



CITY OF PALMDALE

Purchasing Division
38300 Sierra Highway, Suite D
Palmdale, CA 93550

Phone: (661) 267-5444

Website: www.cityofpalmdale.org

PUBLIC WORKS/MAINTENANCE DIVISION NOTICE OF INVITATION FOR BIDS

FOR: **WHOLESALE PLANT MATERIAL**

The City of Palmdale Purchasing Division will receive written bid proposals for the above referenced commodity as detailed in the conditions and specifications listed herein.

Request for Quote Number:

IFB 11-004-3600

Deliver Sealed Quotes to:

Purchasing Division
38300 Sierra Highway, Suite A
Palmdale, CA 93550

Avai

If you have any questions about this solicitation:

Submit questions to Purchasing Division at
Fax: (661) 267-5454 or
Email: purchasing@cityofpalmdale.org

IMPORTANT NOTE:

Failure to return the City provided **APPROVED PLANT AND TREE LIST & COST PROPOSAL FORM** herein would be deemed "non-responsive".

Alternate Offers/Exceptions: Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted on the City provided **DEVIATIONS and/or EXCEPTIONS FORM** referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature suitable for evaluation, must be submitted with the bid. The City shall assume specification items left blank will not be furnished and shall be automatically interpreted as a "NO" for that particular item(s).

Release Date: **Wednesday, August 24, 2011**

Closing Date and Time for Sealed Bids: **Wednesday, September 7, 2011 @ 2:30 p.m.**

Scope of Bid

The City of Palmdale is requesting bids for the plant material listed herein, found on the City's Approved Plant and Tree list. Please provide price quotes based on the following container criteria:

- Groundcover: flat and 1 gallon
- Shrubs: 5 and 15 gallon
- Trees: 15 gallon, 24 and 36 inch boxes

The City of Palmdale reserves the right to tag all plant material and will inspect all plant deliveries for quality, quantity, mechanical damage and insect/disease presence. Any and all substandard plant material will be returned to the nursery at the wholesalers' expense. All plant material shall meet or exceed A.N.S.I Standards for Nursery Stock 260.1-2004.

Bid Requirements

Bids will state the cost of each plant or tree on a per unit basis according to the container criteria listed above. Quoted prices shall be valid for the term of the purchase order contract ending June 30, 2012.

The bid proposals requested in response to this Invitation for Bids (IFB) will form the basis of a fixed price indefinite quantity contract for fiscal year 2011-2012 (July 1, 2011 thru June 30, 2012). **As such, the quantities herein are estimates only and there is no minimum guarantee.** Orders will be issued against a purchase order contract, as needed, using the fixed prices established in the purchase order contract. Therefore, proposed prices must remain valid through June 30, 2012. As City of Palmdale is following a competitive process in making this award, City of Palmdale reserves the right to make multiple awards or no awards as a result of this solicitation.

Bids will convey the location of the nursery where the material will come from and the estimated time for delivery upon placing an order.

Point of Delivery

City of Palmdale
Public Works Maintenance Division
39110 3rd Street East
Palmdale, CA 93550
(661) 267-5338

Attn: Steven Montenegro

Delivery Time

Delivery will be accepted only during receiving hours: 7:30 a.m. to 4:30 p.m. Monday through Thursday.

Payment

Payment Terms: Net 30 upon receipt, inspection and acceptance of plant material deliveries and submittal of an invoice to the City of Palmdale.

INFORMATION & INSTRUCTIONS TO BIDDERS

1. Receipt and Preparation of the Bid Proposal.

- 1.1 The City of Palmdale (COP) Purchasing Division will receive sealed bids until the date and time specified in the *Notice of Invitation for Bids*. COP requests that bid proposals are submitted in triplicate in a sealed envelope or package (**one original and three copies**). COP will not accept fax or emailed bid proposals.
- 1.2 Each bid proposal shall be enclosed in a sealed envelope, addressed to: City of Palmdale/ Purchasing Division; 38300 Sierra Highway, Suite A Palmdale, CA 93550. Bid Proposals must be labeled in the upper left-hand corner with the Invitation for Bids (IFB) title and number as outlined below. Bidder's must also include their company name and address on the outside of the envelope.

