



Department of Public Works
Engineering Division
Robert F. Phillips, P.E., City Engineer

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Jeanne E. Hoffman, Manager
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Kathleen M. Cryan
Mapping Section Manager
Eric T. Pederson, P.S.
Financial Manager
Steven B. Danner-Rivers

DATE: MAY 6, 2015

TO: CONTRACTORS SUBMITTING PROPOSALS FOR HIGHLAND
MANOR BIO-RETENTION BASIN - 2015 WITHIN THE CITY OF
MADISON

FROM: ROBERT F. PHILIPS, CITY ENGINEER

SUBJECT: RFP Highland Manor Bio-Retention Basin - 2015 within this proposal, (See Proposal Documents)

The City of Madison Engineering Division is requesting Contractor proposals for providing the cost for purchasing and provide labor to install five thousand sixty five (5,065) plants, spray for invasive weeds, purchase and install three (3) inches of hard wood bark mulch, and the cost to provide maintenance for eight (8) weeding and trash removals within the Highland Manor Bio-Retention Basin. The eight (8) weeding and trash removal are approximately every three (3) weeks. All surplus waste materials will be removed from the site. All plant care is to be in accordance with the plans, specifications of this contract. The Contractor shall have adequate experience and knowledge in the care of native and perennial plants.

The intent for the Request for Proposal is to allow Contractors the opportunity to enter into a contract with the City of Madison for the required project as detailed in the Request for Proposals (RFP).

Please refer to the RFP for pertinent information and dates. The following items are included with the RFP and considered part of it:

- Scope of Work
- Location map for project planting site

The RFP may be obtained at any of the following online locations:

State of Wisconsin, VendorNet System – www.vendornet.state.wi.us
City of Madison Public Works – www.cityofmadison.com/business/pw/requestforproposals.cfm
Demandstar by Onvia:- www.demandstar.com

Interested Contractors shall submit 1 copy of their Proposals to the Office of the City Engineer by 2:00 PM on Thursday May 21, 2015. Submit proposal to:

Glenn Clark – Program Specialist
City of Madison, Engineering Division
210 Martin Luther King Jr. Blvd., Room 115
Madison, WI 53703

Please carefully review the RFP and follow all instructions. The successful Contractor must be agreeable to the City Of Madison standard contract language in the Sample Contract. Questions regarding this project may be directed to the project manager Glenn Clark at 608 266-4751 or 608-266-4092

Sincerely,

Robert F. Phillips, P.E., City Engineer

Cc: Mike Dailey

5/6/2015-2014 Letterhead.docx

Request for Proposal

For

Highland Manor Bio Retention Basin- 2015

Project No. 53W1625

**Issued by
City of Madison, Wisconsin
Engineering Division**

**Due Date: May 21, 2015
2:00 p.m. Thursday**

*There will be no public opening
Submit bids to Room 115 City County Building
210 Martin Luther King Jr. Blvd...*



Office of City Engineering
City Engineering
Room 115, City County Building
210 Martin Luther King Jr. Boulevard
Madison, WI 53703-3346
TEL: 608/266-4751 FAX: 608/264-9275
Website: www.cityofmadison.com/engineering.html

Project No. 53W1625

Highland Manor Bio-Retention Basin - 2015

Due Date: Thursday May 21, 2015 at 2:00 p.m.

Return To: City of Madison Engineering
210 Martin Luther King, Jr. Blvd., Room 115
Madison, WI 53703-3346

Notice and Instructions to Bidders

Bid document must be received in the above office no later than the due time and date or they will be considered late and will be rejected.

Submit **one (1) original** complete copy of your proposal. Include all required information and/or certifications as stated in Section 2.9

All proposals must be packaged, sealed and clearly labeled in the lower left hand corner:

Bidder Name and Address

TITLE: HIGHLAND MANOR BIO-RETENTION BASIN - 2015
2:00 p.m., May, April 21, 2015

Deliver sealed proposals to:

City of Madison Engineering
Room 115, City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3346

Late, faxed and/or unsigned proposals will be rejected.

For questions regarding this bid, contact:

Glenn Clark, Program Specialist I
City of Madison Engineering
Phone: 608-266-4092
Fax: 608-264-9275
Email: gclark@cityofmadison.com



NOTICE OF INTENT TO RESPOND

Highland Manor Bio-Retention Basin - 2015

Please return this form via fax (whether or not you intent to participate.)

No later than: N/A
To: Glenn Clark
Fax no. 608-264-9275

Company Name: _____

Contact Name: _____

Contact Title: _____

Address: _____

Contact Telephone: _____

Contact Email: _____

Switchboard Telephone: _____

Fax: _____

Mark one of the following:

_____ We do plan to respond and submit a proposal

_____ We do not plan to respond to this BID DOCUMENT

Reason, if no: _____

Indicate the names of up to 3 attendees from your company who plan to attend the pre-proposal meeting

Name: _____

Name: _____

Name: _____



TABLE OF CONTENTS

- 1.0 GENERAL BID DOCUMENT ADMINISTRATIVE INFORMATION
 - 1.1 Introduction
 - 1.2 Definitions
 - 1.3 Addenda
 - 1.4 Oral Presentations / Site Visits / Pre-bid Meetings
 - 1.5 Acceptance/Rejection of Proposals
 - 1.6 Incurring Costs
 - 1.7 Bidder's Responsibility
 - 1.8 Bidder Qualifications
 - 1.9 Bid Document Content
 - 1.10 Withdrawal or Revision of Proposals
 - 1.11 Designation of Proprietary Information
 - 1.12 Standard Contract
 - 1.13 Binding Offer
 - 1.14 Public Openings
 - 1.15 Bid Distribution Networks
 - 1.16 Bid Distribution Networks
 - 1.17 Bid Distribution Networks Public Records
 - 1.18 Partial Award
 - 1.19 Tax Exempt

- 2.0 BID PROCEDURE
 - 2.1 Purpose
 - 2.2 General Information
 - 2.3 Calendar of Events
 - 2.4 Pre-Bidding Meeting
 - 2.5 Inquiries and Clarification of Specifications
 - 2.6 Site Visits and Inspections
 - 2.7 Procuring and Contracting Agency
 - 2.8 Execution of Agreements
 - 2.9 Preparing and Submitting a Proposal
 - 2.10 Bid Selection and Award

- 3.0 CONTRACT CONDITIONS
 - 3.1 Contract Period
 - 3.2 Contract Manager
 - 3.3 Contractors Contracts
 - 3.4 Use of Subcontractors
 - 3.5 Amendments to Contracts
 - 3.6 Increase or Decrease of Services
 - 3.7 Pricing
 - 3.8 Insurance
 - 3.9 Prevailing Wage
 - 3.10 Termination

- 4.0 SCOPE OF WORK
 - 4.1 General
 - 4.2 Maintenance of Traffic
 - 4.3 Public Appearance and Demeanor
 - 4.4 Inspection



- 4.5 Care of Highland Manor Bio-Retention Basin Plants
- 4.6 Pest and Disease Control
- 4.7 Watering of Plant materials

- 5.0 AUTHORITY OF THE ENGINEER

- 6.0 PROSECUTION OF WORK

- 7.0 TIME OF COMPLETION

- 8.0 **Bid Item # 90001- Cost to supply Plant Material**
 - 8.1 Description
 - 8.2 Measurement
 - 8.3 Method of Payment
 - 8.4 Basis of Payment

- 9.0 **Bid Item # 90002 Labor Cost to Install Plant Material**
 - 9.1 Description
 - 9.2 Construction Method
 - 9.3 Method of Measurement
 - 9.4 Basis of Payment

- 10.0 **Bid item # 90003 – Cost to Water Plant Material**
 - 10.1 Description
 - 10.2 Method of Measurement
 - 10.3 Basis of Payment

- 11.0 **Bid item # 90004 – Cost to Install Hard Wood Bark Mulch**
 - 11.1 Description
 - 11.2 Construction Method
 - 11.3 Method of Measurement
 - 11.4 Basis of Payment

- 12.0 **Bid item # 90005 – Invasive Plant Species Removal/Praying**
 - 12.1 Description
 - 12.2 Method of Measurement
 - 12.3 Basis of Payment

- 13.0 **Bid item # 90006 – Cost to Maintain All Highland Manor Bio-Retention Basins Free of Weeds and Trash**
 - 13.1 Description
 - 13.2 Construction Method
 - 13.3 Method of Measurement
 - 13.4 Basis of Payment



BID FORMS:

| | |
|-------------------------------|---|
| Notice | Notice of Intent to Respond |
| Bid Form A | Bid Summary |
| Bid Form B (Separate File) | Proposal Page– Highland Manor Bio-Retention Basin 2015 |
| Bid Form C | Signature Affidavit Part I: Acknowledgement of Receipt of Forms Part II: Response Submittal Checklist Part III: Verification of Site Visit |
| Bid Form D | Vendor Profile |
| Bid Form E | Bidder Qualifications and Experience Questionnaire |
| Bid Form F | Bidder References |

ATTACHMENTS

| | |
|---|--|
| Bid Form B | Proposal Page– Proposal Page - Highland Manor Bio-Retention Basin 2015 |
| Attachment A: Title Page and Pages 1 thru 3 | Highland Manor Bio-Retention Basin Plan Set |



SECTION 1.0 GENERAL BID DOCUMENT ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

The City of Madison is seeking proposals from qualified contractors to provide the Department of Public Works with Landscape Services for the Highland Manor Bio-Retention Basin in the city of Madison.

