



Multnomah Education Service District

Invitation to Bid (ITB)

for Landscape Services beginning in 2022

The Multnomah Education Service District (District) is seeking Sealed Bids for furnishing Landscape Services during the Calendar Year 2022 for four of its facilities as described in this Invitation to Bid.

Sealed Bids will be received until

2:00 p.m. Pacific Standard Time
on Friday, December 17, 2021

at the District's Business Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017 (PO Box 301039, Portland, OR 97294-9039), at which time and place, Bids will be opened and publicly read aloud. Interested parties may attend.

INSTRUCTIONS TO BIDDER

BIDS, TO RECEIVE CONSIDERATION, SHALL BE MADE IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS, SPECIAL AND GENERAL TERMS AND CONDITIONS, AND SUCH BIDS, AND ANY CONTRACTS RESULTING THEREFROM, SHALL BE SUBJECT TO ALL THE INSTRUCTIONS, TERMS AND CONDITIONS HEREOF:

Landscape Services for 2022

Special Terms & Conditions

Pre-Bid Meeting

An optional "interested vendors" meeting" has been scheduled for November 29, 2021 at 8:30 a.m.

District desires that Bidders be familiar with the four District sites listed in this document.

Please address any questions or concerns to Rich Wehring, Multnomah E.S.D. Facilities Services, by phone at (503) 257-1630 or by e-mail at rwehring@mesd.k12.or.us.

Questions about the four sites will be addressed at this meeting.

Superintendent *Dr. Paul Coakley*

Board of Directors *Jessica Arzate • Mary Botkin • Kristin Cornuelle • Katrina Doughty • Dr. Samuel Henry • Denyse Peterson • Helen Ying*
11611 NE Ainsworth Circle • Portland, Oregon 97220 • (503) 255-1841 • MultnomahESD.org

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Contract Period

The District desires to contract with one organization ("Successful Bidder") that can provide services as described in the "Scope of Work" section of this document from the date of contract award through December 31, 2022, unless renewed or cancelled as described herein.

Renewals

Up to four additional, one-year renewals are allowed upon mutual agreement of the parties with the same terms and conditions remaining in effect except for changes required by law. Prices, as offered by the Successful Bidder on Page 15 of 16 the Bid Form, may be adjusted for services at each of the sites at 100% of the U.S. All-Cities Index CPI-W for the most recent 12-month period that is published prior to the start of the renewal period. However, no renewals will be authorized which cause this agreement to exceed \$150,000.00 in total value.

Cancellation

District may cancel the contract resulting from this Invitation to Bid without cause, without penalty, and at any time during the initial one-year agreement or any subsequent one-year renewal, upon presentation of 30 days' written notice to the Successful Bidder.

Bids

Sealed Bids shall be submitted on the Bid Form, pages 15 and 16 in this document, and shall include Bidder's current Oregon Landscape Contractor Board identification number, if applicable, and Federal Tax ID number.

Oregon State Landscape Contractors' Board

No bid will be considered unless the Bidder has all required registrations with the Oregon State Landscape Contractor Board, in accordance with ORS 671.530. Bidder shall note his or her Oregon State Landscape Contractor Board License or ID number in the appropriate field of the Bid Form.

Insurance

Unless otherwise amended pursuant to the terms of the Agreement resulting from this ITB (Contract), Successful Bidder shall, at Successful Bidder's expense, and at all times while providing services under the Contract, maintain in force insurance coverage at least equal to the value of the Contract and the following insurance coverage(s):

- a) Workers' Compensation. As required by ORS 656.017, subject employers shall provide Workers' Compensation coverage in accordance with ORS Chapter 656 for all subject workers (unless exempt under ORS 656.027 or 656.126) and shall submit a certificate of insurance to MESD showing proof of coverage. If Successful Bidder claims to be exempt, Successful Bidder shall complete and provide a Workers' Compensation Exemption Certificate on a form provided by MESD in lieu of providing a certificate of insurance.
- b) Professional Liability/Errors & Omission ("E&O"). If Successful Bidder is performing services that require a state license, then Successful Bidder shall maintain professional liability/E&O insurance coverage of at least \$2,000,000 for each claim, incident, or occurrence, and at least \$4,000,000 annual aggregate coverage. This policy shall provide extended reporting period coverage for claims made within two years after the Contract is completed or otherwise terminated according to its terms. If Successful Bidder is performing services that do not

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require a state license, then-Provider does not have to maintain professional liability/E&O insurance.

