



TO: Spray Contractors

FROM: Jennifer Skoglund, Airport Manager

DATE: January 5, 2018

RE: Request for Proposal (RFP) & Request for Qualifications (RFQ)  
Project WWRA 2018-01 Airport Property Weed Spraying, Fertilizing &  
Fungicide Application

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The Port of Walla Walla, owner and operator of the Walla Walla Regional Airport and Industrial Park, is soliciting Request for Proposals (RFP) & Request for Qualifications (RFQ) for weed spraying, fertilizing and fungicide application services for Airport owned properties located at the Walla Walla Regional Airport and Airport Industrial Park. Enclosed in the Scope of Work are detail descriptions of the work to be performed and a list of the Airport properties (Attachment B).

As stated in the RFP/RFQ, proposals are due no later than 2:00 p.m. on Friday, January 19, 2018 and must be delivered to the Port Administrative Office (Walla Walla Regional Airport) at 310 A Street, Walla Walla, WA 99362.

If you have any questions regarding the RFP/RFQ, please contact Jennifer Skoglund or Gary Stewart at the Port of Walla Walla (509) 525-3100. Thank you for your interest and consideration.

Enclosures:

- RFP/RFQ for Project WWRA 2018-01 Airport Property Weed Spraying, Fertilizing & Fungicide Application
- Scope of Work
- Bid Schedule Form
- Washington State Listing of Prevailing Wage Rates (Attachment A)
- List of Airport Properties (Attachment B)
- Minimum Equipment Checklist Requirements (Attachment C)

**REQUEST FOR PROPOSALS (RFP)**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Project WWRA 2018-01 Airport Property Weed Spraying, Fertilizing &  
Fungicide Application**  
**January 5, 2018**

The Port of Walla Walla, owner and operator of the Walla Walla Regional Airport and Industrial Park, is soliciting Request for Proposals (RFP) & Request for Qualifications (RFQ) for weed spraying, fertilizing and fungicide application for the Walla Walla Regional Airport and Airport Industrial Park properties. Enclosed in the Scope of Work are detail descriptions of the work to be performed and a list of the Airport properties (Attachment B).

The work is set forth in this RFP/RFQ Scope of Work herein attached. The contractor will be required to furnish all labor, material, equipment, supervision and otherwise required to perform the work as specified. Markup on the contractor's cost for materials shall not exceed 10% of the purchase price. Contractor will provide the Airport with an invoice of said material purchases for its record and file.

Washington State prevailing minimum hourly wage rates shall apply. The contractor shall obtain and pay for all required permits, surety bonds and insurance. Contractor will list in his/her proposal the names of subcontractors he/she intends to use, and state what portion of the work each subcontractor will perform. Contractor is requested to submit a lump sum hourly price for this work, using the bid schedule form provided. Washington State sales tax shall not be included in the bid price.

**Washington State Prevailing minimum hourly wage rates shall apply.**

**Proposals are due no later than 2:00 p.m. on Friday, January 19, 2018.**

The work is anticipated to commence about March 1, 2018. Bids will be opened no later than two working days following receipt of bids, and the bidders shall be notified by telephone and/or e-mail of final results.

Any questions pertaining to this project shall be directed to: Port of Walla Walla, Jennifer Skoglund (509) 525-3100 or Gary Stewart (509) 520-8303, 310 A Street, Walla Walla, Washington, 99362, between the hours of 8:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m. Monday through Friday. Bids shall be submitted in a sealed envelope with the title of the project "Project WWRA 2018-01 Airport Property Weed Spraying, Fertilizing and Fungicide Application" clearly identified on the front of the envelope.

**Contractor shall submit the bid to:**

Jennifer Skoglund, Airport Manager  
Port of Walla Walla  
310 A Street  
Walla Walla, WA 99362

This is a public request for bid.

The Port reserves the right to reject any and all proposals or any part thereof if the Port believes it would not be in the best interest of the Port to perform the work for the proposed sums, and whether the proposal is not responsive or the proposer is unqualified or the proposer has doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Port. The Port also reserves the right to delay the start of work date by no more than 30 days. However, the duration to complete the work would remain unchanged.

Contractor shall be required to comply with the provisions of the following documents:

- RFP/RFQ for Project WWRA 2018-01 Airport Property Weed Spraying, Fertilizing & Fungicide Application
- Scope of Work
- Bid Schedule Form
- Washington State Listing of Prevailing Wage Rates (Attachment A)
- List of Airport Properties (Attachment B)
- Minimum Equipment Checklist Requirements (Attachment C)

# Scope of Work

## 1. General

### A. Scope of Work

Unless otherwise stated, the Contractor shall furnish all labor, supervision, materials, equipment, tools, transportation, and other items of work and costs necessary to complete the specified work.

