



REQUEST FOR PROPOSALS (RFP) 2025-03-07 LANDSCAPING SERVICES

The City of Huntington is seeking proposals from landscapers to provide landscape maintenance for the city for the Hal Greer medians between 3rd Avenue and Washington Boulevard. For the purpose of this RFP, landscape maintenance shall mean providing all labor, parts, and equipment necessary to complete the tasks listed in this RFP during the life of an awarded contract. The City of Huntington will enter into a one (1) year contract for these services with the option to renew for four (4) additional one-year terms. The contractor must obtain a City of Huntington Business License prior to the awarding/signing of a contract.

Contractor shall have at least one (1) year actual experience in providing landscape maintenance services for commercial and/or government entities and possess a commercial pesticide applicator license or equivalent. Experience as an employee of another contractor will not satisfy the above requirement.

At the time the contract is awarded, the contractor shall possess a certificate of insurance listing the City of Huntington as an additional insured and providing certificate of insurance to the Purchasing Director. The policy shall be maintained for the duration of the contract period(s).

All proposals must be submitted through BidExpress.com unless prior arrangements are made with the Purchasing Director, Dan Underwood, by email at dunderwood@huntingtonwv.gov or by calling 304.696.5540 ext. 2015. Any questions in regard to this RFP must be asked no later than 2 PM on April 11th, 2025 with all proposals submitted by 10 AM on April 15th, 2025. At that time all proposals shall be publicly opened in the City Clerk's office located in city hall (800 5th Avenue Room 135 Huntington WV).

SITE CONDITION

Contractor will receive sites in "as-is" condition. It is the responsibility of the contractor to visit and inspect each site within the designated area.

SCOPE OF WORK

SHRUB BEDS: Keep areas free of weeds, rocks, glass, leaves, and debris at all times. Keep all mulch/bark inside planter and clean from sidewalks and streets.

MULCHING: All beds shall be mulched once a year and a pre-emergent shall be applied at the same time. Mulch shall be shredded hardwood black dyed mulch and applied to a depth of two



(2) inches. If the mulch exceeds four (4) inches when new is applied, the old excess mulch shall be removed and properly disposed of by the contractor.

FERTILIZATION: Fertilizer shall be homogenized time-release pellet type and shall be applied once per year. The specifications for the product to be used must first be submitted to the City of Huntington designated personnel for approval before use.

WEED CONTROL: Contractor shall apply a pre-emergent to all beds for weed prevention and a post-emergent when necessary. The manual removal of weeds shall be avoided unless the use of a post-emergent could damage existing bushes, ornamental grasses, trees, or shrubs. Once a weed has been manually removed, a pre-emergent shall be reapplied to the immediate area.

WATERING : Watering shall be performed as directed by the City of Huntington designated personnel to maintain proper growth in all areas. Watering shall be done at hours to insure that inconvenience to persons using the area will be a minimum. Watering shall be controlled to prevent excessive runoff, ponding and over-watering.

Hand and manual watering may be necessary on some sites and shall be performed as required. Hoses and nozzles for hand watering shall be provided by the contractor.

PRUNING: All hedges, shrubs, ornamental grasses and trees shall be pruned to insure proper growth and control as directed by the City of Huntington designated personnel.

All pruning shall be done by qualified professional personnel. Excessive pruning or stubbing back will not be permitted, and most plants will be pruned only once a year. All pruning cuts shall be made beyond and close to branch collar ring. They shall be cleanly cut with no tearing of the bark. Shearing of shrubs and ground cover will not be permitted unless specifically approved by the City of Huntington designated personnel.

Pruning of trees and shrubs shall be done as needed to achieve the following:

- 1) To shape
- 2) To cut back shrubs where they encroach on the walks and the paved areas;
- 3) To remove all dead or damaged branches.

INSPECTION: The City of Huntington designated personnel shall inspect all work with the contractor after completion of work. Contractor shall maintain and have available such records that reasonably confirm frequency of task performance at the location. Contractor shall furnish an itemized statement of all extra work performed with a monthly invoice. Inspections shall be scheduled after each maintenance period. The contractor shall submit to the City of



Huntington designated personnel a detailed schedule of work, which shall indicate the day of the week each area shall be maintained. This schedule shall be submitted prior to work beginning under this contract and updated for any changes to schedule of work.

ADDITIONAL WORK: When additional work is required, prior approval must first be obtained from the City of Huntington designated personnel and charges shall be based on pricing submitted in the response section to this RFP.

MISCELLANEOUS: Any dead plants found by the contractor shall be immediately removed and properly disposed of. The contractor shall then notify the City of Huntington designated personnel for replacement. The City shall determine replacement procedures.

The contractor accepts total responsibility for the replacement of materials, whether owned by the City of Huntington or others, which the City of Huntington or city agent judges to have been damaged or killed as a result of the contractor's poor industry practices or knowledge.

REQUEST FOR PROPOSALS (RFP) SUBMITTALS SHALL INCLUDE THE FOLLOWING:

The successful offeror shall submit a completed landscape maintenance cost schedule for the work to be performed under this contract. The Contractor shall also demonstrate adequate plant knowledge regarding plant species, pests and diseases for all plants contained on these sites and practice accordingly, recognized industry standards and techniques for landscape maintenance. The total cost of the items on the landscape maintenance cost schedule shall equal the total price offered for the work.

The contractor shall provide any required certifications or proof that such certification is not required by the contractor.

Provide a list of similar projects previously completed.

List of at least three (3) references for similar projects.

A copy of their West Virginia business license. A City of Huntington business license shall be required before the awarding of a contract.

The City of Huntington requests that alternate pricing be provided for litter control at these locations. Any litter shall be collected and properly disposed of by the contractor. This is NOT part of the main contract and may be added on upon the City's request.



SELECTION

The selection of a contractor shall be done by a committee of city personnel reviewing the submitted proposals and shall not be based on cost alone. Selection will be based on a 100 point process as outlined below:

1. Prior experience – 50 Points
2. Certifications (as required, max points awarded to everyone meeting this standard) – 20 Points
3. References – 10 Points
4. Cost – 20 Points

Contact with Evaluation Team: All firms interested in this project, (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact during this selection process must be addressed to the authorized representative identified below:

Dan Underwood
Purchasing Director