

Request for Quotes
City of West Lafayette
Public Right-Of-Way Landscape Maintenance

Sagamore Parkway
Wiggins Street
Sagamore Parkway / Northwestern Overpasses
Cumberland Avenue
Northwestern Avenue

February 13, 2015

This Request for Quotes is the official notice of needed services for the City of West Lafayette Redevelopment Commission. The Board of Public Works and Safety of the City will receive sealed quotes for the **Public Right-Of-Way Landscape Maintenance (written on outside of envelope)** until the hour of **8:30 AM** local time on **March 3, 2015**, at the office of the Clerk–Treasurer, 711 West Navajo Street, West Lafayette, Indiana 47906. Quotes received after said time will be returned unopened. No oral, telephoned, telegraphed, or facsimile quotes or changes to quotes will be considered. After said time, quotes will be publicly opened and read aloud at the Board of Public Works and Safety meeting at the Morton Community Center, Multi-Purpose Room, 222 N. Chauncey Avenue, West Lafayette, Indiana 47906.

The Contractor shall furnish all labor, equipment and supplies necessary to complete the listed Specifications. Since some of these beds are on a state highway, INDOT guidelines apply. These guidelines will be provided to the selected Contractor. The Contractor may be able to obtain an electronic traffic control sign on a daily basis by contacting Deputy Chief Chris Leroux with the West Lafayette Police Department (775-5200).

A properly executed Non-Collusion Affirmation must be submitted with the Quote Sheets for this project. The Employment Verification forms should be submitted with the Quote Sheets, unless the firm already has the forms on file with the City. The Contractor shall carry all necessary insurance coverage and provide a Certificate of Insurance to the City per City insurance requirements.

Quotes for each of the five designated areas must be entered on the separate Quote Sheets that are provided. Quotes will be taken under consideration for the execution of an Agreement Form and the issuance of a purchase order to the most responsive and responsible firm which provides a quote most advantageous to the West Lafayette Redevelopment Commission.

Any questions concerning this Request for Quotes should be directed to Dan Dunten at ddunten@westlafayette.in.gov or (765) 775-5172.

enc. Specifications and Quote Sheets
Maps of Landscape Beds
Non-Collusion Affirmation form
Employment Eligibility Verification form

SPECIFICATIONS:

Quote # 1 - Sagamore Parkway Medians (6 island beds)

Landscape Bed Maintenance

- Early April - apply Snapshot pre-emergent herbicide (or equivalent) before mulching
- April - Cut all landscape bed edges to 2" deep by curbs and lawn, then add 1" - 2" of hardwood mulch
- Late June – mid July – apply a second pre-emergent herbicide application for grass using Treflan (or equivalent).
- Remove trash and existing weeds starting May 1 and repeating every three weeks through the end of November (10 occurrences)
- Spray glyphosate along curbs and in beds as needed (maximum of 5 times)
- Prune shrubs as needed (maximum of 2 times)
- Cut back all perennials by December 1

Quote # 2 - Wiggins St. (east of Salisbury St. on south side of road)

Landscape Bed Maintenance

- Early April - apply Snapshot pre-emergent herbicide (or equivalent) before mulching
- April - Cut all landscape bed edges to 2" deep by curbs and lawn, then add 1" - 2" of hardwood mulch
- Late June – mid July – apply a second pre-emergent herbicide application for grass using Treflan (or equivalent).
- Remove trash and existing weeds starting May 1 and repeating every three weeks through the end of November (10 occurrences)
- Spray glyphosate along curbs and in beds as needed (maximum of 5 times)
- Prune shrubs as needed. The intent is for the shrubs to grow together to form a mass planting. (maximum of 2 times)
- Cut back all perennials by December 1

Quote # 3 - Sagamore Parkway & Northwestern Overpass

Landscape Bed Maintenance

- Early April - apply Snapshot pre-emergent herbicide (or equivalent) before mulching
- April - Cut all landscape bed edges to 2" deep by curbs and lawn, then add 1" - 2" of hardwood mulch
- Late June – mid July – apply a second pre-emergent herbicide application for grass using Treflan (or equivalent).
- Remove trash and existing weeds starting May 1 and repeating every three weeks through the end of November (10 occurrences)
- Spray glyphosate along curbs and in beds as needed (maximum of 5 times)
- Prune shrubs as needed (maximum of 2 times)
- Cut back all perennials by December 1

Quote # 4 - Cumberland Avenue (between Sagamore Parkway and Salisbury St.)
- Median at N. Salisbury St. and LaGrange St. (bed maintenance only)

Native Prairie Maintenance

- Spray or hand-wick (where appropriate) with glyphosate (or equivalent) all undesirable perennials and tall annual weeds before they go to seed (maximum of 3 times). These unwanted plants include (but not limited to) Canada thistle, giant foxtail, Queen Anne's Lace, Buckhorn Plantain, and Yellow & White Sweet Clover.
- November – mow off the entire area at ground level and rake away all plant material.

