



King County **Housing** Authority
We transform lives through housing

REQUEST FOR PROPOSALS (RFP)

TERM CONTRACT

FOR

**LANDSCAPE SERVICES FOR
VANTAGE GLEN – RENTON, WA
WONDERLAND ESTATES-RENTON, WA
RAINIER VIEW – BLACK DIAMOND, WA**

ISSUE DATE: January 14, 2025

DUE DATE: January 29, 2025

Request for Proposal Landscaping Services

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SECTION 1

INSTRUCTIONS TO BIDDERS

Proposals Due: January 29, 2025 by 4:00PM (local time)

King County Housing Authority is accepting proposals from qualified, licensed **Landscape Services** for labor and materials to provide services for a period of one (1) years, with an option for an additional one (1) year term. King County Housing Authority may consider awarding contracts individually or in groups of any combination for the following properties.

- Wonderland Estates – 14645 Maple Valley Rd, Renton, WA 98058
- Rainier View – 32631 1st Ave, Black Diamond, WA 98010
- Vantage Glen – 18100 107th PL SE, Renton, WA 98055

Obtaining the RFP: Complete RFP packets are located at King County Housing Authority website at <http://www.kcha.org/business/construction/open/>.

Questions: Any questions pertaining to the bid are to be sent via email to maryg@kcha.org no later than seven (7) calendar days prior to bid due date. All responses shall be in the form of Addenda. Addenda will be posted on KCHA's website.

Bid Proposals will be accepted until **January 29, 2025 by 4:00PM** at King County Housing Authority Central Offices, 600 Andover Park West, Tukwila, WA 98188.

Bids Proposals may be sent to Mary Gonzalez-Hansen via mail, hand delivery, or by email to maryg@kcha.org,

All Bids must be received by KCHA no later than the above due date and time. No Bids will be accepted after that date and time.

KCHA is an Equal Employment Opportunity Employer and strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, and small businesses to submit bids or to participate as subcontractors and suppliers on KCHA Contracts.

KCHA reserves the right to reject any or all bids or to waive any informality in the bidding. No bid shall be withdrawn for a period of 60 calendar days subsequent to the opening of the bids without the written consent of KCHA.

CONTACT PERSON: Mary Gonzalez-Hansen at maryg@kcha.org, (206)574-1236

SUBMISSION OF PROPOSAL:

Proposals shall be sealed in an envelope that shall be clearly labeled with the words “**Landscape Services HOP – Term Contract**” with the name and address of the company. An official authorized to represent the company must sign all the following documentation:

1. Responses to Evaluation Criteria that include demonstration of understanding of the professional services requested, evidence of company’s ability to perform the work, and any other appropriate information;
2. Other attachments as indicated in the “Attachment List” that is required to be returned.

SCHEDULED SITE VISITS

All prospective bidders are invited to attend an informational pre-bid meeting with KCHA. The site visits are scheduled for Friday, January 24, 2025. It is not mandatory to attend. Please RSVP to **Mary Gonzalez-Hansen** at maryg@kcha.org, (206)574-1236.

Vantage Glen	8:30 am – 9:30 am
Wonderland Estates	10:00 am – 11:30 am
Rainier View	1:00 pm – 2:30 pm

Scope of Work

PROPOSAL DUE DATE: January 29, 2025

BACKGROUND:

King County Housing Authority (“KCHA”) is a municipal corporation that was created in 1939 in order to provide housing assistance to low-income people. KCHA operates in King County outside the cities of Seattle and Renton and administers over 18,000 low and moderate-income apartment units under a variety of Federal, State and Local assisted housing programs that support a wide mix of single, family, disabled and special needs households in King County, Skagit County and Thurston County. Primarily financed by the U.S. Department of Housing and Urban Development (HUD), the Housing Authority manages, maintains and modernizes these housing units. Professional services are required from time to time to provide specialized experience and technical competence to handle some non-routine projects.

All information submitted to KCHA will become public records, as per RCW 42.56. If you are submitting information, which you think is confidential and/or proprietary to your business; KCHA recommends that you do not submit that information, as KCHA cannot guarantee that type of information will be withheld from a public disclosure request.

The King County Housing Authority is an Equal Employment Opportunity Employer and strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, and small businesses to submit bids or to participate as subcontractors and suppliers on KCHA contracts.

SCOPE OF WORK:

Provide comprehensive landscaping services for up to 3 sites, including but not limited to, mowing, weed eating, hard edging, line edging, fertilizing, pruning, debris removal, (exterior) pest control, plant shrubs, trees, groundcover, replace/install bark and gravel, remedial cleanup, irrigation and arborist services. Additional payment will not be made for field verifications that could have been detected prior to submitting a bid. There may be times extra work is needed for other duties as assigned.

Such landscape services are to be provided on specific and selected services during the term of the contract. The intent of this contract is for services to be provided in a timely manner for projects that need prompt response or to assist the KCHA in maximizing its efficiency in landscape services.

The selected contractor(s) shall furnish all expertise, labor and resources in accordance with the requirements of KCHA and shall provide complete services necessary during the contract. KCHA may or may not utilize these services or a portion of the services during the term of the contract. KCHA is under no obligation to fully expend the contract amount with the selected firm. KCHA reserves the right to select more than one contractor at its own discretion.

KCHA shall pay on invoices within 30 days of receipt from the Contractor.

CONTRACT TERM:

The initial term of the contract shall be one year with an option to renew the contract for one additional one-year period. KCHA is under no obligation to issue other duties assigned or to expend any money during the term of the Contract. It is further understood that **Landscape services** issued under the other duties assigned may not be completed during the contract term and in such case all terms, clauses, rights, and obligations of the Contract shall remain in force, and shall survive until the work is completed. KCHA reserves the right to issue, and the Contractor reserves the right to accept additional duties assigned.

MATERIAL RATES:

1. Material rates are not to exceed contractors' wholesale purchase cost plus 10%. Material rates will be itemized on invoices submitted at job completion.

BONDS:

Bid, payment and performance bonds will not be required for RFP submission or the contract.

SELECTION PROCESS:

KCHA will check and evaluate all submittals for responsiveness to this RFP. A committee of KCHA personnel will rate firms. The rating system will be in accordance with the Evaluation Criteria listed below.

1. The committee will shortlist the proposals after completing the initial evaluation process and may conduct interviews with selected candidates at a time designated by KCHA. KCHA reserves the right to change initial scores of the criteria after interviews are conducted.
2. KCHA will then enter into negotiations with the highest scored candidate to determine the labor and material rates and associated costs of the services to be performed. If mutually agreeable terms cannot be met, KCHA may terminate negotiations with the highest scored candidate and begin negotiations with the next highest scored candidate. This process may be repeated as necessary.
3. A responsible/qualified company must meet the following standards:
 - a) Have had documented five years minimum of experience in the **Landscape services** trade.
 - b) Have experience working at housing and/or residential developments.
 - c) Have the technical and financial resources to perform and complete the projects successfully in compliance with the attached specifications, terms and General Conditions of the contract.
 - d) Have a good record of past performance which includes, but is not limited to, quality of work, ability to complete projects on time, Contractor's integrity, compliance with public policy, financial, contractual and tax obligations, and Federal and State rules and regulations in performing contracts. Please complete the attached "bidder's information/contractor certification" form.

If your bid is determined to be "not responsible", KCHA will issue, in writing, the specific reasons for this determination. Your company will be allowed to appeal this decision. The appeal must be in writing. The appeal must be delivered to KCHA at the address provided in the determination of "not responsible" within 2 business days after KCHA makes the decision. The appeal may include additional information that was not included in the original bid documents. KCHA will make a final determination after the receipt of the appeal. The final determination may not be appealed.

EVALUATION CRITERIA

Prospective bidders will be evaluated by KCHA based on the following criteria:

1. Pricing:

50 points

Provide pricing for all tasks listed in Attachment G

2. Completeness of Bid Response

5 points

Submit a complete, clear, and reasonable pricing sheet. Provide a quality work plan which demonstrates understanding of KCHA's requirements.

3. Technical Qualifications:

15 points

Describe your company's experience and capabilities in providing Landscape Services per the scope of work. Demonstrate ability to respond quickly to service requests and complete work within the agreed upon time frame. Convey, process to accurately and precisely determine needed materials and quantities. List certifications acquired by staff, training of the staff, safety programs in place, and general experience of staff

4. Management Qualifications:

15 points

Describe company structure and ability to provide stellar customer service for multiple satellite offices, including a single point of contact for all escalated business concerns. Provide clear description of invoicing process and ability to work with a purchase order process.

