



**Request for Proposal**

**For**

**Landscaping Services**

**MAYOR AND COUNCIL:**

Phil Goode, Mayor  
Connie Cantelme, Council Member  
Brandon Montoya, Council Member  
Eric Moore, Council Member  
Cathey Rusing, Council Member  
Steve Sischka, Council Member  
Clark Tenney, Council Member

**CITY CLERK:**

Sarah Siep

**RECREATION SERVICES DIRECTOR:**

Joe Baynes

# **Request for Proposals (RFP)**

## **Landscaping Services**

DESCRIPTION: The City of Prescott invites qualified contractors to submit a written proposal to include all supervision, labor, services, equipment, materials, and any assistance necessary to provide the City with Landscaping Services as described herein. To be eligible for consideration, the contractor must submit information demonstrating appropriate competence, qualifications, and relevant experience, along with bidding documents.

MANDATORY PRE-BID CONFERENCE: August 29, 2023, at 9:00am, City of Prescott Grace Sparkes Memorial Activity Center, Flagstone Room.

BID OPENING: Thursday, September 7, 2023, at 2:00pm **City Council Chambers 201 N. Montezuma Street, 3<sup>rd</sup> floor, Prescott, Arizona 86301**

In accordance with local and State law, sealed bids will be received by the **Office of the City Clerk at 201 N. Montezuma Street, Suite 302, Prescott, Arizona 86301**, until 2:00pm on the date specified above, for the services specified herein. Bids will be opened and read aloud at the above noted date, time, and location. Any bid received at or after 2:00pm on the referenced date will be returned unopened.

The City of Prescott reserves the right to accept or reject any or all bids, and/or some or all of the alternates bid, and waive any informality deemed in the best interest of the City and to reject the bids of any persons who have been delinquent or unfaithful in any contract with the City.

This solicitation, full submittal information and any addenda are available free of charge on the City's website at <http://www.prescott-az.gov/business-development/purchasing/bid-listings/>.

PUBLISH: August 20 and 27, 2023

# Request for Proposals (RFP)

## Landscaping Services

### TABLE OF CONTENTS

<b>I.</b>	<b>GENERAL INFORMATION .....</b>	<b>4</b>
	<b>A. DESCRIPTION OF WORK.....</b>	<b>4</b>
	<b>B. SCOPE OF SERVICES/ITEMS FOR PURCHASE .....</b>	<b>4</b>
	<b>C. MANDATORY PRE-BID CONFERENCE .....</b>	<b>9</b>
	<b>D. PROPOSED PROJECT SCHEDULE .....</b>	<b>9</b>
	<b>E. REQUESTS FOR INFORMATION.....</b>	<b>9</b>
<b>II.</b>	<b>SUBMITTAL REQUIREMENTS .....</b>	<b>10</b>
	<b>A. PROPOSAL REQUIREMENTS.....</b>	<b>10</b>
	<b>B. INSTRUCTIONS FOR SUBMITTAL FORMS .....</b>	<b>10</b>
	<b>C. DISCLOSURE .....</b>	<b>11</b>
	<b>D. PROPRIETARY INFORMATION .....</b>	<b>11</b>
	<b>E. DELIVERY OF SUBMITTALS .....</b>	<b>12</b>
<b>III.</b>	<b>CONTRACT NEGOTIATION AND AWARD .....</b>	<b>12</b>
	<b>A. OVERVIEW.....</b>	<b>12</b>
	<b>B. AWARD OF CONTRACT .....</b>	<b>12</b>
	<b>C. BASIC INSURANCE REQUIREMENTS.....</b>	<b>13</b>
<b>IV.</b>	<b>TERM OF CONTRACT .....</b>	<b>15</b>
<b>V.</b>	<b>TERMINATION OF CONTRACT.....</b>	<b>15</b>
<b>VI.</b>	<b>COOPERATIVE USE OF CONTRACT .....</b>	<b>15</b>
<b>VII.</b>	<b>PROTEST POLICY .....</b>	<b>15</b>
<b>VIII.</b>	<b>STANDARD INFORMATION .....</b>	<b>16</b>
	<b>GENERAL SERVICES CONTRACT.....</b>	<b>20</b>
	<b>FORM A – SOLICITATION RESPONSE COVER SHEET .....</b>	<b>29</b>
	<b>FORM B – PRICE SHEET .....</b>	<b>30</b>
	<b>FORM C – BID CERTIFICATION.....</b>	<b>32</b>
	<b>FORM D – NON-COLLUSION CERTIFICATE .....</b>	<b>33</b>
	<b>FORM E – CERTIFICATE OF OWNERSHIP .....</b>	<b>34</b>
	<b>FORM F – BIDDER QUALIFICATIONS, REPRESENTATIONS AND WARRANTIES.....</b>	<b>35</b>
	<b>FORM G – SUBCONTRACTORS LIST .....</b>	<b>37</b>

