

REQUEST FOR PROPOSAL

Services Requested: **Grounds Maintenance Services for 3 Seasons**

Property Location: **General Office Building, 101 International Drive, Missoula, MT 59808 (“GOB” or “Property”)**

Washington Companies, LLC (“**Owner**” or “**WC**”) is requesting grounds maintenance services for three (3) seasons beginning March 1, 2027 through November 30, 2029.

Contractors (“**Contractor**”, “**Company**”, “**your**” or “**you**”) are hereby invited to submit a statement of qualification and a proposal to provide these services in accordance with this request for proposal (“**RFP**”).

1. RFP SCHEDULE

Issue Date	October 05, 2026
Pre-proposal Site visit	October 28, 2026
Proposal Submissions Due	November 11, 2026
Notification of Award	December 1, 2026
Contract Begins	March 1, 2027

Proposals will not be evaluated unless all documents requested are submitted in a complete package. The information requested is the minimum required to qualify for consideration. Your statement of qualification should include company history, company principals, safety program, and appropriate licenses. The selected contractor will be required to enter into a grounds maintenance agreement based on the specifications outlined in this RFP.

The property is managed by the Washington Corporations’ Facilities Department.

2. SCOPE OF WORK

2.1 See the scope of work (“SOW”) for details.

The SOW includes the following documents:

1. SOW (5 pages)
2. Exhibit A – Site Plans (1 page)

2.2 Any modifications to the SOW shall require a formal change order which must be mutually agreed upon in writing and executed by both parties.

3. PRE-PROPOSAL SITE VISITS

Before submitting a proposal, Contractors are encouraged to thoroughly examine the property and fully understand the conditions that in any way could affect their proposal. Failure to do so, will in no way, relieve the Contractor from satisfactory performance under the proposal submitted. **A pre-proposal site visit is scheduled for Wednesday, October 28, 2026 at 9:00 am meeting in the front by the main entrance.**

4. PRE-PROPOSAL QUESTIONS

All questions concerning this RFP and all correspondence must be submitted in writing by contacting:

Brian Brush, bbrush@washcorp.com
cc: maintenancebids@washcorp.com



Questions will not be accepted by phone. All questions must include contractor's name and email address and be submitted 72 hours prior to proposal due date.

5. QUALITY CONTROL & SUBCONTRACTING

Work performed under this proposal shall be performed in accordance with a contract between you and Owner. If the contract allows, subject to approval in writing by Owner's representative, you may subcontract any work to be performed under this contract. However, your election to subcontract any work does not relieve you from any responsibility or liability under this contract. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

6. INSURANCE REQUIREMENTS

Contractor and all subcontractors shall procure and maintain the following types and limits of insurance for the duration of this Agreement:

<u>Type of Insurance</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Commercial General Liability – Personal Injury/Property Damage	\$1,000,000 combined single limit per occurrence; \$2,000,000 aggregate
Automobile Liability – Bodily Injury And Property Damage -Hired car, owned and non-owned autos	\$1,000,000 combined single limit per occurrence

Owner shall be an additional insured on Contractor's commercial general liability and automobile liability policies, including a waiver of subrogation on both policies in favor of WC.

A signed Certificate or Certificates of Insurance shall be furnished to Owner before work is performed or furnished by Contractor. Contractor shall provide notice to Owner in accordance with the insurance policy of any change, modification, cancellation or termination of any insurance policy.

Contractor shall proactively provide Owner with updated insurance certificates on an annual basis.

7. PROPOSALS

- 7.1 Proposals are due by 11:59 P.M. Wednesday, November 11, 2026.**
PROPOSALS must be submitted online at: <https://maintenancebid.washcorp.com>.

7.2 Bid Detail

must include:

- 7.2.1 Annual landscape maintenance per scope (fixed annual price)
- 7.2.2 Lawn fertilization/herbicide per application
- 7.2.3 Soil prep cost installed per yard
- 7.2.4 Select herbicide application on sidewalks and parking lot – labor and chemical
- 7.2.5 Name & Brand of Chemical used
- 7.2.6 Cost per sweep
- 7.2.7 Cost per pressure wash
- 7.2.8 Other services – labor rate per hour
- 7.2.9 Annual markup percentage (if applicable)
Specify any annual percentage increase that will apply in contract years 2 and 3.