5. References:

15 points

Provide a list of three recent (within the last 2 years) references. Include project type, size (scope and contract) and contact information (name, address, phone, fax, email).

CONDITIONS OF PROPOSAL:

KCHA reserves the right: 1) to reject/cancel any or all proposals; 2) to award the contract to one contractor or a number of contractors; 3) to award the contract in different phases based on budget condition; 4) to define and waive any informalities in the RFP; 5) to make a final judgment whether the proposals are responsive or non-responsive to the RFP after carefully evaluating the RFP results, and considering all of the factors; and 6) to make contract awards only to responsible/qualified firms who meet KCHA's standards for a specific project as indicated below. All non-responsive proposals or proposals received from non-responsible or unqualified firms will be rejected.

In addition, KCHA also reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a firm to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

This RFP does not commit KCHA to pay any costs incurred by any firm in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

KCHA INSURANCE AND INDEMNIFICATION LANGUAGE FOR SMALL CONTRACTS

INSURANCE REQUIREMENTS:

The firm awarded the contract shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the firm, its employees, subcontractors, agents and representatives, and anyone acting on its behalf. The cost of such insurance shall be borne by the firm. By requiring the insurance below, KCHA makes no statement or representation that such coverage and limits are independently adequate for the firm's business operations. The responding firm is encouraged to contact their insurance representative to establish such adequacy.

Minimum Scope of Insurance

Shall be at least as broad as:

1. Insurance Services Office (ISO) covering: Commercial General Liability written on an "occurrence" basis.
2. Insurance Services Office (ISO) covering: Automobile Liability, symbol 1 (any auto).
3. Worker's Compensation Insurance (L&I) as required by Washington State Law and Washington Stop Gap.
4. Contractor's Pollution Liability with coverage at least three (3) years after the completion of the work.

Minimum Coverage:

Shall be at least as broad as:

- | | |
|---|---|
| 1. General Liability: (CGL): | \$1,000,000.00 per occurrence for bodily injury, personal injury, property damage, and products/completed operations with no less than a \$2,000,000 aggregate limit |
| 2. Automobile Liability: | \$ 1,000,000.00 per accident for bodily injury/property damage. |
| 3. Washington Stop Gap: | \$ 1,000,000.00 per accident for bodily injury, sickness, or disease. |
| 4. Contractor's Pollution Legal Liability: | \$ 1,000,000.00 per claim applicable to the work performed covering pollution and/or asbestos liability with a \$2,000,000 aggregate limit. (See Other Insurance Requirements #8 below for asbestos, lead, or mold exposure) |

Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by the KCHA. At the option of KCHA, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects KCHA, its officers, officials, employees and volunteers; or the firm shall provide a financial guarantee satisfactory to KCHA guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions:

1. The CGL Automobile, and Contractor's Pollution Liability policies shall contain, or be endorse to contain, a provision naming the Authority (KCHA), and their officers, officials, employees, agents, partners, and volunteers as additional insureds as respects products and services of the firm.
2. The firm's insurance coverage shall be primary insurance as respects the Authority (KCHA), its officers, officials, employees, agents, partners, and volunteers. Any insurance or self-insurance maintained or expired by the Authority (KCHA), its officers, officials, employees, agents, partners, or volunteers shall be excess of the firm's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after **thirty (30) days** [**Ten days (10)** for non-payment of premium] prior written notice by certified mail, return receipt requested, has been given to the Authority (KCHA).
4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract.
5. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best rating of no less than A-: VII. Firms must provide written verification of their insurer's rating.
6. **Verification of Coverage:** The firm shall furnish the Authority (KCHA) with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Authority (KCHA) before firm commences delivery or products or services. The Authority (KCHA) reserves the right to require complete, certified copies, or pertinent parts thereof, of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.
7. **Subcontractors:** Any subcontractor shall include the Authority (KCHA), its officers, officials, employees, agents, partners, and volunteers as an additional insured under its policies. The firm shall be responsible for subcontractors complying with such requirement, and failure to confirm compliance shall constitute breach of contract by the firm. All coverage for subcontractors shall be subject to all of the requirements stated herein.
8. **Pollution Coverage:** If the services involve lead-based paint or asbestos identification/remediation, the firm's Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the firm's Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

INDEMNIFICATION

The firm hereby agrees to indemnify, defend, and hold harmless the Authority (KCHA), and their successors and assigns, directors, officials, officers and employees, volunteers, partners, and agents (all foregoing singly and collectively "Indemnities"), from and against any and all claims losses, harm, costs, liabilities, damages and expenses, including, but not limited to, reasonable attorney's fees arising or resulting from the performance of the services, or the acts or omissions of the firm, its successors, and assigns, employees, subcontractors or anyone acting on the firm's behalf in connection with this Contract or its performance of this Contract.

PROVIDED, however, that the firm will not be required to indemnify, defend, or save harmless the indemnitee as provided in the preceding paragraphs of this section if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the indemnitee. Where such claims, suits, or actions result from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the firm or the

firm's agent or employee, the indemnity provisions provided in the preceding paragraphs of this section shall be valid and enforceable only to the extent of the firm's negligence or the negligence of its agents, employees.

FURTHERMORE, the firm acknowledges that the foregoing indemnity is specifically and expressly intended to constitute waiver of the firm's immunity under Washington's Industrial Act, RCW Title 51, and that this waiver has been specifically negotiated and agreed upon by the parties.

The firm hereby agrees to require all its subcontractors or anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this Contract to execute an indemnity clause identical to the preceding clause, specifically naming the King County Housing Authority (KCHA) as Indemnitee, and failure to do so shall constitute a material breach of this Contract by the firm.

ATTACHMENT A
REQUEST FOR PROPOSALS
LANDSCAPE SERVICES
KCHA'S GENERAL CONDITIONS

- A. All work is to be executed in accordance with applicable building codes, as adapted by the Authority having jurisdiction and other applicable codes and in accordance with generally accepted industry standards. All products and materials are to be new and handled and applied in accordance with the manufacturer's recommendations.
- B. A responsible/qualified contractor must meet the following minimum standards:
- a. Have had five years experience under the same name in the **Landscape** contracting business, or, if less than five years, must have successfully completed at least five projects similar in scope and value.
 - b. Subcontractors shall have had five years experience under the same name in the **Landscape** contracting business or, if less than five years, must have successfully completed at least five projects similar in scope and value.
 - c. Have the technical and financial resources to perform and complete the projects successfully in compliance with the drawings and specifications, terms and conditions of the contract, and actually perform a major portion of the work—at least seventy five percent (75%) of the work.
 - d. Have a good record of past performance that includes, but is not limited to, high quality work, ability to complete projects on time, contractors integrity, compliance with public policy, financial, contractual and tax obligations, as well as Federal and State rules and regulations in performing construction projects.
- C. Contract shall pay for and obtain all permits, licenses and inspections necessary for proper execution and completion of the work.
- D. Work shall be completed within the time period negotiated between KCHA and the contractor.
- E. Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by Owner. If the Contractor finds a conflict, error, inconsistency, or omission in the Contract Documents, it shall promptly and before proceeding with the Work affected thereby, report such conflict, error, inconsistency, or omission to Owner in writing. The Owner shall make a final judgment as to the intent of Contract Documents.
- F. If Contractor performs any construction activity, and it knows or should have known that any of the Contract Documents contain a conflict, error, inconsistency, or omission, Contractor shall be responsible for the cost of performance and, shall bear the cost for its correction.
- G. All equipment, material, and articles incorporated into the Work shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in the Contract Documents. References in the Specifications to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard quality and shall not be construed as limiting competition. Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of Owner, is equal to that named in the Specifications, unless otherwise specifically provided in the Contract Documents.
- H. Substitutions shall be allowed where qualities and attributes including, but not limited to, performance, weight, size, durability, visual effect, and specific features and requirements indicated are deemed equal or greater by the Owner in the Owner's sole discretion. All requests for substitutions must be made in writing to Owner and shall not be deemed to be approved until and unless approved in writing by Owner.
- I. Contractor is to protect existing structures, landscaping and other property during the course of work. Barricades and other temporary protective measures shall be employed as necessary to prevent damage to Contractor's work and to prevent damage or injury to others and their property. Any property damaged by contractor shall be repaired or replaced at Contractor's expense.