Landscape Bed Maintenance

- Cut back all ornamental grasses in early spring before new growth emerges.
- Early April - apply Snapshot pre-emergent herbicide (or equivalent) before mulching
- April - Cut all landscape bed edges to 2" deep by curbs and lawn, then add 1" - 2" of hardwood mulch
- Deadhead salvia in roundabouts when flowers fade
- Late June – mid July – apply a second pre-emergent herbicide application for grass using Treflan (or equivalent).
- Remove trash and existing weeds starting May 1 and repeating every three weeks through the end of November (10 occurrences)
- Spray glyphosate along curbs and in beds as needed (maximum of 5 times)
- Prune shrubs as needed (maximum of 2 times)
- Remove tree suckers when they appear. (maximum of 3 times)
- Cut back all flowering perennials by December 1

Lawn Maintenance

- Mow grass at 3" – 3 ½". Turf should be mowed based on growth rate and not on a set schedule, so more mowing would be expected in the spring and fewer in mid-summer and fall. (maximum of 28 times)
- String trim around obstructions at same time of mowing.
- Power edge walks and curbs. (maximum of 3 times)
- Spray glyphosate around obstructions and along the curb as needed. (maximum of 5 times)
- Apply pre-emergent granular herbicide to control crabgrass in spring (late March – late April).
- Apply granular herbicide for broadleaf weed control (late May – Early June).
- Apply granular, broadleaf weed control in fall (September).
- Apply granular fertilizer in late fall (late October - November).

Pond Maintenance

- Mow and trim around pond area. (maximum of 5 times)
- Pull or cut off and spray the base of invasive plants (ex. ornamental pear, bush honeysuckle, black willow, mulberry, etc.) (maximum of 2 times per year)

Irrigation Maintenance

- Spring activation and adjustment of system.
- Backflow device testing.
- Fall winterization.

Quote # 5 - Northwestern Avenue, north of Lindberg Rd. and including the Yeager Road Roundabout (plus the medians that extend 200 feet north on Yeager Road and 300 feet north on Northwestern Avenue) and mowing areas.
- Garden Street Sitting Area (mow only)

Landscape Bed Maintenance

- Early April - apply Snapshot pre-emergent herbicide (or equivalent) before mulching
- April - Cut all landscape bed edges to 2" deep by curbs and lawn, then add 1" - 2" of hardwood mulch
- Late June – mid July – apply a second pre-emergent herbicide application for grass using Treflan (or equivalent).
- Remove trash and existing weeds starting May 1 and repeating every three weeks through the end of November (10 occurrences)
- Spray glyphosate along curbs and in beds as needed (maximum of 5 times)
- Prune shrubs as needed (maximum of 2 times)
- Cut back all perennials by December 1

Lawn Maintenance

- Mow grass at 3" – 3 ½". Turf should be mowed based on growth rate and not on a set schedule, so more mowing would be expected in the spring and fewer in mid-summer and fall. (maximum of 28 time)
Mowing will be needed at:
 - In the Northwestern Ave. medians and roundabout
 - Along the west side of Northwestern Avenue from the street to the tree line, starting from the area across from Windsor Drive and then north to the end of the current paved trail near the end of the northern median bed on Northwestern Avenue.
 - Area directly north of the round-about where Yeager Road and Northwestern Avenue meet. Mow to within 5 feet of the apartment building.
 - Garden Street Sitting Area, east of Summit Dr. (180') from walkway to fence and 20' area east of woods and south of walkway.
- String trim around obstructions at same time of mowing.
- Power edge walks and curbs. (maximum of 3 times)
- Spray glyphosate around obstructions and along the curb as needed (maximum of 5 times)
- Apply pre-emergent herbicide to control crabgrass in spring (late March – late April).
- Apply granular herbicide for broadleaf weed control (late May – Early June).
- Apply granular, broadleaf weed control in fall (September).
- Apply granular fertilizer in late fall (late October - November).

Irrigation Maintenance

- Spring activation and adjustment of system.
- Backflow device testing.
- Fall winterization.

