

**MINIMUM QUALIFICATIONS AND OFFER SHEET**  
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**City of Seattle**  
**RFP- 2439R**  
**TITLE: Trees & Plants**

Note to bidders: This is an electronic form if you click your cursor on the box an "X" will appear. Where the gray box appears [gray box], this is a text box. Simply type in your response and the form will automatically adjust its spacing.

**Minimum Qualifications:** Describe below how your company meets the minimum qualifications.

1. Does your company have a minimum of 3 years of brokerage experience or 5 years growing experience?

Yes  No Briefly describe your experience. Tadpole Haven Native Plants has been in business since 1998, growing native plants for projects in the Greater Seattle area. The bulk of business consists of providing plants for restoration projects on public lands, such as natural areas, parks and schools. Tadpole Haven's plants are also purchased by landscapers, retail nurseries, and individual homeowners.

2. What professional industry-related association such as International Society of Arboriculture, National Arborist Association, American Nursery and Landscape Association, Washington State Nursery and Landscape Association are you a member of and how long you have been a member? Tadpole Haven is a new member of the Washington State Nursery and Landscape Association. Tadpole Haven was a member for several years of the Specialty Nursery Association, which is more geared to retail nurseries. I decided to change to WSNLA since most of our business is wholesale, and that is the aspect of the business that is growing stronger each year.

**Products & Services**

1. Describe the range of products and/or services your company has to offer the City. Tadpole Haven carries over 100 species of native trees, shrubs, perennials, ferns, wetland plants, emergents and groundcovers. Most of our stock is containerized in 4", 1-, 2-, and 5-gallon nursery containers. Occasionally, we have B&B stock, cuttings, whole flats of groundcover-type plants and larger container stock available. Tadpole Haven is one of the closer native plant suppliers to the City, making it easy to arrange deliveries or come to the nursery to pick up plants. Many of our plants are of local genetic stock, within the Lake Washington Watershed or the Puget Sound Watershed.

2. Do your products meet the American Standard for Nursery Stock (ANSI) Z60.1?  
 Yes  No

3. Describe the largest project for which you have provided plant material. We contracted with a private contractor in 2007 to grow/obtain plants for a mitigation planting on the shoreline of Bainbridge Island: In early 2008, we delivered the 1,739 grasses, groundcovers and shrubs (in 1-gallon containers). This is our largest single order to date.

4. Are your products certified pest and disease free?  Yes  No

**Customer Service**

1. What are your operating hours?I am available by phone from 7 am to 5 pm on weekdays.

2. Describe how customer orders are received, processed and delivered?We take orders by phone or e-mail. Fax is available if needed. Plants are set aside, quantities are confirmed and delivery times are arranged at mutually agreeable times. For delivery, plants are loaded into the delivery vehicle carefully to minimize the possibility of damage. At the delivery site, plants are offloaded and sorted by species. A Tadpole Haven representative asks the customer to count and inspect the plants and gives the customer the opportunity to reject any plants if deemed unacceptable for any reason whatsoever. Upon signing for delivery, the customer takes responsibility for the plants.

- Yes - Partial deliveries are possible
- No – only whole orders will be delivered

List any qualifications or limitations regarding orders and deliveries (e.g. minimum quantities, if applicable)There is no minimum size order. Orders are limited to stock available. If an order to be delivered to one location at one time is over \$425 (before sales tax), delivery within the city limits of the City of Seattle shall be free of charge. Otherwise, delivery within the City shall be \$75. Delivery fees to locations outside the City will be negotiated.

3. Describe how customer complaints are resolved.Inspection upon delivery as described before will generally forestall any need for complaint and I don't recall any post-delivery complaints from any of my wholesale customers. I could imagine that an issue with the health of the plants could conceivably manifest itself after delivery, and in such a case, I would work with the customer to resolve the issue in a fair way. Our customers are very important to me, so I would strive to ensure that any customer would be pleased with the outcome.

4. Describe how you deal with plant quality issues.As described above in #2 and #3.

5. Describe how invoicing is done and tracked.Invoices show wholesale price of the item and the cost of the item to the city along with any applicable discounts. A hard copy of the invoice accompanies the delivery. The customer pays from that invoice. If the customer prefers, we can submit the invoice directly to the City, or provide an email invoice before or after delivery. We could mail or fax an invoice, if desired. Full payment is due within 30 days. A late charge may be applied on outstanding balances. Unpaid invoices are filed in "Accounts receivable" until payment is received. No statement will be mailed unless the account is outstanding.

6. Describe how customer deliveries are set up and delivered. Please see #2.

- Delivery capabilities (*check all applicable boxes*)

- Delivery only
- Delivery/off-load
- Delivery availability (days of week)Generally M-F, though weekends could be arranged.

- Off-load capabilities (*check all applicable boxes*)

- None
- Easy-lift tailgate
- Crane
- Bobcat

7. Do you have customer pick up available?  Yes  No If available, please describe the process, hours/day of operation.Weekdays, 9-5, though we have some flexibility. Call

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ahead to ensure staff is available on site. Staffing is reduced during the months of July and August.