ATTENTION: LANDSCAPE SUPERVISOR / PURCHASING DIVISION

Bidder's Name and Address

BID PROPOSAL FOR PLANT MATERIAL

DO NOT OPEN

****SPECIAL NOTE**** - The U.S. Postal Service DOES NOT delivery any mail (U.S. Postal, Express Mail, Certified, Priority, Overnight, etc.) to any City physical address(es) on Fridays. The City's office hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.

- 1.3 Bidders are responsible for making certain bid proposals are delivered to the Purchasing Division. Mailing of a bid proposal does not insure that the bid proposal will be delivered on time or delivered at all. If Bidder does not hand deliver bid proposal, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 An Offer may be withdrawn anytime before the solicitation due date and time. The signer of the bid proposal, guaranteeing authenticity, must initial any interlineations, alteration, or erasure made before this deadline. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided by applicable law.
- 1.5 **Omissions.** At the time of the opening of bid or proposals each bidder will be presumed to have read and to be thoroughly familiar with the requirements of the RFQ, IFB or RFP. The failure or omission of any bidder to examine any form, instrument or contract document shall in no way relieve any bidder from any obligation in respect to their bid or proposal.
- 1.6 Bidders are instructed to only return pages of the bid proposal packet that require written responses.
- 1.7 **California Public Records Act.** Bid proposals are not to be marked as confidential or proprietary. Bid proposals submitted in response to this Invitation for Bids (IFB) are subject to public disclosure as permitted by the California Public Records Act. Additionally, all bid proposals shall become the property of the City. The City reserves the right to make use of any information or ideas in the bid proposals submitted.

Regardless of any identification otherwise, including marking some or all pages as "confidential" or "proprietary," information in bids shall become a part of the public record and subject to disclosure without any further notice to the bidder. The City shall not in any way be liable or responsible for the disclosure of any such records.

All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

2. Addenda and Explanations.

2.1 This IFB may only be modified by a written Addendum. When issued, Addendums shall automatically become part of this IFB document and shall supersede any previous specifications or provisions in conflict with the Addendums. If it becomes necessary to revise any part of this IFB, a written addendum will be provided to all Bidders. The City is not bound by any oral representations, clarifications, or changes made in the written specification by City's employees, unless such clarification or change is provided to Bidder in a written addendum from the Purchasing Division. **All requests for additional information or clarification concerning this IFB must be submitted in writing no later than five (5) business days prior to the due date referenced in the Notice of Invitation for Bids and addressed to the Purchasing Division.**

Addenda will be transmitted to all that are known to have received a copy of the bid proposal documents. However, it shall be the sole responsibility of the Bidder to verify issuance of any addenda to check all avenues of document availability prior to the opening date and time. The IFB and if applicable, addenda are posted on the City's website under "Bids and RFPs". By submitting a proposal, Bidder shall be deemed to have received all Addendums and to have incorporated them into its proposal.

Bidders shall acknowledge receipt of any Addenda to this solicitation by submitting only the *Signature/Acknowledgement Page* of the Addenda. The *Signature/Acknowledgement Page* shall be submitted to COP as part of the Bidder's response. Failure to provide the *Signature/Acknowledgement Page* as received may result in the bid proposal deemed "non-responsive". An Bidder shall not be relieved of its responsibility to apply addenda information to its bid proposal.

3. **Award/Rejection of Bid Proposals.** The City reserves the right to reject any or all bid proposals and to waive any informality or irregularity in any bid proposal received and to be the sole judge of the merits of the respective bid proposals received. The award, if made, will be to the lowest responsive bidder in accordance with City of Palmdale Ordinance 1398.

Where fewer than two (2) responsive bid proposals are received, City may negotiate price with the sole responsive responsible Bidder or may rescind the solicitation.

