

2021 City of Montrose Landscaping Specifications

BID# 21-022

The City of Montrose landscaping services contract(s) will include the following facilities:

MONTROSE CIVIC CAMPUS
CITY HALL / CITY HALL ANNEX: 433 South First Street Montrose CO 81401
CENTENNIAL PLAZA: 433 South First Street Montrose CO 81401
MONTROSE PUBLIC SAFETY COMPLEX: 434 South First Street Montrose CO 81401
ELKS CIVIC BUILDING: 107 South Cascade Avenue Montrose CO 81401
MARKET CENTER BUILDING: 514 South First Street Montrose CO 81401
FACILITIES SHOP: 534 South First Street Montrose CO 81401

OTHER FACILITIES
MONTROSE PAVILION: 1800 Pavilion Drive Montrose CO 81401
WASTEWATER TREATMENT PLANT: 3315 North Townsend Avenue Montrose CO 81401
MONTROSE ANIMAL SERVICES: 3383 North Townsend Avenue Montrose CO 81401

***The Montrose Public Safety Complex is scheduled to open in the fall of 2022. Please include in your proposal six months of maintenance.**

The contractor should be prepared to begin providing services on **November 1st, 2021**

PRE-BID MEETING: There will be no formal pre-bid meeting although interested contractors are encouraged to familiarize themselves with the existing landscaping conditions at the facilities included in this scope of work. If you plan on visiting the Wastewater Treatment Plant or Animal Services, please check in with the office once you arrive to let them know you are on site. Please do not activate any irrigation systems during your visits.

Please submit questions via email to Mark Armstrong (marmstrong@cityofmontrose.org) with the bid number as the title by **12:00 Noon August 12th, 2021**. A Questions and Answers addendum will be posted to the bid listing shortly thereafter.

Hard copy bid packages will be due in by **12:00 Noon, Thursday August 26th**.

The City of Montrose utilizes a best value policy for choosing service providers, thus all proposals are to be evaluated on various criteria.

Please submit your bid form with rates in a **separate sealed envelope** within your main bid package envelope. These bid form envelopes should be easily identifiable with your company's name and "BID FORM" written or printed on them.

Proposal packages will first be evaluated and scored by a review panel based on specific criteria provided in the submitted proposals. Once the highest scoring proposals are identified, the corresponding bid form envelopes will be opened. Bid form envelopes associated with the lower rated proposals will remain sealed and not considered for award of the service agreement.

Please provide the following information in your proposal package in addition to signed addenda, and other documents from the bid listing:

- Background on your company including length of time in business, management staff time in industry, base of operations location, etc..
- Brief summary of relevant experience with like service agreements and references for each.
- Please provide three facility names and addresses currently serviced by your company.
- Any additional information the contractor feels would be useful to the review committee for evaluation of proposals.

1. GENERAL REQUIREMENTS

- Contact Person: The contractor shall provide the City of Montrose Facilities Manager with a mobile number and or mobile e-mail where a message can be left for the contractor 24 hours a day.
- All landscaping and irrigation work is to be completed at the highest possible standards resulting in a well-manicured and maintained appearance.
- Included in the contract scope of work is regularly scheduled (see facility specific frequency spreadsheet) maintenance and all chemicals applications, bed cover materials, irrigation parts, planting bed weed removal and sod required over the contract term, supplied at the contractor's expense. All labor relative to the above mentioned items should also be included. Any plants that die while under the care of contractor will be replaced at contractor's expense.
- Out of scope work NOT covered under the contract price will include damage caused by vandalism or unrelated construction which disturbs existing landscaping, or any damage caused by an act other than normal system breakdowns, deterioration or mechanical failure.
- All requests for work not covered within the contract requiring additional payment must be first approved by the Facilities Manager and a work order issued for this work before work begins. Failure to obtain advanced approval before starting the work may result in non-payment or delays in processing payment. Emergency repairs may be made without authorization when immediate repairs are necessary to protect the health, safety, or welfare of the public, or immediate repairs are needed to prevent additional property damage. In these situations, make immediate repairs as needed to protect the public or stabilize the situation and immediately notify the Facilities Manager.

EXISTING CONDITIONS, EXAMINATION OF SITE:

- Within 3 weeks of spring 2022 irrigation start-up the contractor should have a per-facility, general landscaping and irrigation evaluation submitted to the City of Montrose Facilities manager.
- By the act of commencing work under this contract, the contractor shall be considered to fully understand the scope of work, expectations and has examined each site for its landscape maintenance needs.
- Pre-existing conditions are not covered by the service agreement. This includes plants that may be dead or missing at the time of contract initiation.