- J. Before commencing any excavation or cutting concrete, Contractor shall provide notice to the Owner and utilities companies, and employ the services of a locator services. Any property damaged by contractor shall be repaired or replaced at Contractor's expense.
- K. All work shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Work shall not be performed on weekends unless approved in advance by Owner.
- L. Workers shall keep noise levels at a minimum and will conduct themselves in a professional manner at all times while on the property.
- M. Parking is limited and as such the on-site staff requires knowledge of all contractors' vehicle movements within the property.
- N. Sales tax is only paid on the materials portion of the contract, which should be taken into account when preparing bids.
- O. This Contract may at any time be terminated without cause by either party with a thirty (30) days written notice of the party's intention to terminate the same. If the Contractor's insurance coverage is canceled for any reason, the Housing Authority shall have the right to terminate this Contract immediately.

**ATTACHMENT B
REQUEST FOR PROPOSALS
LANDSCAPE SERVICES**

A. SPECIAL SITE CONDITIONS FOR VANTAGE GLEN:

FIRE BREAK

Line trim and weed spray 10' swath on north, west and south side of property as shown on property map

DOG PARK

Mow, weed and line trim Dog Park area once or twice every month as needed. Grass clippings and other debris/materials will be picked up and removed from property.

RETENTION POND

Clean out fully once in July. Grass clippings and other materials will be picked up and removed from property.

BARRICADES

Maintain weed free at the barricade flowerbeds and prune bushes as needed

COMMUNITY CENTER/ENTRANCE/MONUMENT SIGN

Maintain weed free the community center flowerbeds, the entrance to the property flowerbeds and under the monument sign and prune bushes as needed Maintain drip lines, turn on/off as needed seasonally.

ROCKERIES

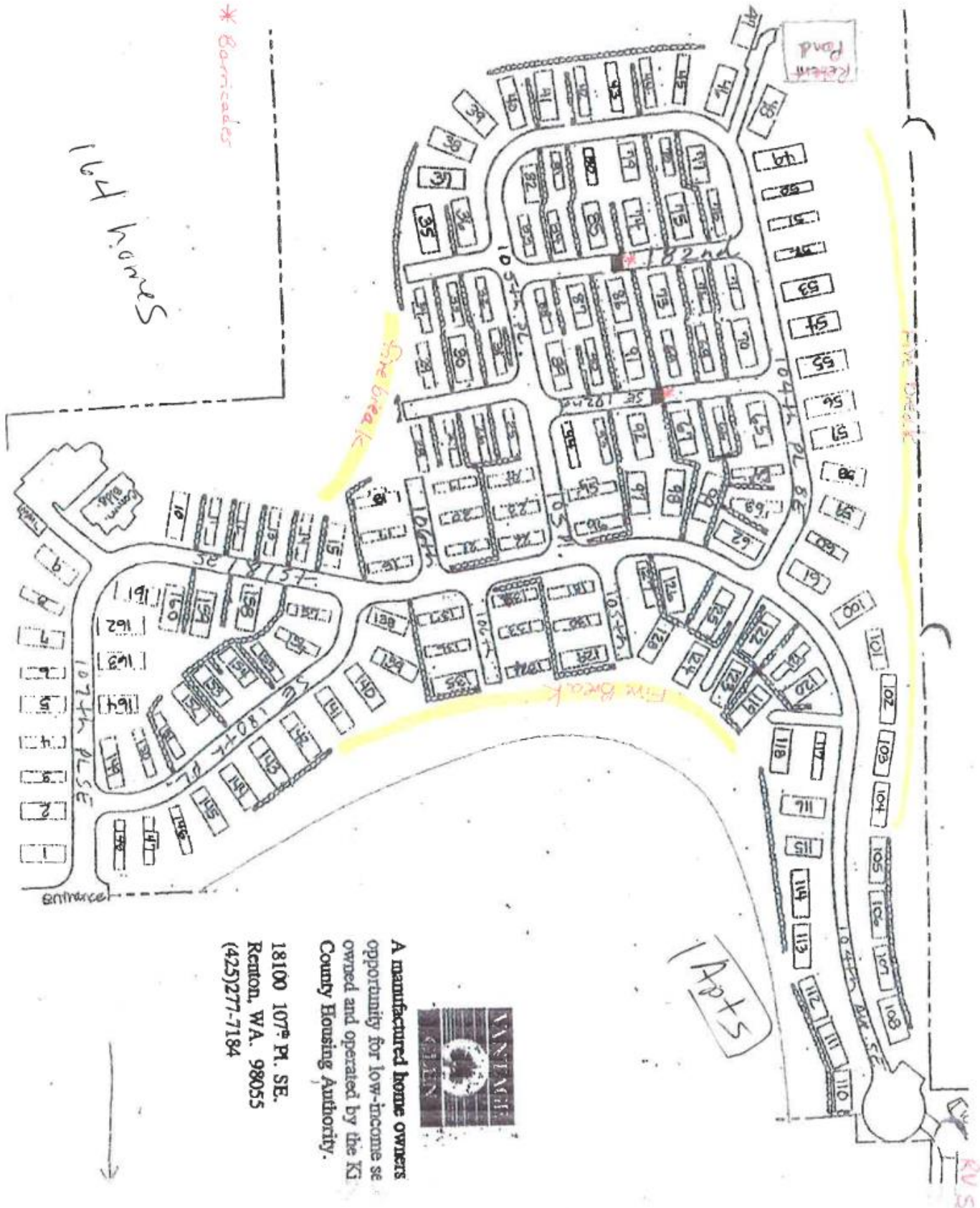
Line trim, hand weed and spray rockery areas. Grass clippings and other materials will be picked up and removed from property. Keep free of ivy.

DOG PARK TO CARR RD (EMERGENCY EXIT)

Line trim, weed, spray and keep clear of blackberry bushes twice per year. Do not stop at the gate, area includes all the way to sidewalks on Carr Rd.

LAWNS

Use bags on all mowers to avoid leaving clumps of grass around. Pick up trash as you see it. Treat all lawns for grubs during spring and fall. Lawns outside of fence line along 108th Ave SE and SE 108th St are included. Fence line and sidewalk line to be edged as well.



* Barnscades

Sentry Homes

Fire Break

Fire Break

Fire Break

Apts

RV S



A manufactured home owners opportunity for low-income se owed and operated by the KI County Housing Authority.

18100 107th P. SE.
 Renton, WA. 98055
 (425)277-7184



B. SPECIAL SITE CONDITIONS FOR RAINIER VIEW:

FIRE BREAK

Line trim and spray 10' buffer zone along west side of property line starting by the Black Diamond Pizzeria to self storage facility - in August. Grass clippings and other materials will be picked up and removed from property. See attached map.

ROCKERIES

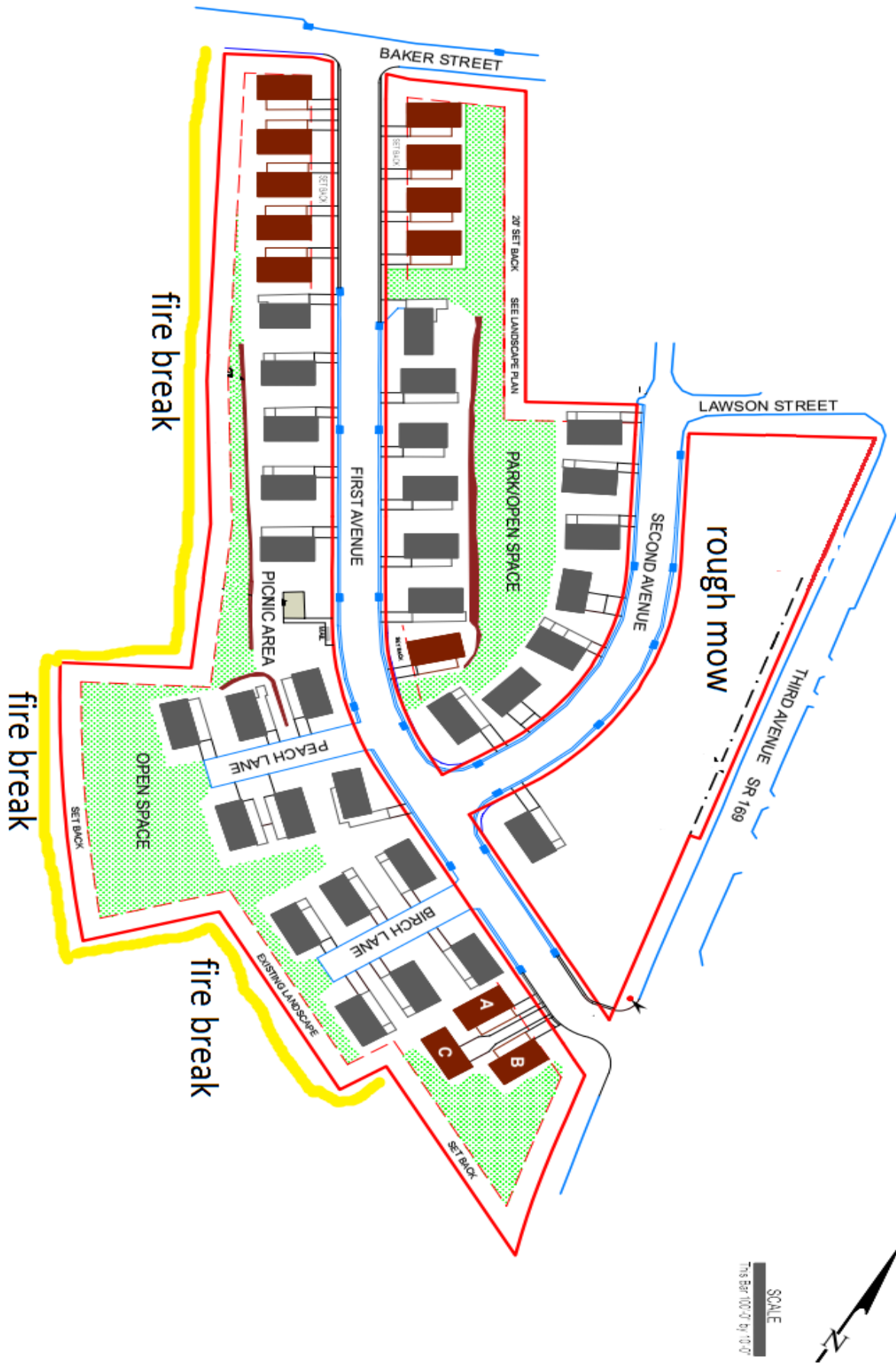
Line trim, hand weed and spray rockery areas. Grass clippings and other materials will be picked up and removed from property.