### B. Code Compliance and Permits

All work will be performed in compliance with any and all current applicable federal, state, municipal or local laws, permits, regulations, codes and ordinances. The contractor shall obtain and pay for all required approvals and permits.

### C. Term of Contract

A contract awarded as a result of this Bid will be for a period of one (1) year and is intended to begin on March 1, 2018 and end on February 28, 2019. The Port of Walla Walla reserves the right to extend the contract resulting from this bid for a period of two (2) one (1) year periods, by service of a written notice of its' intention to do so prior to the contract termination date. It is the intent of this bid that unit prices may be adjusted annually per contract negotiation between the Contractor and the Port.

### D. Certification and Personnel Requirements

The Contractor performing herbicide mixing or application operations under this contract must meet the State of Washington Department of Agriculture certification and application requirements for the use and application of Restricted Use herbicide and must hold a current State of Washington Department of Agriculture Commercial Pesticide Applicators License. Personnel employed by the Contractor must be briefed and trained in application and safety techniques. Personnel employed by the Contractor must be under the direct supervision of a licensed applicator at all times.

### E. General Provisions and Safety Requirements

1. All spraying reports will be submitted to the Airport Manager or designee at the same time of the monthly billings statements to the Port. The spraying reports will also follow the requirements as outlined in this Scope of Work Section E.11.
2. All herbicide will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations.
3. All fertilizer will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations.
4. All fungicide will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations.

5. All proper personal protective equipment will be used in each herbicide application and in accordance with label specifications and Washington State Department of Labor and Industries rules and regulations. Applicators will maintain a copy of the herbicide, and MSDS labels while applying product at each Airport property.
6. Spray drift shall be avoided. Do not spray when winds exceed State of Washington Department of Agriculture Commercial Herbicide Applicators guidelines.
7. A pumping system may be used to fill the spray mixing and spray application tanks provided it avoids the contamination of wells, springs, streams, lakes, waterways, and ponds used as a water source.
8. Herbicide pouring and mixing operations will not occur within 150 feet of any open water source.
9. The Contractor shall insure that containers or tanks used for herbicide application are not washed out within 150 feet of wells, open water: springs, ditches, streams, and waterways.
10. Signs will be posted at access points of heavily used recreation areas (as identified by the Port) to let the general public avoid herbicide. List the date of treatment, the re-entry period, the herbicide used, and a name and phone number of who to call for more information.
11. No spraying shall be done inside ditches containing water unless it is within the labeled use of the particular herbicide being used.
12. Spraying shall not occur while it is raining or snowing. The Contractor shall take all reasonable precautions to avoid spraying if it appears that precipitation sufficient to wash herbicides off target species or into open water may occur within 2 hours after herbicide application or as cautioned by the herbicide label.
13. The Contractor shall be required to keep very detailed spraying records. Each and every time the Contractor is spraying the WSDA Pesticide Application Record must be used. Copies of the WSDA Pesticide Application Record Forms can be found at the WSDA website at:

<http://agr.wa.gov/PestFert/Pesticides/ComplianceActivities.aspx#Recordkeeping>

The Contractor shall maintain said records for a minimum of five years or whatever is required by WSDA, whichever is greater.

F. Special Considerations and Requirements

All work will be properly documented for billing and reporting purposes. Contractor will abide by all Port of Walla Walla policies and procedures as identified and set forth in this document. Any person performing any spraying activity of any herbicide and/or pesticides will be properly licensed and certified by the

Washington State Department of Agriculture (WSDA). Each licensee will have a license that is current, on their person at all times, with the proper certifications. Copies of these licenses will be provided annually to the Airport Manager. When spraying any herbicide and/or pesticides on Airport property, refer to the Washington State Department of Agriculture (WSDA), Pesticide Sensitive Person List. Pesticide Sensitive Person List web link is the following:

<http://agr.wa.gov/PestFert/Pesticides/SensitivityRegistry.aspx#PSI>

If the Airport property is within the boundary of a sensitive person(s) adjacent to application area, follow proper policy and procedure as set out by the WSDA.

#### G. Airport Properties

The Walla Walla Regional Airport and Airport Industrial Park properties for weed spraying, fertilizing and fungicide application are listed as follows. Contractor is encouraged to contact Airport staff for a detailed listing and/or tour of airport properties. The list below encompasses the major areas of emphasis; however, Airport staff may add or take off properties due to tenant leases. Airport Properties are enclosed as Attachment B:

##### Aviation

- Runways and Runway Safety Areas
- Taxiways and Taxiway Safety Areas
- Aviation Ramp
- Aviation Perimeter Fence
- Passenger Terminal Building Aviation Landscape

##### Industrial Park Spray Emphasis

- Specified Buildings
- Roadways
- Specified Parking Lots
- Passenger Terminal Building Landscape and Trees
- Specified Gravel Lots
- Port of Walla Walla Office Landscape and Trees
- Old Terminal Building Landscape
- A Street and Douglas Street Trees

## 2. Description of Work

### A. Pre-Emergent Herbicide Application

Description of Work: All work associated with the application of pre-emergent herbicides will be performed by a properly licensed applicator on the Airport properties (Attachment B).

