

REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
LANDSCAPE MAINTENANCE AND SNOW REMOVAL/ICE CONTROL SERVICES
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
UNIVERSITY OF MISSOURI -COLUMBIA CAMPUS E&G and AUXILIARY SERVICES FACILITIES
RFP # 20-6011-JS-C
DUE DATE: June 8, 2020
TIME: 2:00 P.M. Central Time

THE CURATORS OF THE UNIVERSITY OF MISSOURI

Prepared by:
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Strategic Sourcing Specialist
and
Teresa Vest
Associate Director
University of Missouri Procurement

Date Issued: May 8, 2020

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RFP #20-6010-JS

LANDSCAPE MAINTENANCE AND SNOW REMOVAL/ICE CONTROL SERVICES

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NOTICE TO CONTRACTORS

The University of Missouri requests proposals for the Furnishing and Delivery of LANDSCAPE MAINTENANCE AND SNOW REMOVAL/ICE CONTROL SERVICES, RFP #20-6011-JS-C, which will be received by the undersigned of University of Missouri Procurement, until **Monday, June 8, 2020 at 2:00 p.m. Central Time**. **The University assumes no responsibility for any Contractor's on-time receipt for proposal deadline.**

RFP SUBMISSION INSTRUCTIONS: DUE TO THE COVID-19 PANDEMIC THE UNIVERSITY OF MISSOURI WILL ACCEPT E-MAILED RFP RESPONSES. YOUR RFP SUBMISSION MUST BE RECEIVED BY THE DAY AND TIME NOTED ABOVE.

RETURN YOUR RESPONSE TO: Teresa Vest, Associate Director, at vestt@umsystem.edu

Specifications and the conditions of Request for Proposal together with the printed form on which Request for Proposals must be made may be obtained by accessing the following website:
<http://www.umsystem.edu/ums/fa/procurement/proposals> or from the Strategic Sourcing Specialist identified within this document.

In the event a Contractor chooses to use the Word version of the RFP to aid in preparation of its response, the Contractor should only complete the response information. Any modification by the Contractor of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

Questions regarding the RFP shall be sent via email to:

Teresa Vest
UM Procurement
vestt@umsystem.edu

All questions regarding the RFP must be received no later than 2:00 P.M Central Time on May 22, 2020.

The University reserves the right to waive any informality in Request for Proposals and to reject any or all Request for Proposals.

THE CURATORS OF THE UNIVERSITY OF MISSOURI

Prepared by:
James E. Shatto
Strategic Sourcing Specialist
and
Teresa Vest
Associate Director
University of Missouri Procurement

**UNIVERSITY OF MISSOURI
REQUEST FOR PROPOSAL (RFP)**

GENERAL TERMS AND CONDITIONS & INSTRUCTIONS TO CONTRACTORS

A. General Terms and Conditions

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose. As long as quality is equal, preference by a differential not to exceed 5% shall be given. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days' notice.
7. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.
8. **Contractor Diversity Participation:** The University of Missouri System is committed to and supports Contractor diversity as an essential part of the University's mission and core values. To qualify as a Diverse Contractor, the company must be at least 51% owned and controlled by someone in one of the

recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse Contractors should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
 - African American
 - Asian American (Pacific Asian American & Subcontinent Asian American)
 - Hispanic American
 - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

Tier 2 Diverse Contractor Spending and Reporting: The University strongly encourages Contractor Diversity participation in all of its contracts for goods and services. Tier 2 spend is spend reported by primary (non-diverse) Contractors of the University of Missouri who subcontract work to, or make purchases from a diverse Contractor. Depending upon the contract, primary (non-diverse) Contractors may be asked to submit Tier 2 information with Women and Diverse Owned Companies. Contractors have two options in reporting Tier 2 dollars depending on the terms on the contract: Direct and Indirect.

- Direct dollars – dollars directly spent with Women and Diverse Owned Contractors in the fulfillment of the contract.
- Indirect dollars – dollars based on a percentage of revenue the University represents to the Contractor. An example is as follows:
 - 1) Contractor's Total Revenues: \$10,000,000
 - 2) Revenues from University \$: \$4,000,000
 - 3) University % of Total Revenues: 40% (#2 divided by #1)
 - 4) Total MBE Dollars: \$150,000
 - 5) Total WBE Dollars: \$150,000
 - 6) Total University Attributable MBE \$: \$60,000 (#3 multiplied by #4)
 - 7) Total University Attributable WBE \$: \$60,000 (#3 multiplied by #5)
 - 8) Total University Attributable MWBE \$: \$120,000 (Sum of #6 and #7)
 - 9) University % Attributable Revenue: 3% (#8 divided by #2)

Contractor Diversity Participation Form: If a Contractor will be utilizing a diverse Contractor as part of this contract, they must indicate their Contractor Diversity participation levels on the Contractor Diversity Participation Form included in this RFP (see Attachment A). The Contractor must describe what Contractors and/or how the Contractor will achieve the Contractor Diversity goals. Evaluation of proposals shall include the proposed level of Contractor Diversity participation. Proposals that do not meet the participation requirements for Contractor Diversity will not receive any of the points during proposal review.

Contractors/contractors will be responsible for reporting Tier 2 diverse Contractor participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University will monitor the Contractor/contractor's compliance in meeting the Contractor Diversity participation levels committed to in the awarded proposal. If the Contractor/ contractor's payments to participating diverse Contractors are less than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the Contractor/contractor from participating in future contracts.

9. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
10. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Contractor shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product's current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a "roadmap" plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and requests for accommodation from users with disabilities resulting from Contractor's failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the Contractor must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the Contractor agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

11. **Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall

be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Contractors understand and agree that the Curators of the University of Missouri, in the operation of MU Health Care, is regulated under federal or state laws with regard to contracting with Contractors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Contractors have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any Contractors who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

12. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

13. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.
14. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.
15. **Contractor Gifts:** The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Policy #26301, Contractors.

B. Instructions to Contractors

1. **Request for Proposal (RFP) Document:** Contractors are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at Contractors' risk. It is the Contractors' responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of the RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Any and all communications from Contractors regarding specifications, requirements, competitive Request for Proposal process, etc., should be directed to the University buyer of record referenced in this RFP. It is the responsibility of the person or organization communicating the request to ensure that it is received.

The RFP document and any attachments constitute the complete set of specifications and Request for Proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Request for Proposals:** **RFP SUBMISSION INSTRUCTIONS: DUE TO THE COVID-19 PANDEMIC THE UNIVERSITY OF MISSOURI WILL ACCEPT E-MAILED RFP RESPONSES. YOUR RFP SUBMISSION MUST BE RECEIVED BY THE DAY AND TIME NOTED ABOVE.**

RETURN YOUR RESPONSE TO: Teresa Vest – E-Mail Address: vestt@umsystem.edu

To receive consideration, Request for Proposals must be received per the above prior to the Proposal due date and time stated in this RFP. It is the Contractor's full responsibility for the actual delivery of Proposals as specified.

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All Requests for Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications, it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Contractor's Proposal and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

3. **Submission of Proposals:** Contractor shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the Contractor's organization. Signature on the proposal certifies that the Contractor has read and fully understands all RFP specifications, plans, and terms and conditions.

