



**PROSPER  
PORTLAND**  
Building an Equitable Economy

## Request for Proposals 17-07

RFP Title:	Landscape Maintenance Services
Date Issued:	August 29, 2017
RFP Coordinator:	Kristy Branson, Senior Procurement Specialist
Contact Information:	503.823.3688 bransonk@prosperportland.us
Submit Questions:	Submit all questions or requests to change anything in this RFP in writing to the RFP Coordinator no later than <b>5:00 p.m. on September 6, 2017.</b>
<b>Proposal Deadline:</b>	<b>Submit attached form to RFP Coordinator by 2:00 pm, September 13, 2017</b>

Through this Request for Proposal (this “RFP”), the Portland Development Commission dba Prosper Portland (“Prosper Portland”) requests competitive proposals from experienced landscape service companies to perform simple landscape services on Prosper Portland properties. Prosper Portland will be issuing multiple contracts from this RFP. Prosper Portland anticipates that each Landscaper selected from this RFP will be responsible for multiple properties as requested and/or assigned. See attached Property List (“Properties”).

**A. Services Needed.** If awarded a Contract from this RFP, the selected Landscaper shall inspect each property no less than once per week, performing routine landscape maintenance as needed. All special projects must be pre-approved by Prosper Portland. Routine landscape maintenance includes:

1. Maintaining healthy, neat, and trimmed lawns (4” – 6” lawn height).
2. Disposing of all paper, rubbish, wind-fallen branches, and debris prior to mowing.
3. Trimming around posts, fences, sidewalks, tree wells, etc.
4. Recycling, composting, or mulching yard waste at an approved site, if feasible and cost effective.
5. Leaf removal. Use of a power blower is acceptable, but leaves must not be blown onto adjacent street surfaces or other properties.
6. Furnishing all necessary labor, tools, materials, supplies, and equipment.
7. Be professional at all times.
8. Ensuring that employees comply with all City of Portland and State of Oregon industrial regulations and practices.
9. Reporting damage or hazards to Prosper Portland’s property manager as soon as possible.
10. Being responsible for any accidental damage resulting from employees or equipment.

**B. Proposal Requirements.** To be considered for a contract, submit the attached Proposal Form to the RFP Coordinator named above no later than the proposal deadline by either:

1. Email to [bransonk@prosperportland.us](mailto:bransonk@prosperportland.us)

2. Deliver in person or mail in a sealed envelope addressed to:  
Prosper Portland  
Kristy Branson  
RFP 17-07  
222 NW 5<sup>th</sup> Avenue  
Portland, OR 97209.
- C. **Evaluation Process.** Prosper Portland will review all submissions and award multiple contracts to the proposer(s) that Prosper Portland considers to offer the best overall value, convenience, and service. Evaluation factors will include the Proposer’s qualifications, capability, cost, and business equity. If more than one proposer offers to perform services for the same property and each are awarded a contract, Prosper Portland will determine which property will be included in the scope of each contract.
- D. **Contract Terms.** Proposers selected from this RFP will be invited to enter into a Services Contract with Prosper Portland (the “Contract”). The terms and conditions can be found here: [http://prosperportland.us/wp-content/uploads/2017/04/PSC\\_Template\\_Under50k.pdf](http://prosperportland.us/wp-content/uploads/2017/04/PSC_Template_Under50k.pdf)
- E. **Contract Duration.** The duration of the Contract will be approximately one (1) year. This contract may be extended for two (2) additional one-year periods.
- F. **Contract Value.** The initial value of each Contract will be an amount of **\$50,000**. This amount may be amended by the written agreement.
- G. **Contract Requirements.** To be awarded a Contract, the successful proposer must:
- a. Be a company that is authorized to conduct business in Oregon.
  - b. Certify as an EEO employer with the City of Portland.
  - c. Obtain a City of Portland Business License.
  - d. Provide certificates for the following types of insurance:
    - General Liability: \$1,000,000 per occurrence
    - Automobile Liability: \$1,000,000 per accident
    - Workers’ Compensation Insurance
- Please Note:** Only those Proposers that are awarded a contract are required to comply with this section.
- H. **Final Notes.** Prosper Portland, in its sole discretion, reserves the right to change or cancel this RFP at any time, to waive minor informalities of any proposal, request additional information to evaluate a proposal, and negotiate contract with the successful proposer(s). All proposals will become the property of Prosper Portland and will be subject to public inspection under the Oregon Public Records Law (ORS 192). All matters not specifically addressed in this RFP or the Contract(s) will be governed by the Oregon Public Contracting Code (ORS Chapter 279A-C) and Prosper Portland’s administrative rules for public contracting.

