



CITY OF GREELEY
Purchasing

Request for Proposal
RFP #F24-01-010

LANDSCAPE & IRRIGATION MAINTENANCE SERVICES

for

CULTURE PARKS & RECREATION, WATER & SEWER, and
PUBLIC WORKS DEPARTMENTS

**REQUEST FOR PROPOSAL (RFP)
RFP #F24-01-010**

Procurement Contact: Sarah Adkins
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9794

Proposals must be received no later than the date indicated in the Schedule of Events below.

Proposals received after this date and time will not be considered for award.

ONLY ELECTRONIC RFP RESPONSES WILL BE ACCEPTED DURING THE COVID-19 EVENT

Email your RFP Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. **DO NOT** submit your RFP Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB. The Proposal must not exceed 20 total pages, excluding cover letter, index or table of contents, front and back covers, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the proposal and appendices. Resumes included as an appendix are not considered part of the 20 pages.

The RFP number and Project name must be noted in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFP Issued	2/6/2024
Optional Pre-Proposal Conference	2/14/2024 at 1:00 p.m. via Microsoft Teams
Inquiry Deadline	2/18/2024 - by 2:00 p.m. MST
Final Addendum Issued	2/22/2024
Proposal Due Date	2/26/2024 - By 10:00 a.m. MST via email to purchasing@greeleygov.com
Interviews (tentative)	TBD
Notice of Award (tentative)	3/1/2024

Invitation for you to attend a Pre-proposal meeting via Microsoft Teams, Wednesday, February 14th at 1:00 p.m.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 291 748 846 907

Passcode: kgi4Ew

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[+1 347-966-8471](tel:+13479668471), 104016962# United States, New York City

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2	Sample Contract
3	Insurance
4	Debarment Form
5	Water & Sewer Irrigated Mowing Locations

“Public Viewing Copy: *The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”*

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 12th-most populous city in Colorado. The City has an annual budget of ~\$490M with a fiscal year that starts Jan 1st, and employs over 1100 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges as well as Aims Community College, which has served the community since 1967.

The City of Greeley oversees maintenance of approximately 600 acres of parks, 50 acres of medians and parkways, and approximately 2,000 acres of natural area. Medians and parkways are located on major arterials which help enhance the character of the city, while Parks and Natural Areas located throughout Greeley add to the quality of life for residents and visitors. Enhanced beautification of our Downtown helps to ensure a vibrant and colorful experience is felt by those visiting and living in our downtown. With ongoing capital improvements in the public space, this system is growing every year. Stewardship of this major City asset is of great importance to the city and citizens of Greeley. Streetscapes help create the unique identity of Greeley. The streetscape Work Order shall be nine months in duration, starting at the beginning of March and concluding at the end of November. Work Order areas can change based on construction, new build out, budget, etc. Changes are provided to the contractor at the beginning of the year and incorporated into the work order for the year.

The City of Greeley generally maintains GIS information on streetscape polygons, irrigation tap accounts and locations and backflow taps and locations. This information is also available digitally. Information will be made available to the contractor(s) selected for this Work Order.

Square feet breakdowns are provided in the bid schedule below.

B. Overview

To ensure City of Greeley's public spaces are in alignment with Clean, Safe and Beautiful Standards, the Culture Parks and Recreation, Water and Sewer and Public Works Departments have developed a consolidated RFP to award contracts to multiple Professional Green Industry Service Providers for individual work orders. The City's definition of Green Industry is as follows:

The environmental horticulture industry which includes products and services, includes wholesale nursery, water supplies and irrigation services, landscaping services, nursery and garden center supply stores, nursery and tree production, cemeteries, floriculture production, golf courses, zoos and botanical gardens, landscape architectural services, and florists. ([Economic Contribution of the Green Industry to Colorado's Economy](#): A 2016 Update; Allison Bauman, Colorado State University, Dawn Thilmany McFadden, Colorado State University; Jan 2017). Best Management Practices assist with defining industry practices, see section 1.a.vi below.

C. Goals

This Request for Proposal (RFP) for landscape maintenance aims to establish a comprehensive and transparent framework for soliciting competitive bids from qualified vendors to fulfill the ongoing maintenance needs of a specific landscape or property for the City of Greeley. The primary goal is to identify multiple

contractors who can provide high-quality and cost-effective services tailored to the unique requirements of the sites. Ultimately, the RFP seeks to facilitate a fair and competitive selection process that results in the engagement of a qualified landscape maintenance partners committed to enhancing the aesthetic appeal, functionality, and overall health of the designated outdoor spaces. Helping to ensure Greeley is Clean, Safe and Beautiful.

SECTION II. STATEMENT OF WORK

A. Scope of Services

The City of Greeley is seeking Professional Green Industry Service Providers to assist with landscape and irrigation maintenance. This RFP will be utilized to select and award contracts to several landscape Service Providers to be utilized at various locations across the city and in Loveland and Bellvue. Some specific sites will be solicited through this RFP; additionally, future work orders, for locations not listed, may be created for sites by various City entities. Service Providers can choose to include pricing on individual, specific or all work orders listed, and/or just submit hourly rates for possible future work orders. Work will be directed by the work order process as outlined within this document. The Service Provider shall provide all administrative oversight, equipment, labor, and materials necessary for performing the services that meet the intent as stated in the attached specifications. During and at the end of the maintenance period, all plant material shall be in a healthy growing condition and all irrigation systems operational. The city does not guarantee work if a Service Provider is selected for future work based only on hourly rates.