By submitting a proposal, the Contractor agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Contractor certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Contractor has not directly or indirectly induced or solicited any other Contractor to submit a false or sham proposal; (3) the Contractor has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Contractor has not sought by collusion or otherwise to obtain any advantage over any other Contractor or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the RFP closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted in a sealed envelope marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing date and time. Proposals may not be modified after the RFP closing date and time. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for RFP closing. Proposals may be withdrawn in person before the RFP closing upon presentation of proper identification.

Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Contractor believes any of the information contained in the Contractor's response is exempt from 610.021 RSMo, the Contractor's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt.

4. **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the Contractor and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the Contractor's response in

order to verify the intent. The Contractor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible Contractor whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Contractor, the following shall be considered when applicable: the ability, capacity, and skill of the Contractor to perform as required; whether the Contractor can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Contractor; the quality of past performance by the Contractor; the previous and existing compliance by the Contractor with related laws and regulations; the sufficiency of the Contractor's financial resources; the availability, quality and adaptability of the Contractor's equipment, supplies and/or services to the required use; the ability of the Contractor to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

5. **Contract Award and Assignment:** The successful Contractor(s) shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract prepared by the University. The Contract Documents shall include the Advertisement for Request for Proposals, Specifications and Addenda, Exhibits, Request for Proposal Form, Form of Contract, Statement of Work, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

NOTE: There is a possibility that the Mizzou North location bldg. could be sold in the future. Any additional UM areas/locations added as a result of award of this RFP will continue the contract for those areas/locations.

8. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

9. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment will not occur unless this information has been provided.

The University encourages Contractors to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Contractors who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

12. **Cooperative Purchasing:** The intended coverage of this RFP, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities is at the discretion of Contractors and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

UNIVERSITY OF MISSOURI
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

1. INTRODUCTION / OBJECTIVE

The Curators of the University of Missouri, a public organization, propose to contract on behalf of University of Missouri-Columbia, Campus Facilities - Landscape Services (hereinafter referred to as "University") with an organization (hereinafter referred to as "Contractor"), to provide Landscape Maintenance and Snow Removal/Ice Control Services as described herein.

It is understood that the appearance of the 735-acre campus landscape is an important element in marketing the institution, helping to attract and retain the best students, faculty and staff by promoting an image of excellence. The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addendums, constitute the complete set of specification requirements and proposal response forms.

The University of Missouri has provided teaching, research and service to Missouri since 1839. It was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Today, the University of Missouri is one of the nation's largest higher education institutions with more than 73,000 students, 28,000 faculty and staff on four campuses, an extension program with activities in every county of the state, comprehensive distance learning services and an extensive health care network.

2. SCOPE

The University of Missouri Campus Facilities-Landscape Services is requesting proposals for landscape maintenance services as described herein and as needed. The specific areas involved are listed in detailed maps which are issued separately from this document. The University reserves the right to add additional facilities at our discretion.

The services requested in this document will be for the maintenance of the established landscaping on the University property as indicated on the detailed maps. Services will be those that are associated with the routine and customary horticultural care of landscaped areas. The services will include: lawn maintenance; weed control, shrub, ground cover maintenance, tree maintenance; litter removal, etc.

The University is also requesting proposals for snow removal services at this same facility from Contractors with commercial accounts and experience with commercial snow removal services. We are seeking a Contractor that will give our account the highest priority for services when the demand presents.

The desire of the University is to have a single Contractor who can provide both services

3. SITE TOUR - Due to the Current COVID-19 pandemic, no site tour will be scheduled for this RFP.

Each Contractor is solely responsible for a prudent and complete personal inspection, examination and assessment of the premises including work site condition, facilities and/or any other existing condition,

factor or item that may affect or impact performance. The Contractor shall not be relieved of responsibility for performance under the contract for any reason whatsoever including, but not limited to the Contractor's failure to observe existing conditions, etc. **Maps are provided for all campus areas.**

Contractors are to inspect the campus grounds (not inside facilities) in groups of less than 10 and practice social distancing. Questions generated from the inspection are to be emailed to Teresa Vest at vestt@umsystem.edu no later than **2 PM Central Time on Friday, May 22, 2020.** Consolidate and send your questions in one email.

4. AWARD OF RFP

The RFP is intended to be awarded on an "All or None" basis. The evaluation team will review all responses and award to the most responsible and responsive Contractor meeting the specifications outlined herein. UM Procurement reserves the right to reject all responses.

5. PAYMENT

Payment in full will be made within thirty (30) days after receiving invoices for goods/services rendered as meeting all performance specifications. Invoices should be submitted monthly. Payment shall be made upon properly certified Contractor's invoice. These invoices should be sent to the attention of Campus Facilities-Landscape Services, Room 181, General Services Building, Columbia MO 65211.

Invoice shall provide a detailed accounting of the services provided, when these services were provided, and the breakdown of labor, any required materials, and equipment charges.

6. MISSOURI CONTRACT

This agreement shall be deemed to have been made in Missouri and the rights or liabilities of the parties determined in accordance with the laws of the State of Missouri.

7. CONTRACT PERIOD

Contract shall be effective for a 12-month period from date of award with the option to renew for five (5) additional one-year terms upon mutual agreement between the University and the successful Contractor under the same terms and conditions contained herein. Pricing will remain fixed for the initial period of award.

Each Contractor is required to state their maximum percent increase for items awarded for the successive annual renewal periods. This percent increase shall be a percentage change in the unit prices and shall not exceed that percent OR the consumer price index percentage, all urban consumers, for the most recent reported period, whichever is less. The University of Missouri shall not interpret the maximum percent change for the renewal periods to be in effect automatically at period of renewal.

The successful Contractor is required to submit in writing to the University of Missouri, Buyer of Record, or their designee, ninety (90) days prior to the anniversary date of the contract the proposed price adjustment including justification for the proposed change for the next annual term of contract. If the University accepts the proposed price adjustment, an addendum to the contract will be prepared which will extend the contract and reflect the new unit prices. If the successful Contractor does not submit

this change to the Buyer of Record or their designee in the time and manner as above stated, the agreement may, at the option of the University, be renewed at the same unit prices from the previous annual contract period.

The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

8. LANDSCAPE CLASS AREAS

- Class A:** Intensive use and high visibility.
- A-1 irrigated turf areas
 - A-2 non-irrigated turf areas
- Class B:** Moderate use and medium visibility.
- B-1 developed areas near building entrances
 - B-2 less developed areas not in the public view
- Class C:** Low use and low visibility. Areas with reduced maintenance
- Class D:** Specific gardens/collections of the Mizzou Botanic Garden
- Class E:** Storm water management sites
- Class F:** Recreation trails
- Class G:** Contract maintenance provided to auxiliary units of the campus on a recharge basis.
- Class H:** Wildflower/restored prairies/Wooded areas

The attached map indicates the boundaries/locations of each class.

9. LANDSCAPE CLASS AREA STANDARDS

These standards articulate the level of care to be given to the campus landscape and are intended to support an understanding of the specifications.