ROUGH MOW

Rough mow the east empty lot.

LAWNS

Use bags on all mowers to avoid leaving clumps of grass around. Pick up trash as you see it. Treat all lawns for grubs during spring and fall



C. SPECIAL SITE CONDITIONS FOR WONDERLAND ESTATES:

COMMUNITY CENTER/ENTRANCE/MONUMENT SIGN

Maintain weed free the community center flowerbeds, the entrance to the property flowerbeds and under the monument sign.

LAWNS

Use bags on all mowers to avoid leaving clumps of grass around. Pick up trash as you see it. Treat all lawns for grubs during spring and fall

DUCK POND

Line trim area once in July and October. Grass clippings and other materials will be picked up and removed from property.

Clean sediment in runoff ditch south of Duck pond

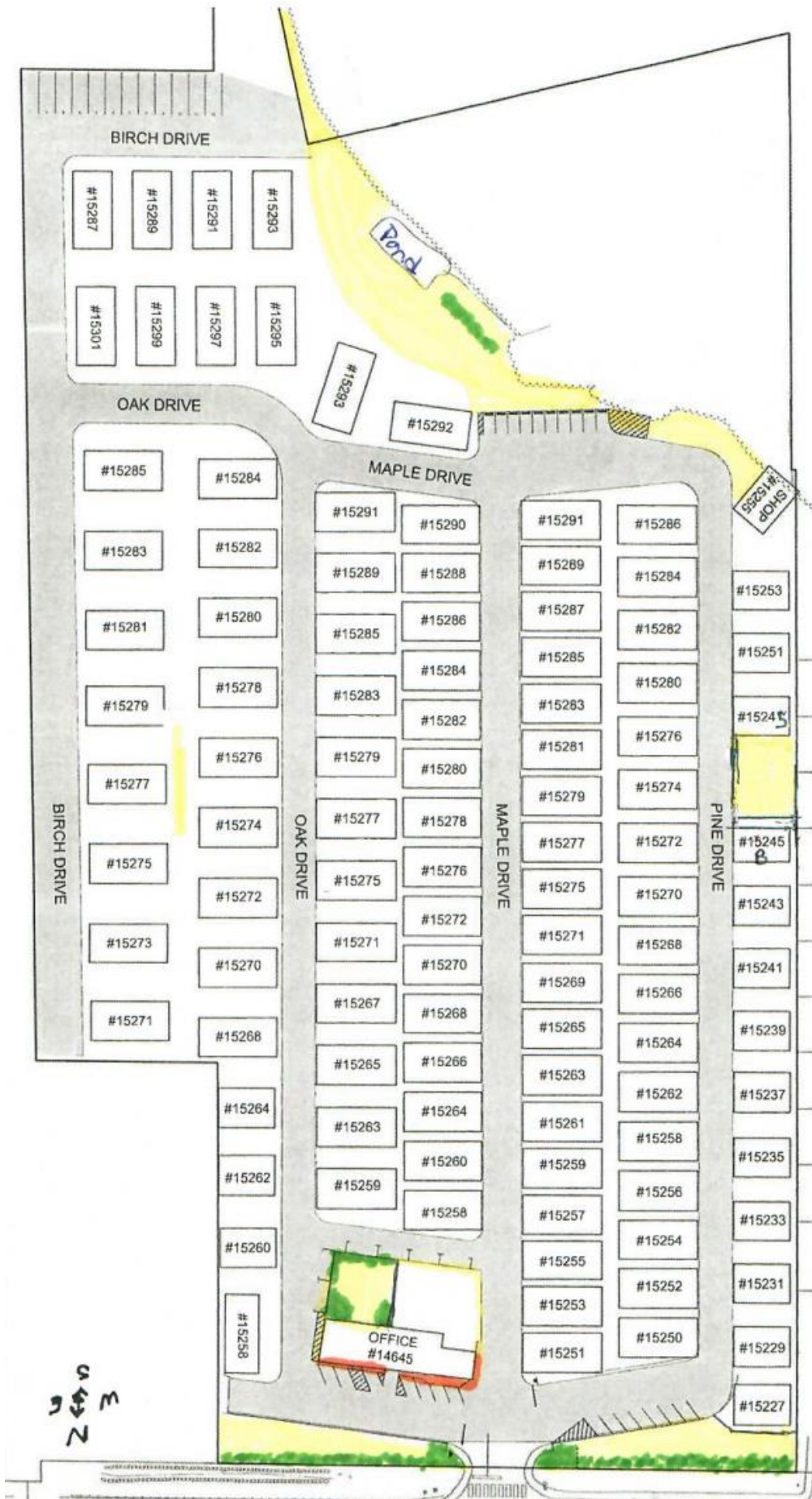
Line trim fence line on east side of property. Grass clippings and other materials will be picked up and removed from property.

Maintain weed free, tree line in front of community center

Mow area behind 15245B and 15245 Pine Dr (community building).

Mow area to the left of the Shop Building, and extending all around to the back of the park.

Mow small area behind O76.



**ATTACHMENT C
REQUEST FOR PROPOSALS
LANDSCAPE SERVICES**

RETURN WITH PROPOSAL

EQUAL OPPORTUNITY CLAUSE

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, citizenship status, creed, age, marital status, physical or mental disability, sexual orientation, political ideology, or status as a Vietnam era or specially disabled veteran. The Contractor will take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to the aforementioned conditions. Such action 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. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to the aforementioned conditions of paragraph 1. above.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Department's Contracting Officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
6. In the event of the Contractor's non-compliance with the non-discrimination clauses of the Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government Contracts, in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rules, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulation, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

By: _____ Title: _____

Date: _____

**ATTACHMENT D
REQUEST FOR PROPOSALS
LANDSCAPE SERVICES**

**VANTAGE GLEN
SERVICE RATE SHEET**

RETURN WITH PROPOSAL

**BID FOR AREAS AROUND HOUSING UNITS, TURF, & RIGHT A WAYS WITHIN BOUNDARIES
OF THE PROPERTY:**

JANUARY	\$_____ MONTHLY (NO TAX)
FEBRUARY	\$_____ MONTHLY (NO TAX)
MARCH	\$_____ MONTHLY (NO TAX)
APRIL	\$_____ MONTHLY (NO TAX)
MAY	\$_____ MONTHLY (NO TAX)
JUNE	\$_____ MONTHLY (NO TAX)
JULY	\$_____ MONTHLY (NO TAX)
AUGUST	\$_____ MONTHLY (NO TAX)
SEPTEMBER	\$_____ MONTHLY (NO TAX)
OCTOBER	\$_____ MONTHLY (NO TAX)
NOVEMBER	\$_____ MONTHLY (NO TAX)
DECEMBER	\$_____ MONTHLY (NO TAX)
ANUUAL TOTAL	\$_____

