Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, August 6, 2024

Submittals must be received by the City’s Procurement and Payables Division by 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email server, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Include the specification number in the subject line of your email. Your submittal must be sent as an attachment, links to your electronic submittal will not be accepted.

For in person submittals, the City of Tacoma will designate the time of receipt recorded by the timestamp located at the lobby security desk, as the official time of receipt. Include the specification number on the outside of the sealed envelope. Late submittals will be returned unopened and rejected as non-responsive.

Submittal Delivery: Sealed submittals will be received as follows:

<table>
<thead>
<tr>
<th>By Email:</th>
<th>In Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sendbid@cityoftacoma.org">sendbid@cityoftacoma.org</a></td>
<td>Tacoma Public Utilities Administration Building North, Main Floor, Lobby Security Desk</td>
</tr>
<tr>
<td>Maximum email size including attachments: 35 MB. Multiple emails may be sent for each submittal.</td>
<td>3628 South 35th Street</td>
</tr>
<tr>
<td>Note: Email may pass through multiple servers before arriving at its destination. Please allow sufficient time for email delivery of submittals. Timely electronic delivery is at the risk of the supplier.</td>
<td>Tacoma, WA 98409</td>
</tr>
<tr>
<td></td>
<td>Monday – Friday 8:00 am to 4:30 pm</td>
</tr>
</tbody>
</table>

Bid Opening: Submittals must be received by the City’s Procurement and Payables Division prior to 11:00 a.m. Pacific Time. Sealed submittals in response to a RFB will be opened Tuesday’s at 11:15 a.m. by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35th Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday’s at 11:15 a.m. Attend a Zoom meeting via this link or call 1 (253) 215 8782, using meeting ID # 884 0268 0573, passcode # 070737.

Submittals in response to an RFP, RFQ or RFI will be recorded as received, but not read at bid opening. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

If you believe your submittal was sent timely and was not read at bid opening, please contact sendbid@cityoftacoma.org immediately.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- Register for the Bid Holders List to receive notices of addenda, questions and answers and related updates.
- Click here to see a list of vendors registered for this solicitation.

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: The City of Tacoma (City) is soliciting bids to establish one or more contracts with qualified vendors to secure annual availability of 800 - 1000 quality street trees, up to 60 (sixty) 0.75” caliper trees and up to 950 (nine hundred and fifty) 1.00-1.25” caliper trees. The work performed under this contract consist of growing quality, healthy, pest and disease-free street trees to outlined specifications. The anticipated contract is for a five-year initial contract term.
Estimate: up to $625,000

Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave in accordance with State of Washington law.

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing the contact listed below in the Additional Information section.

Title VI Information: “The City of Tacoma” in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Stan Rowden II, Senior Buyer, by email to srowden@cityoftacoma.org.

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.

Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.
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**SUBMITTAL CHECK LIST**

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award. Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Bids page.

<table>
<thead>
<tr>
<th>The following items make up your complete electronic submittal package (include all the items below):</th>
</tr>
</thead>
</table>
| **Signature Page (Appendix B)**  
To be filled in and executed by a duly authorized officer or representative of the bidding entity.  
If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted. |
| **Tree Bid Form (Appendix B)**  
The unit prices bid must be shown in the space provided. Check your computations for omissions and errors. |
| **Record of Experience (Appendix B)** |
| **After award, the following documents will be executed:** |
| **City of Tacoma Contract (See sample in Appendix C)**  
Must be executed by the successful bidder. |
| **Certificate of Insurance and related endorsements (Appendix D)**  
Shall be submitted with all required endorsements |
1. **MINIMUM REQUIREMENTS**

The following are minimum requirements that the Bidder must meet in order to be a responsive and responsible bidder. Responses must clearly show compliance with these minimum requirements. Bids that are not clearly responsive to these minimum requirements shall be rejected by the City without further consideration.

Bidder must:

- Have a minimum of 5 years of experience growing quality, healthy, pest & disease-free tree stock.
- Hold professional accreditation from a recognized industry-related association, such as: the American Nursery and Landscape Association, Washington Association of Landscape Professionals, Washington State Nursery and Landscape Association, Oregon Association of Nurseries.
  - Bidder may include an accreditation not listed above. Bidder must demonstrate that the alternative accreditation meets or exceeds the named industry related associations above.

Bidders must provide evidence of growing experience and provide professional accreditations in accordance with the “Record of Experience” section of this document.

2. **STANDARD TERMS AND CONDITIONS**

City of Tacoma [Standard Terms and Conditions](#) apply.

3. **INSURANCE REQUIREMENTS**

Successful proposer will provide proof of and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements contained in this solicitation. (See Appendix D)

4. **DESCRIPTION OF WORK**

The City of Tacoma (City) is soliciting bids to establish one or more contracts with qualified vendors to secure annual availability of 800 -1000 quality street trees, grown to outlined specifications. Trees secured will be used to support the City’s community tree incentive programs and internal tree planting projects. Contract(s) will be awarded to the lowest responsive and responsible bidder(s) based on price, availability, and satisfying benchmark targets.

The work performed under this contract consist of growing quality, healthy, pest and disease-free street trees to specifications. The City is looking to secure up to 60 (sixty) 0.75” caliper trees, as well as, up to 950 (nine hundred and fifty) 1.00” - 1.25” caliper trees of select species, annually.

Quality is of utmost importance, which includes root development. Since we cannot readily inspect every tree’s root system, we are seeking specific stock types known for their ability to air

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prune roots, therefore, producing more vigorous fibrous roots. These container types minimize circling roots, distribute moisture evenly, and are more temperature controlled than standardized pots. Additionally, our temporary tree holding facility is designed as an above ground system and thus container/stock types that are not meant for above ground storage will not be accepted, such as Ball & Burlapped trees. Due to these reasons, we are specifically seeking tree stock only in air pruning containers and High Caliper’s Smart Pot Pro™ with handles. Additional tree specifications, tree substitutions, tree warranties, as well as safe handling, transport, and delivery to designated City site(s) are all outlined in Appendix A: Technical Specifications & Scope of Work.

The Tree Bid Form (Form) includes a list desired species, categorized and ranked. The Form assigns trees to specific categories that are in accordance with our own policies and standards. To meet these standards, benchmark targets have been outlined within each category and will guide awards so that the City can satisfy overall species diversity, ensure a level of stormwater impact, and will have a variety of trees on hand that are appropriate for various circumstances. While all listed species are acceptable, there is slight preference for particular species over others, if available. Therefore, species are ranked within each category.

Tree stock quality and size shall conform to the current issue of “American Standard for Nursery Stock” (ANSI Z60.1) published by the American Association of Nurseriesmen. Pruning cuts to correct injury, damage, or branching structure shall meet the provisions of the most recent edition of Tree, Shrub, and Other Woody Plant Management – Standard Practices – Part 1 – Pruning (ANSI A300). Where these Standards or practices differ from those listed in these specifications, these specifications shall apply.

5. ANTICIPATED CONTRACT TERM

The anticipated contract is for a five-year initial contract term, beginning in August 2024 through December 2029.

