



REQUEST FOR QUOTES

AIRPORT LANDSCAPING SERVICES

The City of Klamath Falls, Airport Department (hereinafter, Airport) requests quotes from qualified, experienced, licensed contractors for the maintenance of various landscaped areas at the airport. All quotes shall be received at the following address not later than Tuesday April 30, 2019 at 2:00 p.m.:

Crater Lake- Klamath Regional Airport
6775 Arnold Avenue
Klamath Falls, OR 97603

Persons or firms providing quotes must have a verifiable minimum two (2) years continuous experience providing landscape maintenance service. Contractor shall provide all material, equipment, tools, supplies, and labor necessary for the complete and satisfactory execution of the required work.

Individuals employed by the contractor, directly or through contract, and assigned to the Airport landscape maintenance program shall be trained, knowledgeable, and capable of performing their assigned task/function. Individuals not meeting those requirements (eg. trainee) shall be directly and immediately supervised and directed by one who is.

The Airport will consider material provided by individuals or firms submitting quotes, and evidence it obtains otherwise, to determine whether the quoter and its key personnel have the qualification and experience to successfully complete contracts of this type. Such evaluation may include:

- Whether the quoter has adequate financial resources to complete the work;
- Whether the quoter has necessary equipment, tools, facilities, personnel, experience, training, and organization to perform the work;
- Whether the quoter has a successful record of performance and integrity to complete the work;
- The quoter's history of completing, failing to complete, defaulting on, or otherwise not completing projects with the Airport or other City department, or other public agencies.

Contractors submitting on this project shall provide a resume or other material sufficient to demonstrate their ability to meet the requirements and conditions set forth.

Proposals must be made upon the forms within the Request For Quote Packet. All blank spaces on the forms must be filled in clearly and distinctly, typed or written in ink. Any proposal which contains omissions, erasures, alterations, or which, in any manner, fails to conform to the conditions or intent of the proposal may be deemed incomplete and subject to rejection.

Contractors shall determine for themselves all conditions and circumstances affecting the cost of the proposed work through on-site visit and examination. Failure to do so does not relieve the successful contractor of the obligations set forth in the Scope of Work.

The Airport reserves the right to accept or reject any or all quotes, and to waive any informalities and/or irregularities not affecting substantial rights. In all matters pertaining to the quote, the Airport shall make such decisions that are, in its sole judgment, in the best interest of the Airport.



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Work shall be performed during the period May 2019 through October 2019, with the option of continuing the contract for two - one year periods under the same terms, except the period shall run April through October.

AREAS of WORK:

Areas to be included in the scope of work:

- Airport Way entry corridor, beginning at west and east approaches to water feature on Joe Wright Road and continuing to the parking lot entrance at the intersection of Airport Way and Fairchild.
- Airport Administration Office.
- North Parking lot - west of Century Aviation (FBO) building, east of Fairchild, and north of parking entrance road. To include medians, planter strips, beds, grass/lawn areas.
- Central Parking lot - beginning at lot entrance (Entry Planter/Flag Pole) and including all medians, planters, beds, grass/lawn areas to the point of the terminal front drive.
- South Parking lot - beginning adjacent to the south entry lane and including all medians, planters, beds, grass/lawn areas south to the Air National Guard fence and between the Airport Operations Building fence and the west Air National Guard fence.
- Passenger Terminal frontage area including planters, beds, and grass/lawn areas.

SCOPE of WORK:

Contractor will inspect, monitor and communicate to the Airport Operations Manager conditions of all vegetation and lawns in and adjacent to parkways, planters, beds, and medians in the areas described above. Landscape maintenance will be considered on-going and throughout the contract period applies to scheduled and incidental services to maintain healthy and vibrant lawns, trees, shrubs, ornamentals and other plants. It includes but is not necessarily limited to:

- Pruning, trimming, shaping, and damage repair to trees, shrubs, ornamentals, and ground cover in all areas. This includes removing dead growth/thatch from cedars, conifers, evergreens in center parking lot and other areas. Tree pruning and shaping shall be to *ANSI A-300* and the *ISA Best Management Practices, Tree Pruning – Standard Practices*
- Tree taping, staking and stake removal as needed and appropriate.
- Weed, leaf, brush, debris removal from all areas listed under “Areas of Work” to include weeds, leaves, brush, debris along curbs in parking lot areas and in all beds, planters, medians, etc. as necessary.