- c) General Liability. Successful Bidder shall maintain general liability insurance coverage on an occurrence basis with a combined single limit of at least \$2,000,000 for bodily/personal injury and property damage, with an annual aggregate limit of at least \$4,000,000. Successful Bidder's general liability insurance must include contractual liability coverage.
- d) Certificate(s) of Insurance. The Contract will not be binding and the Successful Bidder will not commence work until MESD receives certificate(s) of insurance (sent from Successful Bidder's insurance carrier(s) directly to MESD) demonstrating that Successful Bidder meets all of the insurance requirements described in this document. Each certificate shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days notice sent to MESD. For general liability coverage, the certificate shall also provide that MESD, its agents, officers, and employees are named additional insureds with respect to Successful Bidder's services provided under the Contract.

Contract Administrator

Subsequent to the award of contract, District will assign a Contract Administrator as a single point of contact for activities under the Contract.

Reporting to Contract Administrator

Successful Bidder shall inform Contract Administrator promptly of any problems including, but not limited to, the need for spraying, fertilization, irrigation, and shrub removal and replacement.

Check in at Locations

When beginning work at Alpha, Arata Burlingame or Wheatley, crew leader will check in with school to inform that the crew will be performing work on site.

Material Safety Data Sheets and Safety Data Sheets

Prior to initial use at any District facility of chemicals or other materials defined as hazardous by the State of Oregon, Successful Bidder shall provide Material Safety Data Sheets or Safety Data Sheets (as defined on page 6 of 18, in the section entitled, "Hazardous Chemicals") and labels for those hazardous materials to District's Contract Administrator.

Successful Bidder

Successful Bidder shall provide all tools, equipment and materials necessary to perform the work described in the "Specifications" section of this document, shall provide and supervise appropriately trained staff to perform said work, and shall be responsible for the appearance and conduct of all such staff while performing said work on site.

Tobacco Use Policy

All MESD sites are tobacco free zones as mandated by OAR 581-021-0110. Successful Bidder shall be responsible for making sure crews are in compliance.

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Integrated pest management

Successful Bidder will be responsible for compliance with ORS 634.650 – 643.750, Oregon Integrated Pest Management law. All applications of herbicides or pesticides will be preceded by proper notification, and used only to the degree necessary to provide satisfactory results.

Litter & Debris

Successful Bidder shall remove all litter collected and all debris generated by landscape activities unless prior arrangements with District have been made.

Exclusions

The services to be quoted DO NOT include:

1. Parking lot clean up of garbage. (does include leaves, needles, etc...)
2. Repair due to damage by others
3. Sod replacement or repair

Invoices

Successful Bidder shall divide amount for an entire year's service into twelve monthly invoices of equal amounts.

If a single, monthly invoice for all sites is utilized, each site MUST be itemized separately. Otherwise, District prefers to receive a separate invoice for each site.

Invoice(s) shall be mailed to the following address:

Multnomah Education Service District
Attn.: Facility Services
PO Box 301039
Portland, OR 97294-9039

Basis of Award

Award will be made to the responsible and responsive Bidder with the lowest aggregate quote for the sum of the initial twelve months regular services at the four sites.

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Bids, Proposals, & Bids

The terms "bid", "proposal" and "quote" may be used interchangeably in this document and shall have the meaning which is normally given to "quote".

Bid Form

All Bids shall be on the form furnished by the District and shall be submitted to Districts Business Office by the specified date and time, or they may be rejected by the District.

It shall be the Bidder's responsibility to ensure that the Bid is delivered to the Business Office before the time and date set for Bid closing, and the District will not be responsible for Bids delivered to any location other than Business Office.

Facsimile (faxed) Bids

Since Bids must be sealed, the District cannot accept emailed or faxed bids. The Bidder may contact Rich Wehring at 503-257-1630 if there are any questions.

