

REQUEST FOR PROPOSALS (RFP):

Mowing Services

Port of Columbia County Properties

Columbia City, Oregon



August 2023

Purpose

The Port of Columbia County ("the Port") a municipal corporation and special district in Columbia County, Oregon, requires ongoing mowing, weed control, and associated cleanup services throughout the year on two of its properties and is requesting proposals, complete with cost quotes, from interested firms. Such firms need to be experienced and knowledgeable in mowing and related landscape services.

Inspection Procedure

Visitors may view the Columbia City site for inspection without an escort during normal business hours (8:00 to 5:00, Monday-Friday). However, access to the Scappoose Industrial Airpark will need to be coordinated and escort provided. Please contact Clint Lukich at (503-369-2602) between 7:00 and 3:30, Mon.-Fri. for assistance with visiting the sites, as needed. Tenant activities are not to be interrupted or interfered with in any way. Potential bidders inspecting the properties do so at their own risk.

Submittal Requirements

Contractor must address the criteria stated below, provide a cover letter with summary of their experience and qualifications, the earliest available start date, **include at least three business references with similar projects and return the Bid Form below.** References for jobs most closely related to the scope of work specified in this RFP will be weighed most heavily.

Submittal Procedures

Your proposal may be submitted by e-mail, surface mail, or hand-carried to the appropriate address below (fax submittals will not be accepted):

By e-mail: house@portofcolumbiacounty.org

By mail:

Port of Columbia County

ATTN: Miriam House

P.O. Box 190

Columbia City, OR 97018

For personal delivery:

Port of Columbia County

ATTN: Miriam House

100 E Street

Columbia City, OR

Deadline for submission: Friday, September 22, 2023, at 5:00 PM

Selection Procedure

Responses to this RFP will be accepted from all qualified firms and will be considered equally. Port staff will evaluate the proposals and determine the most qualified bidder, based on factors including (but not limited to): cost, services provided, references, and experience. **The anticipated start date for the contract is October 1, 2023 (subject to negotiation).**

This RFP may be modified or supplemented at any time during the process. The Port reserves the right to reject any and all submittals. This RFP does not commit the Port to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract.

Hold Harmless

The Contractor shall hold harmless, defend, and indemnify the Port and the Port's Commissioners, officers, volunteers, agents, and employees against any liability that may be imposed upon them by reason of the Proposer's failure to provide worker's compensation coverage or liability coverage.

Non-discrimination

The Port of Columbia County is an equal opportunity employer and provider and requires all Proposers to comply with the policies and regulations concerning equal opportunity. The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.

Tasks

Required Services – General: Perform lawn and field maintenance by mowing grass or other cover in areas as designated by the Port. The Port's objective is consistently good appearance throughout the year, so the Contractor's proposal needs to reflect that level of service at the same "level" monthly rate.

Services Defined:

Field Mowing: Grass/weeds maintained at a height of 3" to 5". Ditches and fence lines to be kept free of grass, weeds and debris. Grass cuttings are to be kept away or reasonably removed from all aircraft, vehicles, trailers, open structures, and paved surfaces.

Finish Mowing: Grass maintained at a height of 3 inches. Areas to be edge-trimmed to the ground using a string trimmer or suitable tools. Grass cuttings are to be blown away from buildings and structures, and off asphalt, sidewalks, and driveways onto the grassy areas. Grass cuttings are to be kept away or reasonably removed from all aircraft, vehicles, trailers, open structures, and paved surfaces. Ditches and fence lines to be kept free of grass, weeds and debris. Trees, shrubs, and beds to be trimmed, weeded and debris removed.

Occasional Mowing: Field Mowing with a longer interval between cuts, e.g., when the weeds and grass reach approximately 7 inches.

Periodic Cleanup: String trimming or suitable tools, to keep weeds, grass, brush, and blackberries in check; includes removal of debris.

Spraying: Spray for Blackberries, Scotch Broom, weeds, grass and other unwanted brush for eradication and control.

Specific Site Tasks (see attached aerial photos):

As a required part of the submittal, mark each box below signifying that you have read the service and will be able to provide it. Contractor will:

Columbia City / Port Office (100 “E” St.) Areas:

- ☐ Finish Mow lawn areas around office building
- ☐ Finish Mow along “E” Street shoulder, from Port Office parking lot east to Strand Street intersection
- ☐ Periodic Cleanup or Occasional Mow (as determined) of treed areas to north and south of the Port Office building; avoid Trillium flower areas in spring and summer; Port will endeavor to keep lawns and fields fairly clear of large branches; contractor to stack any large branches encountered next to the trees.
- ☐ Occasional Mow of the treed area and field between the Port Office building east to the river
- ☐ East parking lot, west side of west parking lot, access road, and all sidewalks to be swept after each visit
- ☐ String trimming around lawn area trees, Port sign, and all light fixtures as appropriate; chemical treatment of weeds in pavement/sidewalk cracks
- ☐ Seasonal fertilizing and weed management (i.e., “weed and feed”, for example) of southwest, west, and northwest lawns between the building and the west parking lot, using best practices for a healthy lawn
- ☐ General cleanup (weeding and trimming of plants, including debris removal, etc.) within the rectangular drainage swale located north of the western parking lot, adjacent to the large metal building