- Class A-1:** Overall landscape shall appear very attractive and well-kept at all times.
- Turf shall be maintained in very good condition with few or no weeds. Green healthy color of lawns shall be maintained throughout the growing season by irrigation with automatic systems. Turf renovation shall be performed in all areas as needed.
 - Shrubs shall receive pruning, shaping or training as needed to maintain a natural appearance. Hedges will be maintained as needed by the season and growth

characteristics.

- Mature trees in this area will receive attention as a high priority in accordance with the Tree Maintenance Program.
- Annual and perennial flowers may be planted in designated/established areas of this class.
- Plant pests will be managed as outlined in the Integrated Pest Management program.

Class A-2: The same standards as Class A-1 with these differences:

- There will be no irrigation of the turf during the growing season as there are no automatic irrigation systems in the lawns in this classification. Grass will be allowed to go dormant during drought.

Class B-1: Overall landscape will appear attractive and well cared for.

- Turf shall be maintained in good condition with a majority of acceptable grasses and few weeds. Grass will be allowed to become dormant during drought and not be irrigated. Turf renovation shall be performed in all areas as needed.
- Shrubs and ornamental trees shall receive pruning as needed.
- Mature trees will receive attention based upon the priorities in the Tree Maintenance Program.
- Plant pests will be managed as outlined in the Integrated Pest Management program.

Class B-2: The same standards as Class B-1 with these differences:

- Turf shall be maintained in fair condition with less regard for lawn weeds but placing emphasis on protecting the area from soil erosion.
- Turf renovation shall only be performed in areas with insufficient cover to prevent soil erosion.

Class C: The landscape will reflect the utility nature of these parts of the campus. There shall be no weed or pest control, irrigation or renovations in these areas.

Class D: Mizzou Botanic Garden. Maintained per American Public Garden Association standards/expectations for public gardens and at the level commensurate with the class area standard that these gardens are located within. Considerations will also be given to the interpretive intent of the garden/collection as well as the donor's intentions.

Class E: Storm water management sites. Maintained commensurate with the intent associated with the designed purpose of the site, adjacent site area class designation, and the intended efficacy of the of the storm water management site.

Class F: Recreation trails. Gravel recreation trails to be kept smooth and traversable by pedestrian and bicyclists. Paved trails to be kept clear of debris and cleaned of mud following rains. Mowing, if the trail is not adjacent to a lawn area, shall be bi-weekly, March-October, to maintain weed suppression and create a 4'-8' border on either side of the trail.

- Class G:** Landscape maintenance performed as specified in agreements with auxiliary/recharge units of the campus. These units include: Student Affairs, the Memorial Union and Student Center, Parking and Transportation, the State Historical Society, Technology Incubator, Botany Greenhouses, and Campus Facilities-Energy Management.
- Class H:** Wildflower/prairie plantings. Burned/brush hog mowed once per year, January through March. Grassland areas will not be mowed except to control the invasion of woody species into the area. This will consist of mowing/brush hogging once each year.

10. LANDSCAPE MANAGEMENT SPECIFICATIONS

In addition to meeting the class standards for each landscape area, the detailed maintenance specifications below itemize the specific tasks and actions to be provided.

Sections I and II (Litter Control and Turf Maintenance) are divided into separate sections for each class since there are major differences in maintenance for each class area. In sections III thru VIII, differences in maintenance practices are noted where they occur. Where not noted, Class A shall receive first priority, Class B second, and Class C third. Contracts areas are maintained as specified in individual agreements, but in general meet or exceed Class B standards.

I. LITTER CONTROL:

Class A-1 and A-2

1. Litter shall be picked up a minimum of once per day and twice per day on the heavily used mall areas as needed. Leaves will be removed from planting beds, pavements, and other areas during the fall and winter as they accumulate.
2. Paved mall areas shall be thoroughly cleaned twice per month throughout the use season.
3. Window wells, catch basins and drains shall be completely cleaned a minimum of once per month, and increased to once per week during the fall and early winter as leaves drop.
4. Storm debris cleanup shall begin immediately following the storm and completed by the day following the occurrence.

Class B-1 and B-2

1. Litter shall be picked up a minimum of once per week and more frequently where and when needed. Leaves will be removed from planting beds, pavements, and other areas during the fall and winter as they accumulate.
2. Window wells, catch basins and drains shall be completely cleaned a minimum of once per month, and increased to once per week during the fall and early winter as leaves drop.

3. Storm debris cleanup shall begin immediately following the storm and completed by the day following the occurrence.

Class C

1. Litter shall be picked up a minimum of once per week and more frequently where and when needed. Leaves will be allowed to decompose in place during the fall and winter unless they become detrimental to other plants health.
2. Window wells, catch basins, and drains should be completely cleaned a minimum of once per month, and increased to once per week during the fall and early winter as leaves drop.
3. Storm debris shall be cleaned up as soon as possible.

II. TURF MAINTENANCE

General Requirements

1. Trash shall be removed prior to mowing.
2. Mower height, as specified below, shall be made and measured on a flat, paved surface.
3. Trimming around trees, shrubs, buildings, retaining walls, sign post, islands, light standards, fences, drainage structures, mail boxes, driveways, curbs, utility poles and other miscellaneous obstructions shall occur after each mowing. Herbicide may be used to maintain a narrow (3-inch maximum) trimming strip along buildings and fences only. Areas under construction will be cut as much as possible and upon completion of the construction, the contractor will complete the mowing/trimming required in the construction area.
4. During growing season, grass shall be mowed and upkeep maintenance performed weekly, with a maximum mowing height of four inches, but realizes that weather may be a factor requiring variances in the frequency. Lawn will be inspected weekly during any growing season. To increase the frequency of mowing more than weekly, the Contractor must obtain approval from the Director, Campus Facilities-Landscape Services or his authorized representative.
5. All work shall be performed on any day(s) of the week between the hours of 6:00 A.M. and 9:00 P.M., and anytime on Saturday and Sunday. All weed eating and mowing around parking areas must be performed after 6:00 P.M. Monday thru Friday and anytime on Saturday and Sunday.

Class A-1 and A-2

1. Mowing shall be scheduled so that no more than one third (1/3) of the grass plant is removed with a finished cutting height of four (4) inches. Grass clippings will be mulched in place unless the amount of clippings is detrimental to the health of the lawn. Clippings and other mowing debris shall be removed from paved surfaces and placed onto the adjacent lawn to decompose.
2. Irrigation (if in-ground system is in place) shall be utilized only as required to maintain a weekly application rate of approximately one (1) inch from a combination of natural rainfall and

irrigation during the growing season. This rate is based on maintaining the moisture level to a depth of four to six (4-6) inches in the soil.

3. Edging shall be performed along all sidewalks, drives patios, and other objects a minimum of twice per month. Trimmings will be blown back onto the adjacent lawn to decompose.

4. Weed control shall be performed to maintain the turf with few or no weeds. Herbicides shall only be used when necessary to achieve desired control with consideration for minimal environmental impact and in accordance with federal and state laws and the Integrated Pest Management program (section VI). Spot applications of herbicides will be used whenever possible. Employees must wear all safety equipment required by the herbicide label, or exceed requirements as directed by their supervisor. Treated areas will be posted in accordance with the Integrated Pest Management program (section VI).