**RAINIER VIEW
SERVICE RATE SHEET**

RETURN WITH PROPOSAL

**BID FOR AREAS AROUND HOUSING UNITS, TURF, & RIGHT A WAYS WITHIN BOUNDARIES
OF THE PROPERTY:**

JANUARY	\$_____ MONTHLY (NO TAX)
FEBRUARY	\$_____ MONTHLY (NO TAX)
MARCH	\$_____ MONTHLY (NO TAX)
APRIL	\$_____ MONTHLY (NO TAX)
MAY	\$_____ MONTHLY (NO TAX)
JUNE	\$_____ MONTHLY (NO TAX)
JULY	\$_____ MONTHLY (NO TAX)
AUGUST	\$_____ MONTHLY (NO TAX)
SEPTEMBER	\$_____ MONTHLY (NO TAX)
OCTOBER	\$_____ MONTHLY (NO TAX)
NOVEMBER	\$_____ MONTHLY (NO TAX)
DECEMBER	\$_____ MONTHLY (NO TAX)
ANUUAL TOTAL	\$_____

**WONDERLAND ESTATES
SERVICE RATE SHEET**

RETURN WITH PROPOSAL

**BID FOR AREAS AROUND HOUSING UNITS, TURF, & RIGHT A WAYS WITHIN BOUNDARIES
OF THE PROPERTY:**

JANUARY	\$_____ MONTHLY (NO TAX)
FEBRUARY	\$_____ MONTHLY (NO TAX)
MARCH	\$_____ MONTHLY (NO TAX)
APRIL	\$_____ MONTHLY (NO TAX)
MAY	\$_____ MONTHLY (NO TAX)
JUNE	\$_____ MONTHLY (NO TAX)
JULY	\$_____ MONTHLY (NO TAX)
AUGUST	\$_____ MONTHLY (NO TAX)
SEPTEMBER	\$_____ MONTHLY (NO TAX)
OCTOBER	\$_____ MONTHLY (NO TAX)
NOVEMBER	\$_____ MONTHLY (NO TAX)
DECEMBER	\$_____ MONTHLY (NO TAX)
ANUUAL TOTAL	\$_____

**ATTACHMENT E
REQUEST FOR PROPOSALS
LANDSCAPE SERVICES**

RETURN WITH PROPOSAL

BIDDER QUALIFICATION AND SUBCONTRACTOR'S LIST

NAME OF BIDDER (COMPANY): _____

ADDRESS: _____

BUSINESS TYPE: GENERAL CONTRACTOR () OTHER () (Please specify): _____

NO. OF YEARS IN BUSINESS: _____ BUSINESS LICENSE NO.: _____

FEDERAL ID #: _____ CURRENT UBI #: _____

EMPLOYMENT SECURITY ACCOUNT #: _____

STATE OF WA CONTRACTOR LICENSE NO.: _____

STATE EXCISE TAX REGISTRATION #: _____

OWNERS OF COMPANY (<u>Must</u> list all owners. Attach additional pages as necessary.):	OWNER'S SOCIAL SECURITY NUMBER

YEARS EXPERIENCE PERFORMING SPECIFIC TASKS AS STATED IN BID DOCUMENTS: _____

NO. OF CONSTRUCTION WORKERS IN YOUR COMPANY: _____

INDICATE CLEARLY THE KIND OF WORK YOUR COMPANY WILL ACTUALLY PERFORM IN THIS PROJECT:

APPROXIMATE % OF WORK YOUR COMPANY WILL ACTUALLY PERFORM: _____

DO YOU INTEND TO USE SUBCONTRACTOR(S) IN THIS PROJECT? YES () NO () (If yes, you must show the name of the subcontractors.)

Subcontractors Name	Address	Phone Number	Trade	Years in Business
1.				
2.				
3.				
4.				

BIDDER'S EXPERIENCE

Projects successfully managed, supervised and completed by your company for work specified in bid documents. Attach additional pages as necessary.

Name of Project	Completion Date	Duration (Months)	Nature of Work	Amount of Contract
1.				
2.				
3.				
4.				
5.				
Owner's Name (of project listed above)	Project Address	Contact Person	Phone Number	
1.				
2.				
3.				
4.				
5.				

RETURN WITH PROPOSAL

CONTRACTOR CERTIFICATION

Under penalties of perjury, I/We hereby certify that (please circle):

1. **I/We** certify that we **have/have not** participated in an Equal Employment Opportunity Plan in the past that required filing reports with the Government; and that if we have, we **have/have not** filed all reports due. If we have not, we will file same within the next _____ days.
2. **I/We** certify that the number shown on this form is my/our correct taxpayer identification number (or **I/we am/are** waiting for a number to be issued to **me/us**), **and**
3. **I/We further** certify that **I/we** are not subject to backup withholding because; **(a)** I/we are exempt from backup withholding, or **(b)** I/we have not been notified by the Internal Revenue Service that I/we are subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me/us that I/we are no longer subject to backup _____ withholding.
(NOTE: You must cross out item # 3., if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting of interest or dividends on your tax return.)

_____, who is _____ of our firm has been designated as the responsible official to be sure required reports are submitted, and record keeping complies with all the applicable regulations.

(Signature of responsible official) Title: _____ Date: _____

The bidder hereby certifies that the information contained in this Bidder's Information is accurate, complete and current.

BY: _____ NAME: _____
(Signature) (Print)

TITLE: _____ DATE: _____

ATTACHMENT F

LANDSCAPE SPECIFICATIONS LANDSCAPE MAINTENANCE SERVICES

INTRODUCTION:

It is the Owner's expectation that the Contractor's proposal will comply with sustainable practices that support the design intent for all scattered sites. The contractor should expect to be held to these standards throughout the course of the contract.

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive to the entire scope of services.

1. GENERAL STANDARDS

1.1. GUARANTEE AND REPLACEMENT

- 1.1.1. Contractor shall replace, at no additional cost to the Owner, any turf or plant materials damaged as a result of improper attention to maintenance timing or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Schedule for replacement and alternatives to size or variety shall be confirmed in writing with the Owner.
- 1.1.2. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, vandalism, vehicular incidents (other than Contractor's vehicles and equipment), extreme weather, or the acts of others over whom they have no reasonable control.
- 1.1.3. Contractor shall inform the Owner of any plant losses not covered by warranty or unrelated to the maintenance activities. The Contractor shall provide the owner the cause of the plant loss, and provide recommendations and costs for replacement.

1.2. CONTRACTOR STAFF TRAINING AND EXPERIENCE

- 1.2.1. Contractor will provide staff able to perform work at the current industry Best Management Practices. Key staff shall have current knowledge of industry Best Management Practices (BMPs) regarding: safety, hazardous materials spill response, plant health, pruning, integrated pest management, pesticide application, and irrigation maintenance. Owner reserves the right to demand the replacement of Contractor's staff who do not meet these standards for safety, professionalism, or horticultural Knowledge.
- 1.2.2. All work shall be performed under the direct on-site supervision of a qualified landscape professional with a minimum of five years combined horticultural education and experience. Preference will be given to an individual with at least a two year horticultural degree or one of the certifications listed in 1.2.2.

- 1.2.3. All irrigation maintenance and repairs shall be performed by, or under the direct supervision of a Certified Irrigation Technician or Certified Irrigation Auditor.
- 1.2.4. All pesticide applications are to be reviewed with and approved by the Owner or the Owner's Representative in advance and shall be performed by a Contractor (or sub-contractor) licensed and insured as a Washington State Commercial Applicator. License numbers will be provided to the Owner prior to the award of the contract.
- 1.2.5. All pruning will be performed by, or under the direct supervisions of, staff with documented education and training in proper selective pruning practices. College level pruning courses, WSU industry training programs, and Plant Amnesty Master Pruner qualification are examples of such training.
- 1.2.6. Pruning of trees greater than 6 inches diameter shall be performed by an ISA Certified Arborist.

1.3. OWNER / CONTRACTOR COMMUNICATION

- 1.3.1. Contractor is to provide a supervisor to act on the Owner's behalf regarding all matters pertaining to the performance of the Landscape Service.
- 1.3.2. Contractor is to provide the Owner with an emergency contact list identifying the names, positions, and phone numbers of key maintenance personnel, including the landscape maintenance manager and site supervisor.
- 1.3.3. Contractor is to attend meetings and site inspections of the grounds as requested by the Owner.