5.1 CONTRACT PRECING

5.1.1 Submitted prices shall include costs of unit price, Freight on Board destination pricing, all contractual requirements during contract period such as transportation, permits, license fees necessary to complete the work, which shall conform to the best practice known to the trade in design, quality, material, and workmanship.

5.1.2 Surcharges of any type will not be paid.

5.1.3 If applicable, related additional products and corresponding services of benefit to the City not specifically required in a solicitation, but which Vendor offers to provide, may be included with the submittal. Supplier may request to add new products if the City approves them and Supplier can demonstrate the pricing is from the same pricing structure/profit margin.

5.1.4 Unless specifically stated otherwise, only firm prices are accepted and all prices shall remain firm during the term of a Contract.
5.1.5 At City’s sole discretion, price increases may be passed along during a Contract period if the increase is mandated by statute, or the result of a tariff. Supplier will immediately notify the City at bids@cityoftacoma.org with contract number and accompanied by documentation demonstrating such mandate and request for price increase.

5.1.6 At City’s sole discretion, stated pricing terms may be adjusted for extraordinary conditions that could not have been known by either party at the time of bid or other circumstances beyond the control of both parties. Requests for increases or decreases, other than those previously authorized, shall be sent to City of Tacoma Procurement and Payables Division at: bids@cityoftacoma.org, addressed to specific buyer, with contract number and accompanied by documentation supporting the requested change. Requests sent elsewhere will not be considered or granted. No other individual or City Department is authorized to approve such modifications. Agreed upon price changes shall be applicable as of the Effective Date of a mutually executed written Amendment or other written modification to the Contract.

5.1.7 Should Supplier, during the term of a Contract, enter into any other contract, agreement or arrangement that provides lower prices, more favorable terms or greater benefits to any other government unit or commercial customer, Supplier will immediately notify the City at bids@cityoftacoma.org of such fact with contract number and the Contract with the City shall thereupon be amended to provide the same price or prices, terms and benefits to the City. This provision applies to comparable products and purchase volumes by the City that are not less than the purchase volumes of the government unit or commercial customer that has received the lower prices, greater benefits, or more favorable terms.

5.1.8 The City is entitled to any promotional pricing during the Contract period.

5.1.9 Price decreases shall be immediately passed on to the City.

5.1.10 The City reserves the right to increase or decrease the quantities of any item awarded pursuant to the Contract and pay according to the unit prices quoted in the submittal with no adjustments for anticipated profit.

5.1.11 An established price index such as the CPI will be used by City as a reference for substantiation of the Supplier documentation in support of a requested price adjustment. Price adjustments can only occur once, annually.

6. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City. No pre-bid meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the inquiries section.

Contract may be issued after City Council approval.

The anticipated schedule of events concerning this RFB is as follows:

Request for Bids
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7. INQUIRIES

7.1 Questions can be submitted to Stan Rowden II, Senior Buyer, via email to srowden@cityoftacoma.org

Subject line to read:

ES24-0051F – Multi-Year Tree Procurement – VENDOR NAME Questions are due by 3:00 pm on the date included in the Calendar of Events section.

7.2 Questions marked confidential will not be answered or included.

7.3 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

7.4 The answers are not typically considered an addendum.

7.5 The City will not be responsible for unsuccessful submittal of questions.

7.6 Written answers to questions will be posted alongside these specifications at www.tacomapurchasing.org

8. PRE-BID MEETING

No pre-proposal meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the inquiries section.

9. DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a proposal submitted in response to this RFB, for conducting any presentations to the City, or any other activities related to responding to this RFB, or to any subsequent requirements of the contract negotiation process.

10. RESPONSIVENESS

Bid submittals must provide ninety (90) days for acceptance by City from the due date for receipt of submittals. All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFB. The Respondent is specifically notified that failure to comply with any part of this RFB may result in rejection of the submittal as non-

Request for Bids

Specification No. ES24-0051F
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responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial. The City also reserves the right to not award a contract or to issue subsequent RFB’s.

11. AWARD

Awardee shall be required to comply with 2 CFR part 25, and obtain a unique entity identifier and/or be registered in the federal System for Award Management as appropriate.

The City anticipates contract award to at least two bidders.

Award shall be made by each designated tree category (Accessible Trees, COT Powerline Friendly, COT Small, COT Medium, and COT Large) until annual quantities are reached. Within each category, award shall be made based on satisfying outlined benchmarks (estimated quantities, minimum and maximum # of species, and target % of evergreen) with ranking considerations.

The lowest responsible responsive bidder will be awarded, with these benchmarks guiding awards. Within each category, bids will be evaluated by the following method until benchmark targets are satisfied for each designated year:

- All Ranking “1” tree species will be considered first. If benchmark targets are not satisfied then…
- All Ranking “1-2” tree species will be considered next. If benchmark targets are not yet satisfied then…
- All Ranking “1-3” tree species will be considered next.
- This process will be applied to each column “Year” to ensure annual availability.

Examples of completed Tree Bid Forms and award process can be reviewed in Appendix C: Sample Tree Bid Form & Award (Sample).

City may also take into consideration all other criteria for determining award, including any payment discount terms offered twenty (20) days or more and evaluation factors set forth in Municipal Code Section 1.06.262.

All other elements or factors, whether or not specifically provided for in this specification, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the contract. The final award decision will be based on the best interests of the City.

The City reserves the right to let the contract to the lowest responsible bidder whose bid will be the most advantageous to the City, price and any other factors considered. In evaluating the proposals, the City may also consider any or all of the following:

1. Compliance with specification.
2. Proposal prices, listed separately if requested, as well as a lump sum total.
3. Time of completion/delivery.
4. Warranty terms.
5. Bidder’s responsibility based on, but not limited to:
   a) Ability, capacity, organization, technical qualifications and skill to perform the contract or provide the services required.
   b) References, judgment, experience, efficiency, and stability.
   c) Whether the contract can be performed within the time specified.
   d) Quality of performance of previous contracts or services

12. DELIVERY

12.1 Delivery shall be to the City of Tacoma, Plant Holding Facility at 3510 S Mullen St, Tacoma, WA, 98409. Each vendor will be required to submit a delivery timeline they can commit to. Purchase order delivery dates will reflect this timeline. In the event a purchase order delivery date is not met, the City reserves the right to purchase these products elsewhere if they are in a time constraint. If constantly late deliveries occur, the City may terminate the contract.

12.2 Acceptable delivery hours shall be Monday through Friday, 8:00 a.m. to 2:00 p.m., excluding legal holidays, as referred to in the Standard Terms and Conditions or as otherwise approved by the City.

13. WARRANTY

See Appendix A: Technical Specifications & Scope of Work

14. INSPECTION

All goods are subject to final inspection and acceptance by the City. If any inspection fails, the vendor shall be required to make arrangements to exchange the goods at their own expense and replace it in a timely manner acceptable to the City.