## **I. GENERAL INFORMATION**

The City of Prescott invites qualified contractors to submit a written proposal to include all supervision, labor, services, equipment, materials, and any assistance necessary to provide the City with Landscaping Services as described herein. To be eligible for consideration, the contractor must submit information demonstrating appropriate competence, qualifications, and relevant experience, along with bidding documents.

### **A. DESCRIPTION OF WORK**

The City is seeking a contractor to provide Landscaping Services for 11 locations, per the scope of services listed below for each location.

### **B. SCOPE OF SERVICES**

#### **ROWLE SIMMONS COMMUNITY CENTER – located at 1280 E. Rosser St, Ste B**

**Frequency:** At least once (1) a week

**Area:** 2 acres

##### **Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This 2-acre area is maintained at least once (1) a week. Heavy tree trims are done once (1) per year, and trees are trimmed every other visit. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every other visit. In the Fall we do a major cutback of bushes that require cutbacks. Blowing is to be done on every visit. Rock/DG grooming is to be done every other visit. Picking up trash is done on every visit since the area is large and there is an abundance of trash.

#### **PRESCOTT PUBLIC LIBRARY – located at 215 E. Goodwin St.**

**Frequency:** At least once (1) a week

**Area:** .5 acres

##### **Duties Include:**

- Lawn trimming and mowing
- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This .5-acre area is maintained at least once (1) a week. Lawns are to be mowed and trimmed weekly. Heavy tree trims are done once (1) per year, and trees are trimmed every other visit. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every other visit. In the Fall we do a major cutback of bushes that require cutbacks. Blowing is to be done every visit. Rock/DG grooming to be done every other visit. Picking up trash is done on every visit since the area is large and there is an abundance of trash.

**PUBLIC WORKS – located at 433 Virginia St.**

**Frequency:** At least once (1) a week

**Area:** .33 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This .33-acre area is maintained once (1) a week. Each visit consists of taking care of the bushes, weeds, trees, trash, and all duties listed above. There are numerous trees that leave an abundance of debris. Trash must be cleaned up regularly. Trees are trimmed every other visit, with heavy tree trimming done once (1) per year. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Blowing is done on every visit.

**POLICE STATION – located at 222 S. Marina St.**

**Frequency:** At least once (1) a week

**Area:** .33 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This .33-acre area is maintained once (1) a week. Each visit consists of taking care of the bushes, weeds, trash, and all duties listed above. There are numerous trees that leave an abundance of debris. Trash must be cleaned up regularly. Trees are trimmed every other visit, with heavy tree trimming being done once (1) per year. Weed control is constant with weed eating and spot spraying done on each visit. This is to include weeds growing

in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Blowing is done on every visit. This area is to include the personal car parking lot.

**KAYLA'S HANDS PLAYGROUND – located at 1200 Commerce Dr.**

**Frequency:** At least once (1) a week

**Area:** 1.5 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This 1.5-acre area is maintained at least once (1) a week. Heavy tree trims are done once (1) per year, trees are trimmed every other visit. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every other visit. In the Fall we do a major cutback of bushes that require cutbacks. Blowing is to be done every visit, including blowing off the playground area. Rock/DG grooming to be done every other visit. Picking up trash is done on every visit.

