

SPOKANE COUNTY LIBRARY DISTRICT

REQUEST FOR PROPOSALS AND INSTRUCTION TO BIDDERS GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICE CONTRACT

October 11, 2024

INTRODUCTION AND PURPOSE

The Spokane County Library District (District) is a special purpose governmental entity and has been serving Spokane County over 80 years with a current service population of over 313,000 residents. Established in 1943, the District is governed by a five-member Board of Trustees and operates under the laws of the state of Washington.

The purpose of this Request for Proposal (RFP) is to provide interested contractors/bidders with sufficient information and general specifications to enable them to prepare and submit bids for annual grounds maintenance and snow removal services at ten District facilities for consideration by the District. The District intends to award this contract to a single contractor.

SERVICES TO BE PERFORMED

See ATTACHMENT 1 for the scope of work for the grounds maintenance and snow removal services to be performed.

LOCATIONS FOR SERVICE

Please see ATTACHMENT 2 for the name and address of the District's specific library locations.

MINIMUM CONTRACTOR QUALIFICATIONS

Bids for grounds maintenance and snow removal service will only be considered from contractors regularly engaged for at least two (2) consecutive years in providing commercial grounds maintenance and snow removal service. A reference sheet of current and former clients is required. Contractors must be licensed and in good standing with the state of Washington.

USE OF SUB-CONTRACTORS

The contractor is strongly encouraged to use their employees to perform all the contracted work. If the use of sub-contractors is included in the bid, it must be disclosed.

ALTERNATE BIDS

Alternate bids will not be considered.

SCHEDULE OR TIMELINE

The District has set the following schedule for the bidding and selection process.

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| RFP issued | October 11, 2024 |
| RFP available for pick-up | October 11, 2024 through November 5, 2024 |
| Requests for Clarification due | October 22, 2024 |
| Bids due | November 5, 2024 |
| Board of Trustees Meeting | December 17, 2024 |
| Contract start date | January 1, 2025 |

EXAMINATION OF SPECIFICATIONS

Bidder is expected to examine the RFP and specifications and all other instructions pertaining to the bid which will be open to the bidder’s inspection. Failure to do so will be at the bidder’s own risk and the bidder cannot secure relief on the plea of error in the bid.

EXAMINATION OF GROUNDS

A formal pre-proposal tour of all District facilities covered in this RFP will not be held, but all prospective bidders are strongly encouraged to visit all locations listed in ATTACHMENT 2 prior to the due date for all requests for clarification.

REQUEST FOR CLARIFICATION

Requests for clarification or interpretation concerning this RFP shall be made through the District’s electronic bid portal, in writing, by email to jlink@scld.org by 12:00 p.m., Pacific Standard Time, on the date listed within this request. All clarifications to this RFP will be communicated in writing to all bidders that have provided contact information for this purpose. No oral clarifications or interpretations will be provided to any bidder.

BID SUBMISSION REQUIREMENTS

All bids shall be submitted in duplicate and all copies should be identical. All designations and prices shall be clearly and fully set forth in the bid and shall include the following.

- Bid Pricing Sheet (Exhibit A)
- Bid Proposal Form (Exhibit B)
- Statement of Contractor’s Qualifications (Exhibit C)
- Combined Affidavit & Certification Form (Exhibit D)
- Grounds Maintenance and Snow Removal Service Contract (Exhibit E)

(all of which, with this RFP, shall constitute “Contract Documents”).

The District shall not, under any circumstances, be responsible for any costs or expenses associated with any bid submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the bid or any other related information, data, documentation, and material.

The bid shall identify the full business address of the contractor and be signed by an authorized employee or owner of that business. When requested by the District, satisfactory evidence of the authority of the individual signing on behalf of the contractor shall be furnished. Erasures or other changes in the bid must be explained or noted over the signature of the contractors.

All designations and prices shall be fully and clearly set forth and shall include all applicable federal, state, and local taxes.

Physical Submissions: Three (3) copies of the BID proposals, and other documents required to be submitted with the proposal must be enclosed in a sealed envelope. Bids must be securely sealed in suitable envelopes, addressed and marked on the outside as follows:

SPOKANE COUNTY LIBRARY DISTRICT
GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICE CONTRACT BID
Jason Link, Finance Director
4322 N. Argonne Road
Spokane, WA 99212-1853

Electronic Submissions: Bids may be submitted by through the District’s electronic bid management portal or by email at the following address: jlink@scl.d.org. All electronic bid proposals submitted by email, and other documents required to be submitted with the proposal must be in PDF format. The subject line of the email with the required documents shall be “BID FOR GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICE CONTRACT.” Within the body of the email there should be a contact name, email, and contact phone number.

BID DUE DATE

Bids are due 12:00 PM, Pacific Standard Time, on Tuesday, November 5, 2024, through the electronic bid portal, at the physical address or email address stated above. Bids received prior to this time will be kept unopened in a secure place. The District will decide when the specified time has arrived and no bid received thereafter will be considered. Faxed bids will not be considered.

WITHDRAWAL OF BIDS

Bids may be withdrawn upon receipt of a written request received from bidders prior to the time fixed for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after the bid opening time has been reached.