Quote Sheet # 1

Sagamore Parkway Medians (6 island beds)

Calculate the total sum cost to complete the work described. Maintenance may begin upon approval of the proposed work by the West Lafayette Parks and Recreation Department, following issuance of a Purchase Order. All work is to be completed by the specified dates.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Apply pre-emergent herbicide (2 times)	_____	_____
Cut bed edges and apply mulch (1 time)	_____	_____
Remove trash and weeds (10 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Cut back perennials (1 time)	_____	_____

MAXIMUM QUOTE _____

Contractor's Name _____ Date _____

Authorized Signature _____ Title _____

Address _____

Phone # _____ E-mail Address _____

Quote Sheet # 2

Wiggins St. (east of Salisbury St. on south side of road)

Calculate the total sum cost to complete the work described. Maintenance may begin upon approval of the proposed work by the West Lafayette Parks and Recreation Department, following issuance of a Purchase Order. All work is to be completed by the specified dates.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Apply pre-emergent herbicide (2 times)	_____	_____
Cut bed edges and apply mulch (1 time)	_____	_____
Remove trash and weeds (10 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Cut back perennials (1 time)	_____	_____

MAXIMUM QUOTE _____

Contractor's Name _____ Date _____

Authorized Signature _____ Title _____

Address _____

Phone # _____ E-mail Address _____

Quote Sheet # 3

Sagamore Parkway & Northwestern Overpass

Calculate the total sum cost to complete the work described. Maintenance may begin upon approval of the proposed work by the West Lafayette Parks and Recreation Department, following issuance of a Purchase Order. All work is to be completed by the specified dates.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Apply pre-emergent herbicide (2 times)	_____	_____
Cut bed edges and apply mulch (1 time)	_____	_____
Remove trash and weeds (10 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Cut back perennials (1 time)	_____	_____

MAXIMUM QUOTE _____

Contractor's Name _____ Date _____

Authorized Signature _____ Title _____

Address _____

Phone # _____ E-mail Address _____

Quote Sheet # 4

Cumberland Avenue between Sagamore Parkway and Salisbury St. Median at N. Salisbury St. and LaGrange St.

Calculate the total sum cost to complete the work described. Maintenance may begin upon approval of the proposed work by the West Lafayette Parks and Recreation Department, following issuance of a Purchase Order. All work is to be completed by the specified dates.

<u>Native Prairie Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Spot treat with glyphosate (maximum 3 times)	_____	_____
Mow off entire area (1 time)	_____	_____
<u>Landscape Bed Maintenance</u>		
Cut back ornamental grasses (1 time)	_____	_____
Cut bed edges and apply mulch (1 time)	_____	_____
Apply pre-emergent herbicide (2 times)	_____	_____
Deadhead salvia (1 time)	_____	_____
Remove weeds and trash (maximum 10 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Remove tree suckers (maximum 3 times)	_____	_____
Cut back perennials (1 time)	_____	_____
<u>Lawn Maintenance</u>		
Mow and string trim (maximum 28 times)	_____	_____
Power edge (maximum 3 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Apply pre-emergent herbicide (1 time)	_____	_____
Weed control (2 times)	_____	_____
Fall fertilize (1 time)	_____	_____
<u>Pond Maintenance</u>		
Mow and trim (maximum of 5 times)	_____	_____
Remove invasive plants (maximum of 2 times)	_____	_____
<u>Irrigation Maintenance</u>		
Spring activation (1 time)	_____	_____
Backflow testing (1 time)	_____	_____
Fall winterization (1 time)	_____	_____

MAXIMUM QUOTE _____

Contractor's Name _____ Date _____

Authorized Signature _____ Title _____

Address _____

Phone # _____ E-mail Address _____

Quote Sheet # 5

Northwestern Avenue Area Garden Street Sitting Area

Calculate the total sum cost to complete the work described. Maintenance may begin upon approval of the proposed work by the West Lafayette Parks and Recreation Department, following issuance of a Purchase Order. All work is to be completed by the specified dates.