Material failing to meet the requirements of this contract will be held at Vendor’s risk and may be returned to Vendor. If so returned, the cost of transportation, unpacking, inspection, repackaging, reshipping, or other like expenses are the responsibility of the Vendor.

15. COMPLIANCE WITH SPECIFICATIONS

All products shall be new and unused. Any product that does not comply with any part of these technical specifications shall be rejected and the vendor shall, at its own expense, including shipping, replace the item.

16. MATERIALS AND WORKMANSHIP

The successful bidder shall be required to furnish all materials necessary to perform contractual requirements. Materials and workmanship for this contract shall conform to all codes, regulations and requirements for such specifications contained herein and the normal uses for
which intended. Material shall be manufactured in accordance with the best commercial practices and standards for this type of goods. All literature and products must be packaged and labeled to sell in the United States.

17. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the City’s Sustainable Procurement Policy and Climate Action Plan, it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Durability, reusability, or refillable
- Pollutant releases, especially persistent bioaccumulative toxins (PBTs), low volatile organic compounds (VOCs), and air quality and stormwater impacts
- Toxicity of products used
- Greenhouse gas emissions, including transportation of products and services, and embodied carbon
- Recycled content
- Energy and water resource efficiency
APPENDIX A

Scope of Work & Technical Specifications

The City of Tacoma (City) is soliciting bids to establish one or more contracts with qualified vendors to grow and secure annual tree procurement of 800 - 1000 quality street trees, to the below outlined specifications. Trees procured will be used to support the City's community tree incentive programs and internal tree planting projects.

The work performed under this contract consists of growing quality, healthy, pest and disease-free street trees to specifications as well as the safe handling, transport, and delivery of all products to a designated City site.

1. General

1.1 Contractor(s) shall possess and keep in force all licenses and permits required to perform scope of work under these technical specifications.

1.2 Vendor shall assume full responsibility for damage to City property caused by Contractor's employees, equipment, and/or any subcontractors used as determined by designated City personnel.

2. Tree Specifications

2.1 All trees bid shall be true to type and first in quality. They are to be in tree form, having a single dominant stem. Multi-stem trees will be rejected.

2.2 All trees shall have the typical form or shape characteristic of the species and have a structure conductive for street trees, with a branching height of at least four feet above ground and desirable shoot elongation of not less than six inches. The height of branching is subject to change depending on the species and cultivar. Vendor shall notify the City when there are species with a differing branching height.

2.3 Trees, except conifers, shall be 1.00”-1.25” caliper size max. Trees at or over 1.50” will be rejected.

2.4 Conifers shall conform to height specifications (rather than caliper size) of 5-6’ in height.

2.5 Trees must be in #10 - #15 gallon air pruning containers or High Caliper’s Smart Pot Pro™ above ground fabric containers with handles (PRO 10H - PRO 15H).

2.6 Conifer trees exception: The City recognizes that these specifications and general conifer production may not be in full alignment. In an effort to recognize these challenges, the City will accept field-grown conifer tree stock, with the below conditions in place:

2.6.1 Vendor shall field-pot conifer stock during late winter or spring of the delivery year, according to ANSI Z60.1 section 2.8.

2.6.2 Root ball shall be contained with cotton netting, or similar non-plastic material.
2.6.3 Supplemental blend potting mix shall be used to fill the space between the pot and the root ball.

2.6.4 If bidding on field-grown conifer stock, vendor shall use the “Other” designation in “Container Size/Type” column.

2.7 A select number of trees noted in the “Accessible Trees” section shall be smaller in size: 0.75 inch caliper or 3-4’ in height if a conifer species is noted. The same container type preference applies, equivalent to the stock size, #5, #7, #10 air pruning containers and PRO 5H, PRO 7H, PRO10H Smart Pot Pro™.

2.8 Quality and size shall conform to current issue of “American Standard for Nursery Stock” (ANSI Z60.1) published by the American Association of Nurserymen.

2.9 Upon delivery, trees shall have a central leader, well-developed branching, and vigorous fibrous root system. Trees shall be free from defects including: disfiguring knots, stem-girdling roots, roots that are circling or root-bound, sun scald injuries, abrasions of the bark, significant and/or total bark separation, plant diseases, insect eggs, borers, serious injuries to top branches, trunk, bark or roots, evidence of molding, and all other forms of infestation.

2.10 Trees shall be free from pruning stubs, co-dominant leaders, any topping or heading cuts. Pruning wounds shall exhibit vigorous callus on all edges.

2.11 Trees shall be well rooted in the soil and root distribution should be uniform throughout the container media.

2.12 At the time of delivery, the root ball shall be moist throughout and the trunk flare shall be within the upper 2 inches of soil.

2.13 All trees and materials shall meet or exceed the specifications of Federal, State, County, and local laws requiring inspection for plant disease and insect control.

3. Order Confirmation and Substitutions

3.1 Upon award, Contractor will be notified of bids won for each item/year, to plan for production.

3.2 Contractor shall work directly with an Urban Forestry team designee to confirm status of production items, January of each order year (or sooner).

3.3 Contractor shall provide the City with an order confirmation noting confirmed species and quantities by April of each year (or sooner), unless otherwise agreed to by both parties. Both shall agree to an acceptable delivery schedule for the following September.

3.4 Timing of delivery must be acceptable to City personnel and during the hours of 8:00 am to 2:00 pm Monday-Friday.
3.5 On occasion, City may order trees in addition to the schedule described above, to support additional planting projects. Contractor and City shall agree to an acceptable delivery schedule for said trees.

3.5.1 Additional trees ordered shall be the same species and unit price awarded.

3.6 Status updates throughout the summer are required should Contractor experience crop failure or loss.

3.7 Substitutions for Crop Failure or Loss:

3.7.1 Vendor shall immediately notify the City of crop failure or loss of any product included on the confirmed purchase order. Vendor will provide notice of comparable substitution options within 5 days. Substitutions must be at the same or comparable unit price. An Urban Forestry designee will review options and if the substitution is not acceptable, the City will reduce the purchase order amount to reflect the products that will not be delivered.

4. Delivery, Storage, and Handling

4.1 Each tree shall have a legibly labeled in weather-resistant ink or an embossed tag printed with the genus, species, and cultivar or trademark name of the species. Tags should be on each plant before trees are delivered.

4.2 The City may request to be on-site during the tagging of trees to ensure specifications are met prior to shipment of materials.

4.3 City personnel shall be available at delivery site at the requested time of delivery to inspect product.

4.4 Tree deliveries shall be preapproved by an Urban Forestry designee to coincide with the City’s tree planting schedule.

4.5 Contractor shall deliver the trees confirmed and ordered in spring between mid-September to early October, unless otherwise directed by City. Delivery shall be made to 3510 S. Mullen Street, Tacoma, WA, 98409 or another designated City site.

4.6 No pruning prior to delivery unless previously approved by an Urban Forestry designee.

4.7 Trees shall be loaded and transported to prevent damage to bark, branches, and root system. Root balls should be handled in manner that prevents cracking. No bending or bind-tying of trees or shrubs in manner as to damage bark, break branches, or destroy natural shape.