The goal is to assure that high quality service is provided to the City on a timely basis.

1.2 DEFINITIONS

"City of Madison," "City," "Purchasing," and referenced departments, i.e., "Public Works," "Engineering," etc. mean the City of Madison.

"Bid," "proposal," "offer," and "contract" are synonymous; and it is understood that once the City accepts the same, the document will constitute the contract contemplated by these instructions.

1.3 ADDENDA

Revisions to any part of the BID DOCUMENT or provision of additional information shall be made by addenda. Bidders must acknowledge the receipt of any addendum in the appropriate section. It shall be the responsibility of the Bidders to regularly monitor the bid distribution websites used by the City (<http://www.cityofmadison.com/business/pw/requestForProposals.cfm>, www.demandstar.com, and www.vendornet.state.wi.us) for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your proposal being disqualified.

1.4 ORAL PRESENTATIONS / SITE VISITS / PRE-BID MEETINGS

Bidders may be asked to attend pre-bid meetings, make oral presentations, inspect City locations or make their facilities available for a site inspection as part of this bidding process. Such presentations, meetings or site visits will be at the bidder's expense.

1.5 ACCEPTANCE/REJECTION OF PROPOSALS

1.5.1 The City reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities or technicalities which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any Bidder responding to this request. The City expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejection(s).

1.5.2 The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

1.6 INCURRING COSTS

This Bid Document does not commit the City to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment.

1.7 BIDDER'S RESPONSIBILITY

Bidders shall examine this contract documents and shall exercise their own judgment as to the nature and scope of the work required. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as



an excuse for any failure or omission on the part of the bidder to fulfill the requirements of the contract.

1.7.1 All prospective bidders are required to be pre-qualified by the City of Madison Engineering Division prior to bid due date. Failure to do so, shall result in bid rejection. In order to meet this prequalification requirement the bidder shall either:

- a) be prequalified or become prequalified under Section II, Street, Utility, and Site Construction – Category B or C; Item 245, Landscaping, Maintenance; or Item 250, Landscaping Site and Street, thru the City's standard prequalification process for all contracts; or
- b) become prequalified for purposes of bidding on this Purchase of Service Contract:
 - provide proof of financial responsibility (bank reference letter, available line of credit, financial statement)
 - provide proof of technical ability to perform the work (project references, equipment, personnel & experience, etc.)
 - provide proof of ability to meet the requirements of the Purchase of Service Contract (Affirmative Action, Indemnification, Insurance requirements per Purchase of Service Agreement)

Contact Michael Dailey at 608-266-4058 or mdailey@cityofmadison.com for assistance with prequalification under either of above.

Electronic version of these documents can be found on the City of Madison web site at:

<http://www.cityofmadison.com/business/pw/requestForProposals.cfm>

1.8 BIDDER QUALIFICATIONS

The City of Madison may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information and data for this purpose, as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigated of, such bidder fails to understand the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

1.9 BID DOCUMENT CONTENT

The selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the BID DOCUMENT may be the basis for rejecting a response.

1.10 Multiple Proposals

Multiple proposals from a vendor will not be permissible.

1.11 WITHDRAWAL OR REVISION OF PROPOSALS

1.11.1 A bidder may, without prejudice, withdraw a proposal submitted prior to the date and time specified for receipt of proposals by requesting such withdrawal in writing before the due time and date for submission of proposals. Telephone requests for withdrawal shall not be



accepted. After the due date of submission of bids, no bid may be withdrawn by the bidder for a period of 90 days or as otherwise specified or provided by law.

- 1.11.2 Any bidder may modify his/her bid by fax communication to the City of Madison Engineering Division at any time prior to opening of bids. The communication shall not reveal the proposal price, but shall provide the addition or subtraction or other modification.

1.12 DESIGNATION OF PROPRIETARY INFORMATION

- 1.12.1 All restrictions on the use or inspection of data contained within a bid shall be requested prior to submission of the bid itself. Written requests for confidentiality shall be submitted to the City of Madison Purchasing Office by the bidder prior to the bid submission date.

- 1.12.2 Requests that are granted shall use the following format:

- Any information to be considered confidential or proprietary must clearly stated on the attached "Designation of Confidential and Proprietary Information" form and separated / packaged from the rest of the proposal.
- Co-mingling of confidential/proprietary and other information is not acceptable.
- Neither a bid, in its entirety, nor bid price information will be considered confidential and/or proprietary.
- Any information that will be included in any resulting contract cannot be considered confidential.

- 1.12.3 Proprietary information submitted in a bid, or in response to the BID DOCUMENT, will be handled in accordance with the applicable Wisconsin State Statute(s). To the extent permitted by law, it is the intention of the City to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the City. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

1.13 STANDARD CONTRACT

A standard contract is not included within this document but can be seen at the following website:

<http://www.cityofmadison.com/finance/documents/STC.pdf>

<http://www.cityofmadison.com/finance/documents/STC.pdf>

1.14 BINDING OFFER

A bid submitted in response to this BID DOCUMENT shall constitute a binding offer. Acknowledgement of this condition shall be indicated, on the "Request for Bid Signature Page," by the signature of the Bidder or an officer of the Bidder legally authorized to execute contractual obligations. By submitting a bid, the Bidder affirms its acceptance of the terms and conditions of this BID DOCUMENT, including its attachments and exhibits, without exception, deletion or qualification, and without making its offer contingent.

1.15 PUBLIC OPENINGS

There will be no public opening of submitted bids.

1.16 BID DISTRIBUTION NETWORKS



The City of Madison posts all bid announcements, addenda notices, and bid documents on two bid distribution networks. All bidders must access documents, information, amendments or supplements from either one of these websites. It shall be the responsibility of the Bidders to regularly monitor the bid distribution websites for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response may result in your proposal being disqualified.

- **State of WI VendorNet System**

(WI state and local agencies post bids on this network. **Registration is FREE.**)

<http://vendornet.state.wi.us/vendornet/default.asp>

In the future, requests for bids and requests for proposals from the City of Madison for this project's service or commodity will be sent automatically only to vendors subscribing to VendorNet. If questions exist about VendorNet, call the VendorNet Information Center at 1-800-482-7813 or, for Madison area organizations, call 264-7898.

- **DemandStar by Onvia**

(National bid distribution system with graduated fee schedule to subscribe by county, region, state or on a national level.)

<http://www.demandstar.com/>

- **City of Madison Engineering Website**

<http://www.cityofmadison.com/business/pw/requestForProposals.cfm>

1.17 PUBLIC RECORDS

Bidders are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" – defined in State of Wisconsin Statutes – may be held confidential. Bidders shall seal separately and clearly identify all information they deem to be "trade secrets," as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information, deemed confidential and sealed, elsewhere in your response.

S. 19.6(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90 (1) (c).

s. 134.90(1)(c)

(c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.



The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to Bidders prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of Bids from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the City’s opinion. At that time, all Bids will be available for review in accordance with such laws.

1.18 Partial Award

Unless otherwise noted, it will be assumed that Bidders will accept an order for all or part of the items/services priced.

1.19 Tax Exempt

The City of Madison as a municipality is exempt from payment of federal excise taxes (Registration Number 39-73-0411-K) and State of Wisconsin taxes per Wisconsin statute 77.54(9a). Federal Tax ID #39-6005507. A completed Wisconsin Department of Revenue Form S-211 (R.2-00) can be found on the City website. Our tax-exempt number is ES 42916.

SECTION 2.0 BID PROCEDURE

2.1 PURPOSE

The City of Madison is seeking bids from qualified contractors to provide the Department of Public Works with the installation of plants with labor, mulch, herbicide spraying and watering, for Highland Manor Bio-Retention Basins.

The goal is to assure that high quality service is provided to the City on a timely basis.

2.2 GENERAL INFORMATION

2.2.1 The Proposal Page for the Highland Manor Bio-Retention Basin is shown within the bid document and the landscaping plans are shown within the attached drawings (Attachment A – Plan Set).

Drawings are not to scale.

2.2.2 Scope of Services. Services to be provided are included in Section 4.0 and in all Attachments.

2.3 CALENDAR OF EVENTS

Listed below are specific and estimated dates and times of actions related to this Request (BID DOCUMENT).

| DATE | EVENT |
|-------------------------|--|
| May 8, 2015 | Date of issue of the BID DOCUMENT |
| May 15, 2015 | Deadline for submission of Notice of Intent to Respond |
| May 22, 2015: 2:00 p.m. | Bids due from vendors |



| | |
|--------------------------|---------------------|
| June 12, 2015 approx. | Contract start date |
| October 31, 2015 approx. | Contract end date |

Please Note: These dates are for planning purposes. They represent the City's desired timeline for implementing this project. The timeline may be adjusted, however, based upon the consultant recommendation, proposal response, production needs, and other circumstances

2.4 PRE- BIDDING MEETING

There shall be no Pre-Bid meeting.