**FIRE STATION 71 – located at 333 White Spar Rd.**

**Frequency:** twice (2) a month

**Area:** .25 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This area is maintained twice (2) a month. Heavy tree trims are done 1x per year, and annual upkeep on trees when needed. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every visit. In the fall we do a major cutback of bushes that require cutbacks. Blowing and rock/DG grooming to be done every visit. Any loose trash is to be picked up.

**FIRE STATION 72 – located at 1700 Iron Springs Rd.**

**Frequency:** twice (2) a month

**Area:** .29 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This area is maintained twice (2) a month. Heavy tree trims are done 1x per year, and annual upkeep on trees when needed. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every visit. In the Fall we do a major cutback of bushes that require cutbacks. Blowing and rock/DG grooming to be done every visit. Any loose trash is to be picked up.

**FIRE STATION 73 – located at 1980 Clubhouse Dr.**

**Frequency:** once (1) a week

**Area:** .17 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape
- Lawn trimming and mowing to include fertilizing, aeration, watering (extensive care required Spring, Summer, and Fall)
- Inspection of irrigation system. Run the system, look for leaks, adjust irrigation heads, program times for system to run based on season.

**Notes:** This area is maintained once (1) a week. Each visit consists of lawn care, mowing and trimming, and checking of the lawn irrigation. Heavy tree trims are done once (1) per year, and annual upkeep on trees when needed. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every other visit. In the fall we do a major cutback of bushes that require cutbacks. Blowing and rock/DG grooming to be done every visit. Any loose trash is to be picked up.

**FIRE STATION 74 – located at 2747 Smoketree Lane**

**Frequency:** twice (2) a month

**Acres:** .09 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This area is maintained twice (2) a month. Heavy tree trims are done once (1) per year, and annual upkeep on trees when needed. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every visit. In the fall we do a major cutback of bushes that require cutbacks. Blowing and rock/DG grooming to be done every visit. Any loose trash is to be picked up.

**FIRE STATION 75 – located at 315 N. Lee Blvd.**

**Frequency:** twice (2) a month

**Area:** .34 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up
- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This area is maintained twice (2) a month. Heavy tree trims are done once (1) per year, and annual upkeep on trees when needed. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every visit. In the fall we do a major cutback of bushes that require cutbacks. Blowing and rock/DG grooming to be done every visit. Any loose trash is to be picked up.

**PRESCOTT FIRE DEPARTMENT TRAINING CENTER – located at 2900 Sundog Ranch Rd.**

**Frequency:** twice (2) a month

**Area:** .73 acres

**Duties Include:**

- Tree trimming and thinning
- Weed Control: Removal of weeds, treatment with pre and post emergent
- Trimming of bushes
- Trash pick-up



- Groom granite
- Removal of all debris
- Blowing of all areas in and around landscape

**Notes:** This area is maintained twice (2) a month. Heavy tree trims are done once (1) per year, and annual upkeep on trees when needed. Weed control is constant, with weed eating and spot spraying being done on each visit. This is to include weeds growing in cracks/sidewalk areas. Pre-emergent is done twice (2) a year. Trimming of bushes is done every visit. In the fall we do a major cutback of bushes that require cutbacks. Blowing and rock/DG grooming to be done every visit. Any loose trash is to be picked up.

**C. MANDATORY PRE-BID CONFERENCE**

The pre-bid conference is mandatory for potential bidders. Bids will only be accepted from contractors in attendance as established on the sign-in sheet. Anything discussed, or not discussed, in the meeting shall not change the requirements of the bid documents. Any changes to the bid documents shall be in writing. The minutes of this pre-bid conference will be distributed to all attendees. The minutes shall not be considered part of any addendum and shall not be considered part of the contract documents for the project.