- On Site Storage facilities available – (for optional pick-up, by city, of partial orders) (time limitations, if applicable)

- None
- Refrigeration
- Open holding area
- Covered holding area

Additional comments or other plant related provided by your company. I am willing to hold plants for the City for up to three months if I have space in the nursery, provided the City representative responsible for placing the order has given me reasonable assurance that the order will not be reduced. I recognize that government entities are generally not authorized to pay for plants prior to receiving them, and I am willing to work with that limitation and accept the risk of maintaining the ordered plants.

**Past Experience & References**

1. Does your company hold any other government contracts for providing plant material?

- Yes  No

2. If yes, identify the agency, the nature of contract, length of contract and dollar value of the contract.

<u>Agency</u>	<u>Nature of Contract</u>	<u>Length of Contract</u>	<u>\$ Value of Contract</u>

Provide three (3) references outside City of Seattle employees below.

<u>Company / Agency</u>	<u>Contact name</u>	<u>Phone #</u>
1. <u>Walt's Organic Fertilizer Co.</u> <u>206-783-6685</u>	<u>Walt Benecki</u>	
2. <u>Magnuson Environmental Stewardship Alliance</u> <u>206-524-8713</u>	<u>Bonnie Miller</u>	
3. <u>City of Shoreline Parks</u> <u>Creek Watershed)</u>	<u>Dick Decker (volunteer in N.Thornton</u> <u>206-542-1552</u>	

Below are the **Market Basket Scenarios** which we will use **only** to evaluate pricing. It is **MANDATORY** that you provide a Unit Price. If there is an error between Unit Price

Company Name: *Shirley Ann Doolittle Egerdahl dba Tadpole Haven Native Plants*

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(price per each) and extended price, the City will correct the extended price. You will see delivery locations for each scenario; this is provided so you can provide pricing to our location. Please check the appropriate box below if you are a broker or a direct purchase vendor. For every box checked please submit one Market Basket Spreadsheet for evaluation. Proposers may submit markets basket spreadsheets for one or both scenarios. **(Spreadsheets located on page # 17 section 3 of the RFP)**

**SCENARIO 1: Trees**

Bidders may choose to bid on one or both  Broker Services,  Direct Purchase of Wholesale plants

The Seattle Department of Transportation (SDOT) would like to purchase plant materials identified in the scenario 1 spreadsheet for delivery to:

Seattle Department of Transportation  
West Seattle yard  
9200 8<sup>th</sup> Ave SW  
Seattle, WA

**SCENARIO 2: Plants, Ornamental Ground Cover, Perennials, Shrubs**

Bidders may choose to bid on one or both  Broker Services,  Direct Purchase of Wholesale plants

The Seattle Parks Department needs the scenario #2 plant material delivered to:

Magnuson Park  
Seattle Conservation Corps  
7400 Sand Point Way NE  
Seattle, WA

Bidders are to note items below.

1. Do not mark, write-in or add any exceptions to the specifications, schedule, terms or conditions. Do not attach alternative boilerplate. Any such exceptions can invalidate your Offer and the Buyer can reject your Bid.
2. Price Changes in future contract years shall be in accordance with the specifications. Whole sale and mark-up discount rates will not change through the life of the contract. Other price changes are restricted to the specifications stated in the solicitation and the contract.

Bidders are to complete the section below as applicable

1. **Prompt Payment Discount:** 1%10days. Note: Prompt payment discount periods equal to (or greater than) 10 calendar days will receive consideration and bid pricing will be reduced for evaluation by the amount of that discount.

2. **Bidder Agrees To Deliver FOB:** Destination; Freight: Prepaid and included with a minimum order of \$425. For orders not meeting minimum requirements, we will charge \$75 delivery fee. It is further understood that discount pricing will be in effect for all orders regardless of dollar value picked up at supplier's place of business.

The percentage rates that you identify in items 3 & 4 must match the rates quoted in the Market Basket scenario spreadsheets.

3. **Indicate applicable mark up rate for Plant Broker**

Broker mark up \_\_\_\_\_%

4. **Check applicable discount to be offered to the City for direct purchase.**

Retail Price List \_\_\_\_\_% discount

Jobber/ Wholesale Prices 0% discount

5. **Specify if the Business is located within the Seattle City Limits:** Businesses located and licensed within the Seattle City limits are eligible for Seattle tax consideration for purposes of calculation of low bid. This shall be equivalent to a reduction of the cost for purposes of bid evaluation only, of .025.

Yes

No

6. **Interlocal Agreement:** The City of Seattle has entered into Interlocal Agreements with other governmental agencies pursuant to RCW 39.34, in lieu of those agencies conducting a separate competitive bid. Does Vendor agree to provide this product or service to such agencies?

Yes

No

Full Legal Name of Company: Shirley Ann Doolittle Egerdahl

Signed By: Shirley Doolittle-Egerdahl Date: 2/5/09 *dba Tadpole Haven Native Plants*

Print Name: Shirley Doolittle-Egerdahl