2.5 INQUIRIES AND CLARIFICATION OF SPECIFICATIONS

Any questions concerning this BID DOCUMENT must be submitted in writing by mail, fax or e-mail on or before Friday May 15, 2015 to:

Glenn Clark
City of Madison Engineering
Room 513 City County Building
210 Martin Luther King Jr. Blvd
Madison, WI 53703-3346
Tel: (608) 266-4092
FAX: (608) 264-9275
E-MAIL gclark@cityofmadison.com

Questions received will be addressed by telephone or email. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this BID DOCUMENT, revisions/amendments and/or supplements will also be posted at the websites shown below. Bidders are encouraged to check the website regularly for questions and answers.

www.demandstar.com
www.vendornet.state.wi.us
www.cityofmadison.com/business/pw/requestForProposals.cfm

Vendors are expected to raise any questions, exceptions, or additions they have concerning the BID DOCUMENT at this point in the BID DOCUMENT process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this BID DOCUMENT, the vendor should immediately notify the above named individual of such error and request modification or clarification of the BID DOCUMENT.

Each bid shall stipulate that it is predicated upon the terms and conditions of this BID DOCUMENT and any supplements or revisions thereof.

2.6 SITE VISITS AND INSPECTIONS

2.6.1 Prior to submitting a bid, bidders must visit the Highland Manor Bio-Retention Basin and verify current conditions of the Bio-Retention Basin, compare the specifications with the work to be completed and inform themselves as to all conditions. Failure to do so will in no manner relieve the successful bidder from the necessary furnishing of materials, or performing any of the work that may be required to carry out and/or complete the contract in accordance with true intent and meaning of the attached specifications.



- 2.6.2 Each bidder shall attest by signature on the bid sheet provided, that he has had the opportunity to survey and examine the condition of the Highland Manor Bio-Retention Basin to be maintained, and fully understands there will be no recourse for negligence or oversight for not doing so.
- 2.6.3 No modification or adjustments to the bid shall be allowed because of any error, neglect, or failure on the part of the successful Bidder to verify site conditions at the time of bidding, or should the information shown herein be in error.
- 2.6.4 Arrangements for site inspections can be made by contacting:

Glenn Clark
City Engineering
608-266-4751

2.7 PROCURING AND CONTRACTING AGENCY

- 2.7.1 This BID DOCUMENT is issued by the City of Madison Engineering, which is the sole point of contact for the City during the selection process. The person responsible for managing the procurement process is Glenn Clark, Program Specialist I, tel: 608-266-4092, email: gclark@cityofmadison.com.
- 2.7.2 The contract resulting from this BID DOCUMENT will be administered by Glenn Clark, Department of Public Works, Engineering, at 608-266-4092.

2.8 EXECUTION OF AGREEMENTS

The successful bidder shall, upon notice of award issued by the City of Madison Engineering Division enter into a contract with the City on forms as outlined within the bidding documents, such as the Purchase Order Contract for Purchase of Services form, for the performance of work awarded him and shall simultaneously provide any required bonds, indemnities and insurance certificates. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of award.

This bid, when properly accepted by the City of Madison, may constitute the contract or part thereof, equally binding between the successful bidder and the City of Madison. No different or additional terms will become a part of this contract with the exception of change orders.

2.9 PREPARING AND SUBMITTING A PROPOSAL

2.9.1 Bid Organization and Format

Submit one (1) complete set of proposals. Bids must be organized and presented in the same order with headings and subheadings as assigned in this BID DOCUMENT. Each heading and subheading should be separated by tabs or otherwise clearly marked.

2.9.2 Required Submittals

The following are required Forms to be submitted or responded to. Blank forms are attached. Definitions and Descriptions of required information are contained in par. 2.10

| | |
|--------|-----------------------------|
| Notice | Notice of Intent to Respond |
|--------|-----------------------------|



| | |
|--------------------------|--|
| Bid Form A | Bid Summary |
| Bid Form B Bid Form B | Proposal Page - Highland Manor Bio-Retention Basin - 2015 Signature Affidavit Part I: Acknowledgement of Receipt of Forms Part II: Response Submittal Checklist Part III: Verification of Site Visit |
| Bid Form C | Vendor Profile |
| Bid Form D | Bidder Qualifications and Experience Questionnaire |
| Bid Form E | Bidder References |

2.9.3 Definitions of Required Submittals

| | |
|------------|--|
| Notice | <p>Notice of Intent to Respond</p> <ul style="list-style-type: none"> This form must be returned via fax or mail no later than May 15, 2015. The City Engineering fax no. is 608-264-9275. Please return this form whether or not you intend to respond to this solicitation. |
| Bid Form A | <p>Bid Summary</p> <ul style="list-style-type: none"> Indicate total sum for planting and maintenance of the Highland Manor Bio-Retention Basin per Bid Form B, for the entire growing season. All prices, costs and conditions outlined in the bid shall remain fixed and valid for acceptance for sixty (60) calendar days from the due date of the bid. |



Bid Form B

Proposal Page - Highland Manor Bio-Retention Basin - 2015

Indicate unit and extended prices for the Highland Manor Bio-Retention Basin specified in Bid Form A

Bid Form B

Part I: Signature Affidavit

A. Certification of Independent Offer Determination

By submitting a Bid , the bid submitter certifies, and in the case of a joint bid, to its own firm, that in connection with this BID DOCUMENT:

1. Independent Offer. The plan has been arrived at independently, without consultation, communication or agreement with any competitor for the purpose of restricting competition, and;
2. Offer Disclosure. Unless otherwise required by law, the offer cited in this BID DOCUMENT has not been and will not be knowingly disclosed by the bidder submitter prior to opening directly or indirectly to any other bidder submitter; and
3. Restriction of Competition. No attempt has been made nor will be made by the bid submitter to induce another person or firm to submit or not submit a bid for the purpose of restricting competition.

B. Proposal Signatory Authority

Each person signing this BID DOCUMENT certifies that:

1. Offer Responsibility. He/she is the person in the proposal submitter's firm responsible for the decision to the offer and has not nor will not participate, in any action contrary to 2.6.1 through 2.6.3.
2. Offer Agent Authorization. He/she is not the person in the bid submitter's firm responsible within that firm for the decision to the offer, but has been authorized in writing to act as agent to quote for the persons responsible for such decisions; and has the authority to certify that such persons have not and will not participate in any action contrary to 2.8 below, and as their agent certifies this; and has not nor will not participate, in any action contrary to 2.6.1 through 2.6.3.

C. Conflict of Interest

By submitting a bid, the submitter certifies that no relationship exists between the bid submitter and the City that interferes with fair competition or is a conflict of interest, and no relationship exists between such proposal submitter and another person or firm that constitutes a conflict of interest that is adverse to the City.

Part II: Response Submittal Checklist

Part III: Verification of Site Visit



| | |
|------------|---|
| Bid Form C | <p>Vendor Profile</p> <p>Provide business identification and contact information required in the form.</p> |
| Bid Form D | <p>Bidder Qualifications and Experience Questionnaire</p> <p>The City will evaluate the bidder's ability to provide landscape service without restatement of the BID DOCUMENT Provisions. The City will evaluate experience, organizational structure, personnel qualifications, service capability, and all other information relevant to determining contractor's ability in providing the proposed services.</p> |
| Bid Form E | <p>Bidder References</p> <ul style="list-style-type: none"> • Provide a list of organizations and/or clients with whom the bidder has done similar business within the last 5 years. Include name, address, and phone number of contact person for each. Describe briefly the nature of the project or services provided to each organization listed. If contacted, all references must verify that a high level of satisfaction was provided. • The procuring agency will determine which, if any, references to contact and/or to visit to assess the quality of work performed, the personnel assigned to the project, and/or see the product in use. The bidder will not be present during any reference check site visits. The results of any reference checks may be provided to evaluation committee and may be used when scoring the written proposal. (NOTE: Potential subcontractors cannot be references.) • References Sheet will be considered your response to this section. Attach extra sheets if necessary. The City of Madison may also utilize other sources of information about the product(s) and/or service(s) proposed by the bidder where these sources are publicly available and are equally available for all competing bidders. |

2.10 BID SELECTION AND AWARD

2.10.1 Basis of Acceptance

The City shall only consider bids from financially responsible and responsive firms presently engaged in the business of providing landscaper services. The City reserves the right to inspect the bidder's facilities prior to award of this bid document.

2.10.2 Clarification of Bid Document

During the evaluation of Bid Documents, the City reserves the rights to contact any or all Bidders to request additional information for purposes of clarification of BID DOCUMENT responses, bids which contain errors, or at its sole discretion, waive disqualifying errors or gain clarification of error or information.

2.10.3 Selection Criteria

Selection of the Contractor will be made based on:

1. Lowest Cost



2.10.4 Right to Reject Bids and Negotiate Contract Terms

The City reserves the right to reject any and all bids and to negotiate the terms of the contract, including the award amount, with the selected bidder(s) prior to entering into a contract. The City may conduct a second, third or subsequent round of scoring which incorporates proposal adjustments and/or additional information. If contract negotiations cannot be concluded successfully with the highest scoring bidder(s), the City may negotiate a contract with the next highest scoring bidder.

2.10.5 Award

The City reserves the right to award separate contracts by agency, groups of agencies, or to award the contract as whole, whichever is deemed in the best interest of the City.

The City will award the bid to the responsive and responsible bidder whose bid is most advantageous to the jurisdiction.

Final award may be subject to approval of the Common Council of the City of Madison.

2.10.6 Dispute Process

Any dispute of the City's award must be made no later than five (5) working days after the award notice is issued by the City Engineering Division. A complete written dispute notice must be received by:

City of Madison Purchasing Services
Randy Whitehead, Principle Accountant
210 Martin Luther King Jr. Blvd., Rm. 513
Madison, WI 53703-3346

SECTION 3.0 CONTRACT TERMS AND CONDITIONS

3.1 CONTRACT PERIOD

3.1.1 The initial awarded contract(s) will be cover the period beginning the date of issue of the purchase order through October 31, 2015. There will be no automatic renewals.