5. Insect and disease control shall be handled on an "as needed" basis and in accordance with the Integrated Pest Management program (Section VI.).

6. Fertilizer application shall be made once in fall (Sept) at a rate of 1 ½ pounds nitrogen (60% SCU minimum) per 1000 square feet with an appropriate ratio analysis, including micro-nutrients (29 - 11-9, 5S, 2Fe typical). An additional application of 1 ½ pounds of nitrogen per 1000 square feet with polymer coated, sulfur coated urea (39-0-0) shall occur in the late winter (Feb).

7. Leaf litter shall be mulched in place with mowers throughout fall and winter. Leaves will only be removed when their volume or depth will kill grass or trigger other problems.

8. Aeration shall be accomplished each fall utilizing a coring type aerator with 3/8 - 5/8 inch diameter tines and a penetration depth of 1 - 1 ½ inch (minimum). Areas receiving intense use also shall be aerated in the spring.

9. Renovation shall be accomplished on an "as needed" basis. Over seeding shall be accomplished by slit seeding at the rate of 2-4 lbs per 1000 square feet, based upon current grass density. Highly visible areas may be planted with sod in the spring at the discretion of CF-LS. Seed selection will be determined by the Owner.

Class B-1 and B-2

1. Mowing shall be scheduled so that no more than one-third of the grass plant is removed, with a cutting height of four (4) inches. Grass clippings will be mulched in place unless the amount of clippings is detrimental to the health of the lawn. Clippings and other mowing debris shall be removed from paved surfaces and placed onto the adjacent lawn to decompose.

2. Edging shall be performed at least twice each growing season along all walks. Trimmings will be blown back onto the adjacent lawn.

3. Weed control shall be performed to control the majority of dandelions and plantains only. Other weeds will be controlled chemically only when significant infestations occur. (Crabgrass may be controlled where and as necessary.) All control methods and practices shall be in accordance with the Integrated Pest Management Program (see Section VI). Herbicides shall only be used when necessary to achieve desired control with consideration for minimal environmental impact and personal exposure and in accordance with federal and state law.

Spot applications will be used whenever possible. Employees must wear full safety equipment required for herbicide, or exceed requirements as directed by their supervisor. Treated areas will be posted in accordance with the Integrated Pest Management program (Section VI).

4. Insect and disease control shall be handled on an "as needed" basis in accordance with the Integrated Pest Management program (see Section VI).
5. Representative soil tests will be performed annually to confirm fertility requirements. Should this testing indicate fertilization is necessary a fertilizer application shall be made once in fall (Sept) at a rate of 1 ½ pounds nitrogen (60% SCU minimum) per 1000 square feet with an appropriate ratio analysis, including micro-nutrients (29 - 11-9, 5S, 2Fe typical). An additional application of 1 ½ pounds of nitrogen per 1000 square feet with polymer coated, sulfur coated urea (39-0-0) shall occur in the late winter (Feb).
6. Leaf litter shall be mulched in place with mowers throughout fall and winter as necessary. Leaves will only be removed when their volume or depth will kill grass or trigger other problems.
7. Aeration shall be accomplished each fall utilizing a coring type aerator with 3/8 - 5/8-inch diameter tines with a minimum penetration depth of 1 ½ inch.
8. Renovation shall be accomplished on an "as needed" basis. Over seeding shall be accomplished by slit seeding at the rate of 2-4 lbs per 1000 ft. square, based upon current grass density. Seed selection will be determined by the Owner.

Class C

An 8'-10' wide border around these areas shall be mowed on a weekly basis, March-October. The balance of the area shall be mowed once per year, January-March, at a finished cut height no taller than 6". Turf renovation shall only be performed in areas with insufficient cover to prevent soil erosion.

III. TREE MANAGEMENT PROGRAM

General Requirements

The purpose of the tree management program is to protect and preserve the 6,000 + campus trees as the campus' primary landscape resource, while ensuring a safe environment by minimizing potential tree hazards.

Records

1. All campus trees have been inventoried as part of the plant accession records of the Mizzou Botanic Garden. Additions and deletions to these records shall be made on a continuous basis and the designated Archivist of the MUBG will be the responsible party for these records.
2. Data on each trees' location, condition, species and size will be part of these records. Each tree is assigned an inventory number and mapped. The data collected may be used to calculate an appraised value. The appraisal system follows the guidelines set forth by the Council of Tree and Landscape Appraisers and published by the International Society of Arboriculture. The

inventory system also will be used to record major maintenance and other history of individual trees.

Maintenance Schedules and Priorities

The following schedule of maintenance activities are listed in order of importance. Although all activities should be performed, this priority should serve as a management guide.

1. Tree limbs shall be maintained to allow seven (7) feet of clearance over sidewalks and 12 feet of clearance over roads, drives, parking areas, and any other vehicle access route.
2. Young trees shall receive training annually for 5 years after planting, as necessary. Training shall direct the tree growth toward the habit, shape or form desired of the mature plant.
3. Ornamental trees (trees with mature height of less than 20-25 feet) will be maintained as needed.
4. Maintenance Class A trees shall receive annual maintenance, Class B trees every two years, Class C every 2 years as possible. Class A shall be first priority, Class B second priority and Class C third priority.
5. Mature trees (defined as greater than 25 ft in height) shall receive maintenance, as required, once every four years. These trees will be maintained by a professional arborist under the supervision of an ISA certified Arborist. The priority of this work shall be: first, hazard trees, second trees near buildings and high use areas and lastly all other trees within each category, trees in Class A will be first, Class B second, and Class C third.
6. Maintenance Class A trees should have mulch tree rings refreshed annually with Class B area tree rings refreshed a minimum of every 2 years, in order to maintain weed suppression and target depth. Class C area trees will typically not have mulched tree rings but if they do it will be refreshed every 2 years.

Tree Maintenance Standards

1. All pruning shall be performed to meet International Society of Arboriculture (ISA) standards and practices and will be supervised by an ISA certified Arborist. Corrective pruning shall be performed to maintain the natural shape and characteristics of the variety and maintain the tree's health. Central leaders shall be maintained in those species normally having them. Interfering or crossed limbs shall be removed, along with any suckers and/or waterspouts.
2. All limb removals shall be made at the outside end of the branch collar at the trunk or limb from which they originate.
3. Aesthetic pruning shall be performed in such a manner that the trees will complement the landscape design and adjacent architecture. All dead or broken branches shall be removed.
4. Pest control shall be performed in accordance with the Integrated Pest Management program (see Section VI).

5. Tree wrapping shall be installed in the fall and removed in the spring on linden, maple, honey locust and other thin barked trees for 3-5 years after installation. Trees in protected locations may be exempted. Paper wrap shall be used and secured at the top with black electrical tape.

6. Tree guying cables or stakes shall be removed after one year.

7. Irrigation of newly planted trees shall consist of deep soaking at least twice monthly during the first three irrigation seasons, unless soil and moisture conditions dictate otherwise for good growth. Earthen water basins shall be maintained around trees during these initial years of establishment. Summers with excessive drought will require irrigation of trees based on the need of the species and the horticultural experience of the particular area.