4. No Contact Policy.

After release of this Solicitation, no officer, employee, agent or representative of the Bidder shall have any contact or discussion, verbal or written, with any members of the City Council, City staff or City's consultants, or directly or indirectly through others, seek to influence any City Council members, City staff, or City's consultants regarding any matters pertaining to this Solicitation, except as herein provided.

5. Bid Proposals from Related Parties/Multiple Proposals Received From One Bidder.

When two (2) or more related parties each submit a bid proposal or multiple proposals are received from one (1) Bidder, for any contract, such proposals shall be judged non-responsive. Related parties mean Bidders or the principles thereof, which have a direct or indirect ownership interest in another Bidder for the same contract or in which a parent company or the principles thereof of one (1) Bidder have a direct or indirect ownership interest in another Bidder for the same contract.

Alternate Proposals - Bidders may only submit one bid proposal for evaluation.

6. **Expenses Incurred.** All expenses incurred in the preparation and submission in response to this solicitation shall be borne by the Bidder.

7. **Examination of Documents and Requirements.**

7.1. Each Bidder shall carefully examine all IFB documents and thoroughly familiarize itself with all requirements prior to submitting a bid proposal to ensure that the goods or services being bid or proposed meet the intent of these specifications and/or scope of work.

7.2 Before submitting a bid proposal, each Bidder shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this Invitation for Bids. Failure to make such investigations and examinations shall not relieve the Bidder from obligation to comply, in every detail, with all provisions and requirements of the Request for Quotations.

8. **Specifications and Scope of Work.**

8.1 Any catalog, brand name or manufacturer's reference in the scope of work and/or specifications are descriptive and NOT restrictive, and are used to indicate type and quality level desired. Bids on brands of like nature and quality may be considered unless specifically excluded.

8.2 If bidding on other than reference or specifications, bid proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc., on article offered and certify article offered is equivalent to specifications. If other than specified brand of items are offered, specifications, catalog sheets, illustrations and complete descriptive literature must be submitted with bid proposal.

8.3 All equipment, materials, parts and other components incorporated in the work or services performed pursuant to the resulting contract shall be new, or the latest model and of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

8.4 Minor deviations from written specifications shall not necessarily disqualify a Bidder's bid proposal. City of Palmdale will be the sole determiner of what constitutes a minor deviation.

8.5 City of Palmdale reserves the right to determine which specific items on any specification requirements or tasks within the scope of work or services require strict adherence, or are most important, and those that are not, or requiring a lesser degree of importance. Such determination can and will be a basis for evaluating, recommending and making award. City of Palmdale will, at its sole discretion, assess warranty offered, and utilize life cycle costing and/or performance factors as the evaluation method and basis for award. Should a requested specification sheet not be submitted with a bid proposal, this is considered non-responsive and therefore may not be considered. PLEASE READ AND RESPOND TO THE SCOPE OF WORK AND SPECIFICATION REQUIREMENTS CAREFULLY.

9. **Local Preference.** The City shall grant a local preference as provided in *Palmdale Municipal Code 1398 Chapter 3.08*. The Local Provider, Local Provider Antelope Valley and/or Local Provider Employer shall certify under penalty of perjury, as a part of its bid proposal that the Bidder qualifies as an eligible local provider. See **Exhibit A - Local Vendor Preference Affidavit of Eligibility**.

Local Provider Palmdale shall mean a manufacturer, supplier or provider of goods, materials, equipment, supplies or services which has an established place of business within the City of Palmdale, which has complied with City of Palmdale business license requirements, which has

paid all currently due business license fees and taxes, and which began doing business within the City of Palmdale at least one year prior to the City's procurement solicitation for the respective purchase.

Local Provider Antelope Valley shall mean a manufacturer, supplier or provider of goods, materials, equipment, supplies or services which has an established place of business within the Antelope Valley as that area is defined in PMC Chapter 3.10, which has complied with City of Palmdale business license requirements, which has paid all currently due business license fees and taxes, and which began doing business within the City of Palmdale at least one year prior to the City's procurement solicitation for the respective purchase.

