



Joe C. Despino
Purchasing Manager

City of Alexandria

Purchasing Department
P.O. Box 71
Alexandria, Louisiana
71309-0071



Office: (318) 441-6180
Fax: (318) 619-3412

Requests for Proposals will be received until
2:00 PM, Thursday, March 29, 2012, and opened
at the City of Alexandria Purchasing Department.

City of Alexandria **RFP #861P**
Page: 1 of 14
Date RFP Prepared: February 24, 2012

Bid Bond Requirements: A bid bond or check
for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid
is accepted, a performance bond shall be required
in the amount of N/A%.

Please file quotations with the following:

Sue Ducote, Senior Buyer
City of Alexandria - Purchasing
2021 Industrial Park Road
Building WH
Alexandria, LA 71303
Phone: 318-441-6182 Fax: 318-619-3412

INTRODUCTION

LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK

It is the intent of the City of Alexandria to secure pricing on landscape maintenance services for the. Taylor Compton Park, located at 4300 Wakefield Boulevard, Alexandria, Louisiana. The work shall consist of furnishing all labor, materials, supplies, equipment, and supervision necessary to provide landscape maintenance services to include but not be limited to, lawn maintenance and lighting system monitoring.

This contract shall remain in effect for a period of twelve (12) months from award date. Contingent upon the availability of funds, and the ability of the successful proposer to honor the quoted prices, the City of Alexandria reserves the right to renew the existing contract for an additional twelve (12) months, with a sixty (60) day funding out clause.

A **mandatory** pre-bid conference shall be held on **Thursday, March 15, 2012**, at 10:00 AM, at the City of Alexandria Central Facility, located at 2021 Industrial Park Road, Building A, Alexandria, LA 71303. Prospective proposers wishing to submit quotations **MUST** attend this pre-bid conference. Failure to do so shall constitute grounds for automatic rejection of proposer's quotation.

Quotations may be returned either by fax to (318)619-3412; or hand delivered to the City of Alexandria - Purchasing Department, located at 2021 Industrial Park Road, Building WH , Alexandria, LA 71303; or emailed to sue.ducote@cityofalex.com .

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1C(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 A.(1)(b), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder should submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid shall be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 A.(2), the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index and/or Wholesale Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid.
8. Pursuant to LA R.S. 39:1701-1709, any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.
12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but **SHALL NOT** be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

General Conditions for Bidders - Please Read Carefully (Continued)

16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.

17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.

18. The City of Alexandria is exempt from all taxes. A tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.

19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.

20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:

- (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
- (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
- (c) By satisfactory completion of all services and obligations described in the contract.

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 (A)(1)(c)(i) (see Item #22 below).

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

General Conditions for Bidders - Please Read Carefully (Continued)

22. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212(A)(1)(c)(i) which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

23. In-State preferences shall not apply to procurements involving federal funds.

24. Pursuant to LA R.S. 38:2212 C.(2)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than twenty-one (21) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; or (3) hand-delivered to all prime bidders who have requested bid documents.

25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Best Practices Procurement Manual, to include all applicable federal clauses.

26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The *AFEAT* Program should be inquired about through the Division of Finance.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

Alexandria Fairness, Equality, Accessibility, and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org .

Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 1 - GENERAL REQUIREMENTS

1.1 LOCATION OF WORK:

J. Taylor Compton Park, 4300 Wakefield Boulevard, Alexandria, Louisiana.

1.2 SCOPE OF WORK:

The work consists of furnishing all labor, materials, supplies, equipment, and supervision necessary to provide landscape maintenance services. The work shall include but not be limited to:

1. Lawn: Mowing, edging, weed control, fertilization, insect/disease control, and irrigation.
2. Trees: Pruning, fertilization, mulching, insect/disease control, weed control, and irrigation.
3. Landscape Bed Areas: Pruning, fertilization, mulching, insect/disease control, weed control, and irrigation.
4. Wild Areas: Vegetation control.
5. Paved Areas: Periodic cleaning and weed control.
6. Sanitation and refuse removal.

1.3 QUALIFICATIONS

Contractor shall have a Landscape Horticulturist License and a Commercial Pesticide Applicators License for Ornamental and Turf Pest Control (Category 3).

1.4 INSURANCE

Prior to award, the successful bidder shall be required to provide proof of insurance for the entire length of the awarded contract to include general liability and property damage with a combined limit not less than One-Million Dollars (\$1,000,000.00) as well as Worker's Compensation Insurance as required by law.