3.1.2 Vendor performance will be taken into consideration in the decision to continue into each of the optional periods, if they exist, or to terminate and re-bid this contract.

3.2 CONTRACT MANAGER

The contract and performance of Contractor on the contract managed by:

Glenn Clark
City Engineering
608-266-4092

3.3 CONTRACTOR CONTACTS

3.3.1 Primary Contact. Contractor must designate a person(s) to be the primary contact for administrative as well as service issues that may include: Affirmative Action, Contract problems, contract renewal/termination, invoice information, ordering/expediting, etc.



3.3.2 Additional Contacts. In addition to the primary contact, the Contractor must provide names and corresponding phone numbers, pager numbers and/or email addresses of supervisors for alternate communication procedures. The Contractor's supervisors shall be reachable via an alpha numeric paging system, cell or equivalent. Communication system must have a minimum of three pagers or cell phones.

3.4 USE OF SUBCONTRACTOR

Subcontracting shall not be permitted under the terms of this contract.

3.5 AMENDMENTS TO CONTRACTS

Any changes to the terms of the awarded contract may be made only through a written amendment signed by the authorized representatives of both parties.

3.6 INCREASE OR DECREASE OF SERVICES

The City of Madison may also amend this contract to include additional services not otherwise provided for in this request for proposal, and offered by Contractor, on an as-needed basis throughout the term of the contract. If added, contractor shall offer rates similar to those offered in this BID DOCUMENT.

The City of Madison may cancel or suspend, for a period of time, services on the Highland Manor Bio-Retention Basin location, if service becomes unnecessary due to construction in the area or for any reason. In such cases, costs shall be reduced proportionately to reflect the period of suspended or cancelled service.

3.7 PRICING

3.7.1 Prices will remain firm for the duration of the annual agreement. All other subsequent years bid prices shall also remain firm for the term of the given contract.

3.7.2 No surcharges of any kind shall be accepted by the City during any given term. No other price increases will be considered other than the specified price adjustments proposed under the original BID DOCUMENT.

3.8 INSURANCE

3.8.1 The Contractor will insure against the following risks to the extent stated:

- a. Commercial General Liability - Covering as insured the Contractor and naming the City as an additional insured, with no less than the following limits of liability: Bodily injury, death and property damage of \$1,000,000 in the aggregate. This policy shall also be endorsed for contractual liability in the same amount. The subcontractor shall maintain a similar policy covering as insured each subcontractor.
- b. Automobile Liability - Covering as insured the Contractor and naming the City as an additional insured, with no less than the following limits of liability: \$1,000,000 combined single limits for bodily injury, and property damage.
- c. Worker's Compensation - Securing compensation for the benefit of the employees of the Contractor as required by Wisconsin Worker's Compensation Law.

3.8.2 As evidence of the above listed coverages, a Certificate of Insurance shall be forwarded to the City Risk Management Office, 406 City-County Bldg., Madison, WI 53703 prior to the beginning of work under this contract.

3.8.3 In the event of alteration, cancellation, material change, or nonrenewal of any of the above policies, the insurance company shall notify the City, in writing, at least thirty (30) days prior to the effective date of such alteration, cancellation, material change or nonrenewal, and may be cause for termination of this Agreement.



- 3.8.4 The Landscaper shall not alter, cancel, nor fail to renew the designated coverages without the approval of the City.
- 3.8.5 All insurance coverages shall be issued by insurance companies authorized to do business in the State of Wisconsin.

3.9 Prevailing Wage

- 3.9.1 The Contractor shall pay its employees the wage rates established by Sec. 4.23, Madison General Ordinances, and its referenced sections and shall require in its contracts and subcontracts for work on the project, adherence by those contractors, subcontractors and agents to the wage rates established by this Section 4.23 and its referenced sections. The contractor and its contractors, subcontractors and agents shall also adhere to the requirements of Madison General Ordinances Sec. 23.01(1)(d) "Payrolls and Records," Sec. 23.01(1)(j) "Evidence of Compliance by Contractor," and Sec. 23.01(1)(k) "Evidence of Compliance by Agent and Subcontractor" with the exception that the reference to "City Engineer" and "Department of Public Works" shall be to the City agency administering the project.

Additional information is available on our website:

www.ci.madison.wi.us/comp/livewage/lw-index.htm

<http://www.cityofmadison.com/finance/wage/factsheet.cfm>

The 2015 City Living Wage is \$12.62 per hour.

3.10 TERMINATION

- 3.10.1 Refer to par. 25, Attachment A, Sample Contract for Purchase of Services
- 3.10.2 The City reserves the right to Refer to par. cancel the resulting contract at anytime in whole or in part without penalty due to non-appropriation of funds.
- 3.10.3 Opportunity to Cure: The City, in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) working days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

SECTION 4.0 SCOPE OF WORK

4.1 GENERAL

- 4.1.1 All work performed under this contract must be compliant with the terms, conditions and specification of this BID DOCUMENT including the following tables and attachments:

| | |
|--|--|
| Attachment A: Title Page and Pages 1-3 | Highland Manor Bio-Retention Basin Plan Set |
|--|--|

- 4.1.2 Landscaper warrants that its services are performed, within the limits prescribed by the City, with the usual thoroughness and competence of the consulting profession; in accordance with the standard for professional services at the time those services are rendered. The Landscaper shall be responsible for the accuracy of the work performed under this



Agreement, and shall promptly make necessary revisions or corrections resulting from their negligent acts, errors or omissions without additional compensation. The Landscaper shall be responsible for any damages incurred as a result of their errors, omissions, or negligent acts and for any losses or costs to repair or remedy construction.

- 4.1.3 This work shall be within the Highland Manor Bio-Retention Basin within the City of Madison, as shown on the plans and described (Attachment A).
- 4.1.4 The contractor will provide the cost for purchasing and provide labor to install five thousand sixty five (5,065) plants, spray for invasive weeds, purchase and install three (3) inches of hard wood bark mulch, and the cost to provide maintenance for eight (8) weeding and trash removals within the Highland Manor Bio-Retention Basin within this document. The eight (8) weeding and trash removal are approximately every three (3) weeks. All surplus waste materials will be removed from the site. All plant care is to be in accordance with the plans, specifications of this contract. The Contractor shall have adequate experience and knowledge in the care of native and perennial plants.

The Contractor shall be required to make a site visit prior to bidding, to verify the location of the Highland Manor Bio-Retention Basin.

4.2 MAINTENANCE OF TRAFFIC

- 4.2.1 The contractor shall furnish traffic control devices as specified by the City Engineer, for the duration of this purchase order.
- 4.2.2 The contractor shall at all time conduct work in such a manner as to insure the least possible obstruction to local vehicular and pedestrian traffic.
- 4.2.3 The work shall be done in accordance with the current edition of the Federal Highway Administration, Part VI of the "Manual on Uniform Traffic Control Devices" (MUTCD), and the State of Wisconsin Supplementary and City of Madison Supplements.
- 4.2.4 The Contractor shall not work in the street during the hours of 7:00 A.M. to 8:30 A.M. or 4:00P.M. to 5:30 P.M.

4.3 PUBLIC APPEARANCE AND DEMEANOR

Personnel will at all times exhibit a friendly and courteous demeanor towards the public and staff. Personnel will be dressed appropriately while on site. A minimum of a T-shirt, reflective vest, and shorts will be required.

4.4 INSPECTION

An inspection of all landscape areas shall be done, by the Landscape contractor, a minimum of once per month during the growing season. This is to assess work to be done and to locate problems which may have developed since the last inspection.

4.5 CARE OF HIGHLAND MANOR BIO-RETENTION BASINS PLANTS

- 4.5.1 Extra precaution is needed to protect all plants going into the Highland Manor Bio-Retention Basin during the plants installation process.

4.6 PEST AND DISEASE CONTROL

- 4.6.1 All new plant material shall be inspected during the growing season for insects and/or disease. Any pest and/or disease problem shall be reported to the City to determine course



of action. The remediation work shall be done on time & material basis upon approval of the City.

WATERING OF PLANT MATERIAL

4.7.1 All newly installed Highland Manor Bio-Retention Basin plants shall be watered immediately after installation. The volume of water will be enough to fill the root zone and soak down to a good depth. Care must be taken when watering not to wash away mulch and topsoil. Mulch and topsoil displaced must be replaced immediately by the contractor.

5.0 AUTHORITY OF THE ENGINEER

5.1 The Engineer shall resolve all questions which arise as to the quality and acceptability of materials furnished, work performed, manner of performance, rate of progress of the work, interpretation of the plans and Specifications, acceptable fulfillment of the contract, compensation, and disputes and mutual rights between Contractors under the Specifications. The Engineer shall determine the amount and quantity of work performed and materials furnished.

All decisions of the Engineer shall, when so requested, be rendered in writing. They shall be final and conclusive in all matters unless within ten (10) days after such decision is made.

6.0 PROSECUTION OF WORK

6.1 The Contractor shall begin work on or before June 12, 2015. Work shall begin only after the start of work notification is received. If it is desirable to begin work before the above-mentioned date, the Contractor shall establish a mutually acceptable date with the Engineer Designee.