Local Provider Employer shall mean a manufacturer, supplier or provider of goods, materials, equipment, supplies or services for which at least fifty percent (50%) of its employees are residents of the Antelope Valley as defined in PMC Chapter 3.10, or if the business has no employees, shall be at least (50%) owned by one or more persons whose primary residence(s) is located within Antelope Valley.

Palmdale Codes and Ordinances are online at
<http://www.codepublishing.com/ca/palmdale.html>

10. Protest.

10.1 All protest regarding the solicitation process must be submitted in writing to the City of Palmdale Purchasing Division within five (5) business days following the opening of bid proposals. This includes all protests relating to advertising of invitation to bid notices, deadlines, bid proposal opening, as well as any protest relating to alleged improprieties with the solicitation process.

10.2 FAILURE TO PROTEST WITHIN THE TIME ALLOTTED SHALL CONSTITUTE A WAIVER OF ANY PROTEST. City of Palmdale is aware of the time and effort you expend in preparing and submitting bids to City of Palmdale. Please let us know of any requirement causing you difficulty in responding to our Request for Proposal. We want to facilitate your participation so that all responsible vendors can compete for City of Palmdale business. Awards should be made approximately two to four weeks after the opening date.

10.3 Bidders who have submitted a bid proposal are permitted to challenge the City's intent to award a contract. A Bidder shall have five (5) working days after the issuance of the Intent to Award to file a protest.

11. World Wide Web. The City of Palmdale web address is www.cityofpalmdale.org. Invitations for Bids and Requests for Proposals, addenda and appendices, if applicable, are posted on the web page under the link titled, " Bids and RFPs". You may download solicitations and related documents 24 hours a day 7 days a week at your convenience.

12. Disclosure. If the firm, business or person submitting this bid proposal has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Bidder shall fully explain the circumstances relating to the preclusion or proposed preclusion in the offer. The Bidder shall include a letter with its offer setting forth the name and address of the governmental entity, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

13. **Change Orders.** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract shall be made in writing.
14. **Purchase Order or Contract Renewal.** By mutual agreement, any purchase order contract or contract for services that may be awarded pursuant to this IFB, may be extended for a specified additional one-year term with all terms and conditions remaining the same.
15. **Bid Prices and Fee Schedules.** Bid Prices and/or Fee Schedules must remain firm for the full contract period.
16. **No Response.** If your company does not intend to submit an offer, complete Exhibit C - *Notice of "No Proposal Submittal"*. Submit the form prior to the closing date and time as shown on the *Invitation for Informal Bids* or *Notice of Request for Proposals*.
17. **Invoicing.** Mail invoices to:
City of Palmdale Finance Department
Accounts Payable
38300 Sierra Highway Suite D
Palmdale, CA 93550

Invoices shall show the purchase order or contract number, the items and a price for each.

18. **No Facsimile or Electronic Mail Offers.** Offers may not be submitted in facsimile or electronically. A facsimile or electronic mail Offer shall be rejected.
19. **Typed or Ink Corrections.** All offers must be completed in ink or typewritten. The person signing the Offer shall initial erasures, interlineations or other modifications in the Offer in ink.
20. **No Modifications.** Modifications shall not be permitted after Offers have been opened except as otherwise provided under applicable law.
21. **Proposal Ambiguity.** Any ambiguity in the proposal as a result of omission, error, and lack of clarity or non-compliance by the Bidder with the specifications, instructions, and all conditions of proposing shall be construed in the favor of the City.

EXHIBIT A - Notice of "No Bid Proposal Submittal"

Receipt of this completed form will assist us in calling for future solicitations. Please complete and submit this form prior to the closing date and time as shown on the *Notice of Request for Quotations*.