4.8 Transportation of trees shall be in a tarp covered truck, trailer, curtainside truck, or enclosed truck. During transportation, Contractor shall exercise care to prevent injury and drying out of the trees.
5. Payment, Warranties, and Replacement of Products

5.1 City shall be accountable for payment only for live trees delivered in healthy growing condition and in good condition after 30 days. Payment for the accepted quantities of trees shall be made at the unit price stated on “Tree Bid Form”.

5.2 The City reserves the right to reject trees at delivery that fail to meet the requirements of this Specification.

5.2.1 Vendor shall provide replacement stock for any/all trees rejected.

5.2.2 Replacement stock shall be provided no later than 10 days from the originally scheduled delivery date.

5.2.3 If replacement stock cannot be provided, Vendor shall provide a City-approved substitute within 10 days of the originally scheduled delivery date.

5.2.4 The City is not responsible for securing, storing, or disposing of rejected material.

5.2.5 The City will not pay restocking fees for rejected materials.

6. Instructions for Tree Bid Form

6.1 All bids shall be submitted within the spreadsheet format provided by the City. Bids that are not submitted in the spreadsheet format will not be considered.

6.2 In the top row of spreadsheet, include your company name.

6.3 Vendor shall include the price of delivery in bid. Pricing should reflect FOB destination and shall be included in the unit price or as a separate line item ($X.XX per tree). If you have a standard delivery rate not affected by quantity of order, please include your delivery fee where noted on the Tree Bid Form.

6.4 Vendor shall include any Royalty fees within the unit price.

6.5 Vendor shall note price, available quantity, and year available for each species on bids; no quantity ranges accepted.

6.6 Vendor shall note container size/type of each species. The column is prefilled with container types that will be considered:

6.6.1 AP=Air Pruning Container. In sizes #5, #7, #10, and #15.

6.6.2 PRO= Smart Pot Pro™ with handles as PRO 5H, 7H, 10H, and 15H

6.7 If vendor has more than one container size for one species, the vendor shall make a note in the “Notes” column with associated unit price.

6.8 Submit all bid materials outlined in Submittal Checklist must be complete and submitted by the Submittal Due Date outlined in the Calendar of Events.
7. Award Selection Process

The City anticipates contract award to at least 2 bidders. Award shall be made by each designated tree category (Accessible Trees, COT Powerline Friendly, COT Small, COT Medium, and COT Large) until annual quantities are reached. Within each category, award shall be made based on satisfying outlined benchmarks (estimated quantities, minimum and maximum # of species, and target % of evergreen) with ranking considerations.

The lowest responsible responsive bidder will be awarded, with these benchmarks guiding awards. Within each category, bids will be evaluated by the following method until benchmark targets are satisfied for each designated year:

- All Ranking “1” tree species will be considered first. If benchmark targets are not satisfied, then…
- All Ranking “1-2” tree species will be considered next. If benchmark targets are not yet satisfied, then…
- All Ranking “1-3” tree species will be considered next.
- This process will be applied to each column “Year” to ensure annual availability.

Examples of completed Tree Bid Forms and award process can be reviewed in Appendix C: Sample Tree Bid Form & Award (Sample).
APPENDIX B

Signature Page

Record of Experience

Tree Bid Form
SIGNATURE PAGE

CITY OF TACOMA
Environmental Services, Urban Forestry

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the Request for Bid page near the beginning of the specification. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

REQUEST FOR BID SPECIFICATION NO. ES24-0051F
Multi-Year Tree Procurement Contract

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Bidder/Proposer’s Registered Name

Signature of Person Authorized to Enter into Contracts for Bidder/Proposer

Date

Address

Printed Name and Title

City, State, Zip

(Area Code) Telephone Number / Fax Number

Authorized Signatory E-Mail Address

State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number

E.I.No. / Federal Social Security Number Used on Quarterly
Federal Tax Return, U.S. Treasury Dept. Form 941

State Contractor’s License Number
(See Ch. 18.27, R.C.W.)

E-Mail Address for Communications

Addendum acknowledgement #1_____ #2_____ #3_____ #4_____ #5_____ 

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.
Record of Experience

Specification No. ES24-0051F

Vendor: ________________________________

Growing Experience—Please describe how you meet the minimum of 5 years experience in growing quality, healthy, pest & disease-free tree stock.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Accreditation/Certification (American Nursery and Landscape Association, Oregon Association of Nurseries, etc)</th>
<th>Membership Year</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Professional Accreditation—International Society of Arboriculture Certifications for Current Employees- Company/ Individuals must hold professional accreditation from a recognized industry-related association, such as the: American Nursery and Landscape Association, Washington Association of Landscape Professionals, Washington State Nursery and Landscape Association, and Oregon Association of Nurseries.

If a bidder includes an accreditation not listed above, please demonstrate that your alternative accreditation meets or exceeds the named industry related associations for your bid to be considered.

Request for Bids
Template Revised: 07/23/2023
## TREE BID FORM

**Bidder Name HERE**  
**COMPANY NAME HERE**

Please review Appendix A: Technical Specifications & Scope of Work for instructions on how to complete bid form.

**Container Size/Type** Column must be one of the following:

- **AP**= Air Pruning Container. In sizes #5, #7, #10, and #15 where noted.
- **PRO**= Smart Pot Pro™ with handles as PRO 5H, 7H, 10H, and 15H where noted.
- **other**= only field-potted conifer stock, according to specification 2.6 Conifer trees exception.

---

<table>
<thead>
<tr>
<th>TREE SPECIES (COMMON NAME, LATIN NAME W/&quot;CULTIVAR&quot;)</th>
<th>Ranking</th>
<th>SIZE REQUIREMENT</th>
<th>DESIRED CONTAINER SIZE (5, 7, 10, 15)</th>
<th>CONTAINER SIZE/TYPE</th>
<th>Price/ ea</th>
<th>Quantity Available/ Year</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accessible Trees</strong></td>
<td>Y1</td>
<td>Y2</td>
<td>Y3</td>
<td>Y4</td>
<td>Y5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornus kousa 'Satomi (Pink)', 'Milky Way', 'Heart Throb (Pink)'</td>
<td>1</td>
<td>0.75&quot;</td>
<td>#7-#10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incense cedar Calocedrus decurrens</td>
<td>1</td>
<td>3-4' HT</td>
<td>#5-#7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ginkgo Biloba Ginkgo biloba 'Magyar', 'Shangri-La'</td>
<td>1</td>
<td>0.75&quot;</td>
<td>#7-#10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnolia grandiflora 'Victoria', 'Edith Bogue'</td>
<td>1</td>
<td>0.75&quot;</td>
<td>#7-#10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metasequoia glyptostroboides 'Gold Rush', 'JFS-PN3Legacy'</td>
<td>1</td>
<td>3-4' HT</td>
<td>#5-#7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western white pine Pinus monticola</td>
<td>1</td>
<td>3-4' HT</td>
<td>#5-#7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nordmann fir Abies nordmanniana</td>
<td>2</td>
<td>3-4' HT</td>
<td>#5-#7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern redbud Cercis canadensis 'Forest Pansy'</td>
<td>2</td>
<td>0.75&quot;</td>
<td>#7-#10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese fringetree Chionanthus retusus 'China Snow', 'Spirit', 'Tokyo Tower'</td>
<td>2</td>
<td>0.75&quot;</td>
<td>#7-#10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

My bid includes FOB destination & delivery as a separate line item.

