

**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 , 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.

JB Instant Lawn has over 13 years of nursery experience.

In 1996 we opened our Redmond WA. wholesale nursery and started our growing operation in Silverton, OR.

Our greatest experience is the staff we hire, our growers and personnel come with many years of nursery experience and knowledge.

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?

Oregon Association of Nurserymen

WALP, Washington Association of Landscape Professionals

ASLA- American Society of Landscape Architects

NLA- Nevada Landscape Association

OLCA- Oregon Landscape Contractors Association

CNGA- Colorado Nursery and Greenhouse Association

INLA- Idaho Nursery and Landscape Association

Montana Nursery and Landscape Association

**Products & Services**

1. Describe the range of products and/or services your company has to offer the City.

We specialize in:

Deciduous Trees & Shrub Material

Evergreen Trees & Shrub Material

Perennials

Ground Covers & Grasses

Ornamental Plants & Vines

Our services that save time & money.

Our qualified staff will assist with:

Plant questions and suggestions

Email pictures of plant materials

Pre-pull plant material requests for pickup and/or delivery.

Tag and hold plant material for pickup at a later date.

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.  
In 13 years we have delivered many large projects below is a sampling of recent city and state projects, to match possible requests from the City of Seattle.

We work with many commercial contractors on large city and state projects; current projects include providing tree and plant materials to the Medford OR Airport, Grants Pass Rogue River HWY, I-90 Corridor, 160th Loop at Seatac Airport, and 520 Flyover in Redmond.

Medford, OR. Airport

January - October 2008 we delivered:

- \* 207 JB Signature trees.
- \* 67 brokered trees.
- \* 2,057 other plant material

Grants Pass Rogue River HWY

August - September 2008 we delivered:

- \* 77 JB Signature trees.
- \* 30 brokered trees.
- \* 3,500 other plant material

160th Loop Seatac Airport

November 2008 we delivered:

- \* 20 JB Signature Trees
- \* 30 brokered trees
- \* 4800 other plant material

I-90 project

November 2008 we delivered

- \* 30 brokered trees
- \* 1231 other plant material

Seattle City Light

November 2008 we delivered

- \* 100 JB Signature Trees

520 Flyover in Redmond, WA

December 2008 we delivered

- \* 30 brokered trees
- \* 400 other plant material

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

**Customer Service**

1. What are your operating hours?

Monday - Friday 7am to 4:30pm

Saturday 8am - 12pm Summer/Fall only

2. Describe how customer orders are received, processed and delivered?

Communication is the secret to our success, our customers know the status of their order from beginning to end..

Orders can be placed by fax, email or phone.

After the order is received we contact the customer to confirm receipt, the order, is then input into our system.

Plant material is inspected and placed into our hold area.

Customer is contacted again to discuss final details ie; order status of special order items and delivery/pick-up date is then confirmed.

24-hours prior to the delivery customers are contacted to confirm time, date and location.

After the delivery is complete the customer is contacted to confirm delivery satisfaction.

- 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)

Free delivery is available for orders over \$1000.00 in the Seattle metro area.

Orders between \$500.00 - \$1000.00 will be charged a delivery charge of a minimum of \$75.00 or \$2.25 round trip whichever is larger.

Orders under \$500.00 need to be picked up from our Nursery in Redmond.

3. Describe how customer complaints are resolved.

We take great pride in the plant material and customer service we provide.

If ever a customer is not satisfied with our products and/or service we will do everything in our power to create a reasonable solution in a timely manner. If a solution cannot be reached at the nursery level our management team is available to discuss problems and/or issues to finalize the process.

4. Describe how you deal with plant quality issues.

JB Nursery takes great care to provide healthy plant material that fits or exceeds American Standard for Nursery Stock requirements.

Rarely, if ever, do we experience quality issues, we have created a process of checking and rechecking to insure quality plant materials are always available.

Process:

1. Inspections of nursery partners is completed on a regular basis.

2. Our Production Manager, Pat Schaecher, has over 25 years of growing experience and knowledge.

3. Plant material is inspected again on acceptance into the nursery by our quality control personnel.

4. Nursery manager manages the care of plant materials; water, pruning, spraying is carefully monitored to insure fresh and healthy plants.

We cannot guarantee that requested specifications will always match nursery standards. Customers may experience an issue with plant material if the requested specification does not match the American Nursery Standards. For example; if the requested specification is an 8 foot Acer circinatum in a 5

gallon pot, then the specification will not meet the standard, with this the customer may have a problem.

To rectify this possible problem plant material is inspected again by the customer at delivery or pickup, to confirm the specifications of the materials match what has being requested, at this time plant material can be rejected.

5. Describe how invoicing is done and tracked.

Invoices are printed and signed at the time of delivery or pickup.

The invoice is given to the city personnel who received the materials; the city personnel is responsible to deliver the invoice to the correct accounts payable person.

If requested nursery personnel can fax the invoice to the city office.

6. Describe how customer deliveries are set up and delivered.

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- Delivery capabilities (*check all applicable boxes*)

Delivery only

Delivery/off-load

Delivery availability (days of week)

Delivery is available 5 days a week Monday - Friday.

Saturday deliveries are available during summer/fall months.

- 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.

Our Redmond Nursery hours of operation is

Monday - Friday 7am to 4:30pm.

Saturday 8am to 12pm during summer/fall months.

The process is easy; customers are welcome to walk or drive our 10 acre lot, items are placed on a wagon or in their vehicle.

Nursery personnel are available for questions, suggestions or assistance with loading large quantities of plant material or large items.

When shopping is complete the customer reports to the nursery office where a nursery personnel inventories the items to be purchased.

Nursery personnel inputs the order into our system, customer signs the receipt. Order is complete.

- 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.

We hold plant material for 5 work days, after 5 days we will contact the customer and confirm if the product is still needed, at the customer's request we will extend the hold time for an additional 3 days.

**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>OMA Construction</u>	<u>Dave Drottz</u>	<u>425-508-1620</u>
2.	<u>Winterbourne Landscaping</u>	<u>Matt Romanelli</u>	<u>425-836-5193</u>
3.	<u>Triple Sixteen Landscape</u>	<u>Dave Wagner</u>	<u>425-923-0494</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 (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.

