

CONTRACT FOR PURCHASE OF MATERIALS/SERVICES

Contract No. 2016-09

This Contract is entered into this ____ day of _____, 20__ by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Morning Dew Landscaping, Inc. ("Contractor").

WHEREAS, the City of Flagstaff desires to receive, and Contractor is able to provide materials and/or services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the parties agree as follows:

1. Scope of Work: Contractor shall provide the materials and/or services generally described as follows:

Landscape Maintenance Services

and as more specifically described in the scope of work attached hereto as Exhibit A.

2. Compensation: In consideration for the Contractor's satisfactory performance, City shall pay Contractor the compensation described in Exhibit A. Any price adjustment must be approved in writing and approved by the parties. The City Manager or his designee (the Purchasing Director) may approve an adjustment if the Contract price is less than \$50,000; otherwise City Council approval is required.
3. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, are hereby incorporated in this Contractor by reference and shall apply to performance of this Contract, except to the extent modified in Exhibit A.
4. Insurance: Contractor shall meet insurance requirements of the City.
5. Contract Term: The Contract term is for a period of two (2) years, commencing on _____, 2016 and continuing through _____, 2018.
6. Renewal: This Contract may be renewed or extended for up to three (3) additional one (1) year terms by mutual written consent of the parties. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.
7. Notice. Any formal notice required under this Contract shall be in writing and sent by certified mail and email as follows:

To the City:

Eileen Brown, Senior Procurement Specialist
City of Flagstaff
211 W. Aspen
Flagstaff, Arizona 86001
embrown@flagstaffaz.gov

To Contractor:

Morning Dew Landscaping, Inc.
14 S. Leroux St.
Flagstaff, AZ 86001

With a copy to:

With a copy to:

8. Authority. Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

CONTRACTOR

Print name: _____

Title: _____

CITY OF FLAGSTAFF

Print name: _____

Title: _____

Attest:

City Clerk

Approved as to form:

City Attorney's Office

Notice to Proceed issued: _____, 20__

**EXHIBIT A
SCOPE OF WORK**

SCOPE OF WORK/SPECIFICATIONS

The Scope of Work/Specifications outlined below will be applicable to and an explicit part of any contract awarded as a result of this Solicitation.

LANDSCAPE MAINTENANCE SPECIFICATIONS

1. The Proposer shall have a minimum five (5) years' experience providing Landscaping Services of native plants, trees, scrubs, etc. indigenous to Northern Arizona.
2. The Proposer and all sub-proposers shall be certified by the State of Arizona Office of Pest Management as a qualifying party and Certified with any National Accreditation recognized by the State of Arizona current or future and shall remain so through the term of this contract. Failure to comply with this specification will result in disqualification of your RFP submittal and is grounds for immediate termination of any contract awarded as a result of this Solicitation.
3. Proposer shall provide regular, weekly landscaping maintenance services as outlined herein.
4. Proposer shall examine the landscape on a weekly basis (winter schedule bi-weekly) to identify any problems or potential problems with the landscape.
5. Proposer shall provide at Proposer's own risk all labor, materials, tools, equipment, insurance, transportation, hauling, dumping, and all other items needed to provide the services outlined in this Scope of Work/Specifications.
6. Proposer shall make minor replacements and repairs to the landscape facilities as part of the required maintenance work. A minor item would be something that takes less than thirty (30) minutes to repair by skilled workmen, using minimal replacement parts. The following is a non-exhaustive list of items that are considered to be minor replacement or repairs: damaged and clogged sprinkler nozzles, adjustment of sprinkler patterns or arcs, adjustment of sprinkler positions (raise, lower or straighten sprinkler head), replacement of clogged, broken, or missing drip emitters, and replacement or repositioning of drip distribution tubing. Proposer at Proposer's expense shall correct these repair items. Major items needing replacement or repair must be reported to the City's representative within one week of occurrence. Proposer shall be available to perform additional work related to the landscape maintenance as may be authorized in writing by the City. Such work shall be non-minor items relating to landscape care, which are not a part of the normal maintenance work as outlined in this specification.
7. Proposer shall take all reasonable precautions required to protect landscape areas from equipment and snow removal damage.