Duties: Application typically is conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions.

## B. Post-Emergent Herbicide Application

Description of Work: All work associated with the application of post-emergent herbicides. Performance in fields, shrub beds, fence lines, tree rings, graveled surfaces, and around structures. Pre-emergent herbicides may be added to post-emergent spray mix. Work is performed by a properly licensed applicator on the Airport properties (Attachment B).

Duties: Application typically is conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions.

## C. Noxious Weed Control

Description of Work: All work associated with noxious weed control on the Airport properties (Attachment B). Eliminates infestations and/or prevents seed production as mandated by the State of Washington. Work is performed by a properly licensed applicator. Refer to the Washington State Noxious Weed Control Board web site for a current list and classification of each noxious weed identified by the State of Washington:

<http://www.nwcb.wa.gov/>

Reference material is also provided on this web site sighting current laws and regulations.

Duties: Application typically is conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions.

## D. Lawn and Tree Fertilizer Application

Description of Work: All work associated with the application of fertilizer on the Airport properties (Attachment B). Work is performed by a properly licensed applicator.

### Three (3) Applications Per Year

- One (1) Spring Time Application: Application of a spring fertilizer that is applicable to turf grass and trees and applied according to manufacturer and label instructions.
  
- One (1) Summer & One (1) Fall Application: Application of a fertilizer with a slow or controlled release nitrogen applicable to turf grass (no trees) and applied according to manufacturer and label instructions.

Duties: Application typically is conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions.

## E. Tree Fungicide Application

Description of Work: All work associated with the application of fungicide on the Airport properties (Attachment B). Work is performed by a properly licenses applicator.

### Two (2) Applications Per Year

- March and October: Application of a fungicide that is applicable to Maple Trees and applied according to manufacturer and label instructions.

Duties: Application typically is conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions.

## 3. Minimum Requirements

The following will be the minimum requirement for the Contractor:

- 3 Applicators Minimum
  - √ 1 Person with Commercial Applicators License
  - √ 2 People with Commercial Operator License
- 4 Year Minimum Spraying Experience
- Minimum of 3 references
- No violations with the WSDA
- Commercial Applicator will be on call to the Airport Manager or designee to respond to any calls made to them with in 24 hours.
- All spray vehicles must be licensed with the WSDA.
- Proof of insurance will be required with a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Proof that employee's are being paid correctly per the Washington State Prevailing Wage Law.
- Contractor is able to work 7 days a week because of weather conditions.

### Required Vehicles

- Appropriate vehicles to haul equipment to and from job sites capable of traveling up to 125 miles per day.
- Appropriate trailers and or trucks with tanks capable of hauling 1,000 gallons of water all set up with pumps and hoses.
- At least 3 ATV four wheelers or side by sides capable of hauling a minimum of 25 gallons of water.

### Required Spraying Equipment

Each spray vehicle will need to be equipped with the following minimums:

- 25 Gallon Water Capacity
- 8' Spray Boom
- 18' Fan Nozzle
- Hand Wand with at least 30' hose
- ATV Fertilizer Applicator



### Miscellaneous Equipment

- 2 Back Pack Sprayers
- Be able to supply your own water up to 1,000 gallons per day for spraying.
- Minimum of one (1) mobile radio to communicate with Air Traffic Control Tower on ground or tower frequency.
- Beacon or orange flag for EACH vehicle (including ATV's) operating within the aviation fence.
- All personnel working within the aviation fence must wear bright colored clothing.

#### **4. Security Requirements for Personnel**

The Walla Walla Regional Airport is a public-use airport with commercial air service and general aviation air service. The Airport adheres to Federal Code 49 CFR 1542 for Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) security requirements.

The contractor and its employees shall be required to pass all federal and airport security requirements to access the aviation property of the airport. The following are the requirements that contractor must meet and pass:

- a) Federal I-9 Eligibility & Identity Verification.
- b) ID Badge Application Form.
- c) Security Threat Assessment performed by TSA.
- d) Secure Identification Display Area (SIDA) course given by the airport for contractor to work on the commercial air-carrier aviation ramp.
- e) Ground Vehicle Operations course given by the airport for the contractor to operate unescorted on taxiways, runways and aviation ramp.

#### **5. Warranty/Guarantee**

The contractor shall warranty/guarantee all work performed.

