



**Request for Proposals for
Landscape Maintenance Service**

**252 South Fairgrounds Road
Price, Utah 84501**

Part 1 - Instructions to the Bidders

1.1 - Invitation to Bid

Southeastern Regional Development Agency (SERDA) invites qualified groundskeeping contractors to submit a proposal in accordance with this request for proposal (RFP) for **Landscape Maintenance Service** for the property located at 252 South Fairgrounds Road, Price, Utah 84501. Proposals must adhere to the format and content of this RFP. Proposals will not be considered unless all parts requested are submitted in a complete package. The successful bidder shall be required to enter into a landscaping agreement with SERDA based on the specifications outlined in this RFP.

1.2 - Background

SERDA is located at 252 South Fairgrounds Road, Price, Utah 84501. The property is parcel #02-1076-0003. The Landscape Maintenance Service will likely be from April 1 to November 30 ("season") but is dependent upon the current year. See Appendix A for a map of vicinity. Full landscaping plans will be made available upon request.

1. There are approximately 33 trees and 136 shrubs, 159 annuals/perennials, wild grasses and roses on the property that will need to be trimmed and cared for at least 4 times per season. A complete list of species and quantities are in Appendix A.
2. Oversee of drip irrigation systems throughout the property. This includes any needed repairs and annual maintenance such as winterization on the systems.
3. There are approximately 35,000 sq ft of graveled areas on the property that will need to be maintained for weeds and other growth on a regular basis throughout the season. Included in the landscaping are two retention ponds that need to be clear of debris.

1.3 - Contact Information

The contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor. *The contact information is also the address to submit bids.*

Contact information:

Jade Powell
Deputy Director
PO Box 1106

Price, Utah 84501
Email: jpowell@seualg.utah.gov
Phone: 435-613-0022

Part 2 - Submission Instructions

2.1 - Key Event Dates

Below are key events relating to this RFP.

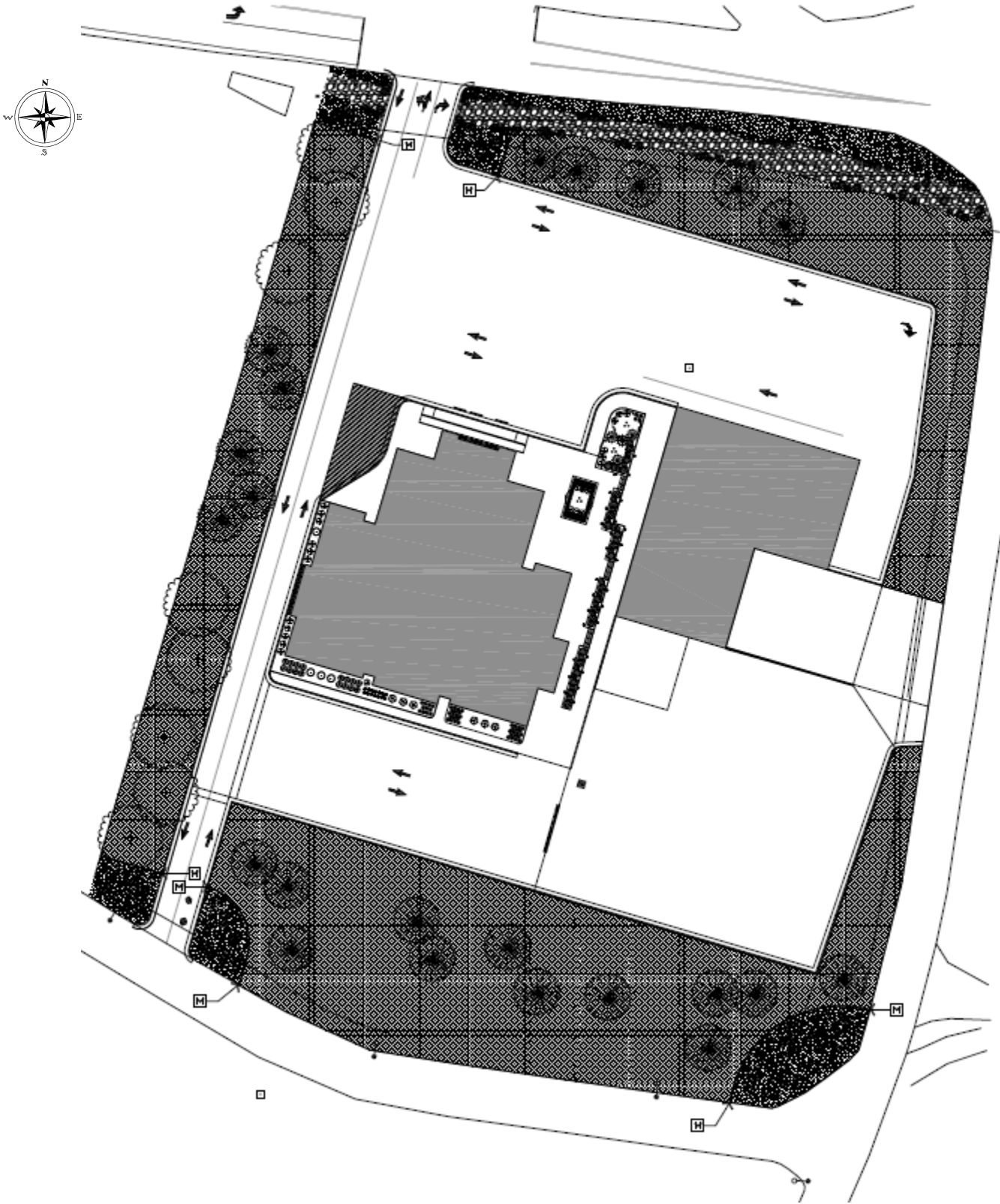
SERDA Issues RFP	October 24, 2023
Due Date of RFP Proposal Submissions by 5:00 pm MST	November 24, 2023
Anticipated Award Date	December 14, 2023
Agreement Start Date	January 1, 2024