Investigation

The bidder shall make all investigations necessary to be informed regarding the item(s) to be furnished.

Taxes

Taxes, whether State or Federal, shall not be included in bid prices. Our Employer Identification No. 93-6000829 indicates our tax exemption status as a political subdivision.

Prices

The prices submitted shall be firm during the contract period. If unit prices are requested, they shall be shown for each unit on which there is a bid. For discrepancies between unit prices and extended prices, unit prices shall prevail.

Payment Terms

All bids shall be offered by the bidder and shall be interpreted by District as "Net." District has procedures in place and makes every effort to make prompt payment.

F. O. B.

The price bid for each item shall be based upon F.O.B. destination (delivery at successful bidder's expense to the destination required in the Invitation For Bids).

Acceptance of Bid Specifications, Terms and Conditions

The bidder acknowledges and accepts that the specifications, terms and conditions in the Invitation for Bids and no others will control any contract awarded unless the bidder expressly states on the Bid Form, in whole or by reference, alternate terms or conditions which the bidder wishes District to consider. Any such alternate terms or conditions will constitute a variance and if material, may subject the Bid to rejection. Any referenced alternate terms or conditions shall be attached to the Bid.

Immaterial Variances

The District reserves the right to determine if any equipment, article, or material complies substantially in quality and performance with the specifications, is acceptable to the District, and if any variance listed in the bid is material or immaterial.

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Addenda to Bid Documents

Changes to bid documents by the District shall be accomplished by addenda. The bidder shall acknowledge receipt of all addenda issued, either with the bid, or separately, in writing, prior to the time and date set for bid closing. Addenda shall be sent within a reasonable time to allow prospective Bidder to consider them in preparing their bids.

ORAL INSTRUCTIONS OR INFORMATION CONCERNING THE INVITATION FOR BIDS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF THE DISTRICT TO PROSPECTIVE BIDDERS SHALL NOT BIND THE DISTRICT AND SHALL NOT BE RELIED UPON.

Cost of Bid Preparation

The Invitation for Bids does not commit the District to pay any costs incurred by any bidder in the submission of a bid or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the item(s) to be furnished under the Invitation for Bids.

Special Conditions

Where special conditions are written in the specifications, these special conditions shall supersede any conditions which are listed under the "General Terms and Conditions" and which are inconsistent with the special conditions.

Permits and Licenses

The successful bidder shall obtain and shall include in his bid the cost for all permits and licenses which may be required to perform the contract.

Hazardous Chemicals

The District will need Material Safety Data Sheet (MSDS) , or Safety Data Sheets (SDS) for certain products defined as hazardous chemicals by the State of Oregon. The successful bidder has the responsibility to determine such products and to provide MSDS or SDS for such products. The MSDS or SDS shall be received by the District by or at the time of the initial shipment of such products. The MSDS or SDS is required only with the initial shipment of a product, and with the initial shipment of a product for which there has been a change in the MSDS or SDS.

These requirements have been determined by the State of Oregon Workers Compensation Department, and published as Oregon Administrative Rules 437, Division 155, HAZARD COMMUNICATION, which is included herein and is hereby made part of these General Terms and Conditions by reference. This document is available from:

Hazard Communication Coordinator
State of Oregon, Accident Prevention Division
Room #204 Labor and Industries Building
Salem, OR 97310
Phone: (503) 378-3272

or from any local Accident Prevention Division office.

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Delayed Bid Closing Time/Bid Opening

The time and date set for the bid closing and bid opening will advance to the same time on the District's next business day in the event that weather or other contingency causes the District to be officially closed at the time and date set for the bid closing and bid opening.

Length of Offer

All bids shall be irrevocable for at least sixty (60) calendar days after the bid opening date and time.

Right to Reject Bids

The District may reject any bid not in compliance with all prescribed public bidding procedures and requirements, including its own rules, specifications and conditions, and may reject for good cause any or all bids upon a finding of the District it is in the public interest to do so.

Right to Waive Irregularities

The District reserves the right to waive any irregularity not affecting substantial rights.