---

Bidder Section to complete all fields below

Please check one

- [ ] My bid includes FOB destination & delivery in the unit price.
- [ ] My bid includes FOB destination & delivery as a separate line item.

---

For deciduous trees desired size is 0.75-1" caliper in #7-#10 containers. For evergreen/conifer trees desired size is 3-4' HT, in #5-#7 containers. Minimum of 2 species type, maximum of 3 species type, no evergreen target %.
<table>
<thead>
<tr>
<th>Plant Name</th>
<th>Species</th>
<th>Size</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ginkgo Biloba</td>
<td>Ginkgo biloba 'Autumn Gold', 'Princeton Sentry'</td>
<td>2</td>
<td>0.75”</td>
<td>#7-#10</td>
</tr>
<tr>
<td>Colorado blue spruce</td>
<td>Picea pungens 'Fat Albert', 'Gail's Skyline', 'Hoopsi', or other cultivar</td>
<td>2</td>
<td>3-4' HT</td>
<td>#5-#7</td>
</tr>
<tr>
<td>Platanus x acerifolia</td>
<td>'Bloodgood', 'Morton Circle', or other cultivar</td>
<td>2</td>
<td>0.75”</td>
<td>#7-#10</td>
</tr>
<tr>
<td>Umbrella pine</td>
<td>Sciadopitys verticillata</td>
<td>2</td>
<td>3-4' HT</td>
<td>#5-#7</td>
</tr>
<tr>
<td>Metasequoia glyptostroboides</td>
<td></td>
<td>3</td>
<td>3-4' HT</td>
<td>#5-#7</td>
</tr>
<tr>
<td>Scotch pine</td>
<td>Pinus sylvestris</td>
<td>3</td>
<td>3-4' HT</td>
<td>#5-#7</td>
</tr>
</tbody>
</table>

**COT Powerline Friendly**

150-250 trees. 4 species minimum, 8 species maximum annually; 8 minimum, 10 maximum species overall. 10-15% evergreen target.

<table>
<thead>
<tr>
<th>Plant Name</th>
<th>Species</th>
<th>Size</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpinus caroliniana</td>
<td>'Wisconsin Red', Fire King 'JN Select A', Firespire 'J.N. Upright'</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Eriobotrya japonica</td>
<td></td>
<td>1</td>
<td>5-6' HT</td>
<td>#15</td>
</tr>
<tr>
<td>Crape Myrtle</td>
<td>Lagerstroemia indica</td>
<td>'Muskogee', 'Natchez', 'Tuscarora', 'Zuni'</td>
<td>1</td>
<td>1.00”-1.25”</td>
</tr>
<tr>
<td>Magnolia</td>
<td>acuminata x denudata</td>
<td>'Marilyn', 'Galaxy', 'Butterflies'</td>
<td>1</td>
<td>1.00”-1.25”</td>
</tr>
<tr>
<td>Magnolia grandiflora</td>
<td>'Victoria', 'Edith Bogue'</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Ironwood</td>
<td>Parrotia persica</td>
<td>'JL Columnar', 'PPS551'</td>
<td>1</td>
<td>1.00”-1.25”</td>
</tr>
<tr>
<td>Pinus parviflora</td>
<td>'Aoi', 'Glaucia'</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Japanese stewartia</td>
<td>Stewartia pseudocamellia</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Great Wall® Tree Lilac</td>
<td>Syringa pekinensis</td>
<td>'WFH2'</td>
<td>1</td>
<td>1.00”-1.25”</td>
</tr>
<tr>
<td>China Snow® Tree Lilac</td>
<td>Syringa pekinensis</td>
<td>'DTR 124', 'WFH2', 'Morton'</td>
<td>1</td>
<td>1.00”-1.25”</td>
</tr>
<tr>
<td>Japanese snowbell</td>
<td>Styrax japonicus Snowcone, Pink Chimes</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Tilia cordata</td>
<td>Summer Sprite 'Halka'</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Japanese zelkova</td>
<td>Zelkova serrata Wireless, City Sprite</td>
<td>1</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Carpinus caroliniana, other cultivar</td>
<td></td>
<td>2</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Cornus 'Eddie's White Wonder'</td>
<td></td>
<td>2</td>
<td>1.00”-1.25”</td>
<td>#15</td>
</tr>
<tr>
<td>Name</td>
<td>Quantity</td>
<td>Diameter</td>
<td>Specimen Code</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>----------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>Cornus kousa 'Satomi (Pink)', 'Milky Way', 'Heart Throb (Pink)'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Crataegus crusgalli var. inermis</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Koelreuteria paniculata</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Magnolia kobus</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Carpinus caroliniana</td>
<td>3</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Spanish fir</td>
<td>1</td>
<td>5-6' HT</td>
<td>#10-#15</td>
<td></td>
</tr>
<tr>
<td>Ginkgo biloba 'Magyar'</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Ginkgo biloba 'Autumn Gold', 'Princeton Sentry'</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Tupelo</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Nyssa sylvatica 'David Odom', 'JFS-red', 'TheJames', 'Green Gable'</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>American hop hornbeam</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Ostrya virginiana</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Ironwood</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Parrotia persica 'Ruby Vase', 'Vanessa'</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Nyssa sylvatica, other cultivars</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Parrotia persica, other cultivars</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Garry Oak</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Quercus garryana</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Pinus flexilis 'Vanderwolf's Pyramid'</td>
<td>1</td>
<td>5-6' HT</td>
<td>#10, #15</td>
<td></td>
</tr>
<tr>
<td>American hornbeam</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Carpinus caroliniana Rising Fire 'Uxbridge', Palasade 'CCSU',</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Catalpa speciosa 'Hiawatha 2'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Catalpa xerubescens 'Purpurea'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>hackberry</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Celtis occidentalis 'JFS-KSU', 'Prairie Pride'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Cryptomeria japonica 'Elegans Aurea', 'Sekkan Sugi', 'Yoshino'</td>
<td>2</td>
<td>5-6' HT</td>
<td>#15</td>
<td></td>
</tr>
</tbody>
</table>

**COT 'Small’**

100-200 trees. 2 species minimum, 4 species maximum annually; 4 minimum, 8 species overall. No evergreen target.