The mandatory pre-bid conference will be held on August 29<sup>th</sup>, 2023, at 9:00 am at this location:

**City of Prescott  
Grace Sparkes Memorial Activity Center  
Flagstone Room  
824 E. Gurley Street  
Prescott, AZ 86301**

**D. PROPOSED PROJECT SCHEDULE**

Project milestones are estimated to be as follows:

- |                                   |                           |
|-----------------------------------|---------------------------|
| • Request for Proposal Advertised | August 20th & 27th, 2023. |
| • Proposal Due Date/Opening       | September 7th, 2023       |
| • Award of Contract               | September/October         |

All milestones are the earliest dates for planning purposes only and shall not represent any contractual commitment whatsoever on the part of the City.

**E. REQUESTS FOR INFORMATION**

Firms who desire clarification of the procurement terms, selection criteria or submittal requirements shall restrict their inquiries to written communications only. All communications (other than delivery of the proposal as defined below) shall be addressed to the City project representative at the following:

Melissa Busby, MBA, CPP  
Purchasing Manager  
City of Prescott – Purchasing  
[contracts@prescott-az.gov](mailto:contracts@prescott-az.gov)

Requests for information must be received by the project representative **prior to 5:00 PM on Wednesday, August 30, 2023**. Responses, or addenda as required, will be issued no later than 5:00pm on Friday, September 1, 2023. Receipt of addenda must be acknowledged on the required form in the firm's submission. It is the submitter's sole responsibility to check the City's website for periodic updates or addenda.

## **II. SUBMITTAL REQUIREMENTS**

Firms shall possess the qualifications and Arizona licenses as required by law. Responses to this Request must be in the form of a proposal, as outlined in this document. The City assumes no liability for the cost of preparing a response to this Request.

Any deviations from the provisions of this Request which are desired by the Offeror shall be specifically noted in the proposal submitted.

### **A. PROPOSAL REQUIREMENTS**

Proposals shall be submitted as one (1) original not bound or stapled with one (1) flash drive and must conform to this Request. The proposal shall include the following:

- Form A – Solicitation Response Cover Sheet
- Form B – Price Sheet
- Form C – Bid Certification
- Form D – Non-Collusion Certificate
- Form E – Certificate of Ownership
- Form F – Bidder Qualifications, Representations and Warranties
- Form G – Subcontractor's List
- Information demonstrating appropriate competence, qualifications, and relevant experience with this type of project.

### **B. INSTRUCTIONS FOR SUBMITTAL FORMS**

- **Form A – Solicitation Response Cover Sheet**  
Bidder shall complete, sign, and submit Form A as the first page of the bid package.
- **Form B – Price sheet**  
Bidder shall certify that its bid will be valid for 90 days after submission. Bidder may be asked to extend this certification. Bidder shall complete, sign, and submit Form B.
- **Form C – Bid Certification**  
Bidder shall complete, sign, and submit Form C.
- **Form D – Non-Collusion Certificate**  
Bidder shall complete, sign, and submit Form D.
- **Form E – Certificate of Ownership**  
Bidder shall complete, sign, and submit Form E completely and accurately stating the names and addresses of all persons, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business and the nature and extent of each such interest.

- **Form F – Bidder Qualifications, Representations and Warranties**

The City shall consider awarding agreements only to responsible Bidders. Responsible Bidders are those that have, in the sole judgment of the City, the financial ability, character, reputation, resources, skills, capability, reliability, and business integrity necessary to perform the requirements of the agreement. In determination of responsibility, the City may consider all information available to the City, whether specifically provided by the Bidder in response to this solicitation or other information otherwise available to the City in evaluating the responsibility of the Bidder. Such information may include, but is not limited to, experience and history of the City with current and/or prior contracts held by the Bidder with the City or with other agencies, references provided by the Bidder to the City, information provided by the Bidder as part of the solicitation responses, and information not specifically provided by the Bidder but is otherwise available to the City and has merit in consideration of responsibility, in the opinion of the City. The evaluation of responsibility shall be determined by the City and shall be in the sole opinion of the City. Such evaluation by the City shall be final and not subject to appeal. Furthermore, no agreement will be awarded to a Bidder if any owner of such Bidder has been convicted within the past ten years of a crime involving dishonesty or false statements, or if the Bidder has unsatisfied tax or judgment liens.