8. Mulch shall be composed of shredded hardwood. Mulch should be maintained at a two-inch depth in tree rings, and should not exceed four inches in depth. Mulch should be placed in a radius of 18-20 inches from the outside of the tree trunk. Attention should be paid to keep mulch from building up against the tree trunk. When mulch exceeds 4 inches the old mulch shall be removed and replaced.

9. All trimmings including limbs up to 8 inches in diameter shall be deposited at the city mulch site for shredding and composting.

Tree Removals

1. A 'Campus Tree Condition Assessment' report (attached as **Appendix A**) with supporting pictures and any necessary documentation will be completed and submitted to the owner's designated representative for approval **prior** to scheduling any tree removal.

2. In the event that it is determined that a tree is to be removed, it shall be removed in the safest manner possible while observing all applicable safety practices and standards.

3. Tree stumps shall be ground (removed) to a point twelve (12) inches below grade. Upon removal of all debris from the site, damaged turf areas shall be repaired by filling holes with topsoil, compacting and seeding with the approved seed mix.

4. All tree removals will be recorded in the accession records within 72 hours of the removal.

IV. SHRUB AND GROUND COVER MAINTENANCE

General Requirements

1. Pruning of shrubs shall be executed in such a manner as to retain their natural form and proportionate size to each other. Shrubs should be pruned to: (1) maintain size and shape; (2) control traffic or allow pedestrian clearance; or (3) thinned in order to promote plant health and longevity, encourage flowering and improve shape and structure.

Standards

1. Renovation shall be performed as an exception. Pruning shall be performed as often as necessary to have the shrubs appear neat and orderly at all times.

2. Pruning of hedges shall occur as regularly as demanded by the growth rate of the plant. Typically, juniper, yew, arborvitae and boxwood hedges should be sheared once per year in late winter. Privet hedges shall be sheared 3 times per year. Formal yew hedges, especially lineal form hedges, should also be sheared in July to remove new elongated growth only. Hedges shall always be sheared such that the base of the hedge is proportionately wider than the top. Height and form shall be predetermined by CF-LS management.
3. Pruning of ground covers shall be done to encourage complete coverage of the bed. Creeping euonymus shall be mowed to a height of six (6) inches once each spring prior to bud break. Liriope shall be mowed to a height of three (3) inches once each spring prior to growth initiation. English ivy, hypericum, vinca minor, creeping mahonia and honeysuckle shall be mowed or pruned about every 2-3 years to a height of four (4) inches in the spring prior to bud break. Creeping ground covers shall be trimmed along the bed edges throughout the growing season to achieve an overall neat appearance.
4. Ornamental grasses shall be cut off just above the crown early in the spring prior to new growth.
5. Pest control shall be performed in accordance with the Integrated Pest Management Program (Section VI).
6. Weeding of shrub and ground cover beds shall be done as required to provide adequate control. All control methods and practices shall be in accordance with the Integrated Pest Management program. A pre-emergence herbicide if necessary should be applied to all beds twice annually. Post-emergent herbicides if necessary will be used to spot spray weeds in beds once per month on Class A areas and a minimum of every 2 months on Class B and C areas. Hand weeding will be used as necessary. Primary attention shall be paid to field bindweed, bermuda grass, garlic mustard and nutsedge.
7. Fertilizing of ground cover plantings shall be implemented with a balanced fertilizer once a year or as necessary for the site conditions and species. Shrubs shall be fertilized as necessary based upon soil, site conditions and species.
8. Watering of shrub and ground cover beds shall occur for 1-3 years during the establishment period, as indicated by species. Some plants will require supplemental watering during drought periods and shall be watered as needed.
9. Shredded hardwood mulch shall be used to control weeds in open beds. Class A and B1 areas should be top dressed annually; Class B2 and C areas should be top-dressed a minimum of every 2 years in order to maintain weed suppression and a target depth of 4 inches of mulch.

V. ANNUAL AND HERBACEOUS PERENNIAL PLANTINGS

General Requirements

1. Annual flowers if utilized shall be planted only in select Class A areas. Emphasis will be placed on using herbaceous perennials in most seasonal plantings. Only low maintenance perennials may be planted in Class B areas.

Standards

1. The annual flower program will be planned to provide color interest with emphasis for spring commencement, the start of the fall semester, and Homecoming.
2. Planting beds/containers shall be thoroughly prepared to a depth of eight (8) inches prior to planting. Incorporation of amendments and compost will be based on soil test results.
3. Pre-emergent herbicides and slow release fertilizer if utilized shall be applied to plantings. Hand weeding of flower beds shall be done a minimum of every two (2) weeks or as appropriate thereafter.
4. Watering of plantings shall be done regularly and adequately to fit the nature of the plants, the type of soil and the location and exposure of the bed/planter.
5. Removal of spent blooms shall be performed on varieties which require it to provide maximum bloom.
6. Insect and disease control shall occur in accordance with the Integrated Pest Management program (Section VI).
7. Pruning of herbaceous perennials shall consist of removing previous year's top growth in spring prior to new growth. Beds shall then be cleaned and mulched with 2 inches of compost or 1 inch of bark mulch if compost is not available.
8. If necessary, perennial beds shall receive a first application of pre-emergence herbicide and slow release fertilizer in early spring (March). A second application of pre-emergence herbicide will be applied if necessary according to product labeling.

VI. INTEGRATED PEST MANAGEMENT

A. General definition

"Integrated Pest Management (IPM) is both a concept and a philosophy. It is a broad, multidisciplinary, systematic approach to controlling all pests. All types of control methods (biological, cultural, regulatory, physical, and chemical) are utilized. Use of IPM strategies should result in effective and economical suppression of pests with a minimum effect on non-target organisms and the environment. IPM is based on understanding the plants to be protected and the pests to be controlled."¹

B. Goals and objectives

1. The goal of the Integrated Pest Management program is to preserve and protect the landscape while minimizing personal and environmental impacts, and establish sustainable landscape management practices.

¹Controlling Turfgrass Pests: Shurtleff, Fermanian, Randall.

2. The Integrated Pest Management Program shall follow six basic principles:

Identify the pest to be managed; not all pests need control.

- a. Define the management area; pest management will vary with campus area and pests.
- b. Establish monitoring techniques; a variety of methods from trapping to degree days, may be employed.
- c. Establish thresholds of tolerance; typically damage thresholds will predominate, however, economic and aesthetic thresholds may be considered.
- d. Develop a predictive model for each target pest.
- e. Develop a pest management plan and schedule for each target pest.

C. Priorities and options

1. Although specific practices will vary widely (pest management plans are included below) there are several guidelines.
2. Maintenance Class A areas will receive top priority in order to meet established standards of landscape management and appearance. Typically, the thresholds of tolerance for this area will be damage and/or diminished appearance.
3. Class B areas should not be ignored, however, the typical tolerance threshold for this area will be sustainable plant damage and usually not aesthetic.
4. Class C area will typically not receive pest management.
5. The order of control options should be: plant species options; cultural; physical or mechanical; bio-rational; biological; and lastly synthetic chemical control.
6. New options (especially pertaining to weed control) will be investigated and research trials will be conducted when feasible. Every effort will be made to continuously integrate into this program the newest IPM information and seek to maintain institutional leadership in this field.

