



## REQUEST FOR LANDSCAPE PROPOSAL West Seattle Sign Site

July 1, 2019

The West Seattle Chamber of Commerce Board of Directors and the Welcome Sign Committee is seeking proposals for landscaping of the Welcome sign site. The following rendering is an idea coordinated by the Sign Committee. We are open to additional suggestions and configurations. We encourage any firms/individuals that are able to successfully compete in this RFP to submit your bid, renderings and the requested information for the Committee consideration no later than **Friday, August 2, 2019 by close of business (5PM)**



Please send proposals to:

**Julia Jordan**

*Chief Executive Officer*

**Attention; Sign Committee Chair, Pete Spalding**

West Seattle Chamber of Commerce

[julia@wschamber.com](mailto:julia@wschamber.com)

5639 California Ave SW Seattle, WA. 98136

206-932-5685

253-259-1184 (Cell)

**"Bridging business and community"**

## Table of Contents

1. INSTRUCTIONS TO PROPOSERS
2. ACKNOWLEDGEMENT OF RECEIPT AND PROPOSAL SIGNATURE FORM
3. LANDSCAPE SERVICE PRICING SHEET



## LANDSCAPE SERVICES

### INSTRUCTIONS TO PROPOSERS

The Board of Directors of West Seattle Chamber of Commerce has directed the Sign Committee to obtain bids to provide complete landscape services for **West Seattle sign site (located on the bridge)**

1. Due Date: PROPOSALS must be received no later than August 2, 2019 by close of business (5PM)  
Email to: [julia@wschamber.com](mailto:julia@wschamber.com) attention Sign Committee Chairman, **Pete Spalding**.
2. Signature on Proposal: In addition to executing all forms, affidavits, and acknowledgements for which signature and notary blocks are provided, the Proposer must correctly sign the Acknowledgement of Receipt and Proposal Signature Form. If the proposal is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. Anyone signing the proposal as agent shall file with the proposal evidence of his authority to do so.
3. Commencement of Services/Term: The services and work to be provided by the Contractor shall be a one time design plus maintenance of the original landscaping may be required. **Please include this in your bid as well. Please also include the length of time you will need to complete the project.** This Agreement will renew automatically at the end of the initial term and will continue to renew at the end of each successive 12 month term unless cancelled by either party with written notice of no less than 60 days prior to the expiration of the initial term or any extension term.
4. Familiarity of Laws: The Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility.
5. Qualifications of the Proposer: The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the organization.
6. No proposer shall submit more than one proposal. Proposers shall be disqualified and their proposals rejected if the West Seattle Chamber of Commerce has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any existing contract, or for failure to demonstrate proper licensure and business organization.
7. Submission of Proposal: Submit copy of the proposal forms and other requested attachments at the time and place indicated herein, which shall be addressed to the "CEO and the Sign Committee of the West Seattle Chamber of Commerce" digital copy preferred by Google docs, email or Dropbox (similar apps can be used).

8. Modification and Withdrawal: Proposals are valid for up to 60 days after the date of submission.

Proposal Form: All blanks on proposal forms must be completed. The proposal shall contain an acknowledgement of all Addenda (the numbers of which must be filled in on the Acknowledgement Form). In making its proposals, each Proposer represents that it has read and understands the proposal documents and that the proposal is complete when submitted to the Sign Committee.

10. Basis of Award/Right to Reject or Award: West Seattle Chamber of Commerce reserves the right to reject any and all proposals that do not meet the requirements listed.

**The Proposer must be familiar with the area and any natural features which will affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility.**

Insurance: All Proposers shall include as part of their proposal a current Certificate of Insurance detailing the company's insurance coverage including the required minimum coverages.

**B. Please include the following on the certificate of insurance.**

1. Reference **West Seattle Chamber of Commerce and the City of Seattle** on the certificate.
2. General liability must include contractual liability.

## **PROPOSAL CONTENT**

All proposals shall include the following information in addition to any other requirements of the proposal documents:

- A. Identify your company name, address, city, state, zip code, telephone, and fax numbers.
- B. Identify any parent corporation and/or subsidiaries and affiliations, if applicable.
- C. Provide a brief overview of your company including the number of years in business, number of employees, nature of business and description of clients.
- D. Include the names and resumes of the firm's principal officers.
- E. Identify the name, title, address, phone, fax number, e-mail address of the primary contact person and supervisors, including resumes of staff members available for this project.
- F. Provide a narrative description of the Proposer's approach to providing the services as described in the scope of services, provided herein. (Limit to 5 pages).
- G. Three References, including the name, address, and phone number of a contact person, from projects of similar size and scope.
- H. List any industry award/recognition that you have received, the awarding party, and the date received.
- I. Current sample certificate of insurance.
- J. Completed copies of all other forms included within the proposal documents.
- K. Contractor shall provide copies of state and local licenses, permits, and any required approvals or registrations.
- L. Contractor shall describe in full its plan for the transition from the existing force and how it intends to operate that transition in a smooth, workmanlike manner.

Any question regarding the Proposal Documents, including specifications or other requirements contained in the Request for Proposal, must be filed in writing within and received no less than 7 days before the due date. These questions should be directed at clarifying issues related to the RFP contents so that the Respondents may be able to provide informed responses within their proposals.



## LANDSCAPE SERVICE

### West Seattle Chamber of Commerce

To ensure consistency and for proper analysis, pricing submission should follow the format reflected. Prices should include all labor, material cost, sub-contracted expense, overhead, and tax.

#### A . Sign landscaping

<u>Description of Services</u>	<u>Year 1</u>	<u>Year 2</u> <small>(if renewed)</small>	<u>Year 3</u> <small>(if renewed)</small>	<u>Three Year Total</u>
I. Rock formation	\$	\$	\$	\$
VI. Maintenance required	\$	\$	\$	\$
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GRAND TOTAL	\$	\$	\$	\$

**EXHIBIT B**

**EXAMPLE – WORK AUTHORIZATION FORM**

Attach a sample work authorization form.

**EXHIBIT C**

**EXAMPLE – SITE MAP**

Attach a SITE MAP that highlights service areas. This map should help remove any confusion over which areas are to be maintained.