Bidder shall provide two (2) references, a sub-contractors list (if applicable) and certify there are no unsatisfied tax liens or judgments on record. Bidder shall complete, sign, and submit Form F.

- **Information demonstrating appropriate competence, qualifications, and relevant construction experience with this type of project.**

Proposer shall provide all information not bound or stapled. This information shall be limited to no more than five (5) pages. Pages shall be letter size (8½ x 11 inches), single-sided, with a minimum font size of 11. Combinations of text and graphic material may be used at the firm's discretion to appropriately communicate facts and qualifications. Five (5) additional pages of appendices are allowed per applied category which may include graphs, charts, photos, or additional resumes.

### **C. DISCLOSURE**

Identify any public or private disciplinary actions against your firm or individuals within your firm that occurred within the past five (5) years and would be relevant to this contract. This includes action by professional organizations or oversight committees.

Report any significant material litigation information that would be relevant to this contract.

Disclose any investigation (involving your firm or individuals) conducted in the past five (5) years any federal or state regulatory agency that might impact this contract.

### **D. PROPRIETARY INFORMATION**

All materials submitted in response to the solicitation, including samples, shall become the property of the City and are therefore subject to public release, upon request, after the

Contract award. Firms shall clearly mark any proprietary information contained in its submittal with the words "Proprietary Information". Firms shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Firms should be aware that the City is required by law to make its records available for public inspection. All firms, by submission of materials marked proprietary, acknowledge, and agree that the City will have no obligation to advocate for non-disclosure in any form nor will the City assume any liability to the firms in the event that the City must legally disclose these materials.

**E. DELIVERY OF SUBMITTALS**

Sealed proposals will be received **before 2:00 PM on Thursday, September 7, 2023**, at the **City Clerk's Office, 201 N. Montezuma Street, Suite 302, Prescott, Arizona 86301**, at which time all submittals will be publicly opened.

Any submittals received at or after 2:00 PM on the above-stated date will be returned unopened. Firms are solely responsible for the delivery of their submittals to the above location by the time and date specified. The City is not responsible for lateness of mail, carrier, etc. The city will not accept delivery of the bid at any other city locations. The time and date stamp in the City Clerk's Office shall be the official time of receipt. Electronic or facsimile submittals will not be considered. Modifications to submittals will not be considered after the 2:00 PM deadline.

The outside of the submittal envelope shall indicate the name and address of the Respondent; shall be addressed to the City Clerk, City of Prescott, at the above address; and shall be clearly marked:

**Request for Proposals:  
Landscaping Services  
Due before 2:00 PM on September 7, 2023**

**III. CONTRACT NEGOTIATION AND AWARD**

To qualify the proposal must be submitted on time and materially satisfy all requirements identified in this Request. If, in the judgment of the City, a proposal does not conform to the format specified herein, or if any section is absent or significantly incomplete, the City reserves the right to reject the submittal.

**A. OVERVIEW**

Approval of the City Council will be required for award of a contract for performance of the services described herein.

The City reserves the right to cancel this Request, reject in whole or in part any and all submittals, waive or decline to waive irregularities in any submittals, or determine not to enter into contract as specified if determined by the City to be in the City's best interests.

**B. AWARD OF CONTRACT**

The selected company/firm will be required to execute and meet the terms of the City's standard General Services Agreement, including insurance requirements, in a form

acceptable to the City Attorney. Approval of the City Council will be required for award of a contract for performance of the services described herein and as may additionally be developed during negotiations. Any contract award submitted to the City Council for consideration is not binding on the City until after approval by the City Council and full execution of the contract documents by both parties.

**C. BASIC INSURANCE REQUIREMENTS**

Vendor / Contractor and/or subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor / Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract.

The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Vendor / Contractor, his agents, representatives, employees, or subcontractors. Vendor / Contractor is free to purchase such additional insurance as may be determined necessary.

Additional Insurance Requirements: The policies shall include, or be endorsed to include the following provisions:

1. On insurance policies where the City of Prescott is named as an additional insured, the City of Prescott shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.