7.0 TIME OF COMPLETION

7.1 The time of completion of the Highland Manor Bio-Retention Basin work shall be October 31, 2015.

8.0 **BID ITEMS 90001 Cost to Supply Plant Materials**

8.1 **DESCRIPTION**

This contract calls for the purchase of five thousand three sixty five (5,065) 2.5" square by 3.5" deep potted plants, known as plugs. All plants materials must be purchased from Wisconsin nurseries, and transported to the Highland Manor Bio-Retention Basin site, according to species and size as shown on the plans, described (Attachment A - The Plan Set), under terms and conditions of this Bid Document.

Location of Existing Highland Manor Bio-Retention Basin:

| Address | Plant Selections | Square Footages | Plant Totals |
|------------------------------------|------------------|-----------------|--------------|
| Highland Manor Bio-Retention Basin | See Plans Set | 3,292 | 5,065 |



8.2 **MEASUREMENT**

The Engineer will make a numerical count of all plant material.

8.3 **METHOD OF PAYMENT**

Prices shall be payment in full for the following:

- 1. Total number of all plants
- 2. The condition of each individual plant

8.4 **BASIS OF PAYMENT**

Payment for the above items will be on an Each (EA) basis.

9.0 **BID ITEM 90002 – Labor Cost to Install Plant Materials**

9.1 **DESCRIPTION**

This contract calls for the installation of five thousand sixty five (5,065) 2.5" square by 3.5" deep potted plants.

The contractor shall be paid for the installation of plant materials in Bid Item 90001

This work shall include all material, labor and equipment necessary to install all plant materials.

Location of Existing Highland Manor Bio-Retention Basin:

| Address | Plant Selections | Square Footages | Plant Totals |
|------------------------------------|-------------------------|------------------------|---------------------|
| Highland Manor Bio-Retention Basin | See Plans Set | 3,292 | 5,065 |

9.2 **CONSTRUCTION METHODS**

The contractor shall remove all existing weeds and mulch, if applicable, from each planting bed, before installing all new plants.

9.3 **METHOD OF MEASUREMENT**

All plant materials will be counted before installation.



9.4 **BASIS OF PAYMENT**

Payment is full compensation for the installation of all plant materials within the Highland Manor Bio-Retention Basin. Payment will be by unit price per Each (EA). Payment will include furnishing all labor, tools, equipment and incidentals necessary to complete the contracted work.

Payment for the above item will be on an Each (EA) basis.

10.0 **BID ITEM 90003 – Cost to Water Plant Material**

10.1 **DESCRIPTION**

The contractor shall water all newly planted plant material. (As shown on all plans, Bid Form B, and all attachments, under terms and conditions of this Bid Document).

Location of Existing Highland Manor Bio-Retention Basin:

| Address | Plant Selections | Square Footages | Plant Totals |
|------------------------------------|-------------------------|------------------------|---------------------|
| Highland Manor Bio-Retention Basin | See Plans Set | 3,292 | 5,065 |

10.2 **METHOD OF MEASUREMENT**

All new installed within the Highland Manor Bio-Retention Basin shall have one (1) initial watering at the time of installation and two (2) additional watering at one (1) week intervals after installing plant material, all watering shall be cover under this bid item.

This work shall include all material, labor and equipment necessary to water all newly installed plants within the Highland Manor Bio-Retention Basin.

10.3 **BASIS OF PAYMENT**

Payment is full compensation for watering the Highland Manor Bio-Retention Basin. Payment will include furnishing all labor, tools, equipment and incidentals necessary to complete work.

Payment for the above item will be on a Lump Sum (LS) basis.

11.0 **BID ITEMS 90004 Costs to Install Hard Wood Bark Mulch**

11.1 **DESCRIPTION**



This contract calls for the purchase and the installation of thirty (30) cubic yard (CY) of hard wood bark mulch.
(As shown on the plans, Bid Form described (Attachment A), under terms and conditions of this Bid Document).

Location of Existing Highland Manor Bio-Retention Basin:

| Address | Plant Selections | Square Footages | Total Mulch |
|------------------------------------|------------------|-----------------|-------------|
| Highland Manor Bio-Retention Basin | See Plans Set | 3,292 | 30 CY |

11.2 CONSTRUCTION METHODS

The contractor will purchase, transport and install three (3) inches of hardwood bark material with the Highland Manor Bio-Retention Basin sites listed above.

11.3 METHOD OF MEASUREMENT

Price shall be payment in full for the purchase, transport and installation of three (3") inches of hard wood bark material to be installed within the Highland Manor Bio-Retention Basin sites.

11.4 BASIS OF PAYMENT

Payment for the above items will be on a Cubic Yard (CY) basis

12.0 BID ITEM 90005 HERBICIDE USAGE

12.1 DESCRIPTION

Before installing plants all invasive vegetation within the Highland Manor Bio-Retention Basin shall be treated with a herbicide.

Examples of invasive weed species to be eradicated are as follow:

- Common Ragweed (Ambrosia artemissifolia)
- Giant Ragweed (Ambrosia trifida)
- Spotted knapweed (Centaurea maculosa)
- Canada Thistle (Cirium arvense)
- Curly Dock (Rumex crispus)
- BullThistle (Cirsium vulgare)
- Burdock (Arctium minus)
- Garlic Mustard (Alliaria petiolata),
- Japanese Knotweed (Polygonum cusidatum)
- Black Locust (Robinia pseudoacacia)
- Common Bucthorn (Rhamnus cathartica)
- Canary Grass (Phalaris arundinanacea)
- Yellow Sweet Clover (melilotus officinalis)
- White sweet Clover (melilotus alba)
- Leafy Surge (euphorbia esula)
- Wild parsnip (pastinaca sativa)
- Crown Vetch (Coronilla varia)



- Japanese Hops (*Humulus japonicas*)
- Teasel (*Dipsacus fullonum*)

The herbicide shall be the least toxic required to prevent regrowth. Herbicide chemistry and the potential for exposure (i.e. application method) shall be considered as part of the herbicide selection process. All herbicides shall be applied by a licensed applicator and in accordance with the manufacturer's instructions. The Contractor shall submit documentation of the type of herbicide, along with the MSDS, to the Engineer prior to the start of construction. Herbicides containing Triclopyr, or Glyphosphate, or similar chemicals are recommended. Herbicides containing Picloram will not be approved.

All herbicide application shall be in strict accordance with the City of Madison Pesticide policy, available at www.cityofmadison.com/residents/MowTown/pesticidespolicy.cfm. The Contractor shall adhere to this policy and the notification requirements contained in the policy and shall promptly report to the Engineer all dates of application, type of herbicide used, and amount applied.

12.2 METHODS OF MEASUREMENT

Herbicide usage shall be measured as per square foot (SF) of work area, of any designated area specified by the Engineer.

12.3 BASIS OF PAYMENT

Herbicide usage shall be measured as provided above and shall be paid at the contract price per square foot (SF), which shall be full payment for applying herbicides to the Highland Manor Bio-Retention Basin. Payment shall include all personnel, labor, herbicides and equipment needed to complete the above job.

12.2 BASIS OF PAYMENT

Herbicide usage shall be measured as provided above and shall be paid at the contract price per square foot (SF), which shall be full payment for applying herbicides to cutting of trees, shrubs, and brush from three (3) inches up to twenty-four (24) inches diameter. Payment shall include all personnel, labor, herbicides and equipment needed to complete the above job.

13.0 BID ITEMS 90006 Costs to Maintain the Highland Manor Bio-Retention Basin Free of Weeds and Trash

13.1 DESCRIPTION

This bid item includes all work, materials, labor, equipment, and incidentals necessary to maintain the Highland Manor Bio-Retention Basin free of weeds and trash, from June 12, 2015 thru October 31, 2015.

13.2 CONSTRUCTION METHODS

Planted areas shall be entirely free from weeds and trash, done approximately on a three (3) week maintenance schedule. All weeds and trash shall be removed from the site, incidental to the contract.



13.3 **METHOD OF MEASUREMENT**

The contractor shall be paid for eight (8) weeding and trash removals. The interval for each weeding and trash removal is approximately every three (3) weeks.

13.4 **BASIS OF PAYMENT**

Payment shall be full compensation for eight (8) weeding and trash removals, for the Highland Manor Bio-Retention Basin. Payment shall be by unit price per Each (EA) occurrence. Payment will include furnishing all labor, tools, equipment and incidentals necessary to complete the contracted work.



BID FORM A

Bid SUMMARY PAGE

| | |
|--|--|
| 1 | <p>Our firm hereby offers to provide the cost to supply plants, according to species and sizes, install plants, spray with a herbicide to eliminate invasive weed plants, install three (3) inches of hard wood mulch, weed and remove trash for approximately (8) weeks, and water the Highland Manor Bio-Retention Basin.</p> <p>Highland Manor Bio-Retention Basin shall have one (1) initial watering, two (2) consecutive weekly watering after initial planting and one (1) placement of three (3) inch hard wood mulch at the time of installation.</p> <p>This work shall include all material, labor and equipment necessary to install all plants, install hard wood bark mulch, remove weeds and trash on an approximate three (3) week interval and to water all newly installed plants in the Highland Manor Bio-Retention Basin.</p> |
| <p>For the 2015 Grand Total of \$_____</p> <p>(Bid Form B Total- Page 28)</p> | |

Company Name (print or type)

Bidder's Name and title (print or type)



PROPOSAL

Highland Manor Bio-Retention Basin- 2015

Project NO. 53W1625

NAME OF BIDDER

| ITEM | TYPE OF WORK | ESTIMATED QUANTITIES | UNIT PRICE BID | TOTAL BID |
|-------|--|-------------------------|-------------------|-----------|
| 90001 | COST TO SUPPLY PLANT MATERIAL (2.5" square by 3.5" deep pots) | 5,065 | EA | \$ |
| 90002 | LABOR COST TO INSTALL PLANT MATERIALS (2.5" square by 3.5" deep pots) | 5,065 | EA | \$ |
| 90003 | COST TO WATER PLANT MATERIAL | 3 | LS | \$ |
| 90004 | COST TO INSTALL HARD WOOD BARK MULCH | 30 | CY | \$ |
| 90005 | INVASIVE PLANT SPECIES REMOVAL/SPRAYING | 3,292 | SF | \$ |
| 90006 | COST TO MAINTAIN ALL HIGHLAND MANOR BIO-RETENTION BASINS FREE OF WEEDS AND TRASH | 8 | EA | \$ |
| | | | | \$ |



Note: This form must be returned with your proposal response. **Transfer Grand Total from this page to page 27.**

SIGNATURE AFFIDAVIT

Note: This form must be returned with your proposal response.