D. IPM Specifications

1. Each host/pest system shall be monitored regularly for pest population occurrence and size, natural enemy populations, and practices that could affect both.
2. A threshold of tolerance for the pest population shall be determined based on how much aesthetic, physiological, or economic damage is acceptable for each host plant, considering the applicable Landscape Management Class Standard.
3. Pest management measures shall be undertaken for pest populations which reach or exceed the determined tolerance level.
4. Pest management measures shall be based on pest biology, weather, host phenology, and other factors that might affect pest population dynamics, and shall be designed to have the least adverse impact on the environment.
 - a. Non-chemical management tactics shall be considered first.

- b. Site-suitable, resistant or tolerant plants
 - c. Modification of cultural management practices
 - d. Modification of host/pest systems to reduce the pest's food and living space
 - e. Physical controls such as traps, barriers, and hand picking
 - f. Bio-rational pesticides, horticultural oils, soaps, botanical and mineral compounds
 - g. Biological controls - conserving, enhancing or introducing pest natural enemies
 - h. Synthetic chemical control shall be used minimally when other measures are ineffective or prohibitively costly.
5. Pesticides, when used, shall be evaluated under the following criteria in order to select the least hazardous pesticide possible.
- a. LD₅₀ (the highest mg/kg should be the first choice)
 - b. Acute and chronic human health effects
 - c. Persistence in the environment
 - d. Re-entry interval
 - e. Effectiveness
 - f. Host specificity/selectivity
 - g. Application techniques
 - h. Cost
 - i. Impact on non-target organisms
 - j. Pest resistance, resurgence and secondary pest outbreak
 - k. Potential for drift and leaching: air and water pollution, property damage, health hazard
6. Pesticides, when used, shall be applied in strict accordance with manufacturer labels, regulations and good safety practices.
7. All management practices shall be monitored to evaluate effectiveness.
8. Records shall be kept of monitoring and treatment.
9. Pest management guidelines shall be established for each host/pest system encountered, and predictive models developed where possible.
10. Public awareness of the benefits of the IPM policy shall be communicated to the university community on a regular basis.
11. IPM strategies shall be regularly reviewed to include new and better methods as experience and new information warrant change.

VII. ADDITIONAL LANDSCAPE MAINTENANCE RESPONSIBILITIES

A. The contractor will be responsible for a variety of additional responsibilities not directly related to horticulture. These responsibilities will be requested and billed on an as-needed basis. These may include, but not limited to:

- 1. Landscape design
- 2. Landscape construction
- 3. Outdoor pest control

4. Site amenities maintenance, including benches, tables, etc.
5. Abandoned bicycle removals and record keeping
6. Dead animal removal
7. Storm watch catch basin clearing/maintenance
8. Irrigation systems management, maintenance, and repairs
9. Maintain site equipment: bike racks, map stands, and outdoor bulletin boards
10. Fence maintenance, including bollards and posts/chains
11. Repairs to non-engineered modular retaining walls (ties/landscape block/stone)

11. SNOW/ICE WEATHER EVENTS –

NOTE: SNOW REMOVAL/ICE CONTROL IS OF UTMOST UM PRIORITY AS PER CF DIRECTIVE #401 (PARTIALLY) COPIED BELOW AND REINFORCED IN OTHER AREAS OF THIS RFP. Included within this RFP is the provision of snow removal/ice control services to the roads, drives, and sidewalks on the site. Parking structures and some other parking lots are NOT covered by this RFP. The designated university representative will notify the contractor when the season begins for these services and it is expected that the contractor will be proactive in managing these services to provide safe access to the facility occupants.

I. MU Snow Removal/Ice Control

- A. Contractor to provide the materials, equipment, labor, and supervision to:
 - Remove snow/control ice on the campus sidewalks and stairs/ramps not associated with buildings (attached maps).
 - Magnesium chloride pellets is the approved material for ice control on campus sidewalks and stairs/ramps not associated with buildings.
 - Remove snow/control ice on campus owned roads, drives, and streets (attached maps).
 - Sodium chloride granules is the approved material for ice control on campus owned roads, drives, and streets.
 - Contractor must handle all snow clearing to the buildings, their entrances, and exits to allow clear and safe access to the door of the University of Missouri buildings on this property. This would include sidewalk clearing, ice-melt chemical application, and to push snow to areas to avoid refreezing or additional hazards. In the event the University's equipment limitations or personnel shortage would prevent the clearing of other owned property not specifically defined under the contract, the University reserves the option to request this service under this contract.
 - Contractor will provide a detailed description and calendar of the services, materials, equipment, and staffing that will be provided and how the work will be planned/organized to provide snow removal/ice control on the MU campus. Work to be accomplished in accordance with the instructions and priorities spelled out in Campus Facilities directive #401G 'Winter Weather Event Management'. A copy of Directive #401G follows:

CAMPUS FACILITIES DIRECTIVE NO. 401 G

Subject: *Snow and Ice Weather Event Management*

Cancellation: *Cancels CF Directive No. 401F dated November 23, 2010.*

Purpose: *Campus Facilities is responsible for the management of snow and ice weather events on the Columbia campus. This directive outlines the management of campus resources utilized for snow and ice weather events on the Columbia campus by establishing priorities, responsibilities, and lines of communication within Campus Facilities and between Campus Facilities and the other campus organizations that are directly or indirectly involved in responding to snow/ice weather events.*

1. General Requirements: *Subject to existing weather conditions, have the primary routes of vehicle and pedestrian access and travel on the campus ready for use by 7 AM. Secondary routes of vehicle and pedestrian access and travel will be ready for use as soon as possible after the primary routes are cleared. Campus recreation trails are not cleared or treated for snow/ice. The management of the campus response to snow/ice weather events is dynamic and is subject to change as weather conditions dictate. The campus response will be modified depending upon forecast and current weather conditions to insure that adequate levels of staffing are on hand to respond to changing conditions and meet operational needs.*

2. Priorities: *All areas are important and should be cleaned as quickly as possible, however, the following priorities should be used in planning this work:*

- A. *University Hospital areas as needed to support Hospital operations*
 - B. *Emergency services (MUPD, Fire Station, Power Plant)*
 - C. *University owned streets*
 - D. *Drive lanes in campus parking lots (< 3 inches) (Not part of this RFP)*
 - E. *Accessible parking spaces and shuttle bus shelters (Not part of this RFP)*
 - F. *Campus sidewalks (primary, then secondary)*
 - G. *Campus building entrances, steps, and ramps (Not part of this RFP)*
 - H. *Critical service buildings (MURR & Veterinary Health Center)*
 - I. *Delivery and unloading zones*
 - J. *Auxiliary areas of campus (only per agreements with recharge units)*
 - K. *Parking spaces in parking lots (> 3 inches) (Not part of this RFP)*
- B. When an alert status for predicted and eminent snow and ice weather event is forecasted the Contractor would be obligated to stage equipment and personnel. If the snowfall/ice conditions appear to be significant, the University of Missouri may request personnel be housed within walking distance of the equipment. If this is requested and approved, the cost of hotel may be paid by the University of Missouri.
- C. Contractor shall treat icy conditions using chemical applications and materials approved by the Director, Campus Facilities-Landscape Services or his authorized representative.
- D. Contractors understand that ice and snow removal will be required when 1" of snowfall occur and/or ice/freezing rain fall causing hazardous driving or walking conditions on University property.
- E. Contractors will have all drives, parking lots, walkways, handicapped ramps, steps, entryways, and sidewalks clear of snow and/or ice by no later than 7:00 AM provided that precipitation has stopped. In the event that precipitation continues Contractor will continue to clear until hazardous driving or walking conditions are eliminated.