1.5 INDEMNITY

Contractor agrees to indemnify and hold harmless the City of Alexandria from and against any and all claims for bodily injury or property damage arising out of the course of work performed by or on behalf of the Contractor.

1.6 SITE CONDITIONS

Contractor shall inspect the entire project site to become familiar with the maintenance requirements and growth habits of existing plant materials. Prior to commencement of the work, Contractor shall advise Landscape Architect of any existing conditions that may negatively affect the initiation of the project.

1.7 MAINTENANCE SCHEDULE

Contractor shall submit to the City of Alexandria, a planned schedule of work proposal. This schedule shall indicate the dates and times of regular scheduled service visits for the period of the contract.

1.8 PUBLIC RELATIONS

The Contractor shall endeavor to maintain good public relations at all times. The work shall be conducted in a manner that will cause the least possible interference and annoyance to the public.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 1 - GENERAL REQUIREMENTS (Continued)

1.9 GUARANTEE

Contractor shall replace immediately, at his expense, any plant material on the project site that dies as a result of neglect or damage by the Contractor.

1.10 WORK SCHEDULE

Maintenance services shall be provided on a routine basis, during daylight hours.

1.11 EMPLOYEE QUALIFICATIONS

The Contractor shall provide an English speaking supervisor who is fully trained in all maintenance responsibilities for the contract areas. This supervisor shall be equipped with a mobile phone to enable immediate contact by the City Representative at all times.

Pursuant to Louisiana R.S. 38:2212.10 (C) (1) and (C) (2): A private employer shall not bid on or otherwise contract with a public entity for the physical performance of services within the state of Louisiana unless the private employer verified in a sworn affidavit (affidavit form attached) attesting the private employer is registered and participates in a status verification system to verify that all his employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

1.12 PERIOD OF CONTRACT

This agreement will commence on or about June 1, 2012, and will terminate May 31, 2013, and will be subject to a one-year renewal. This contract may be terminated by either party hereto upon a thirty (30) day written notice.

1.13 PAYMENT

Payment for basic services under this contract except for mulch application shall be made to Contractor in twelve (12) equal monthly payments. Payment for mulch application, periodic services, and those not part of the regular scheduled services will be made in the month following the performance of the service.

1.14 ACCEPTANCE OF WORK

The final acceptance of all work relating to this contract shall be by the City of Alexandria Landscape Architect, Darren Green.

1.15 DAMAGES

The Contractor shall exercise due care during the performance of work in protecting from damage all existing site elements, facilities, structures, and utilities both above and below ground on the City's property. Any damage to City property deemed to be caused by the Contractor shall be corrected at the Contractor's expense.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 1 - GENERAL REQUIREMENTS (Continued)

1.16 PENALTIES

In the event that the City determines there are deficiencies in the Contractor's work, the Contractor shall be notified in writing of the deficiencies and corrective action required. Should the Contractor fail to correct deficiencies within the stated timeframe, the City may exercise one of the following measures:

- a. Withhold the entire or partial payment.
- b. Utilize City forces, or an alternate source, to correct the deficiencies and deduct from the Contractor's payment the total cost, including reasonable City overhead.

1.17 SAFETY STANDARDS

The Contractor shall perform all work outlined in these specifications in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain equipment, machines, and materials or other hazards consequential or related to the work.

None of the provisions of these specifications are intended to nor shall be construed to create any duty or responsibility on the City of Alexandria to provide or enforce safety requirements for the Contractor.

1.18 COMMUNICATION

All communication, written or verbal, in reference to the work under this contract shall be sent to:

*Darren Green, ASLA
Landscape Architect
City of Alexandria
625 Murray Street
Alexandria, LA 71301
Phone: 318-441-6060 Cell: 318-446-2342 Fax: 318-441-6377
Email: darren.green@cityofalex.com*

1.19 WATER

Water will be provided by the Owner for the Contractor's use.

1.20 SITE VISIT

Contractor shall visit the site to become generally familiar with the location, scope, and condition of work prior to submitting bid for the work. Failure to do so will not exempt the Contractor for responsibility for unseen work conditions.