**COT 'Medium’**

200-350 trees annually. 2 species minimum, 6 species maximum annually; 5 species minimum, 10 species maximum overall. 15-20% evergreen target.
<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Quantity</th>
<th>Size</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cupressus arizonica var. glabra 'Blue Ice'</td>
<td>2 5-6' HT</td>
<td>#10, #15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eucommia ulmoides 'Emerald Pointe'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kentucky Coffeeetree Gymnocladus dioicus 'UMNSynergy', 'Espresso-JFS'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serbian spruce Picea omorika 'Bruns', 'Nana'</td>
<td>2 5-6' HT</td>
<td>#10, #15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarlet Oak Quercus coccinea</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willow oak Quercus phellos, 'QPSTA', &quot;Greenenvy', 'QPMTF'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tilia americana 'Redmond'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tilia cordata 'Harvest Gold'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frontier Elm Ulmus 'Frontier'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerald Sunshine® Elm Ulmus propinqua 'JFS-Bierbach'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese zelkova Zelkova serrata 'Halka', 'Green Vase', 'Village Green', 'Spring Grove'</td>
<td>2 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celtis occidentalis</td>
<td>3 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Shield Osage-orange Maclura pomifera 'White Shield', 'Wichita'</td>
<td>3 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese pistachioc or pistache Pistacia chinensis, 'Sarah's Radiance', 'Pair's Choice'</td>
<td>3 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinquapine oak Quercus muehlenbergii</td>
<td>3 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nuttall oak Quercus nuttallii (Q. texana) upright branching cultivars</td>
<td>3 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sciadopitys verticillata</td>
<td>3 5-6' HT</td>
<td>#10, #15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese pagoda tree Sophora japonica 'Regent', 'Milestone'</td>
<td>3 1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COT 'Large'**

200-250 trees annually. 2 species minimum, 6 species maximum annually. 15-20% evergreen target.

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Quantity</th>
<th>Size</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incense cedar Calocedrus decurrens</td>
<td>1 5-6' HT</td>
<td>#10, #15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cedar of Lebanon Cedrus libani; subsp. Stenocoma</td>
<td>1 5-6' HT</td>
<td>#10, #15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western white pine</td>
<td>Pinus monticola</td>
<td>1</td>
<td>5-6' HT</td>
<td>#10, #15</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------</td>
<td>---</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Pinus ponderosa</td>
<td>1</td>
<td>5-6' HT</td>
<td>#10, #15</td>
<td></td>
</tr>
<tr>
<td>Pinus strobus 'Fastigiata'</td>
<td>1</td>
<td>5-6' HT</td>
<td>#10, #15</td>
<td></td>
</tr>
<tr>
<td>White oak</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
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<tr>
<td>Hungarian/Italian Oak</td>
<td>Quercus frainetto 'Schmidt'</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
</tr>
<tr>
<td>Pin oak</td>
<td>Quercus palustris 'Pacific Brilliance'</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
</tr>
<tr>
<td>Nordmann fir</td>
<td>Abies nordmanniana</td>
<td>2</td>
<td>5-6' HT</td>
<td>#10, #15</td>
</tr>
<tr>
<td>Atlas Cedar</td>
<td>Cedrus libani subsp. atlantica (C. atlantica) 'Aurea' 'Glaucaya' 'Glauc Fastigiata'</td>
<td>2</td>
<td>5-6' HT</td>
<td>#10, #15</td>
</tr>
<tr>
<td>Cedrus Deodar</td>
<td>other cultivars 'Mountain Aire' or Mystic Ice 'CDMTF1'</td>
<td>2</td>
<td>5-6' HT</td>
<td>#10, #15</td>
</tr>
<tr>
<td>European beech</td>
<td>Fagus sylvatica 'Riversii', Dawyck Purple, Dawyck Gold</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
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<tr>
<td>Emerald City tulip tree</td>
<td>Liriodendron tulipfera 'JFS-Oz'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
</tr>
<tr>
<td>Metasequoia glyptostroboidea 'Gold Rush', 'JFS-PN3Legacy'</td>
<td>2</td>
<td>5-6' HT</td>
<td>#10, #15</td>
<td></td>
</tr>
<tr>
<td>Pinus densiflora</td>
<td>2</td>
<td>5-6' HT</td>
<td>#10, #15</td>
<td></td>
</tr>
<tr>
<td>Picea orientalis</td>
<td>2</td>
<td>5-6' HT</td>
<td>#10, #15</td>
<td></td>
</tr>
<tr>
<td>Platanus x acerifolia Ovation, Bloodgood, Eximation, Yarwood</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Ulmus 'Morton Glossy', 'Morton'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
<td></td>
</tr>
<tr>
<td>Tanoak</td>
<td>Notholithocarpus densiflorus</td>
<td>3</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
</tr>
<tr>
<td>Overcup oak</td>
<td>Quercus lyrata 'Hopeulikeit' 'QCE295' 'Dahlonega'</td>
<td>3</td>
<td>1.00&quot;-1.25&quot;</td>
<td>#15</td>
</tr>
<tr>
<td>Bambooleaf oak; Chinese evergreen oak</td>
<td>Quercus myrsinifolia</td>
<td>3</td>
<td>5-6' HT</td>
<td>#10, #15</td>
</tr>
</tbody>
</table>

**Delivery Fee** $5
<table>
<thead>
<tr>
<th>TREE SPECIES (COMMON NAME, LATIN NAME W/'CULTIVAR')</th>
<th>RANKING</th>
<th>SIZE REQUIREMENT</th>
<th>DESIRED CONTAINER SIZE (S, Y, R, H)</th>
<th>CONTAINER SIZE/TYPE</th>
<th>PRICE/EA</th>
<th>QUANTITY AVAILABLE/YEAR</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample Tree Category</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150-250 trees total. 4 species minimum, 8 species maximum annually; 8 minimum, 10 maximum species overall. 10-15% evergreen target.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Carpinus caroliniana 'Wisconsin Red', Fire King**
- 'IN Select A', Firespire 'J.N. Upright'
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 15H
  - Price/EA: $35.50
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Carpinus caroliniana**
- Ranking: 3
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 15H
  - Price/EA: $45.50
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 25, Y4: 25, Y5: 25

**Tilia cordata Summer Sprite 'Halka'**
- Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 5H
  - Price/EA: $45.50
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Magnolia acuminata x denudata 'Marilyn', 'Galaxy', 'Butterflies'**
- Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 5H
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 10*, Y3: 10*, Y4: 10*, Y5: 10*

**Koelreuteria paniculata**
- Ranking: 2
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 15H
  - Price/EA: $80.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 50*, Y4: 50*, Y5: 50*

**China Snow® Tree Lilac**
- Syringa pekinensis 'DTR 124', 'WFH2', 'Morton'
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 15H
  - Price/EA: $55.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Ironwood**
- Parrotia persica 'Il Columnar', 'PP5551'
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 15H
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Crataegus crusgalli var. inermis**
- Ranking: 2
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 15H
  - Price/EA: $40.00

**Magnolia grandiflora 'Victoria', 'Edith Bogue'**
- Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: PRO 5H
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 60, Y2: 60, Y3: 60, Y4: 0, Y5: 0

**Great Wall® Tree Lilac**
- Syringa pekinensis 'WFH2'
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $55.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 25, Y4: 25, Y5: 25