Scappoose Airport, Skyway Drive and Airport Road Areas:

- ☐ Finish Mow around all T-Hangars, buildings and structures on east side and west side of runway
- ☐ Field Mow all open areas around runway, taxiways, tie-down ramps, and north and south approach ends of runway
- ☐ Field Mow triangular area between east side gate, east side access road, NW side parking lot, and east side commercial tenants
- ☐ Field Mow along east side of Skyway Drive; Periodic Cleanup / Occasional Mow of west side fence line along Skyway Drive
- ☐ Periodic Cleanup and Occasional Mow (as needed) of east side fence line along Access Road and its south end turnaround area
- ☐ Periodic Cleanup / Occasional Mow of strips between fence and Moore Road, between fence and Airport Road, a strip along east side of Airport Road from gate to Moore Road, between fence and North Honeyman Road north of the county park, and the parking lot area at the gate entrance W-2, midway down Skyway Drive between the T-hangars and the Sport Copter hangar
- ☐ Spray for Blackberries, Scotch Broom, weeds, grass and other unwanted brush for eradication and control.
- ☐ Parking lot in the northwest corner of the site (outside the fence, adjacent to the County RV Park), and parking lot at the gate entrance midway down Skyway Drive referred to above, to be blown or swept after each visit

Options:

Contractor to provide a separate quote for additional hand weeding and shrub trimming/pruning for each of the following areas (to be added by the Port to an overall contract as desired):

- 1) Columbia City: the beds around the south, west, and north sides of the building; and the square drainage swale at the north end of the western parking lot, adjacent to the mill building
- 2) Scappoose Airpark: the beds around the perimeter of the parking lot in the northwest corner of the site (outside the fence, adjacent to the County RV Park)

Additional Specifications:

☐ Contractor will furnish all labor, materials, equipment, fuel, supplies, maintenance, and transportation necessary to do the job. Port maintenance personnel may be available to provide assistance in an emergency.

☐ Contractor will be required to procure and continuously maintain general public liability and property damage insurance with combined single limits, or their equivalent, of not less than \$2,000,000 for each occurrence and a \$4,000,000 aggregate for bodily injury and/or property damage. A Certificate of Insurance with the Port endorsed as an additional insured will need to be provided prior to contract signing.

Services and Billing:

☐ The Port prefers to follow a “level” payment plan, such that the same monthly payment is made every month of the year, regardless of the services necessary in any given month needed to maintain the desired standards. Contractor will need to determine the total services expected to be needed throughout the year to maintain the defined standards specified above, and then calculate the average monthly cost figure for billing purposes.

This RFP and these specifications will become part of a contract between the selected vendor and the Port as a result of this RFP process. If there are any questions, please contact Miriam House, Operations Manager, at 503-928-3295 or e-mail: house@portofcolumbiacounty.org.

Costs and Certification

Please provide pricing below. Include a time and materials rate for any additional work that may be needed. Include a supplemental sheet if needed. The overall fee arrangement, and the services it covers, will be the basis for the contract. Proposals must be certified (signed) in the section following.

Quote Form:

Name (Business or Individual)	Street Address	City, State, and Zip
Name of Primary Contact	Telephone Number(s)	Email Address
	Office: Cell:	
Oregon CCB Registration No.		Properties Inspected?
		<input type="checkbox"/> No <input type="checkbox"/> Yes, when:
Qualifications Attached	References Attached	Comprehensive Quote - per month
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Weeding/Pruning Options:	1)	2)

I, _____, certify that the information provided herein is true and correct to the best of my knowledge. I understand that it will be grounds for my submittal to be disqualified if any of the information is found to be untrue or inaccurate.

Signed this day, the _____ of _____, _____:

Signature

Title

Questions/Changes/Limitations on Liability

The Port may alter the provisions of this RFP in any of its terms. No part of this solicitation is to be considered part of a contract, nor is any provision contained herein to be binding on the Port unless expressly included by reference or adoption in a subsequent written agreement executed by the Port.

If there are any changes in the RFP, additional information will be transmitted to every prospective contractor who submitted a proposal under this RFP.

Protests: Protests may be submitted only from those proposers who would receive the contract if their protest were successful. Protests must be received by the Port in writing within seven (7) calendar days following the date the Port's Notice of Intent to Award was issued. The protester must specifically state the reason for the protest and show how the selection process deviated from that described in the solicitation document. The contract award process will be put on hold until the protest has been resolved. Timely protests must include all legal and factual information regarding the protest, and a statement of the form of relief requested. Protests received later than specified or from other than the respondent who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in analyzing the proposals is not grounds for appeal, unless the protester can show a clear inconsistency in the way proposals were evaluated.

The Port Commission may waive any procedural irregularities that had no material effect on the selection of the proposed contract, invalidate the proposed award, amend the award decision, request that Port staff re-evaluate any proposal or require Port staff to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to Port staff, Port staff shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Port Commission are final and conclude the administrative appeals process.

If there are any questions with respect to this RFP, please contact Miriam House, Operations Manager, at 503-928-3259 or e-mail: house@portofcolumbiacounty.org.