State of Oklahoma
Oklahoma Department Of Commerce

Solicitation

Solicitation #: FY16-010417

Solicitation Issue Date: 04.17.16

Brief Description of Requirement:

The Oklahoma Department of Commerce is currently accepting bids for Grounds Maintenance at 900 N. Stiles, Oklahoma City, OK 73104.

Bid Questions are due by close of business on Friday April 29,2016

Solicitation Closes at 3:00 PM CST Monday May 16.2016

Response Due Date[1]: 05/16/16

Time: 3:00PM Central Time

Issued By and RETURN SEALED BID TO[2]:

Agency Name: Oklahoma Department of Commerce

- U.S. Postal Delivery: 900 N. Stiles Ave, Oklahoma City, Oklahoma 73104
- Carrier Delivery: 900 N. Stile Ave, Oklahoma City, Oklahoma 73104

Solicitation Type (type "X" at one below):

☒ Invitation to Bid

☐ Request for Proposal

☐ Request for Quote

1. **Shipping Location**:900 N. Stiles Ave, Oklahoma City, Oklahoma 73104
2. **Contracting Officer**:

   Name: LaKeshia Lofton

   Phone: 405-815-5167

   Email: lakeshia_lofton@okcommerce.gov

[1] Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")
[2] If "U.S. Postal Delivery" differs from "Carrier Delivery, use "Carrier Delivery" for courier or personal deliveries

State of Oklahoma
Agency Name
Agency Division/Dept Name

Responding Bidder Information

"Certification for Competitive Bid and Contract" (see page 3) ***MUST*** *be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** FY16-010417

2. **Bidder General Information:**

FEI / SSN : _____ VEN ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: ____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit**[3] (type "X" at one below)**:**

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State** (type "X" at one below)**:**

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act (type "X" at one below):

☐ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)[4]

_____ _____
Authorized Signature Date

_____ _____
Printed Name Title

[3] For frequently asked questions concerning Oklahoma Sales Tax Permit, see http://www.tax.ok.gov/faq/faqbussales.html
[4] For frequently asked questions concerning workers' compensation insurance, see http://www.ok.gov/oid/faqs.html#c221

State of Oklahoma
Oklahoma Department Of Commerce

Certification for Competitive Bid and/or Contract
(Non-Collusion Certification)

NOTE: *A certification shall be included with any competitive bid and/or contract exceeding $5,000.00 submitted to the State for goods or services.*

Solicitation or Purchase Order #: FY16-010417

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
   a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
   b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
   c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
   d. to any collusion with any state agency or political subdivision employee as to create a sole source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature	Certified This Date
Printed Name	Title
Phone Number	Email
Fax Number	

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;

A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;

A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;

A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and

A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.

A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.

A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.

A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.

A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.

A.3.3. It is the Bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:

A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;

A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and

A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.

A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Oklahoma Department Of Commerce located at 900 N. Stiles Oklahoma City, Oklahoma 73104 at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:

A.9.2.1. Purchase order, as amended by Change Order (if applicable);

A.9.2.2. Solicitation, as amended (if applicable); and

A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the State prior to the closing date.

A.13. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:1115-7-32.

A.14. Award of Contract

A.14.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.

A.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.

A.14.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: https://www.ok.gov/dcs/vendors/index.php .

A.15. Contract Modification

A.15.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.

A.15.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all

items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

A.16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.17. Invoicing and Payment

A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.19. Audit and Records Clause

A.19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

A.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.20. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.21. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.22. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.23. Termination for Cause

A.23.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.

A.23.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.

A.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

A.24.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to

the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.

A.24.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.25. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.26. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify .

A.28. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.29. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

TABLE OF CONTENTS

A GENERAL PROVISIONS 5
B. SPECIAL PROVISIONS 9
C. SOLICITATION SPECIFICATIONS 9
D. EVALUATION 10
E. INSTRUCTIONS TO SUPPLIER 10
F. CHECKLIST 11
G. OTHER 11
H. PRICE AND COST 11

B. SPECIAL PROVISIONS

B.1. Contract Terms

B.1.1. Contract Term is July 1, 2016 through June 30, 2017 with two annual options to renew at the same terms and conditions.