Invitation for IFB: **11-004-3600** Title: **Wholesale Plant Materials**

A Quotation / Bid / Proposal is not being submitted for the following reason(s):

- We do not manufacture/supply the required goods/services
- We do not manufacture/supply to stated specifications
- Specifications too "tight", i.e. geared toward one brand/manufacturer/service only (explain below)
- Unable to meet Bonding requirements
- Unable to meet Insurance requirements
- Quantity too small
- Quantity beyond our production capacity
- Cannot meet packaging requirements
- Cannot handle due to present plant loading
- Cannot obtain raw materials/goods in time to meet delivery requirements
- Cannot meet delivery requirements
- Cannot quote a firm price at this time
- Insufficient time to prepare quote/bid/proposal
- We are unable to competitively quote/bid/propose at this time
- We do not have facilities to handle this requirement
- Licensing restrictions (please explain)
- Agreements with distributors/dealers do not permit us to sell directly
- Other reasons or additional comments (please explain below)

Comments: _____

Company Name: _____

DBA: _____

Authorized Company Official (Signature and Title): _____

Address: _____

Telephone: _____ Fax: _____

EXHIBIT B - OFFER SIGNATURE / COVER PAGE

IFB 11-004-3600 WHOLESALE PLANT MATERIALS

1. BIDDER

Firm Name: _____

Contact Name: _____

Principal Address: _____

Local Address: _____

Phone: _____ Fax: _____

Email: _____

Structure: [] Sole Proprietor [] Partnership [] Corporation [] Joint Venture

Tax ID No: _____ License No: _____

2. Exceptions to IFB: _____
(See Information & Instructions)

3. Disclosure of Debarment Information: _____
(See Information & Instructions)

4. Prices:

- A. Prices shall be F.O.B. Destination or for the service rendered.
- B. Payment Terms: Net 30
- C. Bidders shall honor proposal prices for one hundred twenty (120) days or for the stated contract period whichever is longer.

THIS PROPOSAL IS BEING SUBMITTED BY:

The undersigned offers and agrees to furnish the goods or services at the price(s) entered herein subject to the terms and conditions attached hereto. I CERTIFY that (1) the proposal document has been read and understood and that all of the conditions contained therein are acceptable, (2) I have thoroughly examined and become familiar with the specifications and/or scope of services outlined in this solicitation and further, to the best of my knowledge the information contained in this bid proposal is accurate and complete and that (3) I have the legal authority to commit this firm to a contractual agreement.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

- How did you learn of this solicitation?** [] City of Palmdale Website [] Newspaper
[] Word of Mouth
[] Chamber of Commerce: _____
[] Other: (specify) _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do NOT
send to the IRS.

Please print or type	Name (If a joint account or you changed your name, see Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number									

OR

Employer identification number									

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding

(See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature ▶	Date ▶
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Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

EXHIBIT D



CITY OF PALMDALE

LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY

Pursuant City of Palmdale Municipal Ordinance 1398 Chapter 3.08, Bidders requesting to be considered a local provider will be provided an opportunity to submit a reduced bid if the Bidder's original bid is within 10% of the low bid. A vendor must meet the local provider criteria as defined in the Ordinance. The vendor must submit this Affidavit of Eligibility with their bid or quote response. **(Choose One)**

Local Provider Palmdale Local Provider Antelope Valley Local Provider Employer

The preference established shall be waived if this Affidavit does not appear in this bid proposal.

Firm Name: _____

Doing Business As: _____

Contact Name: _____

Principal Address: _____

Physical Local Address: _____

Phone: _____ Fax: _____

Email: _____

Date your business was established in City of Palmdale: _____

City of Palmdale Business License Number: _____

Reseller Permit Number (if applicable): _____

Firm Name as it appears on Reseller Permit: _____

Address: _____

.....
Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local preference shall be prohibited from bidding on City of Palmdale products and services for a period not less than three (3) months and not more than twenty-four (24) months as determined in the sole discretion of the City.

Authorized Signature: _____ Date: _____

Print Name & Title: _____ Phone: _____

EXHIBIT E - DEVIATIONS and/or EXCEPTIONS FORM

Specifications and/or Requirements

Contract for Services Provisions

All deviations and/or exceptions to this solicitation must be noted below. **Please do not attach a company letterhead in lieu of any entry on the section below.** In the absence of any entry on the section below, the bidder assures the City of their full compliance with the specification and conditions as listed in this solicitation. The page number, paragraph, and item number should be referenced when deviating from the specification and must be included. **This form may be duplicated if additional pages are needed.**

Reference No.