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- Establish, clean, and maintain wells around base of trees. Special attention shall be paid to ensure trunk and bark damage does not occur.
- Ensure roads and pathways are thoroughly cleaned of mud, rock, clippings, and other debris or litter created by landscape maintenance activities.
- Weed removal and disease (insect & fungal) control in lawns including manual removal/control and spot application when and where appropriate.
- Lawn renovation and preparation, including Spring dethatching, aerating (plug), and Fall winterization preparation. Coordinate with Airport staff to identify irrigation systems & hardware. Flag or conspicuously mark prior to start of dethatching and aerating, or other similar activity to preclude damage.
- Landscape fertilization, weed control and removal, and disease control including insect, fungal, and blight control on ornamentals, shrubs and ground cover.
- Spring & Fall clean-up, and general cleaning/raking/removal in beds, planters, medians, etc. as necessary.
- Test soil moisture in lawn/grass areas, parkway trees, planters, beds, medians weekly. Consult and coordinate with Airport staff to determine the optimal adjustment of irrigation program for each area.

Airport staff is responsible for the start-up, shut-down, and general maintenance of the irrigation systems and water features. Contractor will advise Airport when they become aware of existing or potential problems including: damage, failure, misalignment, misadjustment, leakage, etc.

Airport staff is responsible for the routine grass cutting and edge trimming in all grass areas.

In the event Airport staff is unavailable, and immediate irrigation or water feature repair is necessary to prevent damage or injury, contractor shall call the Airport Duty Phone at 541-891-2620.

Contractor will notify the Airport of the need to remove and replace damaged trees, shrubs, ornamentals and such. Removal and replacement will be an additional service and requires the prior authorization of the Airport. Airport reserves sole discretion to use alternate services.

SPECIAL PROVISIONS:

Airport Industrial Storm Water Permit:

The Airport operates under a DEQ Industrial Storm Water permit (1200Z) which regulates material entering the storm water collection and discharge systems. Contractors and their employees shall adhere to best management practices to preclude intentional or inadvertent discharges of chemicals or other matter/material into the storm water system. Contractor shall have materials on hand to establish



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spill/discharge control capability and will be responsible for any clean-up or recovery costs associated with discharges affecting the waterways or soils.

Insurance:

Provide certificates of insurance with a minimum of one million dollars (\$1,000,000) each occurrence and aggregate general liability for bodily injury/death, property damage, and automobile. Show City of Klamath Falls its officers and employees as also insured.

Site Conditions:

- Maintain job site in a safe, orderly fashion. Provide adequate housekeeping and/or containers to prevent flyable material and debris. All debris, refuse, containers, equipment, supplies, and other material shall be removed from site at end of each visit.
- Be responsible for cleaning spills or release of hazardous materials to meet state and federal standards. Includes but not limited to oils, gas, chemicals. No material is to be allowed entry into manholes, intakes, or drain systems.
- Ensure roads, taxiways, aircraft aprons, and pathways are thoroughly cleaned of mud, rock, clippings, and other debris or litter.
- Ensure roads, taxiways, and aircraft apron access is not unreasonably or unnecessarily blocked to other traffic.
- Protect existing utilities and fixtures, fencing/gates, pavements, buildings, vehicles, aircraft, and public from damage or injury.
- No materials may be burned, buried, or otherwise disposed of at site or on other airport property.

Workmanship:

All work will be conducted with contractor's or appropriate subcontractor employees and equipment. No officer nor employee of the City is or shall be permitted any share or part of the contract or is or shall be entitled to any benefit which may arise from it.

Other:

Contractor shall not perform any activity which may create a hazardous environment for the public or employees of other companies/agencies utilizing the airport.

Contractors are responsible for knowing and adhering to Federal, State, and local laws, ordinances, and regulations which in any manner affect those engaged or employed in the work or the use and application of materials and equipment used to maintain the landscaped areas. No pleas of misunderstanding will be considered on account of ignorance thereof.



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Contractor shall provide all material, equipment, tools, supplies, and labor necessary for the complete and satisfactory execution of the required work. Individuals employed by the contractor, directly or through contract, and assigned to the Airport landscape maintenance program shall be trained, knowledgeable, and capable of performing their assigned task/function. Individuals not meeting those requirements (eg. trainee) shall be directly and immediately supervised and directed by one who is.

Contractor is responsible for providing all supplies, clothing, and personal protective equipment, and other items necessary to protect the health and safety of their employees.



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AIRPORT LANDSCAPE QUOTE

The undersigned quoter, declares that after careful examination of the Request for Quote, and having met the conditions and provisions set forth, provides the following quote (PER MONTH):

ITEM:	TOTAL (PER MONTH)
AIRPORT WAY ENTRY CORRIDOR	_____
PARKING LOTS and PASSENGER TERMINAL FRONTAGE	_____
PASSENGER TERMINAL COURTYARD	_____
AIRPORT ADMINISTRATION OFFICE	_____
LUMP SUM (PER MONTH)	_____

Name of Individual / Company submitting this Quote:

Address:

All quoters are required to submit a resume or other material sufficient to demonstrate their ability to meet the requirements and conditions set forth in this document.

Telephone: _____

Signature of Quoter: _____ **Date:** _____

Title: _____