

PURPOSE: To establish an Indefinite Quantity Agreement to purchase LANDSCAPING SERVICE at the Southerly Wastewater Treatment Plant (SWWTP) located at 6977 S. High St., Lockbourne, Ohio 43137 on an as-needed basis.

The estimated dollar amount to be spent on this agreement is \$25,000.00. This is an estimate of the annual needs of the City under this Agreement and are for bidding purposes only. This estimate is not to be construed as representing an actual order for that amount, or a guarantee that any minimum amount will actually be purchased.

Subsequent to the acceptance of an offer, individual written purchase orders may be issued as needed by the City to purchase items listed herein during the term of the agreement. At no time shall the obligation of the City agency exceed the dollar amount of any associated purchase order.

The funds available on the Purchase Order expire on 2/29/2024. Prices shall be FOB Destination

Prices shall be FOB Destination Freight Prepaid & Allowed unless otherwise specified.

Bushes, flowers, plants, and trees will be provided by the contractor as required. Price and type are to be agreed upon prior to installation by Plant Manager or Assistant Plant Manager. Grass seed, mulch, and topsoil will be provided by the contractor at the price bid.

Prior to any work being started an estimated cost must be presented in writing to the Plant Maintenance Manager or a City of Columbus plant representative. The written estimate must have an appropriate plant signature authorizing any work prior to any work being started.

Examples of the type of work needed are listed below.

Repair Area Examples: Vehicle ruts, excavations, etc.

Grass Seeding: Repair of grass area.

Ground Clearing: Clear all brush to fence lines.

Topsoil: Repair of any dirt area.

Mulch: Repair of flower and mulch beds. Mulch shall be hardwood black or Grade A all bark cypress.

Replace Landscaping or Repair: Bushes, Flowers, Plants, and Trees.

BIDDING INSTRUCTIONS:

Line 10 – Please fill in Line 10 at **\$1.00 each. This is used for internal purposes only.** This line will not be used for evaluation purposes, but will be used for establishing the Purchase Order. Vendor must submit a bid of \$1.00 on this line.

For the additional lines please provide the unit cost as requested. These additional line items will be made available to the City at the pricing submitted through the Indefinite Quantity Agreement expiration date.

Line 20 – Hourly Rate: Please quote your company's hourly rate for repairs, per man, for landscaping maintenance.

Line 30 – Misc. Charges: Please quote any miscellaneous charges, such as trip charges, truck charges, mileage, etc. **Please identify these in the comments section. Failure to identify charges will result in non-payment of charges.**

Line 40 – Plant Markup: Please quote your company’s mark-up percentage for replacing bushes, flowers, plants, and trees.

Line 50 – Grass Seeding: Please quote your company’s cost for Grass Seeding per square foot.

Line 60 – Topsoil: Please quote your company’s cost for Topsoil per Yard.

Line 70 – Mulch: Please quote your company’s cost for Mulch per Cubic Yard.

Successful bidders, upon notice of award of these repair services, must provide a copy to the Sewer & Drains designee a current State of Ohio BWC insurance certificate, appropriate contractor licenses, and a copy of the company's current general liability insurance.