CARE OF PLANTED AREAS

1. Trees shall be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests.

2. Once a year, prune all trees to encourage a high-branching structure. Trees are to be pruned to remove dead, diseased, broken, dangerous, or crossing branches, and as required below. Pruning of this type is a minor, non-reimbursable cost to be included as part of the regular maintenance.
3. Prune trees only in appropriate months as determined by an arborist. Prune in accordance with the International Society of Arboriculture Standards for proper pruning.
4. Discard all tree trimmings off-site in a legal manner (i.e., no illegal dumping). The City Landfill has a greenery area for disposal of trimmings.
5. Any tree found to be dead or missing shall be replaced with plant material of identical species; replacement shall be paid for as additional work and shall conform to the American Nursery Association Standards. Before replacement, Proposer shall submit a quote for replacement, as outlined in the Schedule and Frequency section of these specifications, within two (2) weeks of the discovery of the loss.
6. The City's authorized representative shall approve the size and appearance of replacement trees prior to planting. Replacement trees must be double staked with 2-inch diameter stakes unless otherwise approved by the City's authorized representative. Six slow-release fertilizer tablets must be placed in the backfill material evenly spaced around, but not touching, the root ball.
7. Remove tree stakes from trees one (1) year after planting, if the trees are able to support themselves. Tree ties should be adjusted as needed throughout the year. Remove stakes from site and dispose of them in a legal manner. Recycle used stakes if possible.
8. The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized after pruning each tree to minimize the possibility of spreading disease. When pruning trees known or suspected to be diseased, cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.
9. A vertical clearance of 114 inches is required above all parking spaces. A vertical clearance of 80 inches is required above all walkways. Trim trees to remove all limbs within these areas and any overhanging limbs or branches over driveways and roadways. Obtain City approval prior to pruning.

SHRUBS AND VINES

1. Shrubs and vines shall be kept in a healthy, vigorous condition, free from disease and large concentrations of pests.
2. Shrubs shall be pruned weekly only as needed to remove branches that are dead, broken, extending beyond the face of curbs or sidewalks, or are climbing building walls (unless they are intended to climb the wall, such as climbing vines). Formal hedges and topiary shall be regularly pruned to maintain a uniform height and width. Except as noted previously, allow the shrubs to grow un-pruned to their natural sizes.

3. Shrubs uniformly planted in rows, where it is clear the intent was to create a hedge, shall be pruned so as to encourage a hedge. Shrubs in hedges shall be encouraged through pruning to form a dense, continuous hedge branching fully to the ground. All other shrubs shall be pruned only as required for safety, visibility, and plant health, and allowed to develop into the natural shapes expected of the plant variety.
4. Any shrub found to be dead or missing shall be replaced with plant material of identical species; replacement shall be paid for as additional work. Before replacement, Proposer shall submit a quote for replacement, as outlined in the Schedule and Frequency section of these specifications, within two (2) weeks of the discovery of the loss.
5. Replacement shrubs shall be at least five gallon container or 18 inches in height when planted, unless otherwise approved by the City's authorized representative. Two slow-release fertilizer tablets must be placed in the backfill material evenly spaced around, but not touching, the root ball.
6. The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized between every three shrubs to minimize the possibility of spreading disease. When pruning shrubs known or suspected to be diseased, the cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.
7. Discard all trimmings off-site in a legal manner. The City Landfill has a greenery area for disposal of trimmings.

GROUNDCOVER

1. Groundcover shall be maintained in a healthy, vigorous growing condition.
2. Any groundcover found to be dead or missing shall be replaced with plant material of identical species at the landscape maintenance Proposer's expense, unless the loss was due to excluded damage. If the loss resulted from excluded damage, replacement shall be paid for as additional work. Before replacement, Proposer shall submit a quote for replacement, as outlined in the Schedule and Frequency section of these specifications, within two (2) weeks of the discovery of the loss. Replacement groundcover shall be planted at 8 inches spacing from flats to encourage quick coverage. Prior to planting replacement groundcover, the soil shall be tilled to a depth of 6 inches to prepare it for the new plants.
3. Trim groundcover back from sidewalks, curbs, and paved areas on a weekly basis. Do not create vertical edges when pruning groundcover. Cut the edges at an angle ~~for~~ for a more natural appearance and healthier plants.
4. If regular foot traffic through a planter is preventing the groundcover from reaching full coverage of the soil, contact the City's authorized representative to discuss options for redirecting the foot traffic. Consider installing pavers, stepping-stones, a concrete walk, a gravel path, and/or barriers to redirect pedestrians. Provide costs for these options to the City's authorized representative.

FERTILIZER

1. Granular fertilizer shall be applied at the manufacturer's recommendation label rate for turf and plant type. A soil sample shall be performed before applying fertilizer to determine appropriate fertilizer mix for the upcoming season. Water immediately after applying to move the fertilizer into the soil and wash the fertilizer off any plant surfaces.
2. Itemized receipts for fertilizer and other required soil amendments purchased and used by Proposer shall be submitted to show City's authorized representative as proof of application. The cost of all fertilizer work and materials shall be included in the proposal price for landscape maintenance.