SAFETY:

- No part of this work shall be performed or installed in any location or manner which may endanger the health, safety, or welfare of the public now or in the future. Means, methods, techniques, sequencing, etc. are the sole responsibility of the contractor, unless specific means, methods and techniques are identified in the landscape specifications.
- The contractor agrees that he/she shall assume sole and complete responsibility for his/her work, including safety of all persons and property; and that the contractor shall defend, indemnify, and hold the owner and tenants harmless from any and all liability, real or alleged, in connection with the contractor's performance of work on this project, excepting for liability arising from the sole negligence of the owner or tenants.
- Loss Prevention: The City of Montrose may take any reasonable action necessary to control damage or protect the health, safety, and welfare of the public in the event of problems involving the landscape. Such action on the part of the City of Montrose shall not relieve the contractor of any responsibilities related to the problem.

SCOPE OF WORK:

- Evaluate each facility for its immediate landscaping needs in regards to turf, planting beds, water features and irrigation.
- Complete irrigation repairs, dead plant removal, plant trimming, planting bed weed removal and planting bed cover installations within 4 weeks of contract start date (weather permitting).
- The contractor shall provide scheduled maintenance services as outlined in frequency schedule
- The contractor may be asked to make minor modifications to planting beds which have an abundance of dead or missing plants such as the removal of remaining plants in an effort to minimize maintenance.
- The contractor shall examine the landscape, irrigation and water features on a weekly basis, looking for problems and resolving them in a timely manner.
- The contractor shall provide at his/her own risk all labor, materials, tools, equipment, insurance, transportation, hauling, disposal, and all other items needed to provide the services outlined in these specifications.
- Any facilities or property damaged or destroyed as a result of the landscape maintenance contractor's operations at the site shall be repaired or replaced at the landscape maintenance contractor's expense.
- The contractor shall take all reasonable precautions required to protect plants and irrigation from abnormal temperatures.
- All calls and issues resulting from improper maintenance by contractor should be resolved within 48 hours.
- Contractor must respond to emergency calls within 4 hours of notification of the problem.

SPECIFICATIONS:

Lawns:

- Lawns shall be kept in a healthy, vigorous, weed-free condition, free of disease and pests.
- Turf shall be mowed according to the Frequency Schedule
- Prior to each mowing, all trash, sticks and other unwanted debris shall be removed and then properly disposed of off-site.
- During the "Growing Season" all lawn areas shall be mowed on an average of 7 days (unless otherwise specified), or as weather and site conditions dictate.
- Lawn height shall not exceed 5 inches at any time. No exceptions.
- The mowing operation includes trimming around all obstacles, raking all clippings, leaves, dust, dirt and debris from walks, curbs and all paved areas.
- Mow, edge and trim lawns weekly or as required to maintain an even, well-groomed appearance.
- Lawn clippings are to be caught and disposed of off-site in a legal manner.

Non-Irrigated Grounds Maintenance:

- Non-irrigated areas shall be mowed as deemed necessary using rotary or flail mowers. Grass shall be kept at a height not to exceed (8").
- Weeds and grass shall be sprayed on dirt and in stone or gravel drives, walkways, and parking areas, rock transition areas and around building foundations.

Groundcover Maintenance:

- Groundcover shall be maintained in a healthy, vigorous, weed-free growing condition.
- Prior to each service, all trash, sticks and other unwanted debris shall be removed from lawns, plant beds, sidewalks and other paved areas.
- Blow all clippings away from air conditioning units and remove all clippings from paved and bed areas. Do not blow debris into street or drainage structures.
- After the initial planting bed remodel work is complete, any groundcover found to be dead or missing shall be replaced with plant material of identical species at the landscape maintenance contractor's expense.
- Mechanically edge curbs, walks and edges of paved areas on a weekly basis.
- Remove excess runners to maintain clean, defined beds. At all times, beds that are adjacent to sod should be clearly defined.
- If regular foot traffic through a planter is preventing the groundcover from reaching full coverage of the soil, contact the Facilities Manager to discuss options for redirecting the foot traffic.
- Apply non-selective herbicide to mulched bed areas and pavement.

Edging:

- Edging of all sidewalks, landscape bed lines curbs, concrete slabs, and paved areas shall be performed during all visits.
- Debris from edging operations shall be removed and the areas kept clean. Caution shall be used to avoid any flying debris.

String Trimming:

- String trimming shall be performed around road signs, guard posts, shrubs, utility poles and other obstacles where mower cannot reach. Grass shall be trimmed to the same desired height as determined by the mowing operation. Do not use string trimmers to trim around unprotected tree trunks.

Tree Bed & Tree Ring Weed Control:

- All beds shall be weeded during routine maintenance visits to maintain a weed-free appearance at all times.
- All bed lines should be maintained with a clean edge between sod & mulch.