Description

Company Name

Signature

Printed Name and Title

EXHIBIT F - APPROVED PLANT AND TREE LIST & COST PROPOSAL FORM

IFB No. 11-004-3600 WHOLESALE PLANT MATERIALS

Bids shall state the cost of each plant or tree on a per unit basis according to the container criteria specified in the Scope of Bid herein. For evaluation, the City shall assume specification items left blank will not be furnished and shall be automatically interpreted as a "NO" for that particular item(s). Any deviations from the written specification as shown in this IFB shall be noted on the City provided form, **Exhibit E - Deviations and Exceptions Form**. In order to receive full consideration, IFB response quotation must follow this specification and the IFB terms and conditions.

SECTION 1: TREES

Item No.	TREES	15-gallon	24" Box	36" Box
1.	Cedrus deadora			
2.	Cercidium hybrid "Desert Museum'			
3.	Cercis occidentalis			
4.	Chilopsis linearis			
5.	Chitalpa x tashentensis 'Pink Dawn'			
6.	Fraxinus oxycarpa 'raywood'			
7.	Fraxinus velutina 'Rio Grande'			
8.	Koelruteria paniculata			
9.	Koelruteria bipinata			
10.	Pinus elderica			
11.	Pistacia chinensis			
12.	Platanus wrightii			
13.	Platanus X acerifolia 'Bloodgood'			
14.	Prosopis 'alba' (thornless)			
15.	Pyrus calleryana			
16.	Pyrus calleryana 'Aristocrat'			
17.	Quercus ilex			
18.	Quercus virginiana			
19.	Quercus suber			

Item No.	TREES	15-gallon	24" Box	36" Box
20.	Zelkova serrata			
	SUBTOTAL	\$	\$	\$
	Delivery _____ days after order DELIVERY CHARGES (if applicable)	\$	\$	\$
	Specify all other costs to the City: _____ _____	\$	\$	\$

SECTION 2: SHRUBS

Item No.	SHRUBS	5-gallon	15-gallon
1.	Abelia grandiflora 'Edward Goucher'		
2.	Arbutus unedo 'compacta'		
3.	Beberis darwinii		
4.	Caesalpinia gilliesii		
5.	Caesalpinia pulcherrima		
6.	Cistus 'Sunset'		
7.	Cotoneaster buxifolius		
8.	Dasyilirion wheeleri		
9.	Elaeagnus spp.		
10.	Euonymus japonica 'Golden'		
11.	Hesperaloe parvifolia 'Yellow'		
12.	Heteromeles arbutifolia		
13.	Juniperus chinensis 'Gold Coast'		
14.	Lantana 'New Gold'		
15.	Leucophyllum langmaniae 'Lynn's Legacy'		

Item No.	SHRUBS	5-gallon	15-gallon
16.	Ligustrum japonicum 'Texanum'		
17.	Muhlenbergia capillaries 'Regal Mist'		
18.	Nandina domestica 'Nana Purpurea'		
19.	Rhaphiolepis indica CVS-dwarf varieties		
20.	Santolina rosmarinifolia		
	SUBTOTAL	\$	\$
	Delivery _____ days after order DELIVERY CHARGES (if applicable)	\$	\$
	Specify all other costs to the City: _____ _____	\$	\$

SECTION 3: GROUND COVER

Item No.	GROUND COVER	Flats	1-gallon
1.	Hypericum calycinum		
2.	Cotoneaster dammeri		
3.	Baccharis pilularis 'Pigeon Point'		
	SUBTOTAL	\$	\$
	Delivery _____ days after order DELIVERY CHARGES (if applicable)	\$	\$
	Specify all other costs to the City: _____ _____	\$	\$

Location of Nursery: _____

Company: _____

Authorized Signature: _____

Printed Name & Title: _____

Date: _____