**Cornus 'Eddie's White Wonder'**
- Ranking: 2
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15AP
  - Price/EA: $110.00
  - Quantity Available/Year: Y1: 50, Y2: 50, Y3: 25, Y4: 25, Y5: 25

**Crape Myrtle**
- Lagerstroemia indica 'Muskgoe', 'Natchez', 'Tuscarora', 'Zuri'
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Japanese zelkova**
- Zelkova serrata Wireless, City Sprite
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Japanese stewartia**
- Stewartia pseudocamellia
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Japanese snowbell**
- Styrax japonicus Snowcone, Pink Chimes
  - Ranking: 1
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Magnolia kobus**
- Ranking: 2
  - Size Requirement: 1.00''-1.25''
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

**Eriobotrya japonica**
- Size Requirement: 5-6' HT
  - Desired Container Size: #15
  - Container Size/Type: #15
  - Price/EA: $40.00
  - Quantity Available/Year: Y1: 25, Y2: 25, Y3: 0, Y4: 0, Y5: 0

---

**Sample Bid Form completed for one "Sample Tree Category"**

Casey Cedars

Good Trees LLC

Please review Appendix A: Technical Specifications & Scope of Work for instructions on how to complete bid form.

**Container Size/Type** Column must be one of the following

- AP= Air Pruning Container. In sizes #5, #7, #10, and #15 where noted.
- PRO= Smart Pot Pro™ with handles as PRO 5H, 7H, 10H, and 15H where noted.

other= only field-potted conifer stock, according to specification 2.6 Conifer trees exception

**Bidder Section to complete all fields below**

Please check one

- My bid includes FOB destination & delivery in the unit price.
- My bid includes FOB destination & delivery as a separate line item.

**Sample Bid**

**Sample Bid**

**Delivery Fee** N/A
<table>
<thead>
<tr>
<th>TREE SPECIES (COMMON NAME, LATIN NAME W/CULTIVAR)</th>
<th>Ranking</th>
<th>SIZE REQUIREMENT</th>
<th>DESIRED CONTAINER SIZE (5, 7, 10, 15)</th>
<th>CONTAINER SIZE/TYPE</th>
<th>Price/ea</th>
<th>Quantity Available/ Year</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Carpinus caroliniana 'Wisconsin Red', Fire King 'JN Select A', Firespire 'J.N. Upright'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>PRO 15H</td>
<td>$ 50.00</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><em>Carpinus caroliniana</em></td>
<td>3</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>PRO 15H</td>
<td>$ 47.00</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><em>Carpinus caroliniana, other cultivar</em></td>
<td>2</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Tilia cordata Summer Sprite 'Halka'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Magnolia acuminata x denudata 'Marilyn', 'Galaxy', 'Butterflies'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>#15AP</td>
<td>$ 45.50</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><em>Koelreuteria paniculata</em></td>
<td>2</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>#15AP</td>
<td>$ 55.00</td>
<td>25</td>
<td>25</td>
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<tr>
<td><em>China Snow® Tree Lilac Syringa pekinensis 'DTR 124', 'WFH2', 'Morton'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>PRO 15H</td>
<td>$ 55.00</td>
<td>25</td>
<td>25</td>
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<tr>
<td><em>Ironwood Parrotia persica 'JL Columnar', 'PPSSS1'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>PRO 15H</td>
<td>$ 40.00</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><em>Crataegus crusgalli var. inermis</em></td>
<td>2</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Pinus parviflora 'Aoi' 'Glauca'</em></td>
<td>1</td>
<td>5-6'</td>
<td>#10-#15</td>
<td>PRO 10H</td>
<td>$ 40.00</td>
<td>60</td>
<td>60</td>
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<tr>
<td><em>Magnolia grandiflora 'Victoria' 'Edith Bogue'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><em>Great Wall® Tree Lilac Syringa pekinensis 'WFH2'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Cornus 'Eddie's White Wonder'</em></td>
<td>2</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>#15AP</td>
<td>$ 110.00</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><em>Crape Myrtle Lagerstroemia indica 'Muskogee', 'Natchez', 'Tuscarora', 'Zuni'</em></td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Japanese zelkova</td>
<td>Zelkova serrata Wireless, City Sprite</td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>#15AP</td>
<td>$108.00</td>
<td>10</td>
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<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td>Japanese stewartia</td>
<td>Stewartia pseudocamellia</td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornus kousa 'Satomi (Pink)', 'Milky Way', 'Heart Throb (Pink)'</td>
<td>2</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese snowbell</td>
<td>Styrax japonicus Snowcone, Pink Chimes</td>
<td>1</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td>#15AP</td>
<td>$120.00</td>
<td>25</td>
</tr>
<tr>
<td>Magnolia kobus</td>
<td></td>
<td>2</td>
<td>1.00''-1.25''</td>
<td>#15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eriobotrya japonica</td>
<td></td>
<td>1</td>
<td>5-6' HT</td>
<td>#15</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Delivery Fee**: $1.50/tree
Sample Bid Form completed for one “Sample Tree Category”

<table>
<thead>
<tr>
<th>Sample Tree Category</th>
<th>150-250 trees total. 4 species minimum, 8 species maximum annually; 8 minimum, 10 maximum species overall. 10-15% evergreen target.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tree Species</th>
<th>Requirement</th>
<th>Size/Type</th>
<th>Container Size</th>
<th>Price/ea</th>
<th>Quantity Available/Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caseidae</td>
<td>1</td>
<td>1.00&quot;-1.25&quot;</td>
<td>W15</td>
<td>PRO 15H</td>
<td>55.00</td>
<td>25 25 25</td>
</tr>
<tr>
<td>Magnolia acuminata 'Pink'</td>
<td>2</td>
<td>1.00&quot;-1.25&quot;</td>
<td>W15</td>
<td>PRO 15H</td>
<td>110.00</td>
<td>25 25 25</td>
</tr>
<tr>
<td>Cornus kousa 'Satomi'</td>
<td>3</td>
<td>1.00&quot;-1.25&quot;</td>
<td>W15</td>
<td>#15AP</td>
<td>80.00</td>
<td>25 25 25</td>
</tr>
<tr>
<td>Carpinus caroliniana 'Wisconsin Red'</td>
<td>4</td>
<td>1.00&quot;-1.25&quot;</td>
<td>W15</td>
<td>PRO 5H</td>
<td>40.00</td>
<td>60 60 60</td>
</tr>
</tbody>
</table>

*PRO= Smart Pot Pro™ with handles as PRO 5H, 7H, 10H, and 15H where noted.
*AP= Air Pruning Container. In sizes #5, #7, #10, and #15 where noted.

**Please review Appendix A: Technical Specifications & Scope of Work for instructions on how to complete bid form.**

**COT Determination 1:** The line item is the cheapest “Ranking 1” tree. Bidder 1 would be awarded 25 trees in Years 1, 2, and 3.

**COT Determination 2:** The line item is the next cheapest “Ranking 1” tree, and is evergreen. With a 15% evergreen target Bidder 1 would be awarded 37 trees in Years 1 & 2 and 37 trees in Years 3, 4, and 5.