PART I:

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other bidder competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bid, and declares that the attached proposal and pricing are in conformity therewith.

Bidder shall provide the complete information requested below. Include the legal name of the Bidder and signature of the person(s) legally authorized to bind the Bidder to a contract.

| Proposal Invalid Without Signature | |
|------------------------------------|---------------|
| SIGNATURE OF BIDDER: | DATE: |
| NAME AND TITLE OF BIDDER: | COMPANY NAME: |
| TELEPHONE: | ADDRESS: |
| FAX NO.: | |

| Person to Be Contacted If There Are Questions about Your Proposal (if different from above) | |
|--|----------|
| NAME: | TITLE: |
| TELEPHONE: | FAX NO.: |
| EMAIL: | |



BID FORM C

PART II: RECEIPT FORMS and SUBMITTAL CHECKLIST

The undersigned hereby acknowledges the receipt and/or submittal of the following forms:
 (Initial all applicable forms)

| Request for Proposal | Initial to acknowledge receipt of BID DOCUMENT Documents | Required Submittals Checklist Initial all submitted documents |
|--|---|--|
| Section 1.0: General Administrative BID DOCUMENT Information | | |
| Section 2.0: Bid Procedure | | |
| Section 3.0: Contract Terms and Conditions | | |
| Section 4.0: Scope of Work | | |
| Attachment A: Sample Contract for Purchase of Services | | |
| Attachment B: Standard Terms and Conditions | | |
| Attachment A | Highland Manor Bio-Retention Basin Plan Set | |
| Addendum No. ____ Dated: _____ | | |
| Addendum No. ____ Dated: _____ | | |
| Addendum No. ____ Dated: _____ | | |
| Bid Form A | Bid Summary | |
| Bid Form B | Proposal Page - Highland Manor Bio-Retention Basin - 2015 | |
| Bid Form C | Signature Affidavit Part I: Acknowledgement of Receipt of Forms Part II: Response Submittal Checklist Part III: Verification of Site Visit | |
| Bid Form D | Vendor Profile | |
| Bid Form E | Bidder Qualifications and Experience Questionnaire | |
| Bid Form F | References | |

 Company Name (print or type)

 Bidder's Name and title (print or type)

 Date

 Signature



BID FORM C

PART III: Verification of Site Visit

The undersigned hereby acknowledges that he/she has visited the Highland manor Bio-Retention Basin, and fully understands there will be no recourse for negligence or oversight for not doing so.

Bidder's Name and title (print or type)

Signature



BID FORM D- VENDOR PROFILE

VENDOR PROFILE

1. Proposing Company Name:

| | | | | |
|---------|-------|-------|---|---------|
| FEIN | | OR | SOCIAL SECURITY NO. (If Sole Proprietorship) | |
| TEL | | | TOLL FREE TEL | |
| FAX | | | WEB ADDRESS | |
| ADDRESS | | | | |
| CITY | | STATE | | ZIP + 4 |

2. Management Contact Person:

| | | | |
|------|-------|----------------|-------|
| NAME | | TITLE: | |
| TEL | | TOLL FREE TEL | |
| FAX | | E-MAIL ADDRESS | |

2. Sales Contact Person:

| | | | |
|------|-------|----------------|-------|
| NAME | | TITLE: | |
| TEL | | TOLL FREE TEL | |
| FAX | | E-MAIL ADDRESS | |

2. Contact Person in the event there are questions about your proposal:

| | | | |
|---------|-------|----------------|---------|
| NAME | | TITLE: | |
| TEL | | TOLL FREE TEL | |
| FAX | | E-MAIL ADDRESS | |
| ADDRESS | | | |
| CITY | | STATE | |
| | | | ZIP + 4 |

3. The successful Contractor, who employs more than 15 employees and whose aggregate annual business with the City for the calendar year in which the contract takes effect is more than twenty-five thousand dollars (\$25,000), will be required to comply with the City of Madison Affirmative Action Ordinance, Section 3.58(8) within thirty (30) days of award of contract.

| | | | |
|---------|-------|----------------|---------|
| NAME | | TITLE: | |
| TEL | | TOLL FREE TEL | |
| FAX | | E-MAIL ADDRESS | |
| ADDRESS | | | |
| CITY | | STATE | |
| | | | ZIP + 4 |



BID FORM E

BIDDER QUALIFICATIONS AND EXPERIENCE QUESTIONNAIRE

(Use additional sheets, as necessary)

REQUIRED INFORMATION:

Complete this page and provide a separate written response for questions, responding in the same order.

Company Name _____

1. Provide a brief overview of the general background and services provided by your firm, including size of organization, description of organization structure, and experience in serving governmental entities.

2. Name and title of principals

3. Length of time firm has been providing landscape maintenance service. (Minimum of three (3) years in operation as a Landscape Maintenance Landscaper.)

4. Number of year under current ownership: _____

5. Identify the number of full-time employees in your organization assigned to or involved with providing landscape maintenance services.

6. Documentation of membership in trade or professional organizations

7. Names and copies of licenses, relating to horticulture, for any staff members.



8. Describe your firm's and your staff's knowledge and experience maintaining: turf, flowers, trees and shrubs, and irrigation systems.

9. Provide details on how your firm would provide service to the Highland Manor Bio-Retention Basin as shown on the plans and all attachments to this document.

Company Name _____



10. What equipment would you deem necessary to adequately service the Highland Manor Bio-Retention Basin within the city of Madison, as shown on the plans and all attachments. Please be specific in identifying types and quantities of equipment, tools, including but not limited to, brooms, shovels, rakes, mowers, trucks, back hoes, brush hogs, tree planters, mobile watering trucks, traffic safety signs and other items you would use to complete services.

Company Name _____



BID FORM F

BIDDER REFERENCES

FOR VENDOR: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.

Company Name

Address (include ZIP)

Contact Person

Phone No.

Product(s) and/or
Service(s) Used

Company Name

Address (include ZIP)

Contact Person

Phone No.

Product(s) and/or
Service(s) Used

Company Name

Address (include ZIP)

Contact Person

Phone No.

Product(s) and/or
Service(s) Used

Company Name

Address (include ZIP)

Contact Person

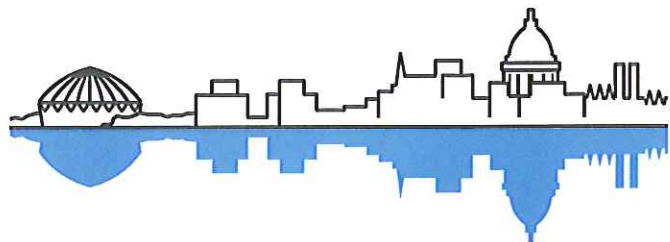
Phone No.

Product(s) and/or
Service(s) Used



The following pages include separate files of the following bid forms and attachments:

| | |
|---|--|
| Bid Form B | Proposal Page– Highland Manor Bio-Retention Basin - 2015 |
| Attachment A: Title Page and Pages 1 thru 3 | Highland Manor Bio-Retention Basin Plan Set |



Madison, Wisconsin

CITY OF MADISON

CITY ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS

PLAN OF PROPOSED IMPROVEMENT

HIGHLAND MANOR BIO-RETENTION LANDSCAPE PLANTING PLAN - 2015

PROJECT NO. 53W1625

PUBLIC IMPROVEMENT DESIGN
APPROVED BY:

[Signature] 5/7/15

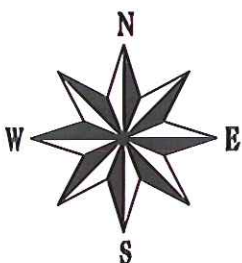
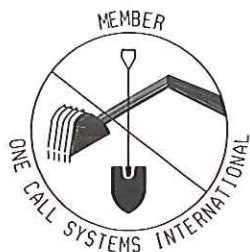
City Engineer

Date

INDEX OF SHEETS

| SHEET NO. | TITLE |
|-------------|---|
| SHEET NO. 1 | HIGHLAND MANOR BIO-RETENTION BASIN LANDSCAPE PLAN |
| SHEET NO. 2 | BIO-RETENTION PLANTS SCHEDULES |
| SHEET NO. 3 | BIO-RETENTION PLANTS SCHEDULES |

NOTE:
EXISTING UTILITIES SHOWN IN PLANS ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS. OTHER UTILITIES MAY ALSO BE PRESENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES, INCLUDING SEWER AND WATER FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITY OWNERS SHALL BE NOTIFIED BY THE CONTRACTOR 72 HOURS PRIOR TO EXCAVATION.