The city expects the contractor to comply with State and Federal regulations related to emission control for equipment.

Work Order Procedure

As this RFP intends to award contracts to multiple Professional Green Industry Service Providers, selection of specific Service Providers for individual Work Orders will be made at the discretion of the City Project Manager. The City reserves the right to request unit-price quotes from all selected Service Providers for any Work Order. Factors that will influence selection include, but are not limited to cost, availability, past performance, expertise and knowledge in specific landscape maintenance needs.

- All job estimates must be submitted on a unit price basis consistent with the prices established in the Bid Schedule section.
- Service Provider will invoice for all jobs completed on a unit price basis with the prices established by the Services Agreement.
- Each Work Order shall be signed and returned to the issuing department within 48 hours. Work Orders must be signed by all parties prior to commencement of any work.
- Work Order number must be included on the billing invoices.
- Items not listed within the established Bid Schedule shall be broken down by material cost, material mark-up (if applicable) and labor hours.
- Work Orders shall include all mandatory information.
- A pre-season meeting, at the site, shall be scheduled by the City Project Manager at the beginning of the contract period to identify any pre-existing conditions that may exist. Pre-existing conditions may include tree damage, poor turf health, poor pruning practices, broken concrete etc. Pre-existing conditions, to the extent known, shall be documented by the Service Provider and verified by the City Representative and any actions needed shall be agreed upon by both parties, in writing, prior to the start of services.
- A post-season evaluation shall be completed by the City Project Manager

- Compliance with documented bid specifications is required is required as part of each work order.

Administrative Oversight

1. Objective: Administrative oversight shall be performed to ensure contract compliance and quality control of work in accordance with best management practices.
 - a. Personnel: The Provider shall furnish sufficient supervisory and working personnel qualified and capable of performing all work required under this contract. The Provider and his employees shall always conduct themselves in a professional and efficient manner. All persons engaged in the work will be considered employees of the Provider. The Provider shall be held directly responsible for the work of all employees and subcontractors. The City may require the Provider to remove any employee(s) deemed careless, incompetent, or otherwise objectionable due to improper behavior, whose continued employment on the job is contrary to the best interests of the City. The Provider shall always have competent working supervisors on the job who can is qualified to discuss matters pertaining to adherence to the contract requirements with the Project Manager. Each Provider crew shall have at least one fluent English-speaking employee able to translate directions to the crew members if they do not speak English. The employees shall always wear clothing that identifies them as employees of the Provider's company. Company vehicles shall always have a company-identifying marker prominently displayed. The Provider shall train employees on best management practices of the Green Industry.
 - b. Damages: The Provider shall be responsible for all damages, losses or injuries that occur as a result of the fault or negligence of said Provider or his employees in connection with the performance of this work. All portions of existing structures, facilities, or equipment including irrigation systems, which are damaged, as a result of the Provider's performance shall be repaired or replaced to a new condition. The Provider shall perform all work of this kind at no cost to the City. Repairs shall be made on the day of damage or alteration, unless otherwise directed by the City. Damages due to acts of God, vandalism, vehicular damage, theft, or other mysterious damages that are not a result of the Provider, shall be repaired at City expense by the Provider on a time and materials basis. Notify City PM of such damages immediately upon discovery. If the Provider does not agree with the City Representative, a judgment hearing will be held with the respective Division Manager.
 - c. Schedule. The Provider will comply with all components as outlined within the Public Space Permitting process. The Provider shall establish and update a schedule of routine work to be followed in the performance of this contract. Coordinate mowing schedule with irrigation schedule to prevent turf damage. Provider shall schedule a pre-contract meeting, post contract meeting (early December) as well as monthly meetings for the duration of the contract. Meeting agendas shall include updated schedule, water conservation issues, landscape maintenance issues. Additional communication shall occur outside of meeting times. It is the expectation that response times shall be:
 - i. Urgent water leaks, safety issues, etc., communication: 45 minutes or less of receiving during 6 am to 5 pm
 - ii. Non-urgent communication: 48 hours
 - d. Quality Control, Invoicing & Reporting
 - i. Within the first business five days of each contract month, the Provider shall submit, along with their monthly invoice(s), a detailed Maintenance Performance Report (MPR) for work included in the prior month. The report shall include (but is not limited to) the following information:

1. Number/location of complete mowings;
 2. Number/location of complete edgings;
 3. Inspection log which details communication to staff on issues found while inspecting, date reported and their resolution and date of resolution. Weather delays shall be noted as well. This inspection log shall also include communication from the City Project Manager to the Provider and include issue, date reported, resolution and date of resolution;
 4. Identifying Work Order
 5. Major work to be performed in the coming month;
- e. Inspection
- i. It shall be the Service Provider's responsibility to notify the City Project Manager, or their representative, that the work is complete and ready for inspection. Every request for inspection shall be made two business days before inspection is desired unless an alternative time frame has been previously agreed upon by the City Project Manager and Service Provider. Any work completed by the Service Provider and not inspected and accepted by the city may be required to be removed and replaced at the Service Provider's expense.
 - f. The Provider shall furnish all labor, materials, and equipment to perform the maintenance operations in accordance with the requirements specified herein.
 - g. It is the bidder's/provider's responsibility to verify measurement units and visit the sites specified. Acreage on attached mowing areas list is estimated – it is a requirement that each bidder view the mowing sites before bid submittal. Vendors having discrepancies with the acreage should notify Purchasing via email at purchasing@greeleygov.com prior to bid submittal.
 - h. All access keys for operations will be issued to the provider's primary supervisor for mowing operations and be returned immediately upon the close of the season's last mowing at each site. Any loss of any issued key shall be reported to the site supervisor immediately, any and all cost for access control measures due to lost keys will be billed back at full value as documented by the City.
 - i. If a Provider plans on using a sub-Provider for the purpose of assistance with the contract, Provider shall list said subcontractors (include in response to bid) with the designated person in charge, phone number, address, and sites they will be maintaining.
 - j. Provider will comply with all specifications outlined within this scope of work and/or any other documented City of Greeley Standards.

Sprinkler System Installation, Maintenance and Control

1. The City of Greeley shall schedule, monitor, and repair irrigation as necessary. It shall be the Provider's responsibility to notify the City representative of any malfunctions they observe and/or repairs for any damage they cause.
2. The City of Greeley is committed to implementing responsible water management practices as so all Providers repairing damages or installing city irrigation projects need to be certified by either (IA) Irrigation Association and/or National Landscape Providers of America and should be able to provide proof of certification upon request.

Safety Requirements

1. Provider's workforce must wear safety orange or fluorescent green safety vests when working in all parkways and/or areas next to/ in streets.
 - i. Safety: All work performed under this contract shall be performed in such a manner as to provide a safe work environment for employees and a safe work zone for citizens. All work shall be

performed in compliance with all applicable safety regulations and requirements including but not limited to the following areas:

- b. Proper Personal Protective Equipment (PPE) including high visibility gear.
- c. Proper traffic control and compliance with City of Greeley Standards
- d. Perform daily safety tailgate talks prior to work commencing.
- e. Any hazardous condition noted by the Provider shall be immediately reported to the City Project Manager. The City reserves the right to stop the Provider and staff when unsafe or harmful acts are observed or reported relative to the performance of work under this contract.

Emissions Requirements

1. Provider will be required to comply with any and all state, federal and local requirements, including but not limited to state emissions requirements.

Grass Mowing Specifications

1. General Information

- a. Prior to the start of the mowing season, the Provider must submit a mowing schedule to the contact person listed for each section for approval. Any deviation from the submitted schedule(s) must be approved by the section's contact person a minimum of 48 hours in advance.
- b. The provider must submit a complete list of all equipment with descriptions and specifications to be used to provide a mowing service for the City.
- c. Extreme care shall be utilized when mowing/trimming around trees. Proactive reporting of tree damage done in alignment with damage reporting requirements outlined in Administrative Oversight section. Any marks, chipped bark or grinding by devices will result in a penalty assessed by the Project Manager when not reported.
 - i. The City reserves the right to charge the provider \$50.00 per occurrence if there are no tree rings, and up to \$500.00 when tree rings exist. Any charges will be deducted from the next monthly billing. At Forestry's discretion, provider may be charged up to full appraised value of the tree.

1. Bluegrass Sites - Note: All areas on mowing list are bluegrass sites, unless otherwise designated.

- a. Prior to mowing, all areas must be inspected by the Provider for hazards or trash debris. **Any trash the mowers may encounter must be picked up immediately prior to mowing by providers staff.**
- b. Mowing typically does not exceed twenty-two (22) weeks unless agreed upon and may be less/more depending upon seasonal conditions. Start date is approximately April 15 of each year but the contact for each section will verify start dates. All turf areas will be mowed at least once every seven (7) days with noted sites mowed twice weekly to ensure compliance with City of Greeley Clean, Safe and Beautiful standards. The height shall be a minimum of two and one-half (2 ½") inches, but may be increased, with approval during the hot weather to reduce stress and water consumption.
- c. Any residual clippings or windrows after mowing must be removed from site by Provider. Any clippings blown into gutters, onto sidewalks, etc. shall be removed from the site each time the mowing operation is performed.
- d. At the start of each mowing day all blades must be freshly sharpened.
- e. Trimming: All turf areas inaccessible to mowers will be trimmed by the Provider weekly or as necessary to maintain a pleasing appearance. Trimming is not to go below the fresh- cut line established by the mowers.