**COT Determination 3:** This line item is the next cheapest “Ranking 1” tree, and is evergreen. With a 15% evergreen target Bidder 1 would be awarded 37 trees in Years 1 & 2 and 37 trees in Years 3, 4, and 5.

**COT Determination 4:** This line item is the next cheapest “Ranking 1” tree. Bidder 1 would be awarded 60 trees in Years 1, 2, & 3.

**COT Determination 5:** This line item is the next cheapest “Ranking 1” evergreen tree. Bidder 1 would be awarded 37 trees in Years 1 & 2 and 37 trees in Years 3, 4, and 5.

**COT Determination 6:** This line item is the next cheapest “Ranking 1” evergreen tree. Bidder 1 would be awarded 37 trees in Years 1 & 2 and 37 trees in Years 3, 4, and 5.

**COT Determination 7:** The City has met all benchmarks noted and awards for this category are complete.

**Note:** The City has met all benchmarks noted and awards for this category are complete.
APPENDIX D

City of Tacoma Insurance Requirements
This Insurance Requirements shall serve as an attachment and/or exhibit form to the Contract. The Agency entering a Contract with City of Tacoma, whether designated as a Supplier, Contractor, Vendor, Proposer, Bidder, Respondent, Seller, Merchant, Service Provider, or otherwise referred to as “Contractor”.

1. GENERAL REQUIREMENTS

The following General Requirements apply to Contractor and to Subcontractor(s) performing services and/or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following insurance requirements:

1.1. Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the City of Tacoma.

1.2. Contractor shall keep in force during the entire term of the Contract, at no expense to the City of Tacoma, the insurance coverage and limits of liability listed below and for Thirty (30) calendar days after completion of all work required by the Contract, unless otherwise provided herein.

1.3. Liability insurance policies, except for Professional Liability and Workers’ Compensation, shall:
   1.3.1. Name the City of Tacoma and its officers, elected officials, employees, and agents as additional insured
   1.3.2. Be considered primary and non-contributory for all claims with any insurance or self-insurance or limits of liability maintained by the City of Tacoma
   1.3.3. Contain a “Waiver of Subrogation” clause in favor of City of Tacoma
   1.3.4. Include a “Separation of Insureds” clause that applies coverage separately to each insured and additional insured
   1.3.5. Name the “City of Tacoma” on certificates of insurance and endorsements and not a specific person or department
   1.3.6. Be for both ongoing and completed operations using Insurance Services Office (ISO) form CG 20 10 04 13 and CG 20 37 04 13 or the equivalent
   1.3.7. Be satisfied by a single primary limit or by a combination of a primary policy and a separate excess umbrella

1.4. A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements below. Verification of coverage shall include:
   1.4.1. An ACORD certificate or equivalent
   1.4.2. Copies of requested endorsements

1.5. Contractor shall provide to City of Tacoma Procurement & Payable Division, prior to the execution of the Contract, Certificate(s) of Insurance and endorsements from the insurer certifying the coverage of all insurance required herein. Contract or Permit number and the City of Tacoma Department must be shown on the Certificate of Insurance.

1.6. A renewal Certificate of Insurance shall be provided electronically prior to coverage
1.7. Contractor shall send a notice of cancellation or non-renewal of this required insurance within Thirty (30) calendar days to coi@cityoftacoma.org.

1.8. “Claims-Made” coverages, except for pollution coverage, shall be maintained for a minimum of three years following the expiration or earlier termination of the Contract. Pollution coverage shall be maintained for six years following the expiration of the Contract. The retroactive date shall be prior to or coincident with the effective date of the Contract.

1.9. Each insurance policy must be written by companies licensed or authorized (or issued as surplus line by Washington surplus line broker) in the State of Washington pursuant to RCW 48 with an (A-) VII or higher in the A.M. Best key rating guide.

1.10. Contractor shall not allow any insurance to be cancelled, voided, suspended, or reduced in coverage/limits, or lapse during any term of this Contract. Otherwise, it shall constitute a material breach of the Contract.

1.11. Contractor shall be responsible for the payment of all premiums, deductibles and self-insured retentions, and shall indemnify and hold the City of Tacoma harmless to the extent such a deductible or self-insured retained limit may apply to the City of Tacoma as an additional insured. Any deductible or self-insured retained limits in excess of Twenty Five Thousand Dollars ($25,000) must be disclosed and approved by City of Tacoma Risk Manager and shown on the Certificate of Insurance.

1.12. City of Tacoma reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services changes.

1.13. All costs for insurance are included in the initial Contract and no additional payment will be made by City of Tacoma to Contractor.

1.14. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of Contractor or Subcontractor(s).

1.15. Failure by City of Tacoma to identify a deficiency in the insurance documentation or to verify coverage or compliance by Contractor with these insurance requirements shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

1.16. If Contractor is a government agency or self-insured for any of the above insurance requirements, Contractor shall be liable for any self-insured retention or deductible portion of any claim for which insurance is required. A certification of self-insurance shall be attached and incorporated by reference and shall constitute compliance with this Section.
It is Contractor's responsibility to ensure that each subcontractor obtain and maintain adequate liability insurance coverage that applies to the service provided. Contractor shall provide evidence of such insurance upon City of Tacoma’s request. Failure of any subcontractor to comply with insurance requirements does not limit Contractor’s liability or responsibility.

3. REQUIRED INSURANCE AND LIMITS

The insurance policies shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve Contractor from liability in excess of such limits.

3.1 Commercial General Liability Insurance
Contractor shall maintain Commercial General Liability Insurance policy with limits not less than One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) annual aggregate. This policy shall be written on ISO form CG 00 01 04 13 or its equivalent and shall include product liability especially when a Contract is solely for purchasing supplies. It includes Products and Completed Operations for three years following the completion of work related to performing construction services. It shall be endorsed to include: A per project aggregate policy limit (using ISO form CG 25 03 05 09 or equivalent endorsement)

3.2 Workers’ Compensation
Contractor shall comply with Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington, as well as any other similar coverage required for this work by applicable federal laws of other states. Contractor must comply with their domicile State Industrial Insurance laws if it is outside the State of Washington.

3.3 Employers’ Liability Insurance
Contractor shall maintain Employers’ Liability coverage with limits not less than One Million Dollars ($1,000,000) each employee, One Million Dollars ($1,000,000) each accident, and One Million Dollars ($1,000,000) policy limit.

3.4 Excess or Umbrella Liability Insurance
Contractor shall provide Excess or Umbrella Liability Insurance with limits not less than Three Million Dollars ($3,000,000) per occurrence and in the aggregate. This coverage shall apply, at a minimum, in excess of primary underlying Commercial General Liability, Employer’s Liability, Pollution Liability, Marine General Liability, Protection and Indemnity, and Automobile Liability if required herein.

3.5 Other Insurance
Other insurance may be deemed appropriate to cover risks and exposures related to the scope of work or changes to the scope of work required by City of Tacoma. The costs of such necessary and appropriate Insurance coverage shall be borne by Contractor.