WEED CONTROL

1. Weeds in planted areas, sidewalks, turf, curbs, cobble & decorative rock areas, cinder areas, gutters, natural areas, and pavement shall be removed. Dispose of weeds off-site in a legal manner.
2. Remove any weeds in natural areas larger than 12 inches high or wide or if they become a fire danger. All noxious weeds shall be removed immediately.
3. Weeding services shall be provided on a weekly basis to ensure that weeds do not become established. The primary/preferred method for weed control shall be by mechanical or manual methods. Herbicides may only be applied when authorized in advance by the City's authorized representative and their application must meet Arizona State Office of Pest Management (OPM) rules and regulations. The City reserves the right to inspect equipment used in weed control and to authorize the use of herbicides by Proposer. Proposer is to use environmentally friendly products when applicable.

MULCH AND/ROCK LAYER

1. Soil mulch and/or rock layer shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each planter area.
2. Proposer shall add additional mulch and/or decorative rock regularly to maintain a layer no less than 2 inches deep at all times in shrub planters. Decomposition of organic mulch is considered normal wear and tear and Proposer shall replace decomposed mulch as part of the required maintenance work. Mulch and/or decorative rock are not required in areas where plant foliage completely covers the soil surface, such that the soil is not visible through the foliage. Note: only 2 inches of mulch is required; however, maintaining a deeper layer of mulch and/or decorative rock greatly reduces the labor and chemicals needed to control weeds, reduces water use, and helps the plants stay healthy.
3. Replacement of large amounts of mulch and/or decorative rock (over one cubic yard) which has been stolen, vandalized, or washed away by a single storm shall be paid as additional work. Before replacement, Proposer shall submit a quote for replacement, as outlined in the Schedule and Frequency section of these specifications, within two (2) weeks of the discovery of the loss.
4. Any mulch or decorative rock found outside planter areas shall be returned to the planter on a weekly basis.
5. Mulch and/or decorative rock shall be uniform in color and appearance and free of leaves, sticks, and trash. Mulch may be chipped or shredded wood, bark, or decorative rock. When

replacing existing mulch, use a mulch product that is similar in appearance to that already at the site.

6. In areas of the site where wood-based mulch frequently washes away, submit a quote for replacement of the organic mulch with decorative rock having a similar color.
7. Replacement rock shall be the same size and color as existing decorative rock on site.

LAWNS

1. Lawns shall be kept in a healthy, vigorous condition, free of disease and pests. Weeding services shall be provided on a weekly basis to ensure that weeds do not become established. Whenever possible, weed control shall be by mechanical or manual methods.
2. Prior to mowing, Proposer shall ensure that the area to be mowed is cleaned and free from all debris (paper, stone, bottles, tree limbs, etc.) All debris shall be disposed of off-site by Proposer in a legal manner.
3. The turf shall be mowed with mowing equipment that has proper deflection devices, adjustable cutting heights, and sharp cutting edges to provide a high quality cut at 2 to 2 ½ inch height. Mowing equipment shall be operated at an optimum speed that produces a smooth surface appearance without scalping. Mowing that produces varying heights of turf will be considered unsatisfactory. Mowing patterns shall be alternated to avoid creating ruts and compaction.
4. Lawn height shall not exceed 3 1/2 inches at any time.
5. Edging at sidewalks, curbs, and other paved areas located on and surrounding the designated mowing areas shall be done directly following or in conjunction with the mowing operation.
6. Mow, edge, and trim lawns weekly or as required to maintain an even, well-groomed appearance.
7. Remove lawn clippings and dispose of them off-site in a legal manner. The City landfill has a greenery area for disposal of lawn clippings. Proposer is encouraged to use mulching mowers, which cut clippings into small pieces that sift down into the lawn when not required to pickup.
8. Weeds shall be controlled in lawn areas as noted above under the weed-control section.
9. Any lawn found to be dead or severely yellowed shall be replaced with sod of identical species at the landscape maintenance Proposer's expense, unless the loss was due to excluded damage. If the loss resulted from excluded damage, replacement shall be paid for as additional work. Before replacement, Proposer shall submit a quote for replacement, as outlined in the Schedule and Frequency section of these specifications, within two (2) weeks of the discovery of the loss. Replacement sod shall be similar in all respects to the existing grass. Do not seed dead lawn areas. Sod must be used for replacement, unless directed, in writing, by the City's authorized representative.
10. Thatching: Proposer shall be required at the sole direction and authorization of the City to thatch all lawn areas covered under this Solicitation one time per year in the spring. Any thatching performed shall be done in a manner specifically designed for such operation.