1.4. MAINTENANCE RECORD KEEPING

- 1.4.1. Contractor shall maintain a computerized log of work performed, schedules, additional service repairs, and documentation of all applied materials, and provide a written copy to the Owner monthly.
- 1.4.2. Pesticide application records shall be kept in accordance with RCW 17.21, Section 100. The Contractor shall maintain all records for pesticides and herbicides for a minimum of 7 years. Such records shall be completed and kept in accordance with all applicable laws and regulations using the WSDA Pesticide Application Record as provided in the Washington Administrative Code, WAC 16-228-190.
(<http://agr.wa.gov/pestfert/Pesticides/docs/RecForm4226.pdf>). A copy of the site plan shall be used to record exact locations of each application.

1.5. LANDSCAPE SERVICE SCHEDULING

- 1.5.1. Establish a schedule and calendar chart for regular maintenance activities by area and submit to Owner for review. Contractor to review proposed schedules with the Owner at the regularly scheduled meetings for any necessary adjustments to avoid potential conflicts.

2. SCOPE OF WORK

2.1. GENERAL PRACTICE GUIDELINES FOR MATERIALS & EXECUTION

- 2.1.1. This document is intended as a benchmark of the Owner's minimum standards for landscape maintenance services. The Owner will take under consideration any and all recommendations made by the Contractor for providing optimal care for the landscape.
- 2.1.2. The Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings as specified herein. It is the Owner's intent to have the site maintained in a resource-efficient, sustainable, and cost-effective manner.
- 2.1.3. Maintenance shall consist of mowing, edging, fertilization, weed management, Integrated Pest Management, pruning, mulching, and other procedures consistent with good horticultural practices to ensure normal and healthy growth.
- 2.1.4. When performing any work requiring subsurface excavation, the Contractor shall take care to avoid damage to existing utilities and vegetation, and shall contact utility locate services at 1-800-425-5555.
- 2.1.5. Contractor is encouraged to utilize cultural practices which incorporate on-site recycling of organic materials through mulch-mowing of grass clippings and leaves, and to use recycled materials in its maintenance operations.

3. INTEGRATED PEST MANAGEMENT & PESTICIDE APPLICATIONS

3.1. INTEGRATED PEST MANAGEMENT (IPM)

- 3.1.1. IPM is the first order of care in addressing weed and pest problems. The intent is to limit any pesticide and herbicide use through appropriate landscape management and plant care practices.
- 3.1.2. The IPM approach shall utilize regular monitoring to detect developing pest or plant health issues. When treatments are needed, physical, mechanical, cultural, and biological, and tactics shall be employed to prevent unacceptable levels of damage to the health and aesthetics of the plants. Treatments are to be selected and scheduled to achieve effective control using materials with that are least hazardous to non-target organisms and the environment.
- 3.1.3. Pesticide applications shall be considered as a last resort when other methods are ineffective, and shall be done with materials and timing specifically targeted to the pest of concern. All pesticide applications should be done in coordination with other elements of the IPM approach.
- 3.1.4. The property manager will be notified in advance of spraying of shrubs when necessary for the effect control of harmful disease and/or insects.

3.2 PESTICIDE APPLICATIONS

- 3.2.1. "Pesticides" refers to all herbicides, insecticides, fungicides, and various other substances used to control pests.
- 3.2.2. Pesticide use is to be kept to a minimum and only for specific problems not completely managed through other tactics.
- 3.2.3. ALL pesticide applications shall be preceded by monitoring and positive pest identification. Submit these findings in writing to the Owner prior to any pesticide application.
- 3.2.4. No combination products are to be used (e.g., "weed and feed", insecticide + fungicide).
- 3.2.5. No preventative "blanket" applications or regularly scheduled calendar-based applications of pesticides are to be used.
- 3.2.6. All pesticides must be EPA approved and applied by a licensed Washington State Pesticide Applicator or Operator per the label directions. All applications must be posted as per WSDA regulations for 24 hours after application. All chemicals used must have a MSDS filed with Owner. Pesticide application records shall be kept in accordance with RCW 17.21, Section 100 and copies provided to owner.
- 3.2.7. Contractor is responsible to verify that pesticides are appropriate for use with the respective plant materials. Contractor is responsible for any damages incurred as a result of applications and shall repair or replace any such damage at no cost to Owner.

3.3 NOXIOUS WEED CONTROL

- 3.3.1. Noxious Weed Control is mandated by the King County Noxious Weed Control Board, based on the State weed control law, Chapter 17.10 RCW. Weed lists and assistance with identification are available from the King County office at:
<http://dnr.metrokc.gov/wlr/lands/weeds/> or 206-296-0290.
- 3.3.2. Contractor shall provide appropriate control of any King County Class A, B, or C Weeds upon identification, using BMP and IPM techniques as posted on the King County Noxious Weeds website. Pesticide applications are to be used as a last resort.
- 3.3.3. Non-designated weeds and Weeds of Concern shall be controlled with ongoing IPM and sustainable landscape management practices.
- 3.3.4. Weeds are to be removed as they appear and bedding areas are to be kept reasonably weed-free from broadleaf and grassy weed with respect to the site condition and the time of year. This shall be obtained through the use of pre-emergent, selective contact herbicides and manual weeding.

4. TREES, SHRUBS, AND GROUNDCOVER MAINTENANCE

4.1. PRUNING YOUNG TREES, SHRUBS AND GROUNDCOVERS

- 4.1.1. All pruning will be performed by, or under the direct supervisions of, staff with documented education and training in proper selective pruning practices. College level pruning courses, WSU industry training programs, and Plant Amnesty Master Pruner qualification are examples of such training.
- 4.1.2. All pruning is to be done according to ANSI-A300 Part 1: Tree, Shrub, and Other Woody Plant Maintenance - Standard Practices, Pruning.
- 4.1.3. Trees or shrubs damaged by incorrect pruning practices shall be repaired or replaced at the Contractor's expense.
- 4.1.4. Maintain and replace stakes with equal material on all existing trees until the plant is capable of standing vertically and resisting high winds.

4.2. PRUNING SHRUBS AND GROUNDCOVERS

- 4.2.1. All pruning is to be done using selective methods to enhance the natural shape and growth of each plant type, and to meet clearance needs and the intended landscape functions of the plantings, but not when the plant is in flowering stage. Plantings are designed to mass together and cover the ground in the beds.
- 4.2.2. Prune only as needed to maintain form and clearance, and to remove dead or broken branches. Many of the compact, dwarf forms may not ever need pruning.
- 4.2.3. No shrubs on this site are to be sheared or rounded over. No hedge shears are to be used for any pruning work on this site.
- 4.2.4. Schedule summer pruning for all shrubs to remove dead and damaged branches, and to maintain good form and size.
- 4.2.5. Any vegetation in contact with any portion of the dwelling unit buildings must be cut back so that vegetation does not come in contact with any portion of the building including but not limited to building sides,, roofs, fencing, walkways, and gutter/downspouts.

4.3. PRUNING TREES FOR STRUCTURE AND CLEARANCE

- 4.3.1. Prune young trees during the first 6 years to gradually remove some of the lowest branches each year until the height of the lowest permanent limbs has been reached.
- 4.3.2. Selectively remove or reduce individual branches to train trees for future clearance with buildings.
- 4.3.3. Inspect young trees for double leaders. Most young trees should have one central leader. Remove or subordinate competing leaders according to the Urban Tree Foundation standards for pruning young trees: www.urbantree.org/prunehome.shtml

- 4.3.4. Inspect and prune all young trees to remove dead, damaged, or diseased limbs, as well as any broken branch stubs.
- 4.3.5. All shoots and suckers will be removed from the base of the trees. All pruning cuts will be made flush. "Stubbing" will not be permitted. Pruning for general cleanup of trees is recommended in the winter or fall.

4.4. FERTILIZATION OF TREES, SHRUBS, & GROUNDCOVERS

- 4.4.1. No routine fertilization for trees, shrubs, and groundcovers is included in this contract.
- 4.4.2. Soil nutrients are to be maintained through the use of wood chip mulch and /or topdressing with fine compost.
- 4.4.3. Fertilization for trees, shrubs, and groundcovers shall be provided only when indicated by symptoms of poor plant growth and development and as indicated from soil tests. If the need for fertilization is indicated, the Contractor will provide the Owner a fee proposal for the specific areas needing treatment, including the options for fertilizer products and costs, and application rates, and schedule for approval prior to making any applications.

