

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3NFN**  
**15670 NE 85<sup>th</sup> Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**IFB 10912-26**  
**Invitation For Bid**

**Tree Canopy Expansion and Irrigation**

***The City is soliciting bids from licensed contractors to provide labor and material to complete tree canopy expansion and install temporary irrigation system across three (3) city sites.***

**Posting Date: June 17, 2026**

**Optional Pre-Bid Meeting: June 30, 2026 at 9:30 AM (PST)**

**Bids Due: July 8, 2026 at 2:00 PM (PST)**

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The City of Redmond, Washington requests interested parties to submit sealed bids for the above referenced Invitation For Bid (IFB).

**Background**

The City of Redmond, WA is a suburb of Seattle and hub for residential and employment growth due to its strong technology business sector. The City encompasses an area of over 17 square miles and is located less than 20 miles east of downtown Seattle. The City has three urban growth centers in Downtown, Overlake, and Marymoor, which are expected to grow significantly in the next 25 years. Redmond's park system consists of 37 developed and 10 undeveloped parks on over 1,358 acres and 39 miles of developed trails.

The City is interested in contracting with qualified licensed contractors to support tree canopy expansion and temporary Irrigation and provide three (3) years of maintenance on a total of 40,000 sf of property at three separate work sites in Redmond, WA.

**Scope of Work**

Provide labor and materials to complete site preparation, plant trees and/or shrubs per detail, install a temporary irrigation system or seasonal watering as specified per site, and provide three (3) years of maintenance on a total of 40,000 sf of property at three separate work sites in Redmond, WA.

All project work areas are to be left in clean condition prior to final inspection and acceptance. Removal and disposal of any scrap material is to be done in compliance with all local and federal laws and



requirements. This work is subject to the prevailing wage requirements of the State of Washington. Contractor is required to follow all applicable OSHA safety standards for this type of work. The complete Scope of Work for this project is included as Attachment A and the Site Maps are included as Attachment B.

The City may reduce the number of locations based on the available budget.

The City intends to award this work to one contractor.

Subcontracting:

Subcontracting is permitted for the seasonal manual watering. Upon award, the selected Contractor shall provide the names of all subcontractors with whom the Contractor will directly subcontract for performance of the work and the projected value of that work, subject to the provisions of the contract and RCW 39.06.020. The Contractor shall not substitute a listed subcontractor without written permission of the City. If a listed subcontractor is unable to comply with any requirements of the contract, the Contractor may be required to replace the subcontractor with an acceptable subcontractor.

Equipment and supplies:

Contractor will provide all personnel, mobile equipment, supplies and transportation necessary to perform these services.

Notice regarding site visits:

If your staff visits the site to prepare proposals/reports, please stay on public streets. Do not enter private property.

Working site conditions:

- Per standard City construction processes:
  - Monitoring for potential cultural resources may occur during the installation project. Monitors are permitted to temporarily halt work if cultural artifacts are observed and would coordinate with the appropriate agencies as needed. Monitoring activities should not impede the overall progress of the selected Contractor, though may impact portions of the project area.
- Public restrooms are available at Idylwood Park and Hartman Park during park hours.
- Storage of materials, equipment, and supplies can be accommodated at or near both work sites. If used, site security would be the responsibility of the Contractor.
- This is a public facility, and safety must be a priority.
  - Speed on the access road/trail shall be limited to 10mph
  - Always yield to pedestrians when using the defined access route to work sites
  - Use spotters or flaggers to warn pedestrians of work activities; contract activities must yield to all trail or park use
  - The access routes must remain open at all times; infrequent, brief closures can occur to perform defined work, such as moving equipment or materials
- All work must occur Monday through Friday, between the hours of 7am and 4pm.
- At the end of each workday, the site shall be left in a safe condition with the work sites and access areas clean of debris.



## **Term**

This contract will be awarded for one (3) years, from August 1, 2026 to September 1, 2029. The City reserves the right to cancel this contract at any time, upon thirty (30) days written notice to the selected Contractor.

Please provide a work schedule with your bid to allow for adequate notification and staff scheduling during the performance of this work. The work schedule is to include all proposed major milestones. Actual work schedule shall be confirmed at the time of order placement.

The Contractor and any of its subcontractors will be required to pay, at a minimum, the applicable prevailing wage rates, in accordance with RCW 39.12. The prevailing wage rates which are in effect on the bid due date shall remain firm throughout the first twelve (12) months of the contract. The Contractor may request an annual price adjustment, to recognize and follow the most recently promulgated increases in prevailing wages. Contractor shall notify the City in writing at least thirty (30) days prior to any proposed price adjustment.