Proposer shall be responsible for raking, vacuuming, removal, and proper disposal of all thatch clipping.

WATER APPLICATION AND SCHEDULING

1. Hand-water as needed to supplement natural rainfall and maintain plantings in a healthy, stress-free condition. It is Proposer's responsibility to make sure that plants receive adequate water regardless of weather conditions.
2. It is the responsibility of Proposer to conserve water and assure that all watering rules and regulations are followed. Proposer shall coordinate with the City's authorized representative to establish a mowing and water schedule that coincides with the City's irrigation water ordinances. Proposer shall pay any penalties, fines, or citations for watering ordinance violations.
3. Irrigation shall be made by the use of the permanent irrigation systems. Hand water as needed to supplement the permanent system. Failure of the irrigation system to provide full and proper coverage shall not relieve the landscape maintenance Proposer of the responsibility to provide adequate irrigation. It is Proposer's responsibility to make sure that the irrigation system is maintained and operates properly.
4. Proposer is responsible for the complete operation and maintenance of the irrigation systems. Proposer shall examine the irrigation system for damage or malfunction on a weekly basis. Proposer shall be responsible for all damages to grass/plants from the lack of watering from a malfunctioning system that should have been caught during routine inspections.
5. Proposer shall adjust watering times on a weekly basis to ensure adequate irrigation. Do not over-water plantings. Use multiple-start times and short-run times to prevent run-off if controller is capable. Drip systems should be left on for sufficient time to allow for saturation of the root zone. Shorter runs with drip irrigation do not provide sufficient water penetration for healthy root development. Avoid multiple-start times with drip systems if possible. Do not allow run-off from any irrigation.
6. When breakdowns or malfunctions exist, Proposer shall hand-water, if necessary, to maintain all plant material in a healthy condition. If the irrigation repairs are major, Proposer shall report damage or malfunction to the City's authorized representative in writing. Do not wait for approval to begin hand-watering if it is required to save the plantings.

IRRIGATION SYSTEM SCHEDULED MAINTENANCE

1. Each valve zone shall be monitored on a weekly basis during the irrigation season for signs of damage.
2. The landscape maintenance Proposer shall maintain the irrigation system, including cleaning of filter screens, yearly or more often as needed, and flushing pipes.
3. The landscape maintenance Proposer shall flush drip irrigation systems to remove sediment on a periodic basis, or when flushing is necessary. Drip systems shall be flushed at least once a

year. When flushing, the ends of the drip lines should be opened and run for at least 10 minutes at full flow to flush. It may be necessary to install flush outlets in order to flush the drip system.

4. Run-off of water from irrigation systems into or onto streets, sidewalks, stairs, or gutters is not permitted. Proposer shall immediately shut down the irrigation system and make adjustments, repairs, or replacements as soon as possible to correct the source of the run-off.

IRRIGATION SYSTEM REPAIR

1. The landscape maintenance Proposer shall replace or repair, at the landscape maintenance Proposer's expense, any damaged irrigation components, unless due to excluded damage. Repair shall be made within one (1) week of the day the damage occurred. If the damage was due to excluded damage, the irrigation repairs shall be paid for as additional work. Before replacement, Proposer shall submit a quote for replacement, as outlined in Schedule and Frequency section of these specifications, within one (1) week of the discovery of the damage. Regardless of the cause of damage, Proposer shall take immediate action to prevent further damage by shutting off the damaged part of the irrigation system and commencing with hand-watering as needed. Proposer shall make repairs as soon as possible after receiving written authorization to proceed. The following items are considered to be repairs: damaged heads, valves, wiring, broken irrigation lines, or missing drip emitters.
2. Any replacement of irrigation system components shall be made with materials of the same manufacturer and model as the original equipment. Substitutions of materials other than original equipment shall be approved only when the original equipment has been discontinued and is no longer available for purchase at any location. The substituted equipment shall be completely compatible with the original and shall be approved in advance by the City's authorized representative.
3. All repairs to the system shall be identical to the original installation, unless approved otherwise in advance by the City's authorized representative. If a change to the installation may result in lower future maintenance costs, less frequent breakage, or an increase in public safety, Proposer shall request authorization to make the change from the City's authorized representative.
4. For safety, never install sprinklers on risers above the ground level, even if the risers are flexible. Always use spring-operated, pop-up type sprinkler heads. Sprinkler heads are available with pop-up heights up to 12 inches above ground level. If the existing sprinklers are mounted on aboveground risers, the replacements shall be pop-up type sprinklers.
5. If any existing sprinklers at the sites identified in this Solicitation are installed on risers above the ground level, submit a quote for additional work to the City's authorized representative covering the cost of removal and replacement of these sprinklers with new, spring-loaded, pop-up type sprinklers. Submit the quote within two (2) weeks of being awarded a contract as a result of this Solicitation.
6. Proposer shall check the entire irrigation system weekly for items such as dry spots and missing or malfunctioning irrigation components. Check for leaking valves, water running across sidewalks, water standing in puddles, or any other condition that hampers the correct operation of the system or may be a safety concern. Proposer shall carefully observe plant materials for signs of wilting or any other condition that indicates a lack of water. Plants that die due to