SECTION 2 - PRODUCTS

2.1 FERTILIZERS

(Types as indicated under Section 3 - Execution)

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 2 - PRODUCTS (Continued)

2.2 INSECTICIDES

(Types as indicated under Section 3 - Execution)

2.3 HERBICIDES

(Types as indicated under Section 3 - Execution)

2.4 MULCH

(Types as indicated under Section 3 - Execution)

SECTION 3 - EXECUTION

3.1 LAWN AREAS

A. Mowing:

1. Lawn areas are to be mown thirty-six (36) times annually. Generally, mowing will occur once per week April through September; every other week during the months of October, November, and March; and once per month during the months of December, January and February. The final mowing schedule will vary depending on climatic conditions. Additional mowing beyond the thirty-six (36) trips will be paid as an additional service.
2. Grass is to be mown at a height of two inches (2").
3. Only rotary type "finish" mowers shall be used.
4. Each mowing cycle must be completed within one (1) working day.
5. All litter and other debris shall be collected and removed from all lawn areas during each mowing cycle.

B. Edging:

1. All lawn edges along tree mulch rings, sidewalks, street curbs, walls, and other permanent structures shall be edged during the active growing season with a string trimmer and/or herbicide at a frequency that will prevent the presence of no more than two inches (2") of grass and/or weeds within the treated edge. If the chemical controls are used, there shall be not more than two inches (2") of desiccated plant growth along the contained areas. If string trimmers are used, the grass to be trimmed shall not be trimmed to less than the desired height of cut determined by the mowing.
2. Any existing plant material damaged or killed as a result of improper application of herbicide or from string trimmer damage shall be replaced with like material at the Contractor's expense.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 3 - EXECUTION (Continued)

3.1 LAWN AREAS (Continued)

C. Weed Control:

1. Contractor shall inspect the lawn for weed infestations once per week throughout the contract period.
2. The documentation and recommended treatments for weed infestations shall be submitted for review by the City of Alexandria Landscape Architect prior to the application of any chemicals.
3. Any lawn areas damaged or killed as a result of improper application of herbicide shall be replaced with like material at the Contractor's expense.
4. ***This service is not part of the regular monthly maintenance contract. Approved work under this section shall be bill in the month following the performance of the service.***

D. Insect and Disease Control:

1. Contractor shall inspect the lawn for insect and/or disease infestations once per week throughout the contract period.
2. The documentation and recommended treatments for insect and/or disease infestations shall be submitted for review by the City of Alexandria Landscape Architect prior to the application of any chemicals.
3. Any lawn areas damaged or killed as a result of improper application of herbicide shall be replaced with like material at the Contractor's expense.
4. ***This service is not part of the regular monthly maintenance contract. Approved work under this section shall be bill in the month following the performance of the service.***

3.2 TREES

A. Pruning:

Periodic tree pruning shall be done as necessary to remove suckers and water sprouts, as well as any dead, diseased or broken branches.

1. Major pruning shall be done in February of each year. This pruning shall have two goals:
 - a. Remove any unhealthy, structurally unsound, crossing, or otherwise undesirable branches from the tree.
 - b. Remove lower limbs to obtain a ratio of 1/3 clear trunk and 2/3 crown in lawn areas, and a ratio of 1/4 clear trunk to 3/4 crown in landscape bed areas.

B. Fertilization:

1. All trees shall be fertilized in February of each year with a complete slow release fertilizer that contains at least 50% of the available nitrogen in time-release form.
2. Fertilizer should be applied at the manufacturer's recommended rate evenly broadcast under the entire canopy of the tree.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 3 - EXECUTION (Continued)

3.2 TREES (Continued)

C. Mulching:

1. A six inch (6") layer of pine straw shall be maintained around each tree. Tree rings shall be a minimum size of six feet (6'-0") in diameter.
2. Apply mulch once per year.

D. Watering:

Contractor shall manually water all trees not irrigated by an automatic irrigation system with an adequate amount of water and at a frequency that will insure plant survival.

E. Insect and Disease Control:

1. Contractor shall inspect trees for insect and/or disease infestations once per week throughout the contract period.
2. The recommended treatments for insect and/or disease infestations shall be submitted for review by the City of Alexandria Landscape Architect prior to the application of any chemicals.
3. Any trees damaged or killed as a result of improper application of pesticides shall be replaced with like material at the Contractor's expense.
4. ***This service is not part of the regular monthly maintenance contract and should not be included in the Base Bid. Approved work under this section shall be billed in the month following the performance of the service.***

3.3 LANDSCAPE BED AREAS

A. Pruning:

1. Periodic shrub pruning shall be done as necessary to maintain growth within space limitations, to maintain a natural appearance, and to eliminate any dead, diseased or broken branches.
2. All major shrub pruning should be done immediately after the bloom period. Minor pruning may be done at any time during the year.