**Additional Insured:  
City of Prescott  
201 N. Montezuma Street  
Prescott AZ 86301**

2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

All certificates required by this Contract shall be emailed directly to [coi@prescott-az.gov](mailto:coi@prescott-az.gov) AND [contracts@prescott-az.gov](mailto:contracts@prescott-az.gov) . The City contract number and project description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. Any Renewal of insurance certificates with endorsements will need to be emailed to the above emails at least two weeks prior to expiration.

Notice of Cancellation: With the exception of a ten (10) day notice of cancellation for non-payment of premium, any changes to material to compliance with this contract in the insurance policies above shall require thirty (30) day written notice.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise approved by the City of Prescott Risk Management Division.

Verification of Coverage: Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the contract. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

Insurance Limit Requirements - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a following form basis.

Commercial General Liability – Occurrence Form:

Policy shall include bodily injury, property damage, personal injury, broad form contractual liability coverage.

- General Aggregate \$ 2,000,000
- Products – Completed Operations Aggregate \$ 1,000,000 (if applicable)
- Personal and Advertising Injury \$ 1,000,000 (if applicable)
- Each Occurrence \$ 1,000,000
- Fire Legal Liability (Damage to Rented Premises) \$ 100,000 (if applicable)

The policy shall be endorsed to include the following additional insured language:

"The City of Prescott shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of, the Contractor".

Business Automobile Liability: Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$ 1,000,000

The policy shall be endorsed to include the following additional insured language:

"The City of Prescott shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

Worker's Compensation and Employer's Liability:

- |                             |              |
|-----------------------------|--------------|
| Workers' Compensation       | Statutory    |
| Employer's Liability        |              |
| • Each Accident -           | \$ 1,000,000 |
| • Disease – each employee - | \$ 1,000,000 |
| • Disease – policy limit -  | \$ 1,000,000 |

Policy shall contain a waiver of subrogation against the City of Prescott for losses arising from work performed by or on behalf of the Vendor / Contractor.

All insurance required pursuant to this Agreement must be written by an insurance company authorized to do business in the State of Arizona, to be evidenced by a Certificate of Authority as defined in ARS Section 20-217, a copy of which certificate is to be attached to each applicable bond or binder.

Prior to commencing work under this Agreement, the Vendor / Contractor shall provide City with evidence that it is either a “self-insured employer” or a “carrier insured employer” for Workers’ Compensation as required by ARS 23-901 et seq., or that it employs no persons subject to the requirement for such coverage.

#### **IV. TERM OF CONTRACT**

The contract resulting from this Request shall commence upon the date of contract execution by both parties and extend for an initial period of two (2) years. The contract may be extended for an additional one (1) year period up to a total of two (2) additional years, with the mutual consent of the City of Prescott and the Vendor. The terms of the contract may be subject to a possible increase based on current consumer market pricing. The price of goods under this contract shall not increase in subsequent years by more than the Consumer Price Index (CPI) for the prior year. Notice of intent to renew shall be made at least one (1) month prior to normal contract expiration. If renewal results in changes of the terms or conditions, such changes shall be in writing as an amendment to the contract and such amendment shall not become effective until fully executed by both parties.

#### **V. TERMINATION OF CONTRACT**

The City reserves the right to terminate any part of or the entirety of any contract that may result from this proposal, without cause and at any time with thirty (30) calendar days written notice. In such case, the consultant shall be paid for services rendered through the date of the termination notice, and the results of all such work through that date shall become the property of the City.

#### **VI. COOPERATIVE USE OF CONTRACT**

This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

#### **VII. PROTEST POLICY**

Any protest to the solicitation or award must be filed with the City Clerk’s Office by 4:00 PM up to ten (10) days after award. All such protests shall be in writing and contain the following: 1) Name, address, email address and telephone number of the interested party; 2) Signature of the interested party or its representative; 3) Identification of the purchasing department and Project name; 4) Detailed statement of the legal and factual grounds for protest including copies of relevant documents; and 5) Form of relief requested. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that

corrective action could be taken prior to the selection of the successful firms. The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other proposer.