* Contractor's bid shall include costs of all equipment, fuels, materials, insurances, fees and transportation costs associated with all aspects of the work.



7.3 REQUIRED DOCUMENTS (Current contractors only need to submit the proposal & insecticide license)

- Proposal (All costs including but not limited to taxes and insurance)
- Statement of qualification & certifications
- Licenses – Business, insecticide, etc.
- Sample invoice
- References - three to five independent references required
- Certificate of insurance evidencing current coverage as noted in this RFP

All contractors submitting a proposal may be subject to a background check.

8. CONTRACTOR QUALIFICATIONS

- 8.1. Contractor is required to be licensed by the State of Montana to apply insecticides approved for use in the State of Montana.
- 8.2. **Contractor and its employees are required to be trained in confined space safety procedures.**
- 8.3. Contractor certifies that it has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope of work.
- 8.4. Contractor maintains a permanent place of business with a minimum of five (5) years in the business.

9. OWNER RESERVATIONS

- 9.1. Owner reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Owner to be in the best interests of Owner even though not the lowest bid.
- 9.2. Owner reserves the right to negotiate any and all elements of any proposal.



Scope of Work

The intent is to maintain a “Class A” appearance of the Property as determined by the Owner. Contractor shall maintain such appearance. Any discrepancies in the understanding of this scope shall be resolved in a manner as determined by Owner.

Services included under Grounds Maintenance: The work to be performed comprises general grounds keeping, horticultural maintenance, parking lot sweeping and cleanup of landscape areas as designated and, when necessary, repairs due to vandalism and replacement of plant materials.

Services to be rendered include but are not limited to the following:

1. Landscaping & Grounds Keeping
 - a. Removal of litter and debris from lawns, planter beds, foundations, fence lines, parking lots, curbs and sidewalks.
 - b. Maintenance of lawns and groundcover areas, mowing, edging and trimming.
 - c. Pruning of shrubs.
 - d. Application of chemical agents for control of weeds, plant disease and insects that are harmful to plant growth and/or pedestrians.
 - e. Replacement of plant material.
2. Parking lot and sidewalk sweeping
3. Pressure washing sidewalks two times (2x) per season
4. Other work as defined below

Services NOT included:

- Irrigation System Services
- Tree Trimming Services

Owner has a separate agreement with contractors for these services.

1. Landscaping & Grounds Keeping

1.1 Areas included

- 1.1.1 All landscape beds in and around property.
- 1.1.2 All lawn areas in and around property.

1.2 Debris Removal

- 1.2.1 Spring Cleanup – March (weather dependent)
 - Remove all leaves and branches and unwanted debris from lawn, landscape and parking lot areas.
- 1.2.2 Routine Maintenance – April-October
 - Weekly
 - **Remove all litter and trash throughout lawn, landscape, parking lot areas, and along foundations and fence lines, *before and after* mowing/sweeping.**
 - Haul away all debris at the end of each visit.
 - Concrete areas are to be blown or swept to remove grass trimming after mowing and trimming.
 - Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.
 - Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.
 - Monthly
 - Remove dead or damaged portions of plants/trees whenever possible.



- Undesired vegetation in sidewalks, curbs, cracks, and other hard surfaces need maintained so there are no weeds growing in them, this includes removing all grass and weeds growing up through cracks and openings in sidewalks, curbs, roads, parking areas, walls, etc.

1.2.3 Fall Cleanup – October-November

- Remove all leaves and branches and unwanted debris from lawn, landscape and parking lot areas.

1.3 Lawn Care

1.3.1 Spring Cleanup – March

- Power rake to remove thick thatch from lawns.
- Edge lawn along sidewalks and around trees rings.