2.2 - Bidder Qualifications & Submission Information

Proposals shall be submitted to Jade Powell via email or mail before November 24, 2023 at 5:00 pm MST (see contact information in section 1.3). Proposals shall include the following information:

- Current business license;
- Current copy of contractors license;
- Provide a copy of current insurance policy (minimum of \$300,000 of general liability and \$100,000 per occurrence);
- Copy of W-9;
- Certificate of worker's compensation;
- List of at least two (2) commercial references; and,
- SERDA bid sheet (see appendix A).

Appendix A - Map of Property



PLANT SCHEDULE						
TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
	8	<i>Populus deltoides</i> 'Siouxland'	Eastern Cottonwood Siouxland	2' Cal.	B#B	
	3	<i>Syringa reticulata</i> 'Ivory Silk'	Ivory Silk Japanese Tree Lilac	2' Cal.	B#B	
EVERGREEN TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
	22	<i>Pinus nigra</i>	Austrian Black Pine	10' Ht.	B#B	
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
	17	<i>Aronia melanocarpa</i> Uconnam I 65	Low Scape Mound Chokeberry	2 gal.	Container	
	6	<i>Buxus microphylla</i> var <i>Koreana</i> 'Green Gem'	Green Gem Boxwood	5 gal.	Container	
	4	<i>Hibiscus syriacus</i> 'SHIMRV24' TM	Lil' Kim Violet Rose of Sharon	5 gal.	Container	
	4	<i>Juniperus horizontalis</i> 'Bar Harbor'	Bar Harbor Creeping Juniper	5 gal.	Container	
	1	<i>Sambucus nigra</i> 'SNR1292' TM	Laced Up Elderberry	5 gal.	Container	
	67	<i>Spiraea x bumalda</i> 'Goldmound'	Gold Mound Spirea	5 gal.	Container	
	37	<i>Yucca filamentosa</i> 'Color Guard'	Color Guard Adam's Needle	2 gal.	Container	
ANNUALS/PERENNIALS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
	12	<i>Arabis alpina</i> 'Snowcap'	Alpine Rockcress	4" Rose Pot	Container	
	15	<i>Aubrieta</i> x 'Audrey Purple Shades' TM	Audrey False Rockcress	4" Rose Pot	Container	
	67	<i>Hemerocallis</i> x 'Stella de Oro'	Stella de Oro Daylily	1 gal.	Container	
	51	<i>Iris pallida</i> 'Albo-variegata'	Sweet Iris	1 gal.	Container	
	14	<i>Lavandula angustifolia</i> 'Blue Cushion'	Blue Cushion English Lavender	1 gal.	Container	
GRASSES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
	27	<i>Calamagrostis</i> x <i>acutiflora</i> 'Karl Foerster'	Feather Reed Grass	1 gal.	Container	
	8	<i>Chasmanthium latifolium</i>	Northern Sea Oats	1 gal.	Container	
	76	<i>Pennisetum alopecuroides</i> 'Praline'	Praline Fountain Grass	1 gal.	Container	
ROSES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
	6	<i>Rosa</i> x 'Radwhite' TM	White Knock Out Rose	5 gal.	Container	

Appendix B - SERDA Bid Sheet

Item	Price (USD)	Unit
Irrigation System Repair / Maintenance		Per hour
Tree/Bush/Shrub Trimming		Per occurrence
Weed Maintenance (Section 1.2 #3-4 of RFP)		Per hour