#### **VIII. STANDARD INFORMATION**

- A.** In case of default by the bidder, the City of Prescott may procure the items or service from other sources and may deduct from any monies due or that may thereafter become due to the bidder the difference between the price named in the contract or purchase order and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Recreation Services Director.
- B.** The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Neither party shall be entitled to an award of attorneys' fees, either pursuant to the Contract or any other state or federal statute.
- C.** Brand names are only used for reference to indicate character or quality desired unless otherwise indicated.
- D.** The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. The Contractor further agrees that this provision shall be contained in all subcontracts related to the project, which is the subject of this Agreement.
- E.** The parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorney fees, either pursuant to the Contract, pursuant to ARS Section 12-341.01 (A) and (B), or pursuant to any other state or federal statute, court rule, case law or common law. The Contractor further agrees that this provision shall be contained in all subcontracts related to the project that is the subject of this Agreement.
- F.** In the event of default, neither party shall be liable for incidental, special, or consequential damages.
- G.** This Agreement is non-assignable by the Contractor unless by subcontract, as approved in advance by the City.
- H.** This Agreement shall be construed under the laws of the State of Arizona.
- I.** This Agreement represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the City and the Contractor. Written and signed amendments shall automatically become part of the Agreement, and shall supersede any inconsistent provision therein;



provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

**J.** In the event any provision of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

**K. INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract, Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees that arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Agreement including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

**L.** No oral order, objection, claim or notice by any party to the other shall affect or modify any of the terms or obligations contained in this Agreement, and none of the provisions of this Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof in writing. No evidence of modification or waiver other than evidence of any such written notice, waiver or modification shall be introduced in any proceeding.

**M. Contractor Immigration Warranty (if applicable)**

Contractor understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: The Contractor must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that the Contractor and each of its subcontractors ("Subcontractors") will comply with and are contractually obligated to comply with all Federal Immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this Contract and shall subject the Contractor to penalties up to and including termination of this Contract at the sole discretion of the City.

The City retains the legal right to inspect the papers of any Contractor or Subcontractors employee who works on this Contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.

The City may, at its sole discretion, conduct random verification of the employment records of the Contractor and any of subcontractors to ensure compliance with Contractor's Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.

Neither the Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if the Contractor or Subcontractor establishes that it has complied with employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.

The provisions of this Article must be included in any contract the Contractor enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

**N.** Israel: Vendor certifies that it is not currently engaged in and agrees for the duration of this Agreement that it will not engage in a "boycott," as that term is defined in Ariz. Rev. Stat. § 35-393, of Israel.

**O.** Force Labor of Ethnic Uyghurs Certification: Pursuant to A.R.S. § 35- 394, Contractor / Vendor /Firm certifies that the firm does not currently, and agrees for the duration of the contract that it will not, use:

1. The forced labor of ethnic Uyghurs in the People' s Republic of China
2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People' s Republic of China; and
3. Any Contractor / Vendor /Firm, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People' s Republic of China.

If the Contractor / Vendor /Firm becomes aware during the term of the Contract that the company is not in compliance with the written certification, the Firm shall notify the City of Prescott within five business days after becoming aware of the noncompliance. If the Contractor / Vendor /Firm does not provide City of Prescott with a written certification that the Company has remedied the noncompliance within 180 days after notifying the City of Prescott of the noncompliance, this Contract terminates, except that if the Contract termination date occurs before the end of the remedy period, the Contract terminates on the Contract termination date.

**P.** Contracting with small and minority firms, women's business enterprise and labor surplus area firms:

1. The Company will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
2. Affirmative steps shall include:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
  - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises.

- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
  - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- Q.** In the event of a discrepancy between this Agreement and other documents incorporated into this Agreement this Agreement shall control over such other incorporated documents.
- R.** Non-Availability of Funds: Fulfillment of the obligation of the City under this Agreement is conditioned upon the availability of funds appropriated or allocated for the performance of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the City at the end of the period for which the funds are available. No liability shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments.



















- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises.
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- e. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**Q.** In the event of a discrepancy between this Agreement and other documents incorporated into this Agreement this Agreement shall control over such other incorporated documents.