Modification of Bid After Award

An offer to modify the bid which is received from the successful bidder after award of contract which makes the terms of the bid more favorable or advantageous to the District will be considered, and may thereafter be accepted. To be effective, every modification shall be made in writing on company letterhead, signed by an authorized officer.

Contract

All specifications, terms and conditions contained in the Invitation for Bids shall be incorporated by reference and made a part of a contract awarded to the Successful Bidder.

Law of the State of Oregon

Any contract between the District and a bidder shall be entered into within the State of Oregon, and the laws of said state, whether substantive or procedural, shall apply to the contract. In addition, the contract shall be subject to the policies and rules adopted by the Board of the District.

Failure to Execute Contract

Failure on the part of the bidder to whom the contract is awarded to execute the contract and to deliver the contract and any required performance bond shall be just cause for cancellation of the award, withdrawal of the contract and forfeiture of any required bid surety. The forfeited bid surety shall become the property of the District, not as penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsive and responsible bidder, or otherwise, as the District in its discretion may decide.

Notice of Assignment

There can be no assignment or transfer of any interest in any contract between the District and a bidder without the prior written approval of the District.

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Subcontracting

The successful bidder shall neither subcontract with others for any of the work required in the contract awarded, nor assign any of the bidder's rights acquired resulting from such contract without obtaining prior written consent of the District. The District by the award of a contract incurs no liability to third persons for payment of any compensation provided in the contract to the bidder. Any attempted assignment of the rights under the contract without the written consent of the District shall be void. Nothing contained herein shall be construed to entitle any other party to be a third party beneficiary of the contract.

Discrimination

The bidder agrees not to discriminate against any client, employee or applicant for employment or for services because of race, religion, color, national origin, sex or age with regard to, but not limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and rendition of services.

Hours of Labor

Contractor shall not employ any person for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases, the laborer shall be paid at least time and a half pay:

- (A) For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; and
- (B) For all overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
- (C) For work performed on any legal holiday specified in any applicable collective bargaining agreement or in ORS 279.334 (1)(a)(C)(ii) to (vii).

The requirement to pay at least time and a half for all overtime worked in excess of 40 hours in any one week, shall not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. section 201 to 209 from receiving overtime.

Saturday Hours of Labor

As a governmental entity under the authority of the State of Oregon, District is required to adhere to ORS 279B.020, which mandates that at least time-and-a-half wages be paid for work performed on Saturdays.

District's Contract Administrator shall make every reasonable effort to determine mutually agreeable times for site access to perform work in normally occupied areas, such as driveways and parking lots, during the Monday to Friday work week.

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Payments by Successful Bidder

The successful bidder shall:

(1) Make payment promptly, as due, to all persons supplying to such bidder labor and material for the prosecution of the work provided for in the contract with the District.

If the bidder fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the bidder or a subcontractor by any person in connection with the contract as such claim becomes due, the District may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due, or to become due, the bidder by reason of such contract. The payment of a claim in the manner described shall not relieve the bidder or the bidder's surety from obligation with respect to any unpaid claims.

(2) Pay all contributions or amounts due the Industrial Accident Fund from such bidder incurred in the performance of the contract.

(3) Not permit any lien or claim to be filed or prosecution against the District on account of any labor or material furnished.

(4) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

(5) Promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such bidder, of all sums which the bidder agrees to pay for such services and all moneys and sums which the bidder collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

Hold Harmless

The successful bidder shall indemnify, hold harmless, and defend the District from any and all liabilities, settlements, losses, penalties, costs, expenses, attorney fees (including attorney fees on appeal) in connection with any action, suit or claim based upon or allegedly based upon, resulting from or allegedly resulting from the successful bidder's negligence, omissions, activities or services provided pursuant to a contract awarded to such bidder.

Failure to Perform

In the event that the successful bidder fails to perform under a contract awarded, the successful bidder shall be liable for all costs and damages incurred by the District in procuring and obtaining any similar equipment, article, material or service from other providers, and the contract awarded to the successful bidder shall be in full force to the extent not terminated. The District reserves the right to terminate a contract awarded due to the successful bidder's failure to perform. Termination by the District shall not affect any right, obligation or liability of the successful bidder which accrued before such termination. In addition to the right to terminate due to the successful bidder's failure to perform, the District reserves all its rights and remedies at law and in equity available due to the failure to perform.