Exterior Planters (City Hall and Pavilion):

- Planting and removal of seasonal flowers in exterior planters, spring through fall.

Trees:

- Trees shall be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests.
- Prune trees only to remove dead, diseased, broken, dangerous, or crossing branches, and as required below. Pruning of this type is a minor, non-reimbursable, cost to be included as part of the regular maintenance.
- Dead trees should be removed and stump ground to a depth below grade

Shrubs and Vines:

- Shrubs and vines shall be kept in a healthy, vigorous condition, free from disease and large concentrations of pests.
- Shrubs shall be pruned as needed to remove branches that are dead, broken, extending beyond the face of curbs or sidewalks
- Any shrub found to have died while under the contractor's care, shall be replaced with plant material (so as to keep the full appearance) of identical species at the landscape maintenance contractor's expense
- Replacement shrubs shall be at least 18 inches in height when planted, unless otherwise approved by the facilities manager.
- Trim all trees and shrubs away from the building and other structures to ensure visibility of intersection, address numbers and signage.
- Trim shrubs of dead branches. Even if the tree/shrub needs replacing, never leave a dead plant in a planting bed.

Mulch and/or Rock Layer:

- Soil mulch and/or rock layer shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each planted area.
- Weed matting, roots, and irrigation lines should not show through bed cover (mulch, stone, etc.)
- Prior to mulching, remove all sticks, weeds, leaves, trash and other debris from beds. Weekly clean-up includes removing debris and trash from beds.
- The contractor shall add additional mulch and/or decorative rock regularly to maintain a layer no less than 2 inches deep at all times in planting beds. Decomposition of organic mulch is considered normal wear and tear and replacement of decomposed mulch shall be made by the contractor as part of this contract. Mulch and/or decorative rock is not required in areas where plant foliage completely covers the soil surface, such that the soil is not visible through the foliage.
- Any mulch or decorative rock found outside planted areas shall be returned to the planter during each site visit.
- Mulch and/or decorative rock shall be uniform in color and appearance, and free of leaves, sticks, or trash.
- Replacement rock shall be of like size and color as existing in planting bed.

Irrigation:

Water Application & Scheduling:

- It is the responsibility of the contractor to conserve water and assure that all watering rules and regulations are followed. Any penalties, fines, or citations for watering ordinance violations shall be paid by the contractor.
- Failure of the irrigation system to operate properly shall not relieve the landscape maintenance contractor of the responsibility to provide adequate irrigation. It is the contractor's responsibility to make sure that the irrigation system is maintained and operates properly.
- If there is an automatic irrigation system, the contractor is responsible for the complete operation and maintenance of the irrigation systems.
- Test irrigation system once each month during the growing season by cycling and inspecting each zone.
- Reset cycle times as necessary for seasonal changes.
- If there is an automatic irrigation system, adjust watering times as need to not allow run-off from any irrigation.
- Fall maintenance shall include (but is not limited to) draining the system by manual gravitational drains or the use of compressed air and insulating any applicable irrigation backflow devices to prevent winter damage.
- Spring maintenance shall include (but is not limited to) the closing of all manual drain valves, inspection and realignment of all heads, operational check/test each zone for proper operation, inspection and adjustment of controller and run times. Repairs as needed.
- If an automatic irrigation system breakdown occurs, the contractor shall hand water, if necessary, to maintain all plant material in a healthy condition until repairs are completed.
- Irrigation System Scheduled Maintenance:
- The landscape maintenance contractor shall maintain the irrigation system, including cleaning of filter screens yearly or more often as needed, and flushing pipes, as part of this contract.
- Substantial run-off of water or overspray from irrigation systems into or onto streets, sidewalks, stairs, or gutters is not permitted. The contractor shall immediately shut down the irrigation system and make adjustments or repairs as soon as possible to correct the source of the run-off.

Irrigation System Repair:

- The landscape maintenance contractor shall replace or repair, at the landscape maintenance contractor's expense, any irrigation components damaged, unless due to obvious vandalism or other causes outside of standard system breakdowns.
- Repairs shall be made within one week of the day the damage occurred or is found. If the damage was due to excluded damage, the pre-approved irrigation repairs will be paid for as additional work.
- Any replacement of irrigation system components shall be made with materials of the same manufacturer or industry equivalent to the original equipment. Substituted equipment must be completely compatible with the original equipment.
- All repairs to the system shall be identical to the original installation, unless approved otherwise in advance by the Facilities Manager. If a change to the installation will result in lower future maintenance costs, less frequent breakage, or an increase in public safety, request authorization to make the change from the Facilities Manager.
- The contractor shall check the landscaping weekly for items such as dry spots and missing or malfunctioning irrigation components. Check for leaking valves, water running across sidewalks, water standing in puddles, or any other condition which hampers the correct operation of the system or the public safety. The contractor shall carefully observe plant materials for signs of wilting, indicating a lack of water.
- Plants which die due to irrigation failure will be considered to have died due to the contractor's negligence and shall be replaced at the contractor's expense.
- All irrigation lines should be buried and not visible.