**R. Non-Availability of Funds:** Fulfillment of the obligation of the City under this Agreement is conditioned upon the availability of funds appropriated or allocated for the performance of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the City at the end of the period for which the funds are available. No liability shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments as a result of termination under this paragraph.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

ATTEST: \_\_\_\_\_ City of Prescott, a municipal corporation

\_\_\_\_\_  
 \*\*Contractor \_\_\_\_\_ Philip R. Goode, Mayor

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Attest: \_\_\_\_\_ Approved as to Form:

\_\_\_\_\_  
 Sarah M. Siep, City Clerk

\_\_\_\_\_  
 Joseph D. Young, City Attorney

**Form A – Solicitation Response Cover Sheet**



**Solicitation Response**

**Landscaping Services**

Please note all that apply:

- Addenda Number(s) Received (if any) .....
- Original Forms A through F

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_

Business Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contractor Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM B – PRICE SHEET**



**Landscaping Services**

Please provide monthly pricing for each location. The price should include tax, labor, and any other applicable costs.

**Rowle Simmons Community Center**

\$ \_\_\_\_\_ / per month.

**Prescott Public Library**

\$ \_\_\_\_\_ / per month.

**Public Works**

\$ \_\_\_\_\_ / per month.

**Police Station**

\$ \_\_\_\_\_ / per month.

**Kayla's Hands Playground**

\$ \_\_\_\_\_ / per month.

**Fire Station 71**

\$ \_\_\_\_\_ / per month.

**Fire Station 72**

\$ \_\_\_\_\_ / per month.



FORM C – BID CERTIFICATION



Landscaping Services

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

C1 That he/she has read The City of Prescott’s solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum	Issue Date
_____	_____
_____	_____

C2 That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

C3 That the Bidder’s bid consists of the following:

1. Form A – Solicitation Response Cover Sheet
2. Form B - Price Sheet
3. Form C – Bid Certification
4. Form D – Non-Collusion Certificate
5. Form E – Certificate of Ownership
6. Form F – Bidder Qualifications, Representations and Warranties; Bidder to provide attachment: Attachment – Subcontractor’s List

C4 That the Bidder’s bid is valid for 90 days.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address



FORM D – NON-COLLUSION CERTIFICATE



Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to The City of Prescott for consideration in the award of this solicitation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

FORM E – CERTIFICATE OF OWNERSHIP



**Landscaping Services**

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

FORM F – BIDDER QUALIFICATIONS, REPRESENTATIONS AND WARRANTIES



**Landscaping Services**

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

- F1 Taxes and Liens - Bidder has no unsatisfied tax or judgment lien on record.
- F2 Subcontractors – Bidder submits as Attachment 4 to this Bid Form A, a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform the requirements of the proposed agreement. The list shall include the firm’s name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. Bidder shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- F3 References – The City will enter into an agreement only with a Bidder(s) having a reputation of satisfactory performance. The Bidder’s ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Bidder provides information for two clients, other than the City of Prescott, that presently contract with Bidder for similar goods or services:

Reference #1

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reference #2

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Note: The bid evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Bidder with unsatisfactory references may have its bid rejected.

F4 Bidder's Examination - Bidder has made its own examination, investigation, and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment, and facilities necessary to perform. Bidder fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the solicitation. Bidder acknowledges and agrees that it has satisfied itself by its own examination, investigation, and research, and that it will make no claim against the City because of erroneous estimates, statements, or interpretations made by City. Bidder hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

**FORM G – SUBCONTRACTORS LIST**

<b>Landscaping Services</b>			
<b>Subcontractor Information</b>	<b>Bid Item(s)</b>	<b>Subcontract Amount</b>	<b>% of Total Bid</b>
Name: Address:  Phone #: License #:			
Name: Address:  Phone #: License #:			
Name: Address:  Phone #: License #:			
Name: Address:  Phone #: License #:			
<b>Total Subcontract Amount and Percentage of Bid</b>	\$		%

*\*Use additional form(s) if needed*