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Severability

The parties agree that if any term or provision of a resultant contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

Waiver

The failure of the District to enforce any provision of a resultant contract shall not constitute a waiver by the District of that or any other provision.

Force Majeure

Neither the Successful Bidder nor District shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties' own employees; walkouts by the parties' own employees; fires; natural calamities; riots; or requirements of governmental agencies.

WAIVER OF LIABILITY, ATTESTATION, AND HOLD HARMLESS FOR COVID-19

This section applies only if and when the Successful Bidder provides direct or indirect services to students as defined in OAR 333-019-1030.

COVID-19 Liability. Successful Bidder understands the hazards of COVID-19 and is familiar with the Centers for Disease Control Prevention ("CDC") guidelines; and federal, state, and local orders regarding COVID-19. Successful Bidder acknowledges that it understands the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments. Successful Bidder shall indemnify, defend, and hold MESD harmless from and against any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of Successful Bidder's failure to follow the CDC, federal, state, or local orders or guidance regarding COVID-19 and that leads to, directly or indirectly, the infection of COVID-19 or any other illness or injury related to COVID-19.

Face Coverings. Successful Bidder attests that it understands that as of August 2, 2021, all Successful Bidder's employees and agents are required to wear a medical grade mask or face covering when in an indoor school setting pursuant to OAR 333-019-1015. "Face covering" means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. District and the schools it serves retain the ability to deny access to their facilities to any provider who does not comply with District's and/or the school's health and safety protocols.

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Vaccines. Successful Bidder attests that it understands that as of October 18, 2021, all of Successful Bidder's employees and agents, who are 16 or older and who are "engaged to provide goods or services to or at a school through any formal or informal agreement, whether compensated or uncompensated..." and "providing goods or services at or for a school that includes direct or indirect contact with students" are required to be vaccinated pursuant to OAR 333-019-1030. Successful Bidder attests that any of its employees or agents who are assigned to provide services under the terms of this Agreement has provided Successful Bidder with either proof of vaccination showing they are fully vaccinated, or documentation of a medical or religious exception. "Proof of vaccination" means documentation provided by a tribal, federal, state or local government, or a health care provider, that includes an individual's name, date of birth, type of COVID-19 vaccination given, date or dates given, depending on whether it is one dose or two-dose vaccine, and the name/location of the health care provider or site where the vaccine was administered. Documentation may include but is not limited to a COVID-19 vaccination record card or a copy or digital picture of the vaccination record card, or a print-out form from the Oregon Health Authority's immunization registry. "Documentation of a medical or religious exception" means that Successful Bidder is in receipt of a written request for a medical or religious exception, made on a form prescribed by the Oregon Health Authority, and in compliance with the requirements set forth in OAR 333-019-1030. Successful Bidder understands that District is permitted to require more stringent health and safety protocols than is required under the law. As such, the District retains the ability to deny access to its facilities to any contractor who does not comply with the school's health and safety protocols.

Records. Successful Bidder is responsible for maintaining current and valid proof that each staff member is fully vaccinated in order for them to continue working pursuant to this agreement. The Oregon Health Authority (OHA) requires such records to be available for their inspection and retained not less than two (2) years. District may request proof of Successful Bidder's staff vaccination status at any time during the term of this Agreement. In order to maintain confidentiality of staff information, such requests will ask that the proof be sent to District's Human Resources office.

COVID-19 Termination. District may terminate this Agreement immediately and without notice if it is found that Successful Bidder has failed to follow any regulations, orders, or guidance as provided by the CDC and federal, state, and local governments.

Breach of Contract

In the event that the successful bidder breaches a term or condition of a contract awarded, the District may terminate the contract. In addition to the right to terminate due to the successful bidder's breach, and all other rights and remedies contained in other provisions, the District reserves all its rights and remedies at law and in equity available due to the breach, including but not limited to the recovery from the successful bidder of any damages, costs, expenses and attorney fees (including attorney fees on appeal) arising out, or as a result, of the breach.