## **Optional Pre-Bid Meeting**

**9:30 AM (local time) on Tuesday, June 30, 2026.** An optional pre-bid meeting to view each site will be held at 9:30 AM on Tuesday, June 30, 2026. All interested parties must register in advance so that we can plan accordingly. **Please contact Katia Matuzova via email at [kimatuzova@redmond.gov](mailto:kimatuzova@redmond.gov) to RSVP.**

Location route and schedule to be sent participants prior to pre-bid meeting. Bidders may ask questions or receive clarification on any portion of this IFB during this pre-bid meeting with City staff.

## **Proposed Timeline**

The following table outlines the anticipated schedule for this IFB process. The City reserves the right to modify or reschedule milestones as necessary.

Item	Date
IFB Announced	June 17, 2026
Optional Pre-Bid Meeting	June 30, 2026 at 9:30 AM (PST)
Bids Due	July 8, 2026 at 2:00 PM (PST)
Selection of Contractor	July 2026
Main Task Order Timeframe	August 2026 - September 2029

## **Bid Due Date/Time**

**2:00 PM (local time) on Friday, July 8, 2026.** The City of Redmond – Purchasing Division must receive bids no later than said date and time. Bids received after such time will be returned unopened.

## **Bid Submittal Procedures**

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the



signature process. Please refer to the instructions shared in the online posting for this IFB on [www.redmond.gov/bids](http://www.redmond.gov/bids) for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted bids no later than said date and time. Responses received after such time will be returned unopened. By submitting a bid, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

### **Bid Requirements & Format**

All costs for developing responses to this IFB are the obligation of the bidder and are not chargeable to the City. The bidder must bear all costs associated with the preparation of the bid and of any oral presentation requested by the City. All responses will become property of the City and will not be returned. Bids must include all information requested and meet all specifications and requirements outlined in this IFB. Bids will be evaluated based upon the information submitted.

A complete response will include the following:

1. Bidders must complete and return Attachment C, Bid Submittal Sheet.
  - a. Bids must include a list of references (including project name, contact name, and telephone number/email address) of at least three (3) customer operations of similar scope and size, current or completed within the last six (6) months. The City reserves the right to contact references without prior notification.
  - b. Bids must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
  - c. Bids must acknowledge that the successful bidder understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A Redmond business license is required prior to performing any work, and Contractor must maintain the business license in good standing throughout the term of its agreement with the City. A Redmond business license application can be found at:  
<http://www.redmond.gov/BusinessLicense>.
  - d. Bids must acknowledge the number of calendar days the bid shall be valid (the City's minimum number of days is 60).

The City of Redmond is an active member of the King County Directors Association (KCDA) and several other joint purchasing entities and would be eligible to seek access to any and all price considerations, terms and conditions outlined in master agreements formed by one of these agencies. If a proposal is based on any of these pricing agreements/arrangements it shall be the responsibility of the bidder to



identify such. It is requested that the City be contacted prior to bid submission if beneficial pricing may be achieved by the City via access to an existing contract with one of these agencies.

### **Selection & Award**

The City intends to award this contract to the bidder who provides the lowest responsible, responsive bid that, in the opinion of the City, meets all specification criteria. Upon selection of a Contractor, the City will issue a purchase order to procure the identified labor and materials specified in Attachment A, Scope of Work.

During evaluation, the City may consider the following:

- References – history of errors and omissions via reference checks
- Ability to meet contract deadlines
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- Strength and stability of the company
- Technical experience and strength

The City reserves the right to reject any or all bids and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City and respondents to this request have no appeal rights or procedures guaranteed to them. The City reserves the right to conduct any necessary interviews before final award. The City has the option not to award a contract at the end of this process.

Upon award, Contractor shall provide a list of key personnel assigned to supervise or work on the City's contracted sites and identify staff name, job title, licenses/certificates, and years of experience. The City's Project Administrator is to be notified in writing of any changes through the course of the project.

### **Terms and Conditions**

The City reserves the right to amend terms of this IFB to circulate various addenda, or to withdraw the IFB at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- IFB 10912-26 Tree Canopy Expansion and Irrigation
- Attachment A, Scope of Work
- Attachment B, Sites Map
- Attachment C, Bid Submittal Sheet
- Attachment D, City of Redmond Standard Terms and Conditions
- Attachment E, Payment and Performance Bonds
- Attachment F, Journey Level Prevailing Wages

Any forthcoming purchase order will be in accordance with City of Redmond Standard Terms and Conditions (Attachment D) and the requirements of this solicitation. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.