<u>Landscape Bed Maintenance</u>	<u>\$ quote per occurrence</u>	<u>Total maximum quote</u>
Apply pre-emergent herbicide (2 times)	_____	_____
Cut bed edges and apply mulch (1 time)	_____	_____
Remove trash and weeds (10 times)	_____	_____
Spray glyphosate (maximum 5 times)	_____	_____
Prune shrubs (maximum 2 times)	_____	_____
Cut back perennials (1 time)	_____	_____
<u>Lawn Maintenance</u>		
Mow and string trim (maximum 28 times)	_____	_____
Power edge (maximum 3 times)	_____	_____
Spray glyphosate (maximum of 5 times)	_____	_____
Apply pre-emergent herbicide (1 time)	_____	_____
Weed control (2 times)	_____	_____
Fall fertilize (1 time)	_____	_____
<u>Irrigation Maintenance</u>		
Spring activation (1 time)	_____	_____
Backflow testing (1 time)	_____	_____
Fall winterization (1 time)	_____	_____

MAXIMUM QUOTE _____

Contractor's Name _____ Date _____

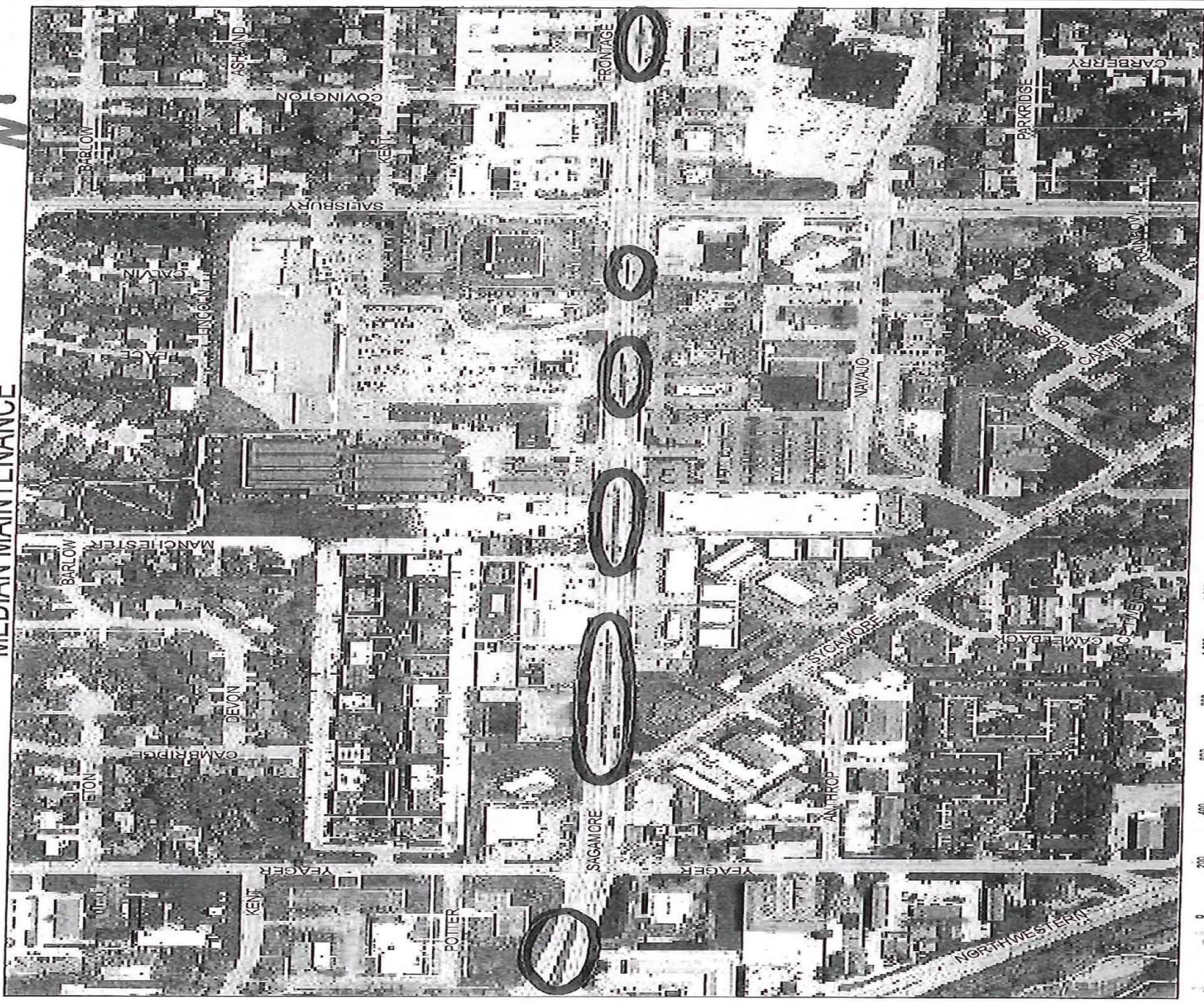
Authorized Signature _____ Title _____

Address _____

Phone # _____ E-mail Address _____

MEDIAN MAINTENANCE

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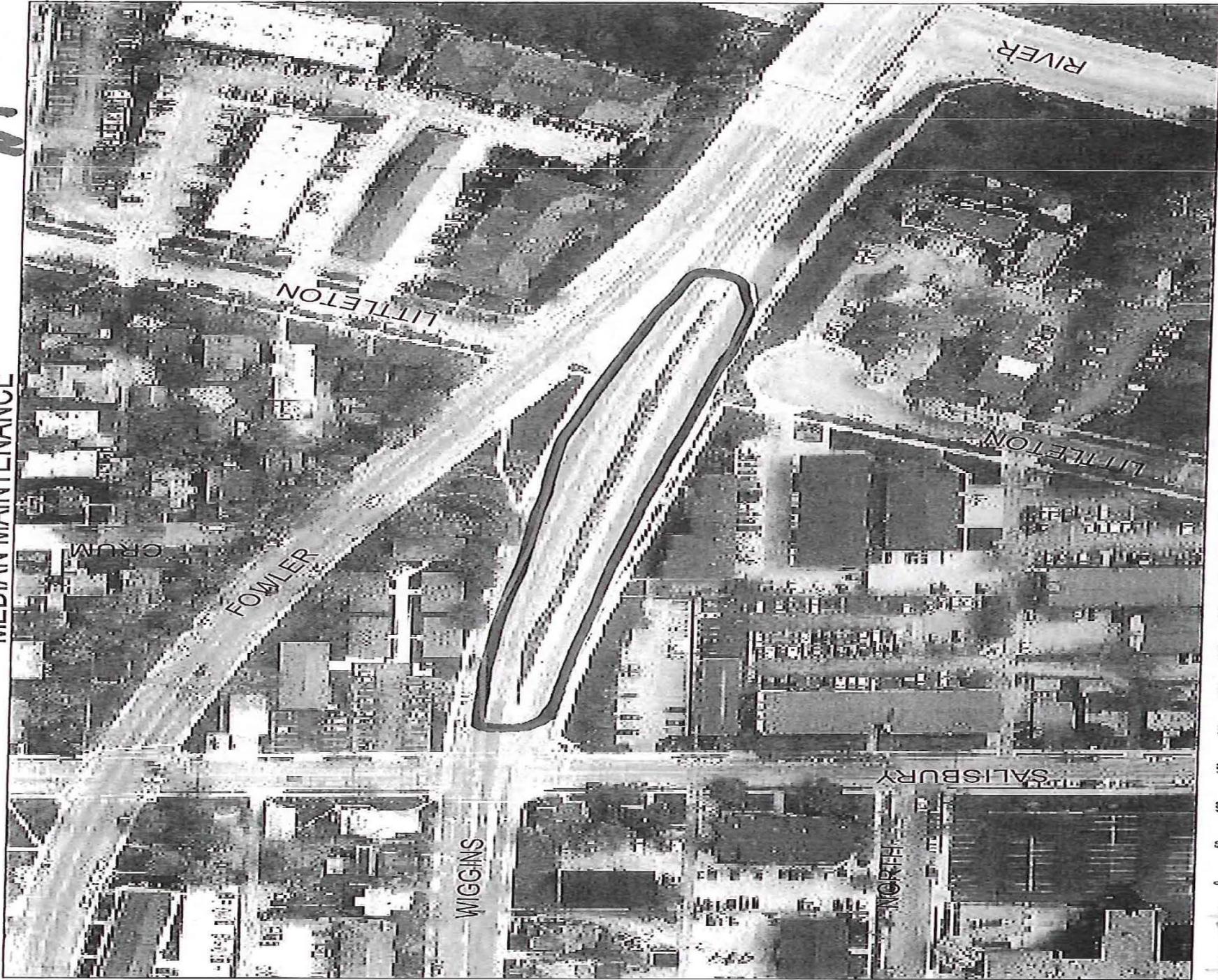
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CITY OF WEST LAFAYETTE

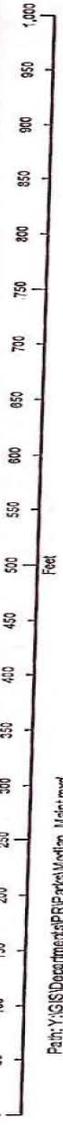
MEDIAN MAINTENANCE

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CITY OF
WEST LAFAYETTE

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