In the event that the District breaches a term or condition of a contract awarded, the successful bidder's remedy shall be limited to termination of the contract and receipt of payment by the District for any equipment, article, material or service provided by the successful bidder pursuant to the contract prior to the termination date.

**Multnomah Education Service District
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Scope of Work (Sites 1 and 2)**

(Both sites 1 and 2 are irrigated.)

Site 1
Ainsworth Building
11611 NE Ainsworth Circle
Portland, OR 97220

Site 2
Burlingame Creek School
876 NE 8th
Gresham, OR 97030

1. LAWN AREA

Successful Bidder shall:

- a. Mow once a week (during active growth season) 39 times per year.
- b. Edge every other mowing.
- c. Clean up clippings from sidewalks and curbs.
- d. Fertilize with appropriate fertilizer approximately 5 times per year.

2. SHRUB BEDS

Successful Bidder shall:

- a. Prune and shape shrubs as needed by the determination of District's Contract Administrator.
- b. Keep weed free using environmentally safe herbicides and by hand-pulling large weeds on each visit.
- c. Pick up litter in beds on each visit.
- d. Fertilize plants once each fall and spring.
- e. Keep the ground cover trimmed away from all concrete edges, away from shrubs, and off the building.

3. IRRIGATION SYSTEM

- a. Monitor system to keep all areas at proper moisture level.
- b. Observe the irrigation system for proper functioning and report all damage or malfunctions to the Contract Administrator.
- c. Winterize irrigation system using forced air.
- d. Recharge the irrigation system in the Spring, test for problems, and report any problems to Contract Administrator

4. LEAF REMOVAL

Successful Bidder shall:

Remove leaves from shrub beds, grass and parking lot as necessary to keep grounds looking neat, as determined by District's Contract Administrator.

5. TREES

Successful Bidder shall:

Prune as needed by the determination of District's Contract Administrator; any pruning of trees performed at a height of greater than 15 feet shall be excluded from the contract resulting from this Invitation to Bid. Any pruning of trees which are greater than 15 feet in height shall be under a separate agreement which may be subject to a competitive process.

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Scope of Work (Sites 1 and 2)**

6. REPORTING

Successful Bidder shall:

- a. Monitor sites and report back to District's Contract Administrator about the conditions affecting the neat, clean and healthy appearance of landscaping at each location.
- b. Monitor for mole, field mouse, gopher and/or other rodent activities and report back to District's Contract Administrator regarding such problems, with recommendations for timely, appropriate control measures.

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Scope of Work (Site3)**

(Site 3 is Irrigated and has "Natural" landscaping.)

Site 3

**Arata Creek School
Edgefield Campus
2470 SW Halsey
Troutdale, OR 97060**

NOTE: Site 3 will require approximately 42 visits per year.

1. LAWN AREA

Successful Bidder shall:

- a. Maintain the lawn areas on the north, east & south sides of the building at a height of 4" to 6" during the active growing season (approximately 15 mowings per year).
- b. Mow field on west side of building approximately 8 times per year.
- c. Do hard edging every mowing, soft edging every other mowing.
- d. Clean up clippings from sidewalks and curbs.
- e. Fertilize with appropriate fertilizer approximately 5 times per year.

2. SHRUB BEDS

Successful Bidder shall:

- a. Prune and shape shrubs as needed by the determination of District's Contract Administrator.
- b. Keep weed free by hand-pulling large weeds on each visit.
- c. Pick up litter in beds on each visit.
- d. Fertilize plants once each fall and spring.
- e. Keep the ground cover trimmed away from all concrete edges, away from shrubs, and off the building (except the ivy on the east side of the building, which shall remain).

3. IRRIGATION SYSTEM

- a. Monitor system to keep all areas at proper moisture level.
- b. Observe the irrigation system for proper functioning and report all damage or malfunctions to the Contract Administrator.
- c. Winterize irrigation system using forced air.
- d. Recharge the irrigation system in the Spring, test for problems, and report any problems to Contract Administrator

4. LEAF REMOVAL

Successful Bidder shall:

Remove leaves from shrub beds, grass and parking lot as necessary to keep grounds looking neat, as determined by District's Contract Administrator.