5. TURF MAINTENANCE

5.1. TURF MOWING

- 5.1.1. All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removal of clippings will be done only when excessive leaf debris prohibits effective mulching, when turf is too long to mulch, or when moisture conditions are too high for effective mulching without excessive clumping of turf clippings. Clippings should be removed not more than 8 times per year.
- 5.1.2. Turf shall be mowed at 2.5 inches during rapid growth periods and at 3 inches during slower growth in summer. Maintain a uniform lawn height free from scalping. Mow to remove no more than 1/3 the blade height. Adjust the mowing height higher for one mowing rotation if needed.
- 5.1.3. Mulch mow whenever possible. No clumps of grass should remain after mowing. Mow over dense clippings or use a blower to disperse small clumps as needed.
- 5.1.4. The Owner and Contractor will evaluate and determine if there are any areas of turf that should not be mulch mowed.
- 5.1.5. Clippings will be kept out of all mulched beds and tree rings. Mowing pans are not to cross over mulched beds and tree rings.

- 5.1.6. Clippings will be swept or blown from hardscapes **onto lawn areas** after each mowing. No clippings are to be blown into mulched areas.
- 5.1.7. The Contractor is responsible for any damages incurred as a result of mower damage to trees and shrubs and must repair or replace damaged plants at no cost to the Owner. The Contractor is also responsible for any damages to buildings as a result of mower damage at no cost to the Owner.
- 5.1.8. The Contractor shall apply mowing patterns which encourage upright growth, permit the recycling of clippings, and shall remove excess clippings from mulched and paved surfaces after each mowing.
- 5.1.9. All mowing equipment will have sharp mulch mowing blades installed at all times. Mulching blades will be replaced at least monthly or as often as needed to keep sharp.
- 5.1.10 All mowing equipment will have the ability to easily add or remove a grass clipping bag.

5.2. TURF EDGING AND TRIMMING

- 5.2.1. Mechanically trim turf edges after every mowing. This includes lawn perimeters, along fences and other hardscape, around poles, signs, and other obstacles, and around the edges of mulch around trees. Clean debris from hardscapes and non-turf surfaces.
- 5.2.2. The Contractor is responsible for any damages incurred as a result of trimmer damage to trees and shrubs and must repair or replace damaged plants at no cost to the Owner. This includes broken windows caused by flying objects when using equipment.

5.3. TURF FERTILIZATION & LIME

- 5.3.1. Fertilization and lime applications shall be made according to need as indicated by soil testing.
- 5.3.2. The Contractor shall provide soil tests performed by an authorized laboratory at least once every three years to determine fertility and pH requirements for the turf areas. Submit the lab soil test analysis and recommendations to the Owner.
- 5.3.3. Organic or bridge-type turf fertilizer should be used, and may include natural/organic materials. Turf fertilizer should not exceed a 3-1-2 N-P-K nutrient ratio. There should be no more than 1 pound of nitrogen per 1,000 square feet per application, and no more than 4 pounds per 1,000 square feet annually unless determined otherwise by soil tests. There should be no more than 1 pound of applied phosphorous per 1,000 square feet per year, per current WSU recommendations for protecting water quality.
- 5.3.4. Lime is to be applied only as indicated by soil tests, and is to be applied once annually in the spring. Do not apply at the same time as fertilizer, and wait at least 30 days after liming to apply fertilizer.

- 5.3.5. Submit a fertilizer schedule, listing proposed materials and costs, application rates, and applications times before performing the work.

5.4. TURF AERATION AND OVERSEEDING

- 5.4.1. Core aerate the playfield and designated high traffic areas once annually in spring (April to mid-May).
- 5.4.2. Contractor shall meet with the owner in advance and provide a cost estimate for aerating the agreed upon areas.
- 5.4.3. Use a vertically operating core aerator with 1/2" hollow tines. Cores shall be made on 4" centers to a depth 3". Core aerate when soil is damp and grass is actively growing.
- 5.4.4. Overseed immediately after aeration with seed blends formulated for the Pacific Northwest and appropriate to the use and growing conditions of the site.
- 5.4.5. Drag turf after coring and seeding to break up the plugs and cover in the seeds.

5.5. TURF THATCHING

- 5.5.1. Mechanical that removal is not part of this contract. With appropriate core aerating and mulch mowing, it should rarely be needed. Monitor for thatch each September. If thatch build up exceeds 1" over more than 30% of the turf, de-thatching should be done. Contractor will provide owner a written schedule and cost for de-thatching as requested by the Owner.

6.0 GENERAL GROUNDS MAINTENANCE

6.1. LEAF AND BRANCH REMOVAL

- 6.1.1. Remove leaves and branches from sidewalks, roadway gutters, and lawn areas to maintain plant health and site safety.
- 6.1.2. Whenever possible, leaves are to be mulched in place. Leaves are to be mulch- mowed on lawn areas throughout the year.
- 6.1.3. Remove heavy leaf cover from beds to prevent smothering of shrubs and groundcovers. Leaves that rest directly on the ground and mulch may be left in place. Leaves from shrub beds may be spread onto lawn areas for mulch mowing, provided they are not too heavy to be effectively mulched without smothering the lawn.
- 6.1.4. Excessive branch and debris cleanup from storm damage is not included in the contract work and is considered an additional service at Owner's request.

6.2. LANDSCAPE DEBRIS REMOVAL

- 6.2.1. Remove biodegradable landscape debris (weeds, turf clippings, leaves, branches, dead plants) to a yard refuse recycling facility.

- 6.2.2. No biodegradable material should be disposed of as garbage, with the exception of noxious weeds.

6.3. MULCH REPLACEMENT

- 6.3.1. Contractor shall replenish mulch to maintain a total depth no less than 2-inches.
- 6.3.2. Replenish mulch around trees and adjust the diameter of the mulched area to accommodate site needs and efficient mowing patterns.
- 6.3.3. Established landscape beds where there is full coverage of groundcovers and shrubs require no additional mulch.
- 6.3.4. Keep mulch at least 3-inches away from the crowns of plants and tree trunks.
- 6.3.5. Mulch shall be a coarse textured wood chip product. Clean arborist wood chips, or recycled garden waste wood chip / compost blends (EG: Pacific Garden Mulch).
- 6.3.6. Pure bark mulches are not to be used.

6.4 OTHER GROUNDS MAINTENANCE STANDARDS-REQUIREMENTS

- 6.4.1 Contractor will remove weeds in the cracks or expansion joints in sidewalk, parking lots, trails, and other areas as needed.
- 6.4.2 Dead plants or trees will be immediately marked and reported to Property Manager.
- 6.4.3 No plant replacement will be undertaken without approval.
- 6.4.4 Contractor to meet at least quarterly with Property Manager to review work completed and future work planning.
- 6.4.5 Additional services may be authorized by task order.

7. IRRIGATION

7.1. GENERAL IRRIGATION SYSTEM OPERATION IS NOT INCLUDED IN THIS CONTRACT.

ATTACHMENT G
LANDSCAPE MANAGEMENT SCHEDULES

8.1

VANTAGE GLEN - Landscape Management FREQUENCY SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
TURF AREAS													
Mow/Trim & Edge all turf areas	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Sweep-Blow Walkways and other hard surfaces (of generated landscape debris)	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Fertilizing & Liming Turf (Weed & Feed)				1							*		1*
Weeding	1	1	2	2	2	2	2	2	2	2	2	1	22
Aeriate Turf (leave plugs in place)				1									1
BED AREAS													
Hand weed	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Fertilize Ground Cover, Trees and Shrubs				*									AN
Irrigation (Clubhouse/Monument Sign)					1					1			2
Rake bed areas and all non-grass areas	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
PRUNING													
Trim hedges and ground cover	*	*	*	*	*	*	*	*	*	*	*	*	AN
Trim back Ivy on Rocketries				1				1					2
Prune Trees and Shrubs	*	*	*	*	*	*	*	*	*	*	*	*	AN
Cut Back Perennials						1				1			2
GENERAL ACTIVITIES													
Weeding parking lots, walkways, expansion joints	*	1	*	1	*	1	*	1	*	1	*	1	6*
Leaf Management										Weekly	Weekly		8*
Liter Pickup, incidental	*	*	*	*	*	*	*	*	*	*	*	*	AN
Monthly Inspections	1	1	1	1	1	1	1	1	1	1	1	1	12
Insect/Disease Management (time & material)				1						1			2
Storm debris Cleanup	*	*	*	*	*	*	*	*	*	*	*	*	AN
Fire Break							1						1
Dog Park	1	1	1	2	2	2	2	2	2	2	1	1	18
Between Dog Park and Carr Rd				1			1						2
Retention Pond							1						1
Bark					**								ANA