B. Fertilization:

1. All bed areas shall be fertilized once at the beginning of the growing season with a complete slow release fertilizer that contains at least 50% of the available nitrogen in time-release form.
2. Fertilizer should be applied at the manufacturer's recommended rate evenly broadcast throughout the entire bed area.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

SPECIFICATIONS

SECTION 3 - EXECUTION (Continued)

3.3 LANDSCAPE BED AREAS (Continued)

C. Mulching:

1. A four inch (4") layer of pine straw shall be maintained in the bed areas.
2. Apply mulch once per year.

D. Insect and Disease Control:

1. Contractor shall inspect bed areas for insect and/or disease infestations once per week throughout the contract period.
2. The documentation and recommended treatments for insect and/or disease infestations shall be submitted for review by the City of Alexandria Landscape Architect prior to the application of any chemicals.
3. Any plant damaged or killed as a result of improper application of pesticides shall be replaced with like material at the Contractor's expense.
4. ***This service is not part of the regular maintenance contract. Approved work under this section shall be billed in the month following the performance of the service.***

E. Weed Control:

1. Weeds shall be removed from all bed areas at a frequency that will allow weeds to grow no more than six inches (6") horizontally or vertically. The entire weed including the roots shall be removed.

3.4 **PAVED AREAS**

- A. Weed Control: All paved areas within the site shall be kept weed free at all times with the periodic application of post-emergent herbicides. These paved areas include but are not limited to: walking path, sidewalks, parking areas, curbs and drain inlets/outlets.
- B. At the conclusion of each mowing, all vegetative refuse generated by the Contractor's maintenance activities shall be swept or blown from all paved areas.

3.5 **PARK AREA SANITATION**

All litter and other debris shall be collected and removed from all areas of the site once per week throughout the entire year. Trash receptacles are to be emptied on Monday and Friday of each week.

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

PRICE PAGE

The Contractor shall furnish all labor, materials, supplies, equipment, and supervision necessary to provide the following landscape maintenance services for a one-year period.

Base Bid Price \$ _____/per month

1. Lawn Maintenance: Mowing, edging, and monitoring for weed infestations.
Number of man-hours per year for this task: _____ Man-Hours
2. Trees and Landscape Bed Areas: Pruning, fertilization, mulching, watering, weed control.
Number of man-hours per year for this task: _____ Man-Hours
3. Paved Areas: Periodic cleaning and weed control.
Number of man-hours per year for this task: _____ Man-Hours
4. Mulched Areas: Periodic cleaning and weed control.
Number of man-hours per year for this task: _____ Man-Hours
5. Sanitation and refuse removal:
Number of man-hours per year for this task: _____ Man-Hours

Optional Pricing:

Option #1 - Second Year Renewal *Base Bid Price \$ _____/per month*

Option #2 - Per Task Pricing

The following per trip or lump sum price shall be used to compute the amount of pay due the awarded Contractor when services which are not part of the Base Bid Price are required or if the frequency of service changes during the course of the contract. Price shall include material, labor, and any other incidental costs.

Bid price for additional requested mowing of all lawn areas: \$ _____/Per Additional Mowing

Bid price for additional requested weekly trash pickups: \$ _____/Per Additional Weekly Trash Pickup

Bid Price for one (1) additional landscape bed mulching application: \$ _____/Per Additional Bed Mulching Application

Bid price for one (1) tree ring mulching application: \$ _____/Per Tree Ring Mulching Application

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
LANDSCAPE MAINTENANCE SERVICES - COMPTON PARK**

PRICE PAGE (Continued)

=====
Copies of required licenses and insurance certificate attached: ___Yes ___No
=====

Bidder Information:

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone #: (_____) _____ Fax #: (_____) _____

Authorized Printed Name and Title: _____

Authorized Signature: _____

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Page 4 of these bid specifications.)



AFFIDAVIT OF BIDDER

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in and for the Parish and State aforesaid, personally came and appeared:

BIDDER

who, after being duly sworn, did declare and state:

1. Appearer's company is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
2. Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
3. Appearer shall require all subcontractors to submit to appearer a sworn affidavit verifying compliance with La. R.S. 38:2212.10 (C) (1) and (C) (2).
4. Appearer has the authority and personal knowledge requisite to testify to the matters stated herein.