B.1.2. It is the sole discretion of the Oklahoma Department of Commerce to award a multi-year agreement or a single year agreement.

B.1.3. It is the sole discretion of the Oklahoma Department of Commerce to renew for the option years if a multi-year agreement is awarded.

B.2. Definitions

B.2.1. ODOC – Oklahoma Department of Commerce

B.3. Damages: Either party must give prompt notice to the other party of any claim for damages to person or property. Vendor shall be liable for any damages caused by their personnel to either State or Personal property.

B.4. Additional Services: If the Oklahoma Department of Commerce request services beyond the scope of work, the vendor shall prepare a supplemental schedule or schedules showing the additional services to be performed and the cost thereof, which when signed by both parties will serve as an amendment to the Agreement.

B.5. Insurance: Insurance is to be provided by the vendor and a certificate of insurance shall be provided to the Oklahoma Department of Commerce within five (5) days of award and prior to commencement of requirements.

B.6. License: The vendor shall provide a copy of their current license approved by the Oklahoma Department of Agriculture licensing unit for the application of chemicals.

B.6.1. During the tenure of their contract, Vendor must keep the chemical application license current.

B.6.2. If the chemical application license expires during the tenure of the contract, the Vendor must supply a copy of the new license to ODOC within thirty (30) days of the expiration date of the expired license.

C. SOLICITATION SPECIFICATIONS

C.1. Purpose

C.1.1. The Oklahoma Department of Commerce is soliciting bids for landscape and grounds maintenance to be performed on the property located at 900 North Stiles, Oklahoma City, OK.

C.2. Scope

C.2.1. Mow Turf: The vendor will mow all turf areas weekly during the growing season. The price should be based on mowing 32 times per year. However, if additional mowing is needed, it is to be provided at no extra charge. Trash and debris will be removed from the turf areas before mowing. All noticeable clippings are to be removed after each mowing.

C.2.2. Trimming: Monofilaments line trimmer will be used to trim grass around all signs, fence line, building, trees and steps. This service is to be provided with each mowing. Caution should be used to ensure no damage is caused to trees or property by lashing against it with the line.

C.2.3. Edging: All sidewalks, curbs and concrete pads are to be edged using a mechanical edger. **Monofilament line trimmers are not acceptable for edging**. Caution should be used to ensure no damage is caused to ODOC property by the edger.

C.2.4. Clean up: All clippings will be removed from sidewalks, curbs, parking areas and breezeway after every mowing. Clean up will be completed on same day of mowing.

C.2.5. Shrub Bed Maintenance: Weed and cultivate all bed areas and tree wells to keep free of undesirable vegetation during the first and third weeks of each month.

C.2.5.1. Weeding shall include removing all foreign weeds, grasses and leaves from the beds. All items removed from the beds must be hauled off.

C.2.5.2. Pampas grass shall be cut back to 6 inch height each January.

C.2.6. Shrub trimming: Shrubs will be trimmed once during the first week of each month during the growing season for up to eight (8) times per year. Shrubs will be trimmed to their natural shape. All walk areas are to be clear of low branches.

C.2.7. Tree trimming: Trees under the height of 25 feet and as designated by the Building Manager of Commerce will be pruned to generally shape them and as needed to remove dead wood, redundant growth, crossing growth, sucker growth, limbs rubbing against building and limbs hindering pedestrian walkways.

C.2.8. Irrigation Repair: Any damage to the irrigation sprinkler system that is caused by the vendor shall be repaired at no cost to the Department of Commerce. Repairs will be completed in a timely manner, but not to exceed two (2) days.

C.2.9. Fertilizing Turf: Fertilize the turf three times annually to keep healthy and green during the growing season. The first and second fertilizer applications will occur six weeks apart with the first to occur in May with a 10-20-10 ratio in the appropriate amounts that meet industry standards. The third fertilization application will occur in September at a rate of one pound Potash per 1000 square feet to strengthen the root system.

C.2.10. Pre-Emergent Weed Control: The vendor is to apply a pre-emergent weed control application twice per year, in February and again in mid-May, for control of crabgrass and other weeds.

C.2.11. Post-Emergent Weed Control: The vendor is to apply a post-emergent weed control for the control of broadleaf weeds such as dandelion, chickweed, clover and henbit a minimum of twice per year - in the spring and again in the fall. Additional applications may be necessary if weeds are still present at any time during the growing season.