*AN - Included in Contract on as needed basis

**AN - not included in contract and needs KCHA approval

8.2 RAINIER VIEW - Landscape Management FREQUENCY SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
TURF AREAS													
Mow/Trim & Edge all turf areas	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Sweep-Blow Walkways and other hard surfaces (of generated landscape debris)	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Weed and Feed & Liming Turf				1							*		AN
Weeding	1	1	2	2	2	2	2	2	2	2	2	1	22
Aerate Turf (leave plugs in place)				1									1
ROCKERY AREAS													
Hand weed	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Fertilize Ground Cover, Trees and Shrubs				*									AN
Rake bed areas and all non-grass areas	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
PRUNING													
Trim hedges and ground cover	*	*	*	*	*	*	*	*	*	*	*	*	AN
Prune Trees and Shrubs	*	*	*	*	*	*	*	*	*	*	*	*	AN
Cut Back Perennials						1				1			2
GENERAL ACTIVITIES													
Weeding parking lots, walkways, expansion joints	*	1	*	1	*	1	*	1	*	1	*	1	6*
Leaf Management										Weekly	Weekly	*	8*
Litter Pickup, incidental	*	*	*	*	*	*	*	*	*	*	*	*	AN
Monthly Inspections	1	1	1	1	1	1	1	1	1	1	1	1	12
Insect/Disease Management (time & material)				1					1				2
Storm debris Cleanup	*	*	*	*	*	*	*	*	*	*	*	*	AN
Fire Break							1						1
Open Field			1	2	2	2	2	2	2	2	1		14
Bark					**								ANA

*AN - Included in Contract on as as needed basis

**AN - not included in contract and needs KCHA approval

8.3 WONDERLAND ESTATES - Landscape Management FREQUENCY SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
TURF AREAS														
Mow/Trim & Edge all turf areas	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Sweep-Blow Walkways and other hard surfaces (of generated landscape debris)	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Weed and Feed & Lining Turf				1								*		1*
Weeding	1	1	2	2	2	2	2	2	2	2	2	2	1	22
Aerate Turf (leave plugs in place)				1										1
BED AREAS														
Hand weed	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
Fertilize Ground Cover, Trees and Shrubs				*										AN
Rake bed areas and all non-grass areas	1	1	2	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	3	2	1	34
PRUNING														
Trim hedges and ground cover	*	*	*	*	*	*	*	*	*	*	*	*	*	AN
Prune Trees and Shrubs	*	*	*	1	*	*	*	*	1	*	*	*	*	AN
Cut Back Perennials						1					1			2
GENERAL ACTIVITIES														
Weeding parking lots, walkways, expansion joints	*	1	*	1	*	1	*	1	*	1	*	1	1	6*
Leaf Management									*	Weekly	Weekly			8*
Litter Pickup, incidental	*	*	*	*	*	*	*	*	*	*	*	*	*	AN
Monthly Inspections	1	1	1	1	1	1	1	1	1	1	1	1	1	12
Insect/Disease Management (time & material)	*	*	*	1	*	*	*	*	1	*	*	*	*	2
Storm debris Cleanup	*	*	*	*	*	*	*	*	*	*	*	*	*	AN
Duck Pond										1				1
Retention Pond Storm Drains									1					1
Bark					**									ANA
Weed Eat Grass on Fenceline				2	2	2	2	2	2	2	1	1	1	12

*AN - Included in Contract on as needed basis

**AN - not included in contract and needs KCHA approval

CONTRACT FORM

This Contract is entered into by and between the King County Housing Authority, hereinafter referred to as the "Owner" whose principal office is located at 600 Andover Park West, Seattle, WA 98188 and _____, referred to as the "Contractor", whose principal office is located at _____.

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1.1 Contract Documents

A. The provisions set forth in the Contract Documents are hereby incorporated into and made part of the Contract. Contractor acknowledges receipt and review of all Contract Documents applicable to performance of the work. The Contract shall consist of the following component parts:

1. This Instrument
2. Addenda
3. Specifications
4. Appendix Information & Data
5. Site Plans
6. Bid Form
7. Pre-Bid Agenda
8. General Conditions
9. Instructions to Bidders
10. Prevailing Wage Rates
11. Performance and Payment Bonds

1.2 Scope of Services to be Performed by the Contractor: The Contractor shall provide all labor, materials, tools, equipment, transportation, supplies, and incidentals required to complete the work in accordance with the Contract Documents for:

Project: Landscaping Maintenance Services -HOP

Contract No.: MGH250131

1.3 Compensation: The total amount of the Contract shall be \$ dollars and 00 cents (\$[\$\$\$.\$\$]) subject to additions and deductions provided therein.

1.4 Duration of Contract: The Contractor shall commence work after receipt of Notice to Proceed, follow the schedule specified in the contract documents, and all work must be completed within one hundred eighty (180) consecutive calendar days from the date of the Notice to Proceed unless sooner terminated pursuant to the General Conditions. Upon expiration of the original Contract term, the Contract, at the Owner's sole discretion, may be extended for a period determined by the Owner.

1.5 Liquidated Damages: Timely performance and completion of the Work is essential to Owner and time limits stated in the Contract Documents are of the essence. If Completion of the Work does not occur within the Contract Time, the Contractor agrees that Liquidated Damages in the amount of \$250.00 per day will be assessed for each calendar day that the Contractor exceeds the time for completion.

The individuals signing this Contract warrant and represent for themselves and for their respective organizations that they are duly authorized to sign this Contract and that upon such signing their respective organizations are bound thereby.

DATED this _____ day of _____, 2025.

Contractor

Owner

President/Owner

Wen Xu
Senior VP, Asset Management
KING COUNTY HOUSING AUTHORITY

CERTIFICATE OF INSURANCE

DATE(M/DD/YY)

Issue Date

PRODUCER Vendor's Insurance Agent Street Address City, State, Zip Phone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. COMPANIES AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">COMPANY A</td> <td>ABC Insurance Company</td> </tr> <tr> <td>COMPANY B</td> <td>DEF Insurance Company</td> </tr> <tr> <td>COMPANY C</td> <td>GHI Insurance Company</td> </tr> <tr> <td>COMPANY D</td> <td></td> </tr> </table>	COMPANY A	ABC Insurance Company	COMPANY B	DEF Insurance Company	COMPANY C	GHI Insurance Company	COMPANY D	
COMPANY A	ABC Insurance Company								
COMPANY B	DEF Insurance Company								
COMPANY C	GHI Insurance Company								
COMPANY D									
INSURED Vendor Name Street Address City, State, Zip	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">COMPANY B</td> <td>DEF Insurance Company</td> </tr> <tr> <td>COMPANY C</td> <td>GHI Insurance Company</td> </tr> <tr> <td>COMPANY D</td> <td></td> </tr> </table>	COMPANY B	DEF Insurance Company	COMPANY C	GHI Insurance Company	COMPANY D			
COMPANY B	DEF Insurance Company								
COMPANY C	GHI Insurance Company								
COMPANY D									

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (M/DD/YY)	POLICY EXPIRATION DATE (M/DD/YY)	LIMITS		
A	GENERAL LIABILITY	XXX123	01/01/00	01/01/01	GENERAL AGGREGATE	2,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG	1,000,000	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	1,000,000	
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	1,000,000	
					FIRE DAMAGE (Any one fire)	50,000	
					MED EXP (Any one person)	5,000	
B	AUTOMOBILE LIABILITY	XXX456	01/01/00	01/01/01	COMBINED SINGLE LIMIT	1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)		
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)		
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE		
	<input checked="" type="checkbox"/> RENTED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
C	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT		
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:		
					EACH ACCIDENT		
C	EXCESS LIABILITY				AGGREGATE		
	<input type="checkbox"/> UMBRELLA FORM				EACH OCCURRENCE		
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE		
C	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY	XXX789	01/01/00	01/01/01	<input checked="" type="checkbox"/> STATUTORY LIMITS		
	<input type="checkbox"/> THE PROPRIETOR/PARTNERS/EXCLUSIVE OFFICERS ARE:				<input type="checkbox"/> INCL	EACH ACCIDENT	1,000,000
					<input type="checkbox"/> ENCL	DISEASE-POLICY LIMIT	1,000,000
						DISEASE-EACH EMPLOYEE	1,000,000
	OTHER						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
 King County Housing Authority are named as additional insureds with respect to above general liability and auto coverage. Re: Landscaping Services - Contract #MGH250131. Insured's work/service provided at Vantage Glen MHP, Rainier View MHP and Wonderland Estates MHP.

CERTIFICATE HOLDER King County Housing Authority 600 Andover Park West Seattle, WA 98188-3326	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Signature of Insured's Agent
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PROVIDE

GENERAL LIABILITY
ENDORSEMENT

and

AUTO LIABILITY
ENDORSEMENT