



# PORT OF ILWACO

## REQUEST FOR PROPOSAL GARDENING SERVICES

The Port of Ilwaco is seeking proposals from qualified individuals or firms to provide **Gardening Services** for properties owned by the Port. Tasks include, but are not limited to, fertilizing, seasonal planting, mulching and weeding as described under the General Scope of Services section. Lawn care services (ie: mowing) is provided by Port maintenance staff and is not included in the scope of work.

### **General Scope of Services**

The Gardening Contract, hereinafter referred to as “Contractor”, will provide and perform all gardening services in a professional and timely manner for the current planting areas identified in Attachment A. The Contractor shall furnish all labor, tools, equipment, materials, supplies, supervision, traffic control, transportation, and other items necessary to complete gardening services. Tasks include fertilizing, seasonal planting, mulching and weeding to refresh the established plant beds on Port property. Low-maintenance, native plants (combination of flowering and non-flowering) are strongly preferred.

### **Prevailing Wages**

**Gardening services are subject to prevailing wage requirements.** This project is subject to prevailing wage laws and the contractor shall comply with all provisions of RCW 39.12 and workers shall receive no less than the prevailing rate of wage. The applicable prevailing wage rate can be found at: <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>. Contractor will use the August 1, 2022 rates for Pacific County. A copy of the applicable wage rates is available for viewing in the Port office and the Port will mail a hard copy of the applicable wage rates upon request. The cost of preparing and filing Prevailing Wage forms with the Department of Labor and Industries shall be at no cost to the Port.

With the first invoice of the calendar year, the Contractor shall submit a Statement of Intent to Pay Prevailing Wages. No payment will be made on this first invoice until the Contractor and each sub-contractor (if applicable) has submitted a Statement of Intent to Pay Prevailing Wages that has been approved by the Department of Labor and Industries. With the final invoice of the calendar year, the Contractor shall submit an Affidavit of Wages Paid that has been approved by the Department of Labor and Industries.

**Contract Terms**

The Purchase Services Agreement will be issued for a one-year period, with options to renew by written mutual agreement of the parties. Contractor must provide proof of Automobile Liability insurance (minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident) and Commercial General Liability insurance (with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate), naming the Port of Ilwaco as additional insured.

**Minimum Requirements**

1. A completed Proposal Form for Gardening Services, see Attachment B.
2. A description of experience, including an overview of the company.
3. A proposed schedule of regular maintenance.
4. An active Washington State Department of Labor and Industries account.
5. A valid Washington Business License.

**Submittals**

Proposals may be submitted by mail, in-person or email to:

Port of Ilwaco  
PO Box 307  
165 Howerton Way  
Ilwaco, WA 98624

Phone: (360) 642-3143

Email: [tneedham@portofilwaco.org](mailto:tneedham@portofilwaco.org)

**Disclosure**

All information submitted shall become the property of the Port of Ilwaco and is subject to the public disclosure laws of the State of Washington. The Contractor should identify any portions of the information submitted that the Contractor deems exempt from the public disclosure requirements.