- Any damage caused by trimmers to vegetation, (including trees and shrubs), other than turf will be billed back at full value as determined by the City.
- f. Edging: **To be performed twice a month in parks and twice a year along streetscapes unless otherwise notated**, along concrete walks and curbs; use of blade type machines such as stick edgers with blades or walk behind edgers are acceptable. Edging shall occur in May-June & Aug-September.
 - g. Each measurement is an approximate area determined by ORIGINS mapping software, available to the public from the City of Greeley website under the mapping tab. Each Provider should verify area's for accurateness before bidding.
2. Buffalo/ Native Grass Sites
 - a. Mowing season typically does not exceed eighteen (18) weeks and may be less depending on conditions. Start date is approximately May 15 of each year. All turf areas will be mowed at least once every fourteen (14) days and/or kept below a height of 12 inches. The height shall be a minimum of four (4) inches, but may be increased during the hot weather to reduce stress and water consumption as long as within compliance with City's Clean, Safe and Beautiful standards.
 - b. Clippings are not required to be caught. Any discharged clippings creating an unsightly appearance, (this includes any clipping blown into the street or sidewalk by mowers or string trimmers), such as windrows and areas with accelerated growth, shall be removed from the site by the Provider.
 - c. Trimming: With each mowing, as outlined in bluegrass specifications.
 - d. Edging: **To be performed twice a month in parks and twice a year along streetscapes unless otherwise notated**, along concrete walks and curbs; use of blade type machines such as stick edgers with blades or walk behind edgers are acceptable. Edging shall occur in May-June & Aug-September.
 - e. Prior to mowing, all areas must be inspected by the Provider for hazards or trash debris. Any trash the mowers may encounter must be picked up immediately prior to mow.

Herbicide/ Pesticide Application Specifications

1. All applications must be approved by City Staff prior to application.
2. Provider to comply with all certification and other requirements for Herbicide/ Pesticide application as outlined by State, Local and Federal requirements. Applied by a qualified applicator.

Aeration Specifications

1. Machine will be a core type aeration unit pulling a minimum of a 3" core.
2. The provider will be responsible for any associated damaged caused during aeration work.
3. Sidewalks will be swept immediately after work.

Fertilizing Specifications

1. Application times: Spring, after irrigation system is on
2. Sweep sidewalks to remove fertilizer immediately after application.
3. Rates: 4 lbs/1000 Square feet; NPK ratio: 1/3/2 respectively
4. Fertilizer to be supplied by City of Greeley

Landscaping Specifications

1. All landscaping work must be supervised by a landscaping certified supervisor

Work Order Overview:

WORK ORDER #	AREA
1	City of Greeley Downtown Streetscape Maintenance Services
2	Park and City Buildings Turf Mowing
3	Streetscape Public Space Turf Mowing
4	Water and Sewer Irrigated Greeley Turf Mowing
5	Water and Sewer Irrigated Loveland Turf Mowing
6	Water and Sewer Irrigated Bellevue Turf Mowing
7	On-Call Irrigated Turf Mowing
8	On-Call Non-Irrigated Mowing/ Brush Hog
9	On-Call Landscaping and Planting
10	On-Call Irrigation Repair
11	On-call and Planned Herbicide & Pesticide Application

Utilizing the provided tables, bidders may respond to all or only some of the identified work orders.

Work Order #1: City of Greeley Downtown Streetscape Maintenance Services

A clean, safe, and beautiful downtown area is crucial for fostering a vibrant and thriving community. The aesthetic appeal of a well-maintained urban center creates a positive first impression for residents, visitors, and businesses, contributing to a sense of pride and identity. Beyond aesthetics and safety, a beautiful downtown positively impacts economic development by attracting investors, tourists, and businesses, thereby fostering a dynamic local economy. This synergy between cleanliness, safety, and beauty establishes a foundation for community engagement and social cohesion, promoting a high quality of life for residents while positioning the downtown area as a hub of activity, culture, and prosperity. As such and starting in 2024 the City has focused additional resources on Downtown Greeley. This work will not only enhance the maintenance and cleanliness efforts but also resources around plantings and vegetation. The below work is expected to be completed in alignment with the City of Greeley’s Clean, Safe and Beautiful Standards and contractual specifications.

Within the attached plan set you will find a 95% plan set that will be completed in the next two weeks. A addendum will be produced and sent out once completed showing the exact work to be completed by the selected offeror; however, due to the proximity to the growing season, the City wanted to send out this RFP as soon as possible. The areas crossed out on the plan set will be completed by City staff.

STREETSCAPE MAINTENANCE SERVICES – DOWNTOWN SCHEDULE				
STREETSCAPE MAINTENANCE	Quantity	Unit	Unit Cost	Total Cost
Administrative Oversight	1	LS	\$	\$
		SF	\$	\$
		SF	\$	\$
		SF	\$	\$
		SF	\$	\$
		SF	\$	\$
		SF	\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

			\$	\$
			\$	\$
			\$	\$
SUBTOTAL (Other Services)	\$			
TOTAL	\$			

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup for Minor Repairs		%	%

Work Order #2 – Parks & City Buildings Turf Mowing

The below work is expected to be completed in alignment with the City of Greeley’s Clean, Safe and Beautiful Standards and contractual specifications. Sites are generally expected to be mowed twice per week to ensure compliance with desired grass height unless otherwise noted on the below table.

MAINTENANCE SERVICES – PARK AND CITY BUILDING MOWING					
PARK & CITY BUILDING MAINTENANCE	Quantity	Unit	Notes	Unit Cost	Total Cost (Unit Cost x # outlined within specifications)
Administrative Oversight	1	LS		\$	\$
Greeley Evans Transit Regional Transportation Center: 101 11 th Ave	.31	Acres		\$	\$
A Street Complex Native Grass: 1300 A Street	.2	Acres	Mowed in alignment with Native Grass Spec	\$	\$
Downtown Greeley Recreation Center: 651 10 th Avenue	1	Acres		\$	\$
Greeley Active Adult Center: 1010 6 th Street	1	Acres		\$	\$
City Center North and South Complex: 1100 10 th Street & 1001 11 th Ave	0.5	Acres		\$	\$
City Hall: 1000 10 th Street	0.5	Acres		\$	\$
Cottonwood Park: 901 26 th Ave	5.67	Acres		\$	\$
Coyote Run Park: 5051 A Street	5.92	Acres		\$	\$
Delta Park: 150 East 24 th Street	3.99	Acres		\$	\$
Discovery Bay Pool: 715 E. 24 th St	1.3	Acres	Grass must be bagged in pool area	\$	\$
East Memorial Park: 2043 Balsam Ave	14.23	Acres		\$	\$
Fire Station #1: 1155 10 th Ave	1.6	Acres		\$	\$
Fire Station #2: 2323 Reservoir Rd	1	Acres		\$	\$
Fire Station #3: 150 35 th Ave	1	Acres		\$	\$
Fire Station #4: 2191 1 st Ave	1	Acres		\$	\$
Fire Station #6: 10603 20 th Street	.37	Acres		\$	\$

Fire Station #7 6623 West 10 th Street	1	Acres		\$	\$
Greeley Chamber: 902 7 th Ave	0.18	Acres		\$	\$
Greeley Police Department Native Area: 2875 10 th Street	1.37	Acres	Mowed in alignment with Native Grass Spec	\$	\$
Public Works Native: 2835 10 th Street	0.17	Acres	Mowed in alignment with Native Grass Spec	\$	\$
Greeley Police Department: 2875 10 th Street	3.2	Acres		\$	\$
Ice Haus: 900 8 th Ave	0.1	Acres		\$	\$
Meeker Museum: 1324 9 th Ave	1	Acres		\$	\$
State Armory Parking Lot: 614 8 th Ave	0.14	Acres		\$	\$
Allen Park: 4830 9 th St	6.73	Acres		\$	\$
Archibique Park: 309 11 th St	3.09	Acres		\$	\$
Arix Parking Lot: 800 8 th Ave	0.15	Acres		\$	\$
Bittersweet Fescue Northside: 3501 16 th St	2	Acres	Mowed once per week	\$	\$
Bittersweet Park Bluegrass: 3501 16 th St	19.1	Acres		\$	\$
Bittersweet Park Saltgrass: 3501 16 th St	1.56	Acres	Mowed every other week	\$	\$
Broadview Park: 2801 W. 6 th St	5.49	Acres		\$	\$
Centennial Park: 2129 23 rd Ave	10.6	Acres		\$	\$
Centennial Pool: 2315 Reservoir Rd	1	Acres	Grass must be bagged in pool area	\$	\$
Franklin Park: 3029 W. 6 th St	3.68	Acres		\$	\$
Gallery Green: 2400 Block of 29 th Ave	1	Acres		\$	\$
Hazelton Park: 8792 16 th St. Rd	3.4	Acres	Bluegrass Only	\$	\$
Hoshiko Park: 910 A St	3.15	Acres		\$	\$
Jimmy's Park: 23 rd Ave and 4 th St	0.25	Acres		\$	\$

Kiwanis Park: 611 14 th Ave	1	Acres		\$	\$
Lincoln Park: 802 10 th Ave	4.15	Acres		\$	\$
Longview Bluegrass: 106th Ave & 16 th Street Road	5.3	Acres		\$	\$
Longview Fescue: 106th Ave & 16 th Street Road	2.7	Acre	Frequency in alignment with Clean Safe and Beautiful Standards	\$	\$
Luther Park: 2200 10 th Street	9.23	Acres		\$	\$
Peakview Park: 5535 13 th St Rd	6.9	Acres		\$	\$
Pheasant Run Park: 303 46 th Ave	7.73	Acres		\$	\$
Twin Rivers Park: 1507 65 th Ave	29	Acres	Park Only. Excluded Ball Fields	\$	\$
Waggin Tail Dog Park: 2214 Balsam Ave	2.41	Acres		\$	\$
Westmoor Park: 601 38 th Ave	2.88	Acres		\$	\$
Woodbriar Park: 2910 18 th St	3.5	Acres	Bluegrass Only	\$	\$
Promontory Park: Promontory Parkway & 16 th Street	9.5	Acres	Billed Separately to the Parks Division	\$	\$
Promontory Water Feature	11.2	Acres	Billed Separately to the Parks Division	\$	\$
Promontory Right-of-Way	5.5	Acres	Billed Separately to the Parks Division	\$	\$
Promontory District	2.7	Acres	Billed Separately to the Parks Division	\$	\$
Promontory Landowners	2.4	Acres	Billed Separately to the Parks Division	\$	\$
Centennial Village: A Street & 14 th Ave	2.9	Acres	Billed Separately to the Culture Division	\$	\$
Plumb Farm: 955 39 th Ave	2	Acres	Billed Separately to the Culture Division	\$	\$
SUBTOTAL (Park and City Building Maintenance – 219.1 Acres)					\$

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup for Minor Repairs		%	%

Workorder #3 - Streetscape Public Space Irrigated Turf Mowing

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications. Sites are generally expected to be mowed twice per week to ensure compliance with desired grass height unless otherwise noted on the below table.

STREETSCAPE MAINTENANCE SERVICES –					
STREETSCAPE MAINTENANCE	Quantity	Unit	Notes	Unit Cost	Total Cost (Unit Cost x # outlined within specifications)
Administrative Oversight	1	LS		\$	\$
Centerplace Parkway: Centerplace Drive - 47th Avenue to 38th Avenue	0.5	Acres		\$	\$
10 th Street: 23 rd Ave to 35 th Ave	1.5	Acres		\$	\$
11th Ave Parkway: D Street south to Train Tracks	1.06	Acres		\$	\$
20th Street Parkway West: 71st Ave to 83rd Ave, tree lawn in ROW between curb and gutter, north and south side of street.	0.89	Acres		\$	\$
20 th Street Parkway: 26 th Ave to 35 th Ave	3	Acres		\$	\$
27 th Ave Parkway: 13 th Street to 16 th Street	1.5	Acres		\$	\$
65 th Ave: US Highway 34 south to 29 th Street Westside of 65th	0.25	Acres		\$	\$
71 st Ave Parkway: 12 th Street south to 22 nd Street between curb and sidewalk	2.5	Acres		\$	\$
8 th Avenue Parkway: 23 rd Street & 8 th Ave	0.5	Acres		\$	\$
Reservoir Road Bike Path: 23 rd Ave to Hwy 34 Bypass tree lawn along south side of road	3	Acres		\$	\$
35 th Ave (4 th Street to F Street)	3	Acres		\$	\$
20 th Street (Approximately 550 feet west of 42 nd Avenue and 450 feet east)	.60	Acres		\$	\$
SUBTOTAL (Streetscape Maintenance -14.7 Acres)					\$

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup for Minor Repairs		%	%

Work Order #4- Water and Sewer Irrigated Greeley Turf Mowing

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications. Sites are generally expected to be mowed twice per week to ensure compliance with desired grass height unless otherwise noted on the below table. A map of a identified sites is provided as an Exhibit to this RFP.

MAINTENANCE SERVICES – WATER & SEWR GREELEY SITES					
WATER & SEWER GREELEY MAINTENANCE	Quantity	Unit	Notes	Unit Cost	Total Cost (Unit Cost x # outlined within specifications)
Administrative Oversight		LS		\$	\$
Saddle Club Pump Station	3,971	SQFT		\$	\$
Water Treatment & Reclamation Facility	100,295	SQFT		\$	\$
East Memorial Park Pump Station	22,206	SQFT		\$	\$
23 rd Ave Reservoirs	742,361	SQFT		\$	\$
Ashcroft Lift Station	2,453	SQFT		\$	\$
St. Michael's Pump Station	35,717	SQFT		\$	\$
Youth Sports Complex Pump Station	30,148	SQFT		\$	\$
Mosier Hill	390,716	SQFT		\$	\$
Northridge High School Pump Station	102,247	SQFT		\$	\$
Promontory Pump Station	143,799	SQFT		\$	\$
Gold Hill Reservoir	224,249	SQFT		\$	\$
Zone 4 Pump Station	109,217	SQFT		\$	\$
SUBTOTAL (W&S Greeley Maintenance -1,907,379 SQFT)					\$

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup for Minor Repairs		%	%

Work Order #5 - Water and Sewer Irrigated Loveland Turf Mowing

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications. Sites are generally expected to be mowed twice per week to ensure compliance with desired grass height unless otherwise noted on the below table. A map of a identified sites is provided as an Exhibit to this RFP.

MAINTENANCE SERVICES – WATER & SEWR GREELY SITES					
PARK & CITY BUILDING MAINTENANCE	Quantity	Unit	Notes	Unit Cost	Total Cost (Unit Cost x # outlined within specifications)
Administrative Oversight		LS		\$	\$
Boyd Lake Water Treatment Plant	1,812,495	SQFT		\$	\$
SUBTOTAL (W&S Loveland Maintenance -1,812,495 SQFT)					\$

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup for Minor Repairs		%	%

Work Order #6 - Water and Sewer Irrigated Bellvue Turf Mowing

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications. Sites are generally expected to be mowed twice per week to ensure compliance with desired grass height unless otherwise noted on the below table. A map of a identified sites is provided as an Exhibit to this RFP.

MAINTENANCE SERVICES – WATER & SEWR GREELY SITES					
PARK & CITY BUILDING MAINTENANCE	Quantity	Unit	Notes	Unit Cost	Total Cost (Unit Cost x # outlined within specifications)
Administrative Oversight		LS		\$	\$
Bellvue Water Treatment Plant	2,798,653	Acres		\$	\$
SUBTOTAL (W&S Bellvue Maintenance -2,279,653 SQFT)					\$

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup for Minor Repairs		%	%

Work Order #7 - On-Call Irrigated Turf Mowing

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications.

RATES	Quantity	Unit	Unit Cost
Mowing Operation	1	Acre	\$

Work Order #8 - On-Call Non-Irrigated Mowing/ Brush Hog

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications.

HOURLY RATES	Quantity	Unit	Unit Cost
Mowing Operation <18"	1	Acre	\$
Mowing Operation >18"	1	Acre	\$

Work Order #10 - On-Call Landscaping and Planting

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications.

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor (repairs in the field)	1	HOUR	\$
General Labor	1	HOUR	\$
Spraying Labor (under a Qualified Supervisor or as a Qualified Applicator)	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup		%	%

Work Order #10 - On-Call Irrigation Repair

The below work is expected to be completed in alignment with the City of Greeley's Clean, Safe and Beautiful Standards and contractual specifications.

HOURLY RATES	Quantity	Unit	Unit Cost
Site Foreman/Crew Chief	1	HOUR	\$
Irrigation Scheduler (must meet certification requirement in spec)	1	HOUR	\$
Irrigation Labor	1	HOUR	\$
General Labor	1	HOUR	\$
Equipment Operator	1	HOUR	\$
Materials Markup		%	%

Work Order #11 – Herbicide/ Pesticide Application On-Call and Planned

The below work is expected to be completed in alignment with the City of Greeley’s Clean, Safe and Beautiful Standards and contractual specifications.

On-Call Herbicide/ Pesticide Application			
HOURLY RATES	Quantity	Unit	Unit Cost
Application	1	Acre	\$
Materials Markup		%	%

Planned Herbicide Application					
HERBICIDE APPLICATION	Quantity	Unit	Notes	Unit Cost	Total Cost
Administrative Oversight	1	LS		\$	\$
Promontory Flower/ Shrub Beds/ Pree and Post Emergent Herbicide Application	75,000	SF		\$	\$

B. Period of Award

This intent is to award each selected Service Provider a one-year Agreement and at the option of the City, the Agreement may be extended for additional one-year periods not to exceed four (4) additional one-year periods. Unit Price adjustments shall be negotiated and agreed upon at the time of the annual agreement renewal only.

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

C. Minimum Mandatory Qualifications of Offeror

The offeror shall have a minimum of 5 years of experience and be able to meet the requirements as outlined within the specifications of the Scope of Work.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFP. Offerors shall not directly contact other personnel regarding matters concerning this RFP or to arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, proposal document, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by e-mail before the written inquiry deadline concerning this RFP to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-proposal conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFP (be sure to reference RFP number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFP #F24-01-010

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFP.

Should any interested offeror, sales representative, or manufacturer find any part of the listed specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful Provider will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this Agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

E. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible vendors. The City reserves the right to assess offeror responsibility at any time in this RFP process and may not make a responsibility determination for every offeror.

H. Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions as set forth herein.

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective bidder, offeror or Provider who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for proposals.

Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after proposal opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFP.

K. Acceptance of Proposal Content

The contents of the proposal (including persons specified to implement the project) of the successful Provider shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFP Cancellation

The City reserves the right to cancel this RFP at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive proposal is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the proposal in lieu of accepting the proposal as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFP is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time.

O. RFP Response/Material Ownership

All material submitted regarding this RFP becomes the property of the City of Greeley, unless otherwise noted in the RFP.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFP prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the Public Information Office.

T. Certification of Independent Price Determination

1. By submission of this proposal each offeror certifies, and in the case of a joint proposal each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 - b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the Request for Proposal form of this proposal certifies that:
 - a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A proposal will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, Provider will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of Provider or Consultant working in City facilities shall present a clean and neat appearance. Prior to performing any work for the City, the Provider or Consultant shall require each of their employees to wear ID badges or uniforms identifying: the Provider or Consultant by name, the first name of their employee and a photograph of their employee if using an ID badge. Their employee shall wear or attach the ID badge to the outer garments at all times.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to Provider's breach of any provision of this Contract, Provider shall be liable for actual and consequential damages to the City.

Z. Other Statutes

1. The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation such provisions is present.
2. The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. PROPOSAL SUBMISSION

Following are the response requirements for this RFP. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the proposal non-responsive.

RFP responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. **DO NOT** submit your RFP Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Proposals shall be submitted in a single PDF file under 20MB. The Proposal must not exceed 20 total pages, excluding cover letter, index or table of contents, front and back covers, and title pages/separation tabs. Pages shall be 8 ½ x 11 inches except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the proposal and appendices. Resumes included as an appendix are not considered part of the 20 pages.

The RFP number and Project name must be noted in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or Posted addenda.

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Proposals that are determined to be at a variance with this requirement may not be accepted.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received at the City of Greeley’s Purchasing Division on or before the proposal due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your proposal, in the order listed. Deviation from this may render your proposal non-responsive.

The City’s intent is to choose the most qualified Service Provider(s) based upon criteria listed below. Award of the work will be made in the best interest of the City. Evaluations will be completed using the submittal requirements. The City has the right to award to multiple Service Providers. Proposals shall not exceed 20 double sided pages (40 single sided) excluding cover pages, dividers and the Vendor Statement. All respondents are required to include the following information in the submittal as a minimum. Respondents are to number and name each section as follows:

SUBMITTAL REQUIREMENT	DETAIL
Work Order Statement	Specify which Work Order(s) Service Provider is submitting for consideration
Personnel, Resumes and Certifications	Organizational chart; number of years in the business; overview of services offered, qualifications. This list should include the identification of the contact person with primary responsibility for this contract, the personnel proposed for this contract, and any supervisory personnel, including partners and/or subconsultants/ subProviders, and their individual areas of responsibility. A resume for each professional and technical person assigned to the contract, including partners and/or subconsultants/ subProviders, shall be submitted. The resumes shall include at least three references from previous assignments.
List of Equipment/Fleet	List of equipment the company owns that could be potentially used for this contract. Plan for acquiring/leasing equipment by company if they do not currently own necessary equipment.
Estimated Cost	Work Order prices. Prices bid shall be based upon specifications and guidelines as written in provided Work Order Forms document and it shall be each Service Provider's responsibility to familiarize themselves with the complexities involved for all work.
Sample IPM Report	Sample Integrated Pest Management (IPM) plan utilized for another previous experience related job or a draft of an IPM for the Streetscape Work Order.
Employee Training/Safety Policy	Narrative that describes how Service Provider trains staff on best management practices and safety.
Comparable Work Experience & References	Provide relevant information regarding previous experience related to the ones listed in the bid schedule; names and location of similar projects; a minimum of three (3) references of such projects, to include: service provided, date of

	service, client organization, contact name and title, phone, and e-mail address of public agency reference(s).
Proposed Monthly Schedule; Mow Routes; Irrigation Checks (include only if bidding the Irrigated Mowing Work Order)	Narrative and/or maps/spreadsheet to talk about scheduling of contract work with available staff.

E. Evaluation Criteria

Service Providers will be evaluated on the following criteria. These criteria will be the basis for review and assessment of the written proposals and optional interview session. At the discretion of the City, interviews of the top-rated firms may be conducted.

The rating scale shall be from 1 to 10, a rating of 1 doesn't meet minimum requirements, a rating of 5 means the category fulfills the minimum requirements, and 10 exceeds minimum requirements in that category.

Reference Evaluation (Top Ranked Firm)

The Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Would you hire this Professional again? Did they show the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Provider responsive to client needs; did the Provider anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	Did it meet the Scope of Work?
Communication	How well did the Provider communicate? Was communication proactive?

F. Proposal Acknowledgement

Include this form as provided in Exhibit 1.

G. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Proposal Evaluation

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the criteria described below.

In preparing responses, offerors should describe in great detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the City in selecting the most qualified offeror/s for this contract. Following is the evaluation criteria that will be used. Criteria will be assigned a points value.

Evaluation Criteria:

- 1. Proposal/ Approach to Scope of Work.....15Points
- 2. Assigned Personnel.....20 Points
- 3. Cost & Hourly Rates.....35 Points
- 4. Firm Capability.....30 Points

A presentation and/or interview may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

B. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible vendors only. The City reserves the right to make its offeror responsibility determination at any time in this RFP process and may not make a responsibility determination for every offeror.

The City of Greeley’s Municipal Code defines a “Responsible Offeror” as one who has “the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.” The City reserves the right to request information as it deems necessary to determine an offeror’s responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Proposal that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
PROPOSAL ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFP.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Website Address

City, State, Zip

Proposal Valid Until (at least for 90 days)

E-Mail Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

EXHIBIT 2
SAMPLE CONTRACT

(Incorporated by Reference)

[F24-01-010__Sample Contract__Master Services Contract with Work Orders.pdf](#)

**EXHIBIT 3
SAMPLE CERTIFICATE OF INSURANCE**

Client#: 12170		GRECI			
ACORD. CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY) 05/14/2013		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER ABC Insurance Company P. O. Box 1234 Anywhere, USA		CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: _____			
INSURED Sample Certificate		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Financial Rating of A INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :			
COVERAGES		CERTIFICATE NUMBER:			
		REVISION NUMBER:			
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.					
INSR LTR	TYPE OF INSURANCE	POLICY NO	POLICY EFF	POLICY EXP	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below				<input checked="" type="checkbox"/> WC STALL- WORK LIMITS <input type="checkbox"/> DIS-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
City of Greeley is named as Additional Insured on General Liability. Waiver of subrogation is included on Work Compensation. This insurance is primary and noncontributory to insurance policies held by the City.					
CERTIFICATE HOLDER			CANCELLATION		
City of Greeley 1000 10th St Greeley, CO 80631-3808			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE		

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EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

UEI # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

EXHIBIT 5 WATER AND SEWER IRRIGATED MOWING LOCATIONS