1.3.2 Routine Maintenance – April-October (until seasonal growth has ended)

- Weekly
 - Lawn to be cut 2" to 3" in height every seven (7) days with mulching recycling mowers using sharpened blades. Large grass clumps of lawn cuttings to be picked up. Considering the topography, Contractor is required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.
 - Edging and trimming along curbs, walks, bed edges, permanent fixtures and tree wells/rings shall be done to keep a neat appearance.
 - Trimmer and mower damage to trees should be avoided.
- Monthly
 - Maintain plant materials, including but not be limited to mowing, edging, fertilizing, and cleaning up.

1.3.3 Fall Cleanup - October-November

- Ensure lawn is ready for winter months by continuing to mow until growing has slowed or stopped for the season. Remove leaves and debris.

1.4 Hardscape, Flower Bed & Shrub Care

1.4.1 Spring Cleanup – March (weather dependent)

- Dress up all bedding (consistently 1" deep) with new soil prep. Cost of installed soil prep to be charged to Owner.
- Shrub pruning to compliment fall pruning (not trees).
- All mulched areas including tree rings, are to be treated with pre-emergence and post-emergence chemicals to control weeds.

1.4.2 Routine Maintenance – April-October

- Weekly
 - Provide a minimum of *three (3) labor hours per week* for bed cleanup.
 - Weeds more than 2" tall are to be removed by hand and weeds less than 2" are to be treated with legally approved post-emergence herbicides.
 - Remove any weeds in hardscaped areas, including sidewalks.
- Monthly
 - Maintain bed configurations: maintain trenched edge, prevent/remove weeds.



- Shrubs shall be pruned to retain their natural shape, to promote bloom and to meet accepted horticulture practices. Growth shall be kept from encroaching on signs, walkways, driveways and 6" from buildings.
- Contractor shall notify Owner of tree conditions requiring maintenance. Tree trimming/removal is excluded from this contract. If plants are affected, appropriate recommendations for treatment shall be submitted to the Owner.
- It is the responsibility of Contractor to maintain healthy plants. Replacement of plants are at Contractor's expense except for acts of vandalism and aged plants.
- Insect and pest control to be done on an as-needed basis.

1.4.3 Fall Cleanup – October-November

- Deep cut selective pruning and hard cutbacks using generally accepted horticulture practices will be performed on plant material.
- After or around the first frost, Contractor shall remove all flowering annuals and cut back all perennials to the ground.

1.5 Yard Weed Control

- 1.5.1 All weeds in the yard shall be cut and then sprayed with appropriate chemicals.
- 1.5.2 Yard weed control is to be performed at least two (2) times per season – once in the spring, and once in the summer.
- 1.5.3 If a third time is needed, Contractor must submit an estimate to Owner for prior approval and will be considered outside the contract.

2. Sweeping

2.1 Areas Included

- 2.1.1 Parking lot, including sidewalks and all curb lines along both sides of the roadways and parking lots, along all curbs on raised medians and **all corners of the parking lot.**
- 2.1.2 Ingress and Egress and all non-public roadways on property.
- 2.1.3 Docks/truck wells.

2.2 Frequency

- 2.2.1 Parking lot sweeping service **frequency will be twice a month** (First and Third Sunday, weather permitting), between the hours of 11pm to 3am.
- 2.2.2 When a holiday falls on a scheduled sweep day, Contractor may sweep the next business day.
- 2.2.3 When the contractor is unable to sweep due to inclement weather, Contractor shall sweep the next business day weather permits.
- 2.2.4 In the event that a storm causes excess debris, Contractor shall, at request of Owner and in lieu of next scheduled sweep, sweep such debris as soon as possible, or Contractor shall, at request of Owner, make a separate/special sweep of affected area.

2.3 Operation

- 2.3.1 Prior to sweeping, blow all corners of the parking lot so debris is in the center.
- 2.3.2 Mechanical sweeping, collection and disposal of trash and debris.
- 2.3.3 The mechanical sweeping equipment shall be designed for and have the capability to sweep, vacuum, contain and transport debris.
- 2.3.4 The sweeping operation shall consist of removing all dirt, mud, silt, sand, paper, rocks, cans, glass and other debris. Unforeseen conditions, such as weather, can bring unusual amounts of debris to the GOB. These conditions include but are not limited to leaves, snow/ice, materials and other debris.



