



REQUEST FOR PROPOSAL FOR Landscape Services

The South Puget Intertribal Planning Agency (SPIPA), is a nonprofit organization under IRS Code 501(c)3. SPIPA was chartered in 1976 through a Tribal intergovernmental compact. The SPIPA organization currently provides services to the Chehalis, Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Tribes. SPIPA looks to support each of its member Tribes' vision of success and wellness for their community members.

One of SPIPA's fiscal administrative requirements is to obtain competitive bids for contractual services.

SPIPA is soliciting proposals from entities that have the capability to perform ongoing landscape services for the grounds of our office located at 3104 SE Old Olympic Hwy, Shelton, WA.

A two-page **Proposal Form** is provided with this announcement (see Attachment A). **All bidders are asked to use this form. All bids should be for a dollar amount for 12-months of landscape services to be performed on the grounds of the SPIPA professional offices in Shelton.**

A. BIDDING SCHEDULE

July 11 th , 2022	Request for Proposal issued
August 26 th , 2022	Deadline for submission of proposals
August 29 th -Sept. 9 th , 2020	Proposal evaluation
September 12 th , 2022	Award vendor contract
October 1 st , 2022	Landscape services commence

B. RIGHT TO REJECT

This RFP does not commit SPIPA to accept any proposal submitted, nor is SPIPA responsible for any costs incurred in the preparation of responses to this RFP. SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, **and/or** to award the contract in whole or in part as is deemed to be in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend or reissue the RFP at any time.

C. AWARD OF CONTRACT

Each respondent submitting a proposal will be notified in writing or via e-mail of SPIPA's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies, and
- Results of negotiations between selected vendor and SPIPA administrative fiscal staff, and
- Continued availability of SPIPA funds, and
- Approval by the SPIPA Board of Directors.

The final award of contract will be made to the vendor, which in the opinion of SPIPA is best qualified based on the content of the proposal, experience of the vendor providing janitorial services for tribal entities and fees.

Indian Preference shall be given as follows:

- Whenever financially and/or programmatically feasible, Native American vendors shall be sought for provision of goods and services through the publication of notices.
- SPIPA shall assure selection of Native American vendors as a preference whenever an Indian vendor(s) meets the requirements as published.
- When multiple applicants meet the Indian Preference guidelines, the vendor that best fills the needs of the Agency shall be selected.

D. TERM OF SERVICES

The term of the awarded contract shall be for 12 months (October 1st, 2022 – September 30th, 2023). Any contract extension shall be based on the contractor's prior performance. Work to be performed under the contract shall not be assigned to another vendor or individual without the prior written consent of SPIPA.

E. TERMINATION OF SERVICES

Either party upon a thirty (30) day written notice may terminate the service contract for any noted reason.

F. EQUAL OPPORTUNITY

Minority- and women-owned businesses will be afforded full opportunity to submit quotes in response to this RFP and will not be discriminated against in the awarding of any contract resulting from this solicitation.

G. GRIEVANCE PROCESS

Any prospective respondent or actual bidder or contractor who is allegedly aggrieved in connection with the solicitation of a bid or award of a contract shall have the right to protest. The aggrieved must define, in writing, the reason(s) for the protest and forward the letter of protest to the office of SPIPA's Executive Director. The time limit for such action is five (5) calendar days after the contract award has been announced by the SPIPA Board.

H. PROPOSAL DEADLINE

In order to be considered, a written Proposal Form (See Attachment A to this Request for Proposal) must be received by Ryan Haas, SPIPA Administrative and Program Assistant, by:

Date: August 26th, 2022
Time: 4:00 pm PST
Mail: SPIPA
3104 SE Old Olympic Hwy
Shelton, WA 98584
Email: rhaas@spipa.org

No proposal will be accepted after this date and time. Proposals received after this deadline shall not be considered for evaluation or award.

Proposals can be e-mailed to rhaas@spipa.org Put "LANDSCAPE PROPOSAL FORM" in the subject line.

I. SOLICITATION QUESTIONS

All questions regarding this RFP shall be submitted in writing via e-mail to: rhaas@spipa.org

PROPOSAL FORM

- Name of the Proposing service provider: _____
- Local Address: _____
- Telephone Number: _____ Fax Number: _____
- E-mail Address: _____
- Name of Contact Person: _____
- Telephone No. of Contact Person: _____ Email: _____
- Current Local/State Business License Number: _____
- Federal Tax ID Number: _____

• **Affirmation:**

I affirm that the following information provided within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to submit this proposal on behalf of this organization. I also understand that my organization will be responsible for meeting all service requirements as set forth in this RFP. I fully affirm and understand that failure to meet these requirements may result in my organization’s proposal not being considered.

Name (print) _____ Title: _____

Organization: _____

Authorized Signature: _____ Date: _____

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Proposed Scope of Work: Description of landscape services to be provided by contractor. Items listed below are a minimum or baseline for services:

Services to be provided at the SPIPA IPC, Shelton, WA, once a week	
Lawns will be mowed weekly during the growing season. Lawns will be fertilized 4 times per year. Contractor will edge on a bi-weekly basis and trim on a weekly basis.	
All grass will be bagged and hauled away by contractor. Garbage and debris left in lawn or beds to be picked up by contractor.	
Trees and shrubs will be pruned and fertilized by contractor.	
Weed beds on a continuous basis.	
Remove fallen leaves from the site weekly.	
Blow parking lot on a needed basis.	
Storm debris to be cleaned up on a needed basis.	

Bid amount, per month, for project completion of these landscape services,

\$_____ per month

Submitted by Authorized Contact: (print name)

Print name

Signature