The Airport Manager or designee will inspect the treatment sites within 10 days of being notified by the Contractor that the areas are ready for inspection. Enough time needs to lapse between the treatment and the inspection for the plants to develop signs of herbicide damage (wilting, color change, or stunted growth). If treatments are not effective, then the contractor shall re-treat the area and will not be paid for the second application or the additional herbicides.

#### **6. Selection Criteria**

All responsive contractor submittals shall be reviewed. The Port may conduct interviews of shortlisted firms. Each contractor shall provide and be evaluated based on the following criteria:

- Overview of the contractor's specific skill sets and abilities to perform the requirements of the work.
- Contractor's qualifications including experienced personnel and references (minimum of 3) with name, businesses and phone number.
- Completed "Minimum Equipment Checklist Requirement Form" See Attachment C

- Copy of proof of WSDA licensing status
- Responsiveness and completeness of the proposal.
- Price – Lump Sum Price per Hour
- Herbicide Product - % of Markup Price

Upon review of the proposals, and after conducting interviews, if so used, the Port will enter into negotiations with the firm to reach a satisfactory contract.

# Bid Schedule Form

## Project WWRA 2018-01 Airport Property Weed Spraying

Description	UNIT	Price per hour
Labor	Lump Sum Price for Labor Per hour	\$ _____ per hour
Herbicide/Fertilizer/Fungicide Product Markup	Not to exceed 10%	%

The bid shall be signed by an authorized representative.

By \_\_\_\_\_ Signature  
 \_\_\_\_\_ Type or Print Name  
 \_\_\_\_\_ Title  
 \_\_\_\_\_ Company  
 \_\_\_\_\_ Company Address, City, Zip  
 \_\_\_\_\_ Phone Number  
 \_\_\_\_\_ E-Mail  
 \_\_\_\_\_ Date

State UBI No. \_\_\_\_\_ (per House Bill 1514)

Washington State Department of Agriculture Commercial Applicators License Number:

\_\_\_\_\_

Subcontractors List & Service Provided

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Attachment A**

### **Washington State Listing of Prevailing Wage Rates**

**Go to Washington State Department of Labor & Industries  
website at:**

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

# Attachment B

## Airport Properties

For a complete description and/or tour of airport properties that require weed spraying and fertilizing it is encouraged that interested contractors contact Airport Manager Jennifer Skoglund at (509) 525-3100 or Maintenance & Operations Supervisor Gary Stewart at (509) 520-8303, 310 A Street, Walla Walla, Washington, 99362, between the hours of 8:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m. Monday through Friday.

### Aviation Spray Emphasis

- Runways and Runway Safety Areas
- Taxiways and Taxiway Safety Areas
- Aviation Ramp
- Aviation Perimeter Fence
- Passenger Terminal Building Aviation Landscape Entrance

### Industrial Park Spray Emphasis

- Specified Buildings
- Roadways
- Specified Parking Lots
- Passenger Terminal Building Landscape and Trees
- Specified Gravel Lots
- Port of Walla Walla Office Landscape and Trees
- Old Terminal Building Landscape
- A Street and Douglas Street Trees

# Attachment B



## Attachment C

<b>Minimum Equipment Checklist Requirement Form</b>		
<b>(Circle Responses)</b>		
<b>The following will be the minimum requirement for the Contractor:</b>		
Y	N	3 Applicators Minimum
Y	N	1 Person with Commercial Applicators License
Y	N	2 People with Commercial Operator License
Y	N	4 Year Minimum Spraying Experience
Y	N	Minimum of 3 references
Y	N	No violations with the WSDA
Y	N	Proof of insurance will be required with a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate.
Y	N	Appropriate vehicles to haul equipment to and from job sites capable of traveling up to 125 miles per day.
Y	N	Appropriate trailers and or trucks with tanks capable of hauling 1,000 gallons of water all set up with pumps and hoses.
Y	N	At least 3 ATV four wheelers or side by sides capable of hauling a minimum of 25 gallons of water
<b>Required Spraying Equipment</b>		
<b>Each spray vehicle will need to be equipped with the following minimums:</b>		
Y	N	25 Gallon Water Capacity
Y	N	8' Spray Boom
Y	N	18' Fan Nozzle
Y	N	Hand Wand with at least 30' hose
Y	N	ATV Fertilizer Applicator
<b>Required Spraying Equipment</b>		
<b>Each spray vehicle will need to be equipped with the following minimums:</b>		
Y	N	25 Gallon Water Capacity
Y	N	8' Spray Boom
Y	N	18' Fan Nozzle
Y	N	Hand Wand with at least 30' hose
Y	N	ATV Fertilizer Applicator
<b>Miscellaneous Equipment</b>		
Y	N	2 Back Pack Sprayers
Y	N	Be able to supply your own water up to 1,000 gallons per day for spraying.
Y	N	Minimum (1) mobile radio to communicate with Air Traffic Control Tower
Y	N	Beacon or orange flag for each vehicle