CLEAN-UP AND LITTER REMOVAL

- All leaves, trash, sticks and other unwanted debris shall be removed from lawns, ground cover beds and shrubs on each visit.
- Do not sweep or blow trash, leaves, clippings, or landscape debris into planters, streets, drainage structures or onto adjacent property. Collect all debris swept or blown from landscape areas and remove from the site.
- Do not use blowers prior to 7:00 A.M. or after 8:00 P.M. or at any other hours restricted by law. Do not use blowers around parked vehicles to avoid scratching vehicle paint with blowing sand and debris.
- All litter shall be removed from the site each week. In no case shall trash, litter, or leaves be blown or swept onto the property of others. All trash, litter, leaves, etc. shall be collected, hauled away, and disposed of legally.

CHEMICALS, HERBICIDES, PESTICIDES

- Fertilizer, herbicides and pesticides shall be applied by a licensed Colorado commercial applicator in a manner consistent with federal, state and local laws. The frequency and rate of application of these chemicals should be applied as follows with **copies of application documents supplied to the Facilities Manager within 10 days of application:**
- **FERTILIZATION:** The fertilizer shall consist of a guaranteed analysis of 20-10-15 with at least 50% Sulphur coated urea, 2% iron, and 11% Sulphur. (No fertilization is required at Waste Water Treatment Plant)
(May vary by year)
- **SPRING:** By May 7th but not prior to April 15th.
- **SUMMER:** By July 1st, but not prior to June 20th.
- **FALL:** By October 15th, but not prior to September 20th.
- **HERBICIDE APPLICATION:**
- **SPRING PRE-EMERGENT:** Apply broadleaf pre-emergent herbicide to all turf grass areas on or about March 15th.
- **POST EMERGENT:** Apply broadleaf herbicide at the first signs of weed infestation.
- **WINTER PRE-EMERGENT:** Apply winter weed pre-emergent on or about September 15th.
- All chemicals shall be used in accordance with label directions and the manufacturer's recommended handling methods. All chemicals shall be handled in accordance with all applicable regulations.
- Pesticides applications to turf or beds will be required on an as needed basis only and shall not be applied within one hour of the start of operating hours for business at the site. In the event that it is not possible to complete the application by one hour prior to business, applications shall be made at times when pedestrian traffic is minimal. Areas to be treated shall be blocked off and warning signs posted.
- The landscape maintenance contractor shall take precautions to keep persons away from pesticide and herbicide- treated areas until the applied material is fully dry and the treated area is safe for entry. Follow the recommendations of the pesticide manufacturer and all applicable governmental and industry regulations.
- Weed control in turf areas may require additional, as needed applications of herbicide or hand removal.
- Granular chemicals landing on concrete sidewalks and/or driveways, should be swept from the concrete and disposed of.
- Weed control is required around building foundations, sidewalks, plazas and adjacent parking areas.

COMMUNICATIONS AND REPORTS

- Regular communication between the contractor and the Facilities Manager is encouraged.
- The contractor is encouraged to ask questions, rather than make assumptions.

FREQUENCY SCHEDULE:

CIVIC CAMPUS WASTE WATER TREATMENT PLANT ANIMAL SERVICES		MONTROSE PAVILION	
MONTHS	VISITS PER MONTH	MONTH	VISITS PER MONTH
January	*Two	January	*Two
February	*Two	February	*Two
March	*Three	March	*Three
April	Weekly	April	Weekly
May	Weekly	May	Weekly
June	Weekly	June	Weekly
July	Weekly	July	Weekly
August	Weekly	August	Weekly
September	Weekly	September	Weekly
October	Weekly	October	Weekly
November	*Three	November	*Three
December	*Two	December	*Two

* These visits may only require clean-up of leaves, trash and other debris from regularly serviced areas, as well as any potential safety hazards such as broken tree limbs, etc.

NOTE: All visits should be equally spaced throughout each month.

TERM - BILLING – INVOICING:

The term of the landscaping services agreement will be up to three years. The agreement states that the term is one year with the option for two additional years.

If the contractor raises fees charged during the term of the agreement or proposes a rate hike for the next year, landscaping services may be required to be placed out for bid.

Invoicing will be submitted monthly for the services provided that month. A single invoice should be submitted with each campus or facility as a separate line item charge.

