

**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. Urban Forest Nursery, Inc. was a part of Urban Forestry Services, Inc. until 2007 when it was formed as a new company. We have been in the wholesale nursery business as part of UFS, INC and UFN, INC for 12 years.

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? A member of The International Society of Arboriculture for 35 years, a member of the Washington State Nursery and Landscape Association for 10 years, and a Registered Consulting Arborist (ASCA) for 10 years plus.

**Products & Services**

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

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. Home Depot - Poulsbo, WA, Capital Mall - Olympia, WA, and for the City of Sumner, WA.

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

**Customer Service**

1. What are your operating hours? Winter 8:00 am - 4:30 pm and Summer 7:00 am - 5:00 pm.

2. Describe how customer orders are received, processed and delivered? Orders are received by phone, email, or fax. Trees are dug fresh before delivery. Delivery is made one week or later after order. Invoice is sent upon pickup or delivery. Whole orders are preferred.

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

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List any qualifications or limitations regarding orders and deliveries (e.g. minimum quantities, if applicable) Any size order is allowed, but the greater the number, the less shipping charge per tree (based on equipment needed to deliver trees). See Scenario 1.

3. Describe how customer complaints are resolved. Rejected trees are replaced if available, or refunded.

4. Describe how you deal with plant quality issues. We strive to provide the highest quality tree condition, tree form, root system, and handling possible.

5. Describe how invoicing is done and tracked. Invoices are mailed or emailed out when trees are picked up or delivered thru Quick Books.

6. Describe how customer deliveries are set up and delivered. You call for time and place of delivery and if mutually acceptable, I deliver.

- Delivery capabilities (check all applicable boxes)

- Delivery only
- Delivery/off-load
- Delivery availability (days of week) \_\_\_\_\_

- 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. Winter 8:00 am - 4:30 pm and Summer 7:00 am - 3:30 pm Monday thru Friday. Saturday pick up would require advance notice.

- 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. Plants in open holding area will be healed in in mulch, if necessary.

**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.

Agency	Nature of Contract	Length of Contract	\$ Value of Contract

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

Company / Agency	Contact name	Phone #
1. City of Tacoma 591-2048	Ramie Pierce	253-
2. City of Bellevue 425-864-2021	Don McQuilliams	
3. City of Bellingham 360-733-6069	James Luce	

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

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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:** 0% 0 days. 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 \$100.00. For orders not meeting minimum requirements, we will charge \$4/Mile 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 10% 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: Urban Forest Nursery Inc

Signed By: James M. Barborinis Date: February 2, 2009

Print Name: James M. Barborinis