5. TREES

Successful Bidder shall:

Prune as needed by the determination of District's Contract Administrator; any pruning of trees performed at a height of greater than 15 feet shall be excluded from the contract resulting from this Invitation to Bid. Any pruning of trees which are greater than 15 feet in height shall be under a separate agreement which may be subject to a competitive process.

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Scope of Work (Site3)**

6. BIOSWALE

Successful Bidder shall:

- a. Prune and shape shrubs twice a year.
- b. Keep drainage free of water flow debris.
- c. Fertilization of the bioswale is not needed.

7. REPORTING

Successful Bidder shall:

- a. Monitor sites and report back to District's Contract Administrator about the conditions affecting the neat, clean and healthy appearance of landscaping at each location.
- b. Monitor for mole, field mouse, gopher and/or other rodent activities and report back to District's Contract Administrator regarding such problems, with recommendations for timely, appropriate control measures.

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Landscape Services for 2022
Scope of Work (Site4)**

(Site 4 is not irrigated and has "Natural" landscaping.)

Site 4

Wheatley

14030 NE Sacrament St.

Portland, OR 97230

NOTE: Site 4 will require approximately 37 visits per year.

1. LAWN AREA

Successful Bidder shall:

- a. Mowing, edging and blowing front and sides weekly during mowing season.
- b. Mow field on south side of building approximately 2 times per month during mowing season.
- c. Do hard edging every mowing, soft edging every other mowing.
- d. Clean up clippings from sidewalks and curbs.

2. SHRUB BEDS

Successful Bidder shall:

- a. Prune and shape shrubs as needed by the determination of District's Contract Administrator.
- b. Keep weed free by hand-pulling large weeds on each visit.
- c. Pick up litter in beds on each visit.
- d. Fertilize plants once each fall and spring.
- e. Keep the ground cover trimmed away from all concrete edges, away from shrubs, and off the building (except the ivy on the east side of the building, which shall remain).

3. LEAF REMOVAL

Successful Bidder shall:

Remove leaves from shrub beds, grass and parking lot as necessary to keep grounds looking neat, as determined by District's Contract Administrator.

4. TREES

Successful Bidder shall:

Prune as needed by the determination of District's Contract Administrator; any pruning of trees performed at a height of greater than 15 feet shall be excluded from the contract resulting from this Invitation to Bid. Any pruning of trees which are greater than 15 feet in height shall be under a separate agreement which may be subject to a competitive process.

5. REPORTING

Successful Bidder shall:

- a. Monitor sites and report back to District's Contract Administrator about the conditions affecting the neat, clean and healthy appearance of landscaping at each location.
- b. Monitor for mole, field mouse, gopher and/or other rodent activities and report back to District's Contract Administrator regarding such problems, with recommendations for timely, appropriate control measures.



Bid Form

Monthly Quote for
Landscape Service at
Site 1 (Ainsworth
Bldg.): \$ _____ per
month

Monthly Quote for
Landscape Service at
Site 2 (Alpha H.S.): \$ _____ per
month

Monthly Quote for
Landscape Service at
Site 3 (Arata Creek): ... \$ _____ per
month

Monthly Quote for
Landscape Service at
Site 4 (Wheatley): \$ _____ per
month

Total Monthly Quote
for Landscape Services
at all 3 sites: \$ _____ per
month

Grand Total Quote \$ _____ per month, *times 12 months equals:* \$ _____ per year for all 4 sites.

**Multnomah Education Service District
Landscape Services for 2022
Scope of Work (Site4)**

Bid Form (Continued)

Bidder's Company Name: _____

Oregon Landscape Contractor Board ID #: _____ **Fed. Tax ID #:** _____

Bidder's Mailing Address _____

Contact Name (*if different from signature below*): _____

Telephone Number _____ Fax Number _____

e-Mail address _____

Signature _____ **Date Signed** _____

Print Name _____

Alternate Terms and/or Conditions: _____