- 2.3.5 Contractor will make every reasonable effort to minimize streaks left by sweepers. All corners must be manually swept or blown so debris does not accumulate.
- 2.3.6 Contractor shall dispose of all refuse and debris collected during cleaning/sweeping operations, by hauling to a legally established landfill for disposal of solid waste. The cost for disposal of all refuse and debris, including dump fees, shall be included in the bid.

3. Pressure Washing

- 3.1 **Areas Included:** all the sidewalks and walking surfaces from the building front to the curb.
- 3.2 **Frequency:** Two (2) times per year.
- 3.3 **Goal:** Remove gum, garbage, dirt, and other marks.

4. Equipment

- 4.1 All blades on mowers and other cutting tools to be sharpened daily to prevent transfer of disease and so as not to cause ragged edges or bruising of the grass.
- 4.2 Mechanical failures or personnel problems are not acceptable reasons for failure to comply with this SOW. If necessary, Contractor will supply backup equipment and/or personnel from either Contractor's resources or another source at no additional cost.
- 4.3 Required equipment includes, but is not limited to:
 - 4.3.1 Truck capable of towing landscape trailer
 - 4.3.2 Dual-axel dump trailer with minimum 16" side rails or mesh landscape trailer with 12' side rails and ramp gate
 - 4.3.3 Zero-turn mower with a minimum 52" floating deck with mulching blade and bag attachments
 - 4.3.4 Self-propelled walk-behind 21" mower with mulching blade with bag attachments
 - 4.3.5 Broadcast granular spreaders, pressurized herbicide sprayer and backpack sprayer
 - 4.3.6 Commercial trimmer
 - 4.3.7 Commercial blower
 - 4.3.8 Hedge trimmer
 - 4.3.9 Various shovels, spades, picks, pruners, loppers, and pruning saw
 - 4.3.10 Commercial tool and blade sharpener
 - 4.3.11 Heavy-duty mechanical broom-type sweeper with curb broom accumulator assist, equivalent to Nitehawk Raptor II sweeper
 - 4.3.12 Pressure washer

5. Additional Services (Charges outside of contract)

- 5.1 Planting annuals and/or perennials as requested by Owner.
- 5.2 See 1.5.3 above.
- 5.3 Additional projects as requested.

6. Contractor Responsibilities

- 6.1 Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the Property in an attractive condition throughout the contract period.
- 6.2 All employees of Contractor will be in uniform and be neat and clean in appearance.
- 6.3 All vehicles and equipment are required to be licensed and properly maintained.
- 6.4 Storage of equipment and materials is not allowed on-site unless authorized in writing by Owner's representative.
- 6.5 Work must be successfully completed in accordance with all applicable state and federal regulations and laws. Contractor must perform all work outlined in this RFP in such a manner as to meet all accepted standards for safe practices during the work.
- 6.6 *Irrigation System*



- 6.6.1 Contractor shall mark and notify Owner within a reasonable time if it is discovered that a section or part of the irrigation system is not working properly (Reasonable time is defined as before irreversible damage is done to the lawn or plant material).
- 6.6.2 If Contractor or its employees by its negligence damage the irrigation system, Contractor will be invoiced for the repair. The repair will be completed by the Irrigation Contractor for time and materials.

6.7 Trees

- 6.7.1 Contractor shall notify Owner within a reasonable time if it notices trees with disease or insect infestation, or limbs that obstruct buildings, walkways, or vehicular traffic.
- 6.7.2 If, because of Contractor's negligence, damage results in loss of a tree, the cost of removing and replacing the damaged tree will be charged to Contractor.

Contractor will be responsible for all quality control issues and for accidental or incidental damage caused during the work.

7. Disclaimer

By submitting a proposal, Contractor acknowledges that the services specified in this RFP are not intended to express every detail of the services to be provided by Contractor and Contractor hereby represents that it is experienced and competent in providing Ground Maintenance Services that meets or exceeds generally accepted practices commensurate with those provided by other companies that provide such services in this region of the United States.

*****End of SOW*****

*****End of RFP*****