- F. Personnel operating the equipment must possess necessary qualifications to operate machinery on University of Missouri premises. Provide description of competence required by Contractors' personnel in order to perform services under this contract and what training services Contractor provides to ensure ongoing competency.

12. COMMUNICATIONS AND SAFETY REQUIREMENTS

- A. All landscape issues will normally be addressed during regular business hours of Monday through Friday between 7:30 AM and 4:00 PM. However, there may be occasions that require after hour contact. The University and contractor will provide each other with two (2) designated points of contact along with contact information upon award of any contract.
- B. Contractor will assume full responsibility for any physical damage done to University property while performing services to the University. Notification of any damages must be made in writing within 48 hours to authorized personnel. Any suspected or actual physical damage done to University property must be immediately reported to the Director, Campus Facilities-Landscape Services or his authorized representative. Failure to perform services in the specified manner may result in non-payment.
- C. The Director, Campus Facilities-Landscape Services or his authorized representative and the contractor must mutually understand work priorities, maintenance methods, and management techniques. Upon request and /or necessity, an authorized Campus Facilities-Landscape Services representative will accompany the contractor to the work area to further clarify or describe maintenance methods and procedures. All work described shall be performed under the guidance of the Director, Campus Facilities-Landscape Services or his authorized representative and subject to his approval.
- D. The Contractor shall exercise precaution at all times for the protection of persons and property. Safety provisions of all applicable laws and ordinances shall be strictly observed. The Director, Campus Facilities-Landscape Services or his authorized representative may require the contractor to discontinue hazardous work practices upon written notice.
- E. Accident prevention during work deployment is critical. Contractor will exercise caution at all times to ensure protection of people and property. Safety provision of all applicable laws and ordinances shall be followed at all times. Contractor is to have all necessary guards and protective devices in place while work is performed to prevent injury to people and public or private property

13. CONTRACTOR'S EMPLOYEES

The Contractor shall comply with the following requirements and any deviation from them must have University approval.

- A. The Contractor is required to conduct a national criminal background check at its own expense on each individual that will be assigned to perform services on site at University pursuant to this RFP prior to such individual beginning assignment. This background check shall include criminal history, verification of employment and education, and driving record. In addition, successful Contractor shall verify whether such individual is registered pursuant to sections 589.400 to 589.425 RSMo (Missouri Sex Offender Registry). The

results of such background checks shall be provided to University's Human Resource Services prior to such individual commencing assignment and University reserves the right to refuse assignment of any individual that has a relevant duty-related conviction or guilty plea as determined by University in its sole discretion. The Contractor shall further be required to advise University's Human Resource Services within five (5) days of any individuals who pleads guilty to or are convicted of a criminal violation after they commence performing services on site at University and University reserves the right to require termination of such individual(s)' assignment to University when the conviction or guilty plea is deemed relevant by University in its sole discretion.

In performing criminal background checks, Successful Contractor warrants that its activities shall comply with all applicable laws and regulations, including any requirements of the Fair Credit Reporting Act, and it shall indemnify and hold harmless University from and against all liabilities, obligations, claims, damages, penalties, causes of action, reasonable costs and expenses (including, without limitation, attorney's fees) arising or occurring as a result of its failure to comply with the requirements of this provision.

- B. The Contractor's employees shall take breaks and lunch periods in designated areas. Under no condition shall employees utilize offices or other areas for break and lunch periods.
- C. Employees will comply with all University smoking and tobacco policies. Smoking is prohibited on the University campus including parking lots, grounds, and buildings.
- D. The Contractor's employees shall be neat and clean in appearance and shall wear a uniform and a clearly visible identification badge. The uniform must clearly exhibit the contract company's name. It is the Contractor's responsibility to obtain such identification and maintain the badge in good repair. The badge shall have the employee's name, photograph, and company name on the face of the badge. The badge must be displayed in an easily discernible manner.
- E. The Contractor shall maintain control of their employees while on the campus. The University reserves the right, when any employee whose work performance or conduct is objectionable, to request that they be immediately removed from the University premises and replaced at no additional cost to the University.
- F. Contract employees dismissed from their jobs for disciplinary reasons are not to be reassigned. The Contractor shall notify the University Contract Representative in writing of all employees dismissed for disciplinary reasons, including full name, social security number, and the reason for dismissal.

14. INSURANCE REQUIREMENTS (Medium Risk)

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or

obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than \$2,000,000 Each Occurrence, \$5,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Auto Liability Contractor agrees to maintain Business Automobile Liability at a limit not less than \$2,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation & Employers Liability Contractor agrees to maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

Data Breach Refer to Risk & Insurance Management for review, but at a minimum for low risk contracts only: If capturing, transmitting or access to PII, PHI or PCI then coverage must also include Data Breach coverage of \$1,000,000 per occurrence.

Contract Language

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to provide written notice of cancellation according to the policy provisions. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Indemnification

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor's operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse

the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

15. INSTRUCTIONS FOR PROPOSAL RESPONSE

Contractors are required to fully respond with compliance statements to each of the mandatory specifications. Contractors are required to fully respond with description of ability to meet (and how) the evaluation questions.

Contractors must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee that specifications are met. If “no response” or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject Contractor’s proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked. These are not valuable in the volume of information the various evaluating teams must review.

Proposals must be submitted in the number and manner as specified below:

Volume I – Functional Section is to be submitted via email as described earlier in this RFP in PDF format and must contain:

*Response to Information for Contractors and General Conditions, Mandatory Specifications and Contractor responses, and Desirable Specifications and Contractor responses. If there is any Contractor related contract that must be signed as part of doing business, it should also be included in this section. **This section includes all response information, except pricing information and Contractor Diversity Participation Form.**

Volume II – Financial Section must be submitted in a separately sealed envelope in triplicate (one original, one copy and one electronic copy via flash drive not password protected) and contain:

*Proposal Form with any supplemental pricing schedules, if applicable, and Financial Summary including additional costs, if any, for Desirable Specification Compliance, functional or technical. This section should also include the Contractor Diversity Participation Form. Financial statements that may be required are also to be included in this section.

Contractor must complete and return the University Proposal Form with proposal response. Contractor quote sheets are not acceptable forms of proposals and could cause rejection of response.

Responses to this document must address issues in the order provided.

Note: Any Contractor's Request for Proposal that makes material modifications to the University's Terms and Conditions may be found non-responsive, as solely determined by the University.