C.2.12. Dormant Spray: Dormant spray is to be applied to bedding areas to help prevent scale twice per year – once in December and again in January.

C.2.13. Insect Spraying: Insecticide and fungicide shall be used as necessary (approximately nine (9) times during the growing season) to prevent loss or damage to trees and shrubs. Examples of common insects and fungus are powdery mildew, tent worm, bagworm, lace bug, scale, anthracnose, fire blight and aphids, however this may not be a conclusive list.

C.2.14. Spray Weeds in Cracks: The vendor will spray weed killer in cracks on all sidewalks, parking lots and curbs once per month during the growing season (for up to eight (8) times per year) to keep them free of unsightly vegetation. This includes the transformer vault located in the parking lot.

C.2.15. Winter Maintenance: During the months of November through March, the vendor shall inspect the grounds once a week and remove leaves, pine cones, pine needles, small branches and other debris from the grounds, bedding areas and parking lots

C.2.16. Removal of debris: Leaves, grass clippings, pine cones and branches are to be removed from the property by the vendor and shall not be placed in or by the Commerce dumpster.

C.3. Vendor Requirements

C.3.1. Start Times: If services are provided Monday through Friday, Vendor shall start by 7:00 am or after 5:00 pm so all edging and line trimming is completed prior to the majority of the parking slots against the lawn becoming occupied.

C.3.1.1. If service is performed on a weekend day (Saturday or Sunday), start time will be at the Vendor's discretion.

C.3.2. Crew supervisor for each crew is required to sign an on-site vendor registration list located at the receptionist desk upon arrival or departure. If service is performed on a weekend day, crew supervisor must contact the Building Manager via telephone.

C.3.3. It is expected that the vendor will submit an amortized monthly billing over each twelve month term.

D. EVALUATION

D.1. Evaluation will be made using the lowest and best value process. Criteria evaluated consist of qualifications, references and cost.

E. INSTRUCTIONS TO SUPPLIER

E.1. **Mandatory On-Site:** The Oklahoma Department of Commerce (ODOC) will provide a access for mandatory on-site visit. All on-site visits must be scheduled with the Building Manager. Call 405-815-5154 to schedule visit. The attached on-site confirmation document must be signed by the Building Manager and submitted with bid response.

The Building Manager will not answer questions concerning this solicitation; he will only show the facility to prospective vendors.

E.2. **Complete the attached bid documents and sign.**

E.2.1. Attach copies of insurance and chemical application license. (Please do not send originals of these documents)

E.3. **Provide three (3) current references for Landscape and Grounds Maintenance.**

E.3.1. References to include length of contract; client name; client address; and current phone number to contact them.

E.3.2. Oklahoma Department of Commerce cannot be used as a reference regardless of any prior affiliation.

E.4. **Solicitation Questions and Amendments**

E.4.1. Questions concerning the solicitation must be submitted in writing or emailed no later than close of business on April 29, 2016.

E.4.1.1. Questions may be emailed to LaKeshia.Lofton@commerce.ok.gov

E.4.2. All submitted questions and the responses will be posted to the ODOC website located at http://okcommerce.gov/okcommerce/bid-opportunities/ as well as emailed to all vendors no later than close of business on May 3, 2016.

E.4.3. If amendments to the Request for Quote are posted, it is the responsibility of the vendor to sign and attach amendment to the quote response.

F. CHECKLIST

F.1. **Documents**

F.1.1. Bidders must return the following documents at a minimum with their response:

F.1.1.1. Responding Bidder Information Sheet provided with solicitation

F.1.1.2. Certification of Non Collusion – Available on the ODOC website

F.1.1.3. Professional Services Certification – Available on the ODOC website

F.1.1.4. Licenses/Certifications

F.1.1.5. Required information outlined in Section E.

F.1.1.6. References

G. OTHER

This section was intentionally left blank.

H. PRICE AND COST

Services	1st Year – FY17		2nd Year - FY18		3rd Year - FY19	
	Monthly Rate	Annual Rate	Monthly Rate	Annual Rate	Monthly Rate	Annual Rate
Landscape and Grounds Maintenance	$	$	$	$	$	$