## **Performance Criteria**

Contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Contractor shall be documented by the City and submitted to the Contractor for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

## **Insurance**

Before work may commence, the successful bidder will be required to provide a Certificate of Insurance and endorsement showing the City of Redmond as Additional Insured of not less than the following amounts:

### **General Liability Limits:**

Bodily injury each occurrence: \$2,000,000  
Property damage each occurrence: \$2,000,000

### **Automobile Liability Limits:**

Bodily injury each occurrence: \$1,000,000  
Property damage each occurrence: \$1,000,000

### **Workers Compensation:**

Statutory limits

Prior to performing any services, Contractor shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

## **Prevailing Wage and Retainage**

Any labor performed under this IFB falls within the definition of public work under Revised Code of Washington (RCW) 39.04, and wages must be paid prevailing wage rates. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the greater Redmond area can be obtained from the State Department's website at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

Subsequently, the City of Redmond will require the successful bidder and any subcontractors to complete the following:

- 1) Before work may commence, provide proof of a valid Washington State License.
- 2) Before work may commence, file a "Statement of Intent to Pay Prevailing Wage" with the Department of Labor and Industries. The Contractor must furnish the City with an approved copy, as required by RCW 39.12.



- 3) Upon satisfactory completion of work, file an "Affidavit of Wages Paid" with the Department of Labor and Industries.
- 4) For contracts greater than \$35,000, the City will file a Notice of Completion with the Department of Revenue (DOR), Department of Labor & Industries (<http://www.lni.wa.gov/>), and Employment Security Department (ESD) (RCW 60.28.051).

### **Bonding Requirements**

#### **Payment and Performance Bonds:**

- Payment and performance bonds are required for 100% of the contract amount (Attachment E, Payment and Performance Bonds), per RCW 39.08.
- For contracts up to \$150,000, at the Contractor's request, the City may waive the payment and performance bonds and instead retain 10% of the contract, per RCW 39.08, for 30 days after the date of final acceptance, or until receipt of all necessary releases from the Department of Labor and Industries, the Department of Revenue, and the Employment Security Department.
- For contracts over \$150,000, payment and performance bonds may not be waived.

### **Invoicing and Payment**

Contractor shall submit monthly invoices to the City in accordance with the rates indicated on the Bid Submittal Sheet (Attachment C). The City will make payment to the Contractor within thirty (30) days after receipt and approval of said invoice(s). Invoices shall be delivered to:

City of Redmond  
Accounts Payable, M/S: 3SFN  
P.O. Box 97010  
Redmond, WA 98073-9710  
[accountspayable@redmond.gov](mailto:accountspayable@redmond.gov)

### **Public Disclosure Notice**

Proposals that are submitted in response to this Invitation to Bid or Request for Proposal are subject to public release under the Washington State Public Records Act, chapter 42.56 RCW ("PRA"). Respondents are strongly encouraged to avoid including confidential and/or proprietary information in their proposals. If a respondent includes confidential and/or proprietary information in its proposal, and wishes for the City to withhold it from public release under RCW 42.56.070(1), the respondent's submission should: (a) clearly identify which information should be withheld, (b) cite the legal authority that allows the City to withhold such information, and (c) explain in detail why the information is exempt from release under the PRA. Marking an entire proposal as confidential and/or proprietary will NOT be accepted or honored and may result in disqualification of the proposal. If the City receives a PRA request for a proposal that contains information, which a respondent has identified in whole or in-part as exempt from release, the City will review the proposal and then determine whether the information must be released under the PRA based solely on the information provided by the respondent.



### **Cooperative Purchasing**

The City has entered into intergovernmental (interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Contractor to cover the City's contract duration (for any subsequent purchase orders/contracts resulting from this IFB) or 60 days post award (for one-time purchases).

### **Non-Collusion**

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this bid have not been knowingly disclosed by Bidder and will not be disclosed by Bidder directly or indirectly to any other bidder or competitor before bids are opened. (3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all bids from implicated parties.

### **Governing Law and Venue**

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

### **Bid Protest**

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the IFB content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's Technical Contact and IFB Content





Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process. For Public Works bid protests, the City of Redmond adheres to RCW 39.04.105.

### **Americans with Disabilities