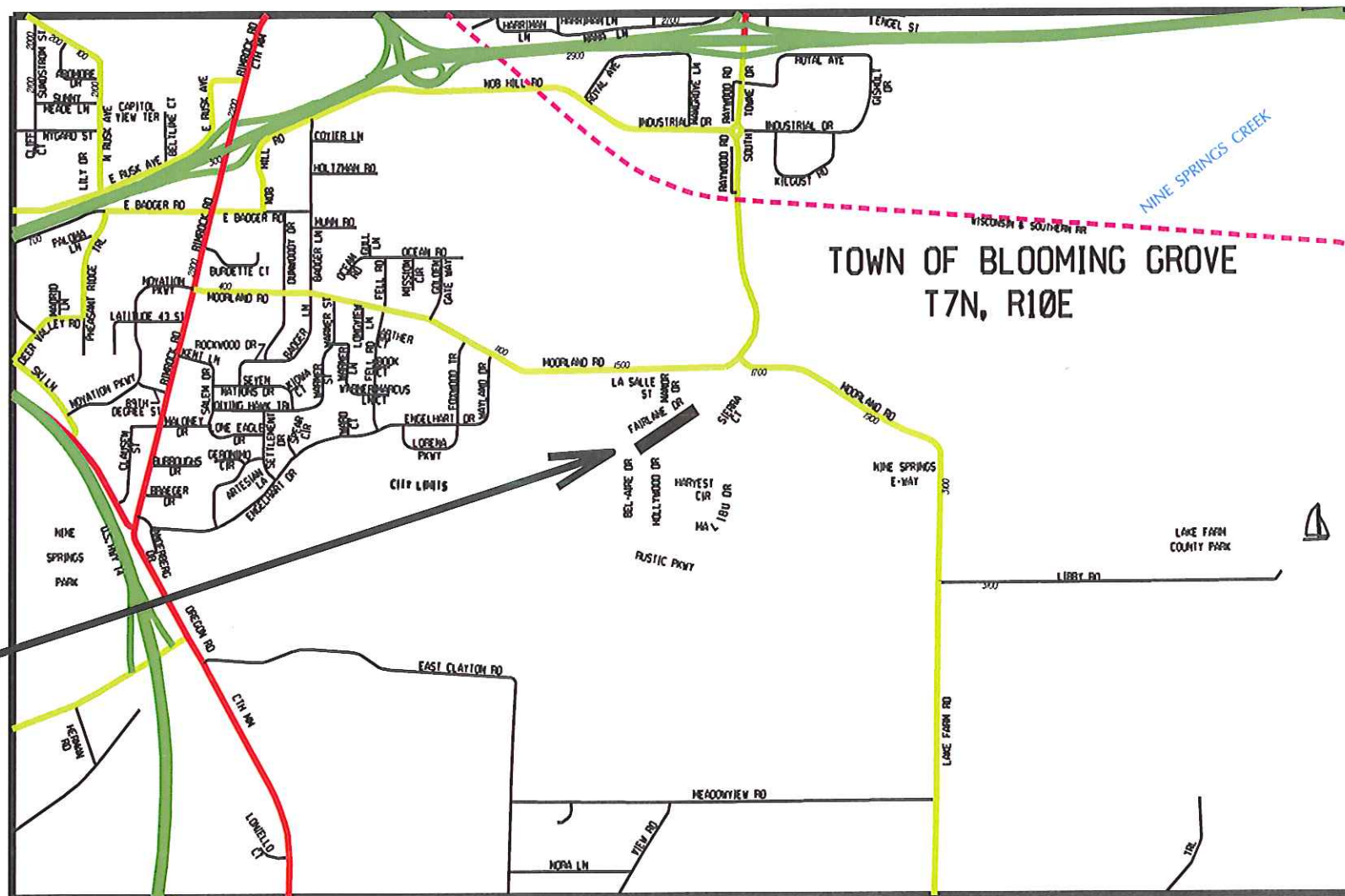
TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
811
or 1-800-242-8511
TOLL FREE

FAX-A-LOCATE 1-800-338-3860
TDD (FOR HEARING IMPAIRED) 1-800-542-2289

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAY
NOTICE BEFORE YOU EXCAVATE

CONSTRUCTION PROJECT LOCATION



PLOT SCALE:

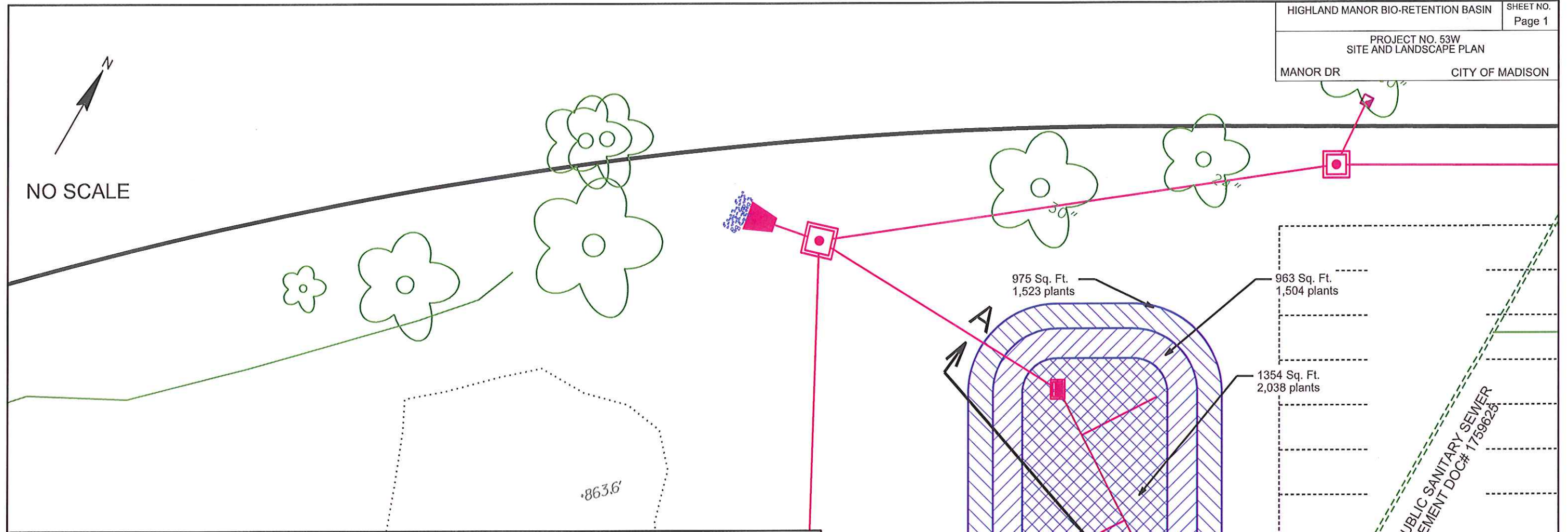
PLOT NAME:

REV. DATE:

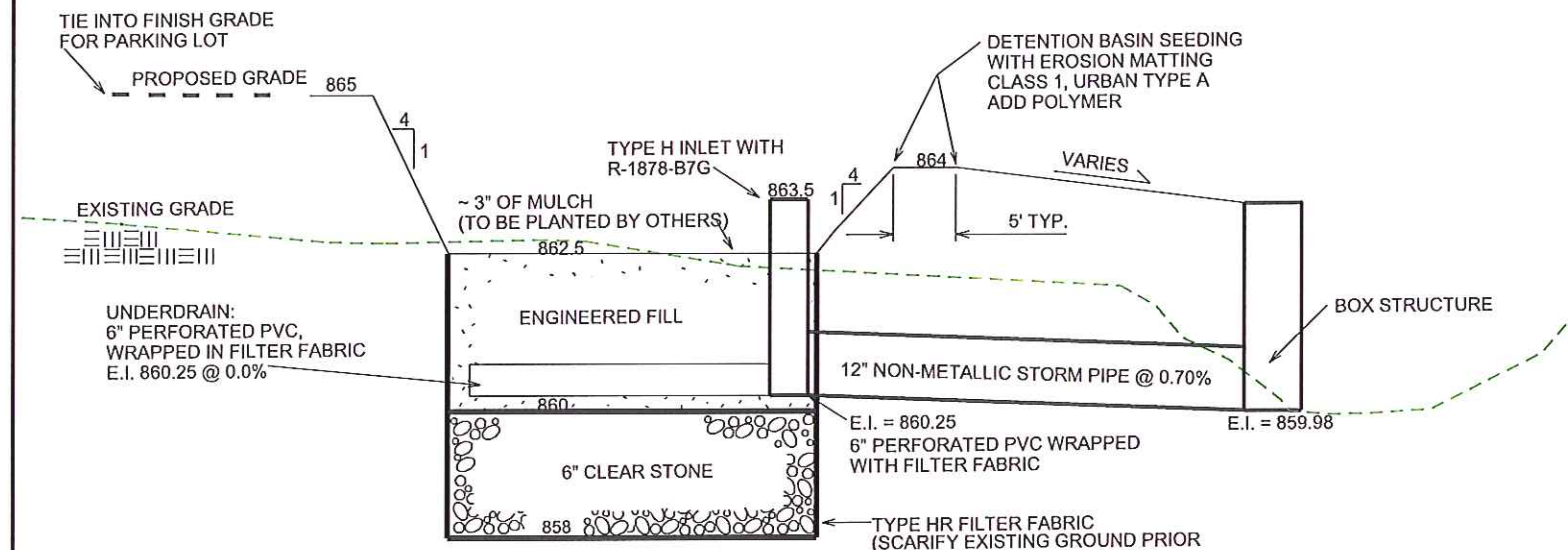
ORIGINATOR: CITY OF MADISON, STREETS DIVISION