NAME OF BIDDER

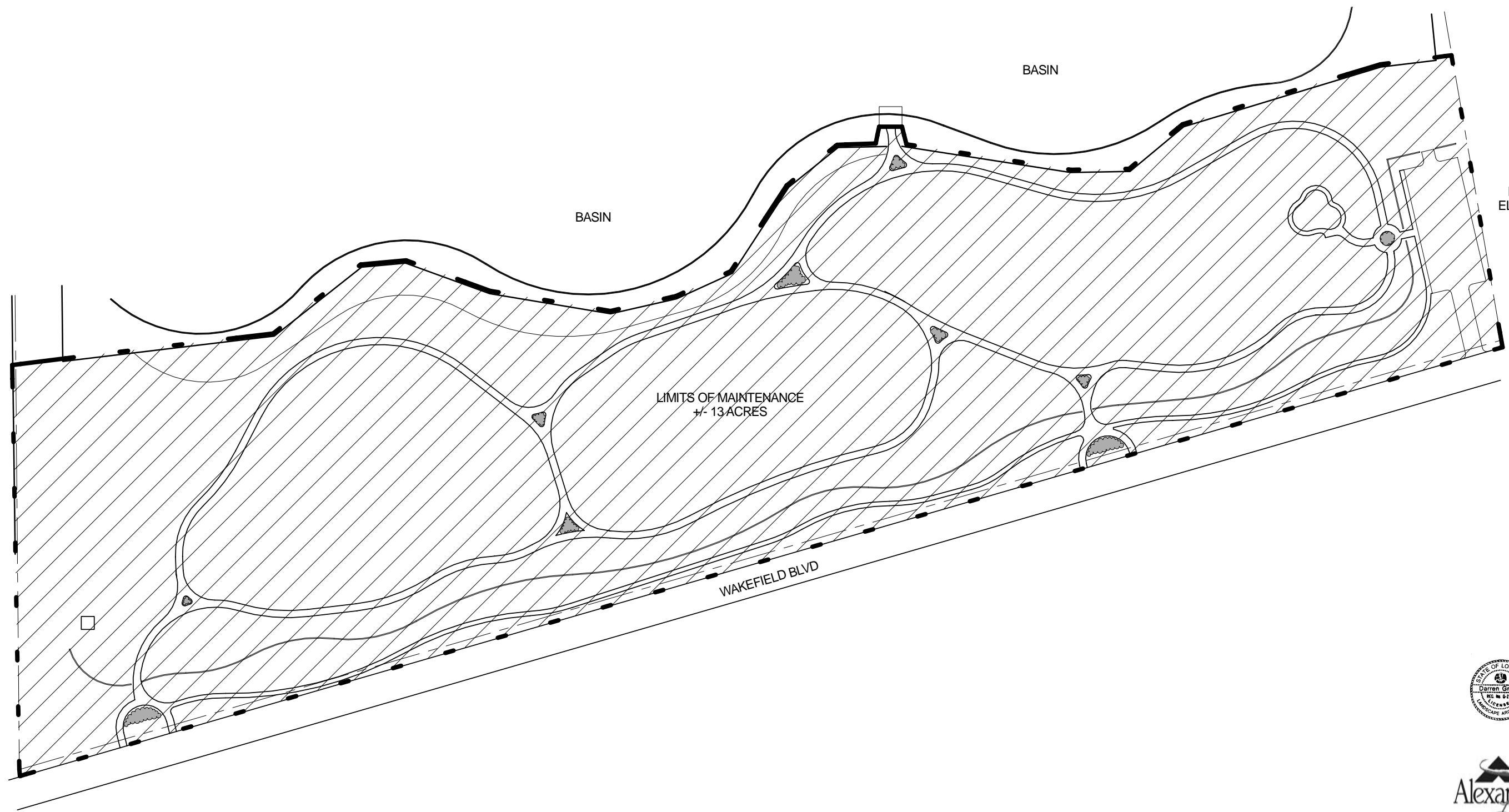
AUTHORIZED SIGNATORY OF BIDDER

TITLE OF AUTHORIZED SIGNATORY OF BIDDER

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER

SWORN TO AND SUBSCRIBED before me, Notary Public, in ___ CITY , ___ STATE ___, on this _____ day of _____, 201__.

NOTARY PUBLIC (Notary ID/Bar Roll No. _____)
Printed Name: _____
My commission expires _____.



BASIN

BASIN

NACHMAN
ELEMENTARY

LIMITS OF MAINTENANCE
± 13 ACRES

WAKEFIELD BLVD



**COMPTON PARK
MAINTENANCE PLAN**