Confidentiality of Information:

All records received from a Contractor will be deemed public records and presumed to be open. If the Contractor submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Contractor as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

16. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL

Contractors must meet the mandatory/limiting criteria to be "qualified" for scoring. If requirements are not met, the Contractors are disqualified from further evaluation/award. Qualified remaining Contractors will be scored on their ability to meet scored desirable criteria, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to Contractors' responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request Contractors to perform a presentation/demonstration to confirm specifications are met as provided in responses. The University could elect to not award to a potential Contractor if site visits/presentations revealed compliance inconsistency.

The University may request Contractors selected as finalists to come onsite to the University, at the Contractor's expense, for presentations as part of the RFP selection.

Proposals will be awarded based upon the functional and financial evaluation.

I. MANDATORY CRITERIA

Contractors must meet all mandatory requirements in this section in order to continue with a response to this RFP. Any Contractor that does not meet all of the following requirements will be removed from further consideration. Contractors must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

- A. It is mandatory that the respondent have at least three (3) years of commercial lawn care experience and commercial Snow Removal/Ice Control experience. **Confirm Yes or No and provide substantiating information to support your answer.**

- B. Must provide a detailed work plan, which includes a detailed description and calendar of the services, materials, equipment, staffing and how the work will be planned/organized for providing both landscape and snow/ice removal services as outlined in the detailed specifications. **Confirm Yes or No and provide substantiating information to support your answer.**
- C. Proposers must agree and treat the University of Missouri property as a high priority client at all times during the period of contract. Provide the minimum response time after being called for on-site service for both emergency landscape needs and snow removal. **Confirm Yes or No and provide substantiating information to support your answer.**

II. DESIRABLE CRITERIA

It is the Contractor's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

- A. Provide three (3) current, or within most recent 24 months, contracts with facilities of equal size to MU Campus. Include institution name, size, contact name and phone number. Explain duration and extent of experience in detail.
- B. Describe your screening and training process and safety program certifications for any personnel for the contract.
- C. Describe your equipment fleet and maintenance program. Provide description of competency required by suppliers' personnel to use equipment in order to perform services under this contract and what training services supplier provides to ensure ongoing competency.
- D. Describe process for when an active alert status for predicted and eminent snow and ice weather event is forecasted and how you will plan for and execute based on CAMPUS FACILITIES DIRECTIVE NO. 401G outlined in section 11, page 28.
- E. Describe your company's safety program and provisions related to the protection of persons and property, in accordance with applicable laws and ordinances policies.
- F. Describe your transition plan, and how it might include current employees, and/or current University owned equipment.
- G. Describe any value-added services your company can offer not specifically named in this RFP.

REQUEST FOR PROPOSAL FORM

**REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
LANDSCAPE MAINTENANCE AND SNOWREMOVAL/ICE CONTROL SERVICES
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
UNIVERSITY OF MISSOURI CAMPUS FACILITIES-LANDSCAPE SERVICES**

**RFP # 20-6011-JS-C
DUE DATE: June 8, 2020
TIME: 2:00 P.M., CENTRAL TIME**

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Proposal issued by the University of Missouri.

TASK	Rate Structure	Proposed Pricing
Litter and Debris Control, as described in section 10.I.	Weekly Rate	\$
Turf Maintenance, as described in section 10.II	Total Annual Cost	\$
Tree Maintenance, as described in section 10.III	Hourly Rates	\$
Shrub and Groundcover Maintenance, as described in section 10. IV.	Total Annual Cost	\$
Annual and Herbaceous Perennial Plantings and maintenance, as described in section 10.V.	Total Annual Cost	\$
Gardens/collections of the Mizzou Botanic Garden maintenance, as described in section 9, Class D.	Total Annual Cost	\$

Storm water management sites maintenance, as described in section 9, Class E.	Total Annual Cost	\$
Recreation trail maintenance, as described in section 9, Class F.	Total Annual Cost	\$
Wildflower/restored prairie/wooded areas maintenance, as described in section 9, Class H.	Total Annual Cost	\$
Snow Removal/ice Control, as described in section 11.	Hourly Rates	\$
Additional Services		
1. Landscape design.	Hourly Rates	\$
2. Landscape construction.	Hourly Rates	\$
3. Outdoor pest control.	Hourly Rates	\$
4. Site amenities maintenance including benches, tables, etc.	Hourly Rates	\$
5. Abandoned bicycle removals and record keeping.	Hourly Rates	\$
6. Dead animal removals.	Hourly Rates	\$
7. Storm water catch basin clearing/maintenance.	Hourly Rates	\$
8. Irrigation system management, maintenance, and repairs.	Hourly Rates	\$
9. Maintain site equipment: bike racks, map stands, and outdoor bulletin boards.	Hourly Rates	\$
10. Fence maintenance including bollards and post/chains.	Hourly Rates	\$
11. Repairs to non-engineered modular retaining walls (ties/landscape block/stone).	Hourly Rates	\$

AUTHORIZED CONTRACTOR REPRESENTATION

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone No.		Federal Employer ID No.	
Fax No.		E-Mail Address	
Number of calendar days delivery after receipt of order: _____		Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.	
Select Payment Method: SUA ACH Check			
Circle one: Individual Partnership Corporation			
If a corporation, incorporated under the laws of the State of _____			
Licensed to do business in the State of Missouri? ____yes ____no			
Maintain a regular place of business in the State of Missouri? ____yes ____no			

This signature sheet must be returned with your proposal.

ATTACHMENT A
CONTRACTOR DIVERSITY PARTICIPATION FORM

The University of Missouri System is committed to and supports Contractor diversity as an essential part of the University's mission and core values. The University's Contractor Diversity efforts reflect this mission.

Tier 2 Contractor Diversity Information - The University strongly encourages Contractor Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) Contractors of the University of Missouri who subcontract work to, or make purchases from a diverse Contractor. Depending upon the contract, primary (non-diverse) Contractors will be asked to submit Tier 2 information with Women and Diverse Owned companies. Contractors have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded Contractors may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned Contractors in the fulfillment of the contract.
- Indirect dollars - based on a percentage of revenue the University represents to the Contractor. An example is as follows:
 - Contractor's Total Revenues: \$10,000,000
 - Revenues from University \$: \$ 4,000,000
 - University % of Total Revenues: 40% (#2 divided by #1)
 - Total MBE Dollars \$: \$ 150,000
 - Total WBE Dollars \$: \$ 150,000
 - Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
 - Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
 - Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
 - University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Contractor Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): _____

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful Contractor. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Contractor Name	% of Contract	Specify Direct or Indirect

If there are questions regarding Contractor diversity at the University, contact Teresa Vest, vestt@umsystem.edu.

-----THIS FORM MUST BE SUBMITTED WITH VOLUME II OF THE RESPONSE-----

ATTACHMENT B
CONTRACTOR REGISTRATION INFORMATION

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: ☐ Yes ☐ No

The term "small business concern" shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is proposing. We would consider any firm with 500 employees or less a "small business concern".

WOMAN OWNED BUSINESS (WBE): ☐ Yes ☐ No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): ☐ Yes ☐ No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh ☐ (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. ☐ (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. ☐ (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. ☐ (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. ☐ (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

Title: _____ Date: _____

ATTACHMENT C

Campus Tree Condition Assessment

Common name:

Genus and species:

Location:

Size:

Prepared by:

Date:

Condition

Potential Hazards

Recommendation