irrigation failure shall be considered to have died due to Proposer's negligence and shall be replaced at Proposer's expense.

7. Plastic sprinkler nozzles with bad patterns shall be replaced with new nozzles of the same gallon age and arc as part of the regular maintenance of the sprinkler system. Do not attempt to clean plastic nozzles by sticking knife blades or wire into the openings. The plastic may be scratched and the pattern ruined. Brass nozzles may be carefully cleaned if needed.

CLEAN UP AND LITTER REMOVAL

1. Sweep or blow-off all walks, curbs, and gutters weekly.
2. Do not sweep or blow trash, leaves, clippings, or landscape debris into planters or onto adjacent property. Collect all debris swept or blown from landscape areas and remove from the site.
3. Do not use blowers around parked vehicles to avoid scratching vehicle paint with blowing sand and debris. Blowers may not be used where prohibited by law. All litter shall be removed from sidewalks, gutters, and all planted areas on a weekly basis. In no case shall trash, litter, or leaves be blown or swept onto the property of others. All trash, litter, leaves, etc. shall be collected, hauled away, and disposed of in a legal manner.
4. In addition to removing all litter from sidewalks, gutters, and planted areas, Proposer shall remove and dispose of any large miscellaneous debris or trash in the parking lot. For the purpose of any contract awarded as a result of this Solicitation, "large" shall mean items the size of a small beverage cap or cigarette butt. The intent of this requirement is that Proposer's workers should take sufficient pride in the appearance of the site and pick up any significant litter they come across at the site. Sweeping of the parking lots is included in the landscape maintenance. All litter shall be removed from planter areas, parking lots, and sidewalks regardless of the size of the litter.

SNOW REMOVAL

1. The Proposer shall have a minimum five (5) years' experience providing snow removal services.
2. Proposer is responsible for clearing snow and ice from sidewalks, parking lots, door entrances, emergency door exits, patios, plaza, snow against windows and all concrete and asphalt pavement areas at the sites identified in this Solicitation.
3. Parking lots shall be plowed when there is over 3" of snowfall.
4. Sidewalks shall be shoveled when there is ½" or more snowfall and de-iced as needed to provide safe walking conditions.
5. Proposer and City will work together to establish a schedule and guidelines to meet the requirements of snow removal depending on the nature of the snowstorm. Proposer shall keep owner informed and updated on work progress/so additional equipment is not needed.. Examples: Snow shall be removed off sidewalks and parking lots by the beginning of business hours (7am) during the weekdays and throughout the day until the business is closed (6pm). Weekend snow shall be removed when the snowfall has completed and depending on the amount of snowfall. After 6pm, the snow removal may begin in the early morning hours before

business opens. Work may be continuous or intermittent depending upon the nature of the storm.

6. Be very careful of curbs and landscaping when shoveling or plowing snow.
7. Proposer may encounter some difficulties with parked cars or equipment.
8. Proposer shall take all precautions when applying ice melt or any chemical deicers to treated areas. Proposer shall follow the recommendations of the manufacturer and all applicable governmental and industry regulations when applying ice melt or any chemical deicers.
9. Proposer shall comply with all City Sidewalk Snow Ordinances.

HERBICIDES AND/OR PESTICIDE - USGS, NACET, FLAGSTAFF VISITOR'S CENTER, ACCELERATOR BBB SITE

1. Proposer shall not apply any herbicides and/or pesticides without the prior approval of the City's authorized representative. Proposer shall supply the Safety Data Sheets (S.D.S.) in accordance with Federal requirements before any product can be applied on the premises.
2. All herbicides and pesticides shall be used in accordance with label directions and the manufacturer's recommended handling methods. All herbicides and pesticides shall be handled in accordance with all applicable regulations. Registered herbicides and pesticides shall be used only on the advice of a qualified and licensed (if required) pest control advisor. Nothing in this specification shall be construed to be the advice of, or to substitute for the advice of, a pest control advisor.
3. Pesticides shall not be applied within one (1) hour of the start of operating hours for businesses at the site. In the event that it is not possible to complete the application by one (1) hour prior to business hours (e.g., 24 hour operations), applications shall be made at times when customer presence is minimal. Pesticides shall be used as a last resort.
4. Proposer shall take precautions to keep persons away from pesticide and herbicide-treated areas until the applied material is fully dry and the treated area is safe for entry. Proposer shall follow the recommendations of the pesticide manufacturer and all applicable governmental and industry regulations.

