Repair (Can be billed as needed)

## Service Schedule

LANDSCAPING MAINTENANCE													
KITSAP COUNTY CAMPUS & OTHER LOCATIONS													
SCHEDULE OF SERVICES	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	July	Aug	Sept	Oct	Nov	Dec	TOT AL
Mowing								1	4	4	4		20
Edging								1	4	4	4		20
Weed Control								As Need ed	As Need ed	As Need ed	As Need ed	As Need ed	
Leaf Management										4	4	4	12
Hedge/Tree Trimming/Pruning								As Need ed	As Need ed	As Need ed	As Need ed	As Need ed	
Property Inspections								1	1	1	1	1	6
Blow Off Walkways	- AFTER EACH VISIT -												

## Service Locations

Kitsap County Campus			
<b>Administration Building</b> 619 Division Street Port Orchard, WA 98366	<b>Public Works Building</b> 507 Austin Ave Port Orchard, WA 98366	<b>Kitsap Recovery Center</b> 661 Taylor Street Port Orchard, WA 98366	<b>Port Orchard Sheriff's Office</b> 614 Division Street Port Orchard, WA 98366
<b>Old Morgue/Facilities</b> Maintenance Building 717 Taylor Street Port Orchard, WA 98366	<b>Properties on the block</b> surrounded by Taylor Street, Sidney Ave, Cline Ave and Smith Street.		
Other Locations			
<b>Givens Community Center</b> 1026 Sidney Ave Port Orchard, WA 98366	<b>Coroner's Office</b> 5010 NW Linden Lane Bremerton, WA 98312	<b>Silverdale Sheriff's Office</b> 3951 NW Randall Way Silverdale, WA 98383	<b>Juvenile and Family Court Services</b> 1338 SW Old Clifton Rd Port Orchard, WA 98367

<b>Kitsap Special Assault Unit (SAU)</b> 715 Sidney Ave Port Orchard, WA 98366	<b>Log Church/Storage</b> 717 Sidney Ave Port Orchard, WA 98366	<b>KCDEM Warehouses</b> 8900 Imperial Way SW Bremerton, WA 98312	
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### Competitive Solicitation Deadlines

The following table identifies important dates for this Competitive Solicitation:

COMPETITIVE SOLICITATION DEADLINES	
ITEM	DATE
Competitive Solicitation Posting Date:	Wednesday July 28, 2021
Mandatory Sight Visit	Wednesday August 4, 2021 @ 2:00 PM Meeting Location: 717 Taylor ST, Port Orchard, WA 98366
Deadline for Questions	Monday August 9, 2021
Deadline for submitting Bids:	Thursday August 12, 2021 @2:00 PM
Anticipated Announcement of Apparent Successful Bidder:	Monday August 16, 2021
Anticipated Award of Contract:	Thursday August 19, 2021

### Selection Criteria

The following criteria will be used in evaluating the proposals:

1. References
2. Specialized qualifications/experience of Bidder.
3. Price

### Submittals

For hand delivery, express, proposal must be submitted with the Request for Proposal (RFP) number and the name and address of the respondent clearly stated on the outside of the envelope. The proposal should include the following information:

- Price Sheet (Exhibit A)
- Specialized qualifications/experience of Bidder (Limit of 2 pages).
- References List (Exhibit B)

**Bid Evaluation point allocation:**

Step	Item	Points
1	Bid Responsiveness	Pass/Fail
2	Bid Evaluation	
	References	25
	Specialized qualifications/experience of Bidder	25
	Price	50
Total:		
3	Bidder Responsibility Analysis	Pass/Fail
Total:		100

**Bid Evaluation Process**

**Bid Responsiveness (Step 1)**

Kitsap County will review bids – on a pass/fail basis – to determine whether the bid is ‘responsive’ to this Competitive Solicitation. This means that Kitsap County will review each bid to determine whether the bid is complete – i.e., does the bid include each of the required bid submittals, are the submittals complete, signed, legible. Kitsap County reserves the right – in its sole discretion – to determine whether a bid is responsive – i.e., to determine a bidder’s compliance with the requirements specified in this Competitive Solicitation and to waive informalities in a bid. An informality is an immaterial variation from the exact requirements of the Competitive Solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the goods or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders. Responsive bids will be evaluated as set forth herein.

**References (Step 2)**

Bidder’s will submit Three (3) references that details the ability of the vendor relating to the operation of landscape maintenance work. Please include contract information for all references.

**Specialized qualifications/experience (Step 2A)**

Describe experience, capabilities, and other qualifications to provide the goods and services requested in this Solicitation for projects of similar size, scope, and nature. Provide an overview of Bidder’s company, including years and nature of experience in Landscape Maintenance.