SELECTION CRITERIA

The District will use a best value method to evaluate the bids submitted. The following criteria will be evaluated in determining the selection of the most responsive bidder. The total bid for the core services on the bid pricing sheet will be given the largest weighting factor. Other criteria used in selection will be:

- Pricing listed for supplemental services.
- Experience, including past experience the District has with the contractor, skill level, personnel qualifications with landscape maintenance and plants, and equipment familiarity. In addition to the Proposal Form, the contractor may provide additional information on Exhibit C.

- Communicated experiences with provided references.
- Use of sub-contractors.

Each proposal will be independently evaluated by a committee comprised of representatives of the District. The committee will use the evaluation criteria above to rank the proposing firms.

AWARD OF CONTRACT

The management and Board of Trustees of the Spokane County Library District will determine the most responsive bidder whose bid has been submitted in conformity with the published notice, and the contract shall be awarded to the most responsive bidder, unless, in the judgment of the management of the Spokane County Library District, it shall be in the best interests of the District to reject that bid. The District reserves the right to reject all bids for any reason or no reason. The District also reserves the right to waive any informalities or irregularities and to reject any or all bids.

APPROVAL OF SUBCONTRACTORS

The District retains the right of final approval of any subcontractor of the selected bidder.

FUNDING AVAILABILITY

By responding to this RFP, each bidder acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding by the District.

PROHIBITION AGAINST LOBBYING

No bidder shall lobby, directly or indirectly, the District Board or staff regarding this RFP or its bid. Violation of this provision, by or on behalf of a bidder, intentionally or unintentionally, will result in disqualification of the bidder and/or rejection of its bid.

REFERENCES

All bidders are to supply the District with the names of a minimum of 3 current clients, two of whom have multiple facilities of similar or larger size. For each reference, a bidder is to provide the name of the reference, an address, telephone number and contact person that may be contacted by the District.

METHOD OF AGREEMENT

The District intends to enter into a service contract with the contractor chosen by the District, a copy of which is attached hereto as Exhibit E and incorporated herein by this reference. The Contractor may use this Exhibit as a template for a proposed contract.

DURATION

The contract shall become effective January 1, 2025, and shall continue for a period of one (1) year. The District may offer up to four (4) one-year extensions with the maximum life of the contract being a total of five (5) years, at the sole discretion of the District.

PERFORMANCE BOND

A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required.

INSURANCE

All work requires an insurance certificate on file in accordance with the terms of the service contract.

LEGAL COMPLIANCE

The contractor shall secure all permits, licenses and complete all registrations required to perform their duties and will comply with all applicable worker's compensation, and other federal, state, county and municipal laws, ordinances, rules and regulations. All federal, state and local sales, excise and other applicable taxes, are to be paid by the contractor.

Grounds maintenance or landscape maintenance services are subject to prevailing wage rates as required by Chapter 39.12 Revised Code of Washington (RCW), as amended. The contractor must file Prevailing Wage Intent and Affidavit reports with Washington State Labor and Industries, and file a copy with the District annually.

OTHER SPECIAL CONDITIONS

Cost of developing bids: The cost for developing bids in response to this RFP is entirely the obligation of the bidder and is not chargeable to the District in any manner.

- **Public Records:** Under Washington State law, the documents submitted in response to this invitation become a public record upon submission to the District, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. If the District receives a request for inspection or copying of the documents, the District will promptly notify the entity submitting the documents and upon written request by the submitting entity, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable the submitting entity to seek a court order prohibiting or conditioning the release of such documents. The District assumes no contractual obligation to enforce any exemption.
- **News Release:** Mention of the District in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from bids made in response to this invitation is prohibited without prior written approval from the District.

SERVICES TO BE PERFORMED

CORE SERVICES

The contractor shall perform for the District, in a thorough, timely, professional manner and subject to the provisions hereof, the grounds maintenance and snow removal services set forth in detail in the CORE SERVICES section of EXHIBIT A, the Bid Pricing Sheet, which is an integral part of the RFP herein. These services are to be performed for each facility listed in ATTACHMENTS 1 and 2.

SUPPLEMENTAL SERVICES

The contractor may also be asked to perform for the District the grounds maintenance services set forth in detail in the SUPPLEMENTAL SERVICES section of EXHIBIT A, the Bid Pricing Sheet, which is an integral part of the RFP herein. These supplemental services may be requested by the District for any or all facilities listed in ATTACHMENTS 1 and 2, and the pricing provided for these supplemental services will be one of the factors used in evaluating bidders.

LABOR & EQUIPMENT

The contractor shall furnish all labor and equipment necessary to the performance of their duties.

TIME OF WORK

Grounds maintenance service shall be performed between the hours of 6:00 AM and 8:00 PM. Maintenance may be done when the facilities are closed. Snow removal services should be done prior to all libraries opening, usually by 8:00 AM.

SUPERVISION, INSPECTION AND QUALITY CONTROL

The contractor shall have a supervisor visit and inspect each facility or location a minimum of once per month. The District may request additional supervisory visits as conditions warrant.

NOTE: The contractor must state within the proposal in the space provided within EXHIBIT A how they plan to supervise, inspect and monitor the services.

UNIFORMS OR NAME BADGES

The District requires that all contractor's grounds maintenance staff wear uniforms with company name or logo, or at a minimum, wear sufficiently conspicuous identification badges at all times.