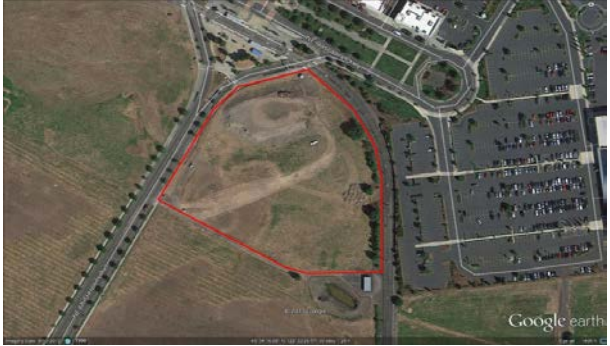








## RFP 17-07 Landscape Maintenance Services Property List





**Weeding:** Remove weeds in landscaped beds, asphalt cracks, and tree wells, by using a weed trimmer, pulling, and/or environmentally safe weed killer.





**Trimming:** Aggressively shape bushes using hedge trimmers.



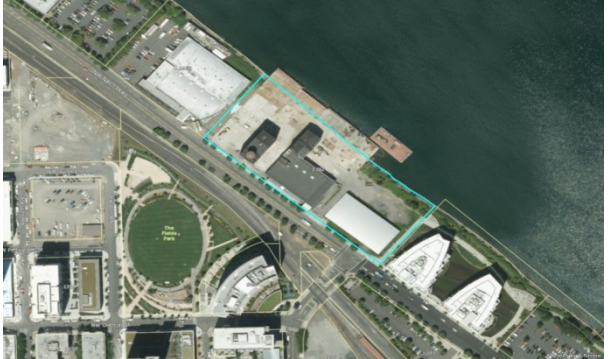
**Pruning:** By hand with pruning shears gently shape bushes and trees.

#	Site Name/Site Address	Comments	Aerial Photo
1	<b>Parcel D</b> 6698 NE Mt St Helens Avenue	Invasive Species Management and Minimum of two (2) field mowings a year	
2	<b>Parcel E</b> SWC NE Cascades Parkway/NE Mt St Helens Avenue	Invasive Species Management and Minimum of two (2) field mowings a year	
3	<b>Parcel G</b> S SIDE NE Cascades Parkway	Invasive Species Management and Minimum of two (2) field mowings a year	

#	Site Name/Site Address	Comments	Aerial Photo
4	<p><b>Festival Lots</b> 1225-1321 SE Water Ave</p>	<p>Sand &amp; Stormwater Filtration maintenance, Bioswale maintenance, and Southern Ramp area pruning</p>	 <p>This aerial photograph shows an area adjacent to a highway interchange. A red box labeled 'Ramp Area' is positioned at the bottom of the image, indicating the specific maintenance zone mentioned in the comments.</p>
5	<p><b>Springwater Trail</b> 49 SE Clay Street</p>	<p>Waterfront mowing/weeding/pruning and Northern Ramp area pruning</p>	 <p>This aerial photograph shows a waterfront area next to a highway. A red box labeled 'Ramp Area' is located near the water's edge, highlighting the maintenance zone for the waterfront area.</p>
6	<p><b>MLK Parking Lot</b> 3620 NE MLK Blvd</p>	<p>Weeding/ trimming/ pruning, street tree maintenance</p>	 <p>This aerial photograph shows a residential neighborhood. A red box highlights a specific area within the neighborhood, corresponding to the MLK Parking Lot mentioned in the site name.</p>
7	<p><b>Albina Triangle</b> 4500 N Albina Ave</p>	<p>Weeding/pruning/trimming/tree maintenance  (No Bioswales)</p>	 <p>This aerial photograph shows a residential area with a triangular-shaped lot or area highlighted by a red box, representing the Albina Triangle.</p>

#	Site Name/Site Address	Comments	Aerial Photo
8	<p><b>South Waterfront Lot 4</b> 2397 SW Moody Ave</p>	<p>Weeding/pruning/trimming, street tree maintenance</p>	
9	<p><b>B&amp;K Lot</b> 84 NE Weidler St</p>	<p>Weeding/ trimming/ pruning</p>	
10	<p><b>AIP</b> 9231 SE Foster Road</p>	<p>Weeding/ trimming/ pruning/mowing, street tree maintenance</p>	
11	<p><b>Tate</b> 9320 SE Ramona</p>	<p>Weeding/ trimming/ pruning/mowing</p>	

#	Site Name/Site Address	Comments	Aerial Photo
12	<p><b>Lents Little League</b> 9330 SE Harold Street</p>	<p>Field mowing, street tree maintenance</p>	
13	<p><b>Dagel Triangle Lot</b> SW Corner of SE Couplet Street &amp; Foster Road</p>	<p>Weeding/ trimming/ pruning/mowing, on-site tree maintenance</p>	
14	<p><b>Old Fire Station</b> 510 NW 3<sup>rd</sup> Avenue</p>	<p>Weeding/ trimming/ pruning, on-site tree maintenance</p>	
15	<p><b>RD Small Lots</b> NW 9th Avenue/NW Naito Parkway</p>	<p>Weeding</p>	

#	Site Name/Site Address	Comments	Aerial Photo
16	<b>1 Waterfront North</b> NW Naito Parkway	Weeding, street tree maintenance	
17	<b>1 Waterfront South</b> NW Naito Parkway		
18	<b>Centennial Mills</b> 1362 NW Naito Parkway	Weeding/ trimming/ pruning/moving, street tree maintenance	

[End of RFP]