**Bidder Responsibility Analysis (Step 3).**

For responsive bids, Kitsap County must determine whether the bidder is a ‘responsible bidder.’ Accordingly, Kitsap County will make reasonable inquiry to determine bidder responsibility on a

pass/fail basis. In determining bidder responsibility, Kitsap County will consider the following statutory elements:

- The bidder’s ability, capacity, and skill to perform the contract or provide the service required;
- The bidder’s character, integrity, reputation, judgment, experience, and efficiency;
- Whether the bidder can perform the contract within the time specified;
- The bidder’s performance quality pertaining to previous contracts or services;
- The bidder’s compliance with laws relating to the contract or services;
- Whether, within the three-year period immediately preceding the date of the Competitive Solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Washington State Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
- Such other information as may be secured having a bearing on the decision to award the Contract.

**Insurance**

For the duration of the contract and until all service specified in the contract is completed, the Vendor shall maintain in effect all insurance as required herein and comply with all limits, terms and conditions stipulated therein. The contractor’s insurer shall have a minimum A.M. Best’s rating of A-VII. Vendor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language providing the insurance coverage required above. All certificates and endorsements are to be received and approved by the County before work commences. If for any reason, any material change occurs in the coverage during the course of the contract; such changes shall not become effective until 30 days after Kitsap County has received written notice of such changes. The policy shall be endorsed and certificate shall reflect that Kitsap County is an additional insured on the vendor’s general liability policy with respect to activities under the contract. The policy shall provide and the certificate shall reflect that the insurance afforded applies separately to each insured against whom a claim is made or a suit is brought except with respect to the limits of the company’s liability. The policy shall be endorsed and the certificate shall reflect that the insurance afforded therein shall be primary insurance and any insurance or self-insurance carried by the County shall be excess and not contributory insurance to that provided by the Vendor. The limits required are as follows:

Type	Occurrence (Not less than)	Aggregate (Not less than)
Workers’ Compensation	Statutory	
Business Auto Policy (CA 00 01) Or Equivalent Non-owned & hired Owned	\$1,000,000 CSL	\$2,000,000

Commercial General Liability (CG 00 01)      \$1,000,000                      \$2,000,000  
Premises/operations  
Products/completed operations  
Personal Injury  
Explosion, collapse & underground  
Contractual liability

**Please submit proposal documents to the Kitsap County Purchasing Office**

<p><b><u>Submit by email to:</u></b> Glen McNeill Purchasing Program Supervisor <a href="mailto:Purchasing@co.kitsap.wa.us">Purchasing@co.kitsap.wa.us</a></p>	<p><b><u>For hand delivery, express, or courier:</u></b> Glen McNeill Purchasing Program Supervisor Kitsap County Administration Building Fourth Floor 614 Division Street, MS-7 Port Orchard, WA 98366</p>
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Any questions regarding the above project should be directed to Glen McNeill,  
Purchasing Program Supervisor, (360) 337- 4789 or [gsmcneill@co.kitsap.wa.us](mailto:gsmcneill@co.kitsap.wa.us)

**Proposals received after 2:00p.m, August XX, 2021 will not be considered.**

**PRICE SHEET**

**The undersigned bidder** proposes to provide all labor, tools and equipment needed to complete the project; and to dispose of and clean-up all debris after all work is complete on a monthly basis.

**BID AMOUNT (Monthly cost)** \$ \_\_\_\_\_  
**TAX 9.0%** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

This bid is made in accordance with the published description of work and warrants, receipt of which is hereby acknowledged, and is offered in accordance with Invitation for Bid authority by the Kitsap County Purchasing Office.

**BIDDER** \_\_\_\_\_  
**Print Company Name**

**SIGNATURE** \_\_\_\_\_  
**Date**

**PRINTED NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**TAX ID NUMBER** \_\_\_\_\_





**2021-XXX  
CONTRACTOR REFERENCES**

**Purchasing Department**  
619 Division St., MS-7  
Port Orchard, WA 98366  
Phone: (360) 337-4789  
Purchasing@co.kitsap.wa.us

BIDDER'S NAME: \_\_\_\_\_

BIDDERS: Provide at least three (3) references that can verify the Bidder's experience and ability to provide the goods and services identified in the solicitation.

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Project Name:	Go Live Date:
Modules/Functionality Installed:	
Other Comments:	

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Project Name:	Go Live Date:
Modules/Functionality Installed:	
Other Comments:	

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Project Name:	Go Live Date:
Modules/Functionality Installed:	
Other Comments:	

Bidder's Signature (*Authorized Representative*): \_\_\_\_\_

Print Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_