

**RFQ CAN-BASE-FM-25-1
LANDSCAPING SERVICE FOR HDTC**

Valley Regional Transit (VRT) is requesting quotes for Landscaping Services.

Date Issued: January 24, 2025
Request: Landscaping Service for HDTC
Questions Due: February 6, 2025 @ 4 p.m. Mountain Time
Quotes Due: February 20, 2025 @ 4 p.m. Mountain Time
Scope of Work: Below
RFQ Contact: Kevin Womack procurement@ridevrt.org

Quotes can be emailed to:

Valley Regional Transit
Attention: Kevin Womack, Procurement / Contracts Specialist,
**emailed to procurement@ridevrt.org on or before
February 20, 2025 @ 4:00 p.m. MT**

Term:

Offeror shall provide landscaping services on an as-needed basis as described herein for an initial term of two (2) years commencing on April 1, 2025, and expiring on March 31, 2027, with an option to renew upon mutual agreement of both parties under the same terms and condition for additional two (2) one-year terms.

Submission Requirements

All Quotes must include the following items in order to be considered:

- Description of offeror and qualifications
- Identification of project manager
- Description of the support throughout the term of the project
- Completed Price Schedule - Update Price Schedule as needed for procurement
Pricing must include all equipment, materials, labor, and any fees
- Any annual price increases must be noted in price quote.
- All quotes must be signed by a duly authorized representative of the firm.
All unsigned or late submissions will be automatically rejected.
- Completed Offeror's General Information Form
- Quote submitted in English.

Valley Regional Transit evaluation team will review and evaluate all quotes. A recommendation to enter into an agreement with the successful vendor(s) will be made based upon best value and price.

Offerors will be notified by email with a Notice of Intent to Award.

We appreciate your interest in Valley Regional Transit and look forward to your response.

EXHIBIT A
STATEMENT OF OBJECTIVE

Statement of Objective:

The purpose of this Statement of Objective is to provide landscaping services for Valley Regional Transit (VRT) facility located in Canyon County, Idaho.

Location of Service:

Valley Regional Transit (VRT), Happy Day Transit Center (HDTTC) located at 5907 Cleveland Blvd, Caldwell, Idaho 83607

Requirements / Deliverables:

The Offeror shall furnish all management/supervision, labor, materials, tools, equipment, transportation, insurance, supplies, and other items necessary to perform the work described within the Statement of Objective and the terms and conditions of the contract.

Work to be performed:

- Offeror will coordinate with VRT's project manager in scheduling all work.
- Weekly lawn mowing, lawn trimming (edging), and weeding of all grass areas and gravel beds on the property and along the perimeter.
- Bagging is required when mowing.
- Removal of lawn clippings, trash, tree/shrub trimming and debris from work site.
- All waste materials (lawn clippings, trash, tree/shrub trimming and debris) will be removed and disposed of by the offeror in a proper manner that is compliant with federal, state, and local regulations.
- Sweeping and blowing of sidewalks, street curbs, gravel beds, employee parking, bus parking and pedestrian areas on site.
- Weekly trash pick-up around premises including landscape, and pedestrian areas.
- Weekly lawn trimming (edging) of landscape areas.
- Bi-annual tree and shrub trimming.
- Bi-annual weed and fertilizer spraying or treatment (as needed).
- Spring and fall clean up and fertilizing.
- Sprinkler inspection and sprinkler repairs as needed.
- Sprinklers startup and blowout as needed for fall and spring.
- Other landscaping services to be determined if necessary.

Safety Plan:

Offeror agrees to perform all work outlined in the Statement of Objective in a safe matter.

Offeror will ensure all employees wear the appropriate personal protective equipment (PPE) for the activity they are performing that is compliant with OSHA's PPE standards.

Offeror will report any unsafe conditions to VRT's project manager.

Proposal to include the cost for a Spring and Fall cleanup of work area.

Spring cleanup to include:

- Must be completed by May 1st.
- Removal of any leaves left over from Fall
- Cut back any winter growth on plants, shrubs and bushes
- Supply and Spread 3" (minimum) of fresh dark mulch (as needed)
- Edging of grass areas
- Apply crabgrass, dandelion and other major weed inhibitors through the lawn, building perimeter, front and rear parking lot, and gravel beds.