NO SCALE

PLOT SCALE: _____
 PLOT NAME: _____
 REV. DATE: _____
 ORIGINATOR: CITY OF MADISON, STREETS DIVISION




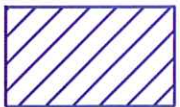
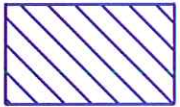
BIO-RETENTION PROFILE VIEW



SECTION A-A

ENGINEERED SOIL SHALL CONSIST OF THE FOLLOWING:
 SAND 45- 55% (BY VOLUME)
 TOPSOIL 10- 15%
 COMPOST 30-50%

NOT TO SCALE

-  WET AREA
1,354 Sq. Ft.
2,038 PLANTS
-  MESIC AREA
963 Sq. Ft.
1,504 PLANTS
-  DRY AREA
975 Sq. Ft.
1,523 PLANTS

Notes:
 ALL PLANTS SHALL BE
 PLANTED APPROXIMATELY
 8" ON CENTER

| Common Name | Scientific Name | Mature Heights | Pot Size | Plants Total |
|-----------------------------------|----------------------------------|----------------|-----------------------|--------------|
| Native Plants | | | | |
| Highland Manor Pond - 2015 | | | | |
| Dry soil (sunny) | | | | |
| Native Yarrow | <i>Achillea millefolium</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Sweet Flag | <i>Acoris calamus</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Nodding Pink Onion | <i>Allium cernuum</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 55 |
| Leadplant | <i>Amorpha canescens</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Pasque Flower | <i>Anemona patens</i> | 6" | 2.5"x 3.5" Deep Plugs | 50 |
| Thimbleweed | <i>Anemone cylindrica</i> | 2'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Tall Anemone | <i>Anemone virginiana</i> | 2'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Wild Columbine | <i>Aquilegia canadensis</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Butterfly Flower | <i>Asclepias tuberosa</i> | 2'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Sky Blue Aster | <i>Aster azureus</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Heath Aster | <i>Aster ericoides</i> | 2'-4' | 2.5"x 3.5" Deep Plugs | 50 |
| White Wild Indigo | <i>Baptisia lacteal</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 55 |
| Cream Wild Indigo | <i>Baptisia leucophaea</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 55 |
| Blue Wild Indigo | <i>Baptisia australis</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 50 |
| Downy Wood Mint | <i>Belphilia ciliata</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 50 |
| Harebell | <i>Campanula rotundifolia</i> | 1'-1.5' | 2.5"x 3.5" Deep Plugs | 50 |
| Partridge Pea | <i>Chamaecrista fasciculata</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Turtlehead | <i>Chelone glabra</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Lance-Leaf (Sand) Coreopsis | <i>Coreopsis lanceolata</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Prairie Coreopsis | <i>Coreopsis palmata</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 50 |
| Purple Prairie Clover | <i>Dalea purpureum</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 50 |
| Purple Coneflower | <i>Echinacea purpurea</i> | 3'-4' | 2.5"x 3.5" Deep Plugs | 55 |
| Cream Gentian | <i>Gentiana flavida</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Wild Geranium | <i>Geranium Maculatum</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 50 |
| Prairie Smoke | <i>Geum triflorum</i> | 6"-12" | 2.5"x 3.5" Deep Plugs | 50 |
| Rough Blazing Star | <i>Liatris aspera</i> | 2'-4" | 2.5"x 3.5" Deep Plugs | 50 |
| Dwarf Blazing Star | <i>Liatris cylindracea</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 50 |
| Marsh Phlox | <i>Phlox glaberrima interior</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Black-Eyed Susan | <i>Rudbeckia hirta</i> | 18"-24" | 2.5"x 3.5" Deep Plugs | 50 |
| Virginia Bluebells | <i>Mertensia virginica</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 53 |
| Mesic soil (sunny) | | | | |
| Canada Anemone | <i>Anemone canadensis</i> | 12" | 2.5"x 3.5" Deep Plugs | 60 |
| Midland Shooting Star | <i>Dodecatheon meadia</i> | 12" | 2.5"x 3.5" Deep Plugs | 70 |
| Lavender/Anise Hyssop | <i>Agastache foeniculum</i> | 3'-6" | 2.5"x 3.5" Deep Plugs | 60 |
| Marginal Woodfern | <i>Dryopteris marginalis</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 60 |
| Woodland Sunflower | <i>Helianthus divaricatus</i> | 2.5'-6" | 2.5"x 3.5" Deep Plugs | 60 |
| Wild Lupine | <i>Lupinus perennis</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 60 |
| Meadow Blazing Star | <i>Liatris ligulistylis*</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 67 |
| Marsh Blazing Star | <i>Liatris spicata*</i> | 3'-4' | 2.5"x 3.5" Deep Plugs | 70 |

ATTACHMENT "A"

| Common Name | Scientific Name | Mature Heights | Pot Size | Plants Total |
|-----------------------------------|-----------------------------------|----------------|-----------------------|--------------|
| Highland Manor Pond - 2015 | | | | |
| Mesic soil (sunny) | | | | |
| Ohio Goldenrod | <i>Solidago ohioensis</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 60 |
| Riddell's Goldenrod | <i>Solidago riddeellii</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 70 |
| Rosin Weed | <i>Silphium integrifolium*</i> | 4'-6' | 2.5"x 3.5" Deep Plugs | 60 |
| Compass Plant | <i>Silphium laciniatum*</i> | 4'-9' | 2.5"x 3.5" Deep Plugs | 60 |
| Prairie Dock | <i>Silphium terebinthinaceum*</i> | 4'-9' | 2.5"x 3.5" Deep Plugs | 60 |
| Spiderwort | <i>Tradescantia ohiensis*</i> | 2'-4' | 2.5"x 3.5" Deep Plugs | 67 |
| Common Ironweed | <i>Vernonia fasciculata*</i> | 4'-6' | 2.5"x 3.5" Deep Plugs | 70 |
| Heart-Leaved Golden Alexanders | <i>Ziia aptera</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 60 |
| Mesic Soil Grasses | | | | |
| Little Bluestem | <i>Schizachyrium scoparium</i> | 2'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Switchgrass | <i>Panicum virgatum</i> | 4'-6' | 2.5"x 3.5" Deep Plugs | 50 |
| Big Bluestem | <i>Andropogon gerardi*</i> | 4'-7' | 2.5"x 3.5" Deep Plugs | 50 |
| Prairie Dropseed | <i>Sporobulus heterrolepis</i> | 2'-3' | 2.5"x 3.5" Deep Plugs | 50 |
| Common Oak Sedge | <i>Carex pensylvanica</i> | 6"-12" | 2.5"x 3.5" Deep Plugs | 50 |
| Sideoats Grama Grass | <i>Bouteloua curtipedula</i> | 12"-18" | 2.5"x 3.5" Deep Plugs | 50 |
| Meadow Anemone | <i>Anemone canadensis</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 90.00 |
| Marsh Milkweed | <i>Asclepias incarnata</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 125.00 |
| New England Aster | <i>Aster novae-angliae</i> | 3'-6' | 2.5"x 3.5" Deep Plugs | 125.00 |
| Turtlehead | <i>Chelone glabra</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Purple Joe-Pye Weed | <i>Eupatorium purpureum</i> | 4'-7' | 2.5"x 3.5" Deep Plugs | 125.00 |
| Blueflag Iris | <i>Iris versicolor</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 125.00 |
| Great Blue Lobelia | <i>Lobelia siphilitica</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 99.00 |
| Monkeyflower | <i>Minulus ringens</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Obedient Plant | <i>Physostegia virginianum</i> | 2'-3' | 2.5"x 3.5" Deep Plugs | 99.00 |
| Mountain Mint | <i>Pycnanthemum virginicum</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Blue Vervain | <i>Verbena hastata</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Culvers Root | <i>Veronicastrum virginicum</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Golden Alexander | <i>Zizia aurea</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Cardinal Flower | <i>Lobelia cardinalis</i> | 1'-2' | 2.5"x 3.5" Deep Plugs | 100.00 |
| Marsh Marigold | <i>Caltha palustris</i> | 1"-1.5" | 2.5"x 3.5" Deep Plugs | 100.00 |
| Wet Soil Sedges | | | | |
| Dark Green Bulrush | <i>Scirpus atrovirens</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 90.00 |
| Wool Grass | <i>Scirpus cyperinus</i> | 3'-5' | 2.5"x 3.5" Deep Plugs | 90.00 |
| Brown Fox Sedge | <i>Carex vulpinoidea</i> | 1'-3' | 2.5"x 3.5" Deep Plugs | 90.00 |
| Fringe Brome | <i>Bromus ciliatus</i> | 2'-4' | 2.5"x 3.5" Deep Plugs | 90.00 |
| Fowl Manna Grass | <i>Glyceria striata</i> | 2'-5' | 2.5"x 3.5" Deep Plugs | 90.00 |
| TOTAL | | | | 4,875 |