HERBICIDES, PESTICIDES FOR SITES REFERENCED BELOW

A. Woodlands Median	20,534 Square Feet
B. Beulah Median	15,915 Square Feet
C. North Hwy 89 Medians	67,905 Square Feet
D. East Flagstaff Traffic Interchange Medians	39,803 Square Feet
E. Lone Tree Median	17,750 Square Feet
F. Butler Medians	20,762 Square Feet

- a. Areas, as identified above, will receive a total of two (2) pre-emergent herbicide applications at the end of the correlating month (March, October).

- b. Areas, as identified in above, will receive a total of seven (7) post emergent applications at the beginning of the month (April thru October).

SCOPE OF WORK/SPECIFICATIONS

LANDSCAPE MAINTENANCE AND SNOW REMOVAL AREAS BY LOCATION

Scope: The City is soliciting bids to secure the services of a qualified Proposer to provide landscape maintenance and snow removal services for the following areas located at the United Geological Survey (USGS) facility site, Northern Arizona Center for Entrepreneurship and Technology (NACET), the Flagstaff Visitor's Center, and the Accelerator BBB site

USGS Building 3 Areas

A. Parking Lot -	69,714 Square Feet
B. Sidewalks -	1,615 Square Feet
C. Planters/Natural Areas -	30,692 Square Feet
D. East Atrium Planter # 1 -	648 Square Feet
E. East Atrium Sidewalks # 1 -	974 Square Feet
F. West Atrium Planter # 2 -	782 Square Feet
G. West Atrium Sidewalks # 2 -	895 Square Feet

USGS Building 4 Areas

A. Parking Lot -	40,732 Square Feet
B. Sidewalks -	3,520 Square Feet
C. Planters/Natural Areas	42,020 Square Feet
D. Turf Area -	13,240 Square Feet

USGS Building 5 Areas

A. Parking Lot -	41,331 Square Feet
B. Natural Areas -	9,080 Square Feet

USGS Building 6 Areas

A. Parking Lot -	46,323 Square Feet
B. Sidewalks -	7,710 Square Feet
C. Planters -	6,575 Square Feet
D. Natural Areas -	61,487 Square Feet
E. Turf Areas -	13,240 Square Feet

NACET Building Areas

A. Parking Lot -	29,800 Square Feet
B. Sidewalks -	3,700 Square Feet
C. Natural Areas/Landscape Areas -	34,808 Square Feet

Visitors Center Site

A. Parking Lot -	30,880 Square Feet
B. Sidewalks -	10,450 Square Feet
C. Landscape Area -	13,820 Square Feet

Accelerator BBB

A. Parking Lot -	35,950 Square Feet
B. Sidewalks -	10,450 Square Feet
C. Natural Areas -	66,000 Square Feet
D. Mulch/Hardscape Areas -	44,900 Square Feet

Areas listed below will receive Herbicide applications only.

A. Woodlands Median	20,534 Square Feet
B. Beulah Median	15,915 Square Feet
C. North Hwy 89 Medians	67,905 Square Feet
D. East Flagstaff Traffic Interchange Medians	39,803 Square Feet
E. Lone Tree Median	17,750 Square Feet
F. Butler Medians	20,762 Square Feet

- Areas will receive a total of two (2) pre-emergent herbicide applications at the end of the correlating month (March, October).
- Areas will received a total of seven (7) post emergent applications at the beginning of the month (April thru October)

SCHEDULE:

REGULAR LANDSCAPE MAINTENANCE

Weekly: April 1st to October 31st.

Bi-Weekly: November 1st to March 31st.

1. Mow and edge lawns during the growing season. All turf shall be mowed no less than once a week. (26 - 30 mowing's per season).
2. Prune back any shrubs/groundcover hanging over curbs or sidewalks.
3. Remove litter and leaves from plants, planters, and parking lots.
4. Remove any broken or fallen branches from trees. Remove sucker growth from tree trunks.
5. Remove any weeds from planters. In natural areas, landscape, hydro seeded areas, remove weeds larger than 12 inches high or wide. Note: All grasses and flowers shall be left to avoid soil erosions, unless instructed for removal. All noxious weeds shall be removed.
6. Replace bark mulch that has been knocked or washed out of planters. Smooth mulch layer if it has been disturbed.
7. Replace decorative rock that has been knocked or washed out of planters. Smooth decorative rock surface if it has been disturbed.
8. Check plants for signs of stress or disease. Replace any plants that meet conditions for replacement. Proposer shall request authorization in writing prior to replacing any dead or missing plants and trees.
Sweep or blow clean all walkways, curbs, and gutters.
9. Treat plants, trees, and turf for any signs of disease or pest infestation.
10. Complete any items required on the Monthly Checklist (referenced on following page).
11. Hand-water any plants that are dry and stressed.
12. Check the irrigation system and make all repairs as needed.
13. Irrigation timers shall be set and irrigation controllers adjusted for current water requirements of plants, trees, and turf.

NOTE: REPLACEMENT OF PLANTS, TREES, SOD, MULCH/DECORATIVE ROCK, AND GROUNDCOVER SHALL INCLUDE A COST OF TIME AND LABOR INCLUSIVE OF HOURLY RATES. APPROVAL OF BILLABLE WORK IS TO BE OBTAINED BEFORE WORK BEGINS.

SCOPE OF WORK/SPECIFICATIONS

TENTATIVE MONTHLY MAINTENANCE CHECKLIST

Proposer shall complete all the applicable items listed for the current month prior to the end of the month, dependent on weather conditions.

January: Dependent on weather conditions

February: Dependent on weather conditions

March: Dependent on weather conditions

April:

1. Charge irrigation system for upcoming season depending on day and night time temperatures. Make sure backflow preventer is tested by the City prior to operation. Keep backflow preventer insulated to prevent freezing and damage due to cold nighttime temperatures. Flush out irrigation systems as needed and check for proper operation of each valve zone.
2. Remove and clean wye filter screens.
3. Clean or replace plugged sprinkler nozzles. Replace plugged drip emitters.
4. Replace irrigation controller program back-up batteries.
5. Start irrigation watering as needed depending on weather conditions.

May:

1. Apply fertilizer to all landscape plants, shrubs, trees, and turf areas. The May fertilization of shrubs/groundcover areas may be deleted when the plants reach maturity or completely fill the planters without space between them.
2. Submit receipts to City's authorized representative as proof of fertilizer purchase.
3. Clean all tree and shrub wells to hold water. Inspect all drip lines within well areas and when necessary bury to at least two (2) inches in-depth.
4. Prune spring & winter-flowering shrubs as needed to maintain proper shape.

June:

1. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches. Mulch shall not be required where shrubs or groundcover completely hide the soil surface from view.

2. Plant annual color for spring/summer bloom.

July:

1. Apply fertilizer to all turf areas.

August:

1. No additional items.

September:

1. The September fertilization shall consist of a winter root fertilizer to promote healthy strong roots to the turf areas for the upcoming winter.

October:

1. Prepare irrigation system for winter depending on day and nighttime temperatures. Make sure backflow preventer is well insulated or drained prior to first freeze. Blow out pipes using compressed air in areas where freezing could result in breakage.
2. All native grasses and flowering plants (excluding shrubs) shall be mowed to a four (4) to six (6) inch height, eliminating all dead flowering stalks and seed heads while leaving the main plant intact.

November:

1. Prune any tree branches that interfere with public safety. Prune all parking lot and street trees yearly to encourage strong upward growth.
2. Prune summer and fall-blooming shrubs as needed to maintain proper shape.
3. Mow all natural areas to three to four inches in height after all grasses and flowers have seeded.

December:

Dependent on weather conditions

OFFER (FORM)
FEE AND PRICE SCHEDULE
LANDSCAPE MAINTENANCE SERVICE

BUILDINGS	SUMER MONTHS (APRIL – OCT) MONTHLY RATE	WINTER MONTHS (NOV – MAR) MONTHLY RATE TOTAL	ANNUAL FEE
USGS Bldg 3	\$ 905.00	\$ 310.00	\$ 7,885.00
USGS Bldg 4	\$ 1,397.00	\$ 440.00	\$ 11,979.00
USGS Bldg 5	\$ 287.00	\$ 126.00	\$ 2,639.00
USGS Bldg 6	\$ 1,471.50	\$ 352.00	\$ 12,060.50
NACET Bldg	\$ 1,043.00	\$ 208.00	\$ 8,341.00
Flagstaff Visitor Center	\$ 1,622.00	\$ 240.00	\$ 12,554.00
Accelerator BBB Site	\$ 1,263.00	\$ 264.00	\$ 10,161.00

A cost reduction is to be shown in brackets, ().

OTHER FEES (Manual Service)

BUILDINGS	HOURLY RATE	*EST. TIME	TOTAL FEE
USGS Bldg 3	\$ 38.00	2.0	\$ 76
USGS Bldg 4	\$ 38	2.0	\$ 76
USGS Bldg 5	\$ 38	.5	\$ 19
USGS Bldg 6	\$ 38	6	\$ 228.00
NACET Bldg	\$ 38	4	\$ 152
Flagstaff Visitor Center	\$ 38.00	3	\$ 114
Accelerator BBB Site	\$ 38.00	10	\$ 380

Provide the cost for each designated building to manually remove weeds, no use of herbicides shall be permitted. A cost reduction is to be shown in brackets, ().

FEE AND PRICE SCHEDULE

SNOW REMOVAL SERVICE - SHOVELING

(Total cost will be based on twenty-one (21)-storms per season)

BUILDINGS	HOURLY RATE	*EST. TIME	TOTAL FEE
USGS Bldg 3	\$ 44.00	1.0	\$ 924.00
USGS Bldg 4	\$ 44.00	3.0	\$ 2,772.00
USGS Bldg 5	\$ 44.00	1.5	\$ 1,386.00
USGS Bldg 6	\$ 44.00	4.0	\$ 3,696.00
NACET Bldg	\$ 44.00	2.75	\$ 2,541.00
Flagstaff Visitor Center	\$ 44.00	3.0	\$ 2,772.00
Accelerator BBB Site	\$ 44.00	6.0	\$ 5,544.00

*Based on three (3")-inches of snow

A cost reduction is to be shown in brackets, ()

SNOW REMOVAL SERVICE - PLOWING

(Total cost will be based on twenty-one (21)-storms per season)

BUILDINGS	HOURLY RATE	*EST. TIME	TOTAL FEE
USGS Bldg 3	\$ 108.00	1.25	\$ 2,835.00
USGS Bldg 4	\$ 108.00	2.00	\$ 4,536.00
USGS Bldg 5	\$ 108.00	1.5	\$3,402
USGS Bldg 6	\$ 108.00	2.0	\$ 4,536
NACET Bldg	\$ 108.00	1.25	\$ 2,835.00
Flagstaff Visitor Center	\$ 108.00	1.25	\$ 2,835.00
Accelerator BBB Site	\$ 108.00	1.5	\$ 3,402.00

*Based on three (3")-inches of snow

A cost reduction is to be shown in brackets, ().

FEE AND PRICE SCHEDULE

SPECIAL REQUESTS

(BASED ON PER 1,000 PER SQUARE FEET)

TYPE OF SERVICE	HOURLY RATE	EST. TIME	TOTAL FEE
Snow Removal - Sidewalks and Hardscape Areas	\$ 44.00	.75 Hr	\$ 33.00
Snow Removal - Parking Lots	\$ 108.00	3 Minutes	\$ 5.40
Landscape Maintenance - Planters	\$ 38.00	1 Hr	\$ 38.00
Nature Areas	\$ 38.00	.5 Hr	\$ 19.00
Mowing	\$ 40.00	.25	\$ 10
Litter Control	\$ 38.00	.2	\$ 7.60
Irrigation Maintenance	\$ 42.00	n/a	\$ 42/Hr
Weed Control - Manual Method	\$ 38.00	1-3Hrs	\$ 38.00-114.00
Weed Control - Herbicides	\$ 44.00	.25 Hr	\$ 11
Fertilizer	\$ 92.00	3 Min	\$ 4.60

HERBICIDE ONLY APPLICATIONS

AREA	Pre-Emergent (2)App Rate	Post Emergent App Rate	TOTAL ANNUAL FEE
Woodlands Median	\$ 110.00	\$ 54.00	\$ 598.00
Beulah Median	\$ 75.00	\$ 22.50	\$ 307.50
North Hwy 89 Medians	\$ 280.00	\$ 192.00	\$ 1904.00
East Flagstaff Traffic Interchange Medians	\$ 170.00	\$ 91.00	\$ 977.00
Lone Tree Median	\$ 85.00	\$ 24.00	\$ 338.00
Butler Medians	\$ 95.00	\$ 30.00	\$ 400.00

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2016-09
Eileen Brown, Senior Procurement Specialist
PH: (928) 213-2278 FX: (928) 213-2209

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TO THE CITY OF FLAGSTAFF:

The undersigned Vendor hereby offers and agrees to furnish materials and/or services in compliance with the Solicitation, including the Addenda, and as described in this offer made to the City.



Signature of Person Authorized to Sign Offer

President
Title

Chris Lloyd,
Printed Name

2/23/2016
Date