Fall clean up to include:

- Clear out fallen leaves, litter & debris from lawns, beds, curbs, front and rear parking lots and sidewalks
- Trim shrubs and bushes
- Trim any dead branches off trees that are within reach no special equipment required
- Add fall lawn fertilizer with high phosphorus content to encourage root growth.

Maintenance of Equipment:

Offeror shall be responsible for supplying all tools/equipment and properly maintain the equipment in a proper state of repair to perform the duties of this contract.

Chemicals:

Offeror may use lawn fertilizer that is compliant with Federal, State and local laws and regulations.

Pesticides used in this contract shall not carry any State or Federal restrictions.

Any products that leave an undesirable residue or odor shall not be used.

Offeror will comply with all federal, state, and local regulations in the handling, application, disposal, and storage of all chemicals and/or hazardous chemicals.

Offeror will supply all necessary data sheets and meet requirements to comply with the Federal/State OSHA Regulations.

Offeror Performance and behavior:

Offeror shall perform all work under this contract in a professional, polite, respectful and cooperative manner, minimizing the noise and any interruption of VRT services.

General good behavior is expected of employees and persons on site at all times. loud music, excessive wasted time on site, time spent chatting with security or others should be avoided. Profanity, crude language or inappropriate behavior by employees to each other or to VRT staff, the public or security is not allowed.

Neglect, Vandalism and Property Damage:

Turf or plants that are damaged or killed due to Offeror's operations, negligence or chemicals or by any other means shall be replaced at the Offeror's expense.

Offeror shall be responsible for cost of replacement of VRT property such as broken windows caused by workers while providing services.

Regulatory and Compliance Requirements

Offeror will comply with all federal, state, and local regulations in performance of this service.

Hours of Service:

Hours of service will be between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Holidays.

VRT Holidays:

The following holidays are days VRT will be closed.

- New Year's Day (Observed)
- Memorial Day
- July 4th (Observed)
- Labor Day
- Thanksgiving Day
- Christmas Day (Observed)

RECOMMENDATIONS/SUGGESTIONS:

VRT will allow Offeror to make recommendations to the RFQ solicitation by submitting a separate quote with their suggestion.

1. _____
2. _____

**EXHIBIT B
PRICE QUOTE**

Offeror's Price Quote shall contain the information listed below as an Exhibit to Offeror's proposal. Offeror's Price Quote Exhibit shall be a separate .pdf file included electronically and transmitted as a separate attachment in the email with Offeror's proposal. Offeror's Price Quote Exhibit shall be signed by Offeror's authorized representative.

Price Quote must be in US Dollars.

Annual Price Increase:

Any annual price increase must be noted in Offeror's Price Quote. _____

The various components of Offeror's Price Quote may be adjusted on the anniversary date of the contract's effective date. Offeror will give VRT at least thirty (30) days' prior written notice of the effective date of such price increase. Any such price increase is subject to approval by VRT.

Offeror's Price Proposal will provide key personnel rates who will be working on this project.

Service Rates:

Description:	Price Quote Per Service
Weekly lawn mowing and trimming of all grass areas	
Sweeping and blowing of sidewalks and pedestrian areas	
Weed control and fertilizing as needed	
Weekly Trash pick-up around premises	
Weekly weeding of property (landscape areas, gravel beds, all parking areas and around the exterior of the building)	
Total Monthly Service Price	
Spring and fall tree trimming (landscape areas, rear parking tree line and gully)	
Spring and fall fertilizing and weeding	
Sprinkler repairs as needed	
Sprinkler startup and blowout – spring and fall	
Total for Season	

Quote shall remain valid for a period of not less than ninety (90) days from the due date of the RFQ solicitation.

Signed: _____ Date: _____

Company Name: _____

Offeror's General Information Form

Legal Name of Firm: _____

Firm's Address: _____

Firms Contact Person: _____

Title: _____

Telephone: _____

Email: _____

The undersigned certifies as follows:

1. That he/she has read and understands the objectives and requirements of the request for quote; and
2. That he/she agrees to all requirements, specifications, terms, and conditions of the request for quote referenced above; and
3. That he/she will furnish the designated item(s) and /or service(s) as quoted in the request for quote; and
4. That he/she certifies under penalty of perjury that the respondent is, to the best of his/her knowledge, not in violation of any Idaho tax law; and
5. That his/her company has been certified as one of the following registered business classifications:

DBE: _____ Corporation: _____ Other, identify: _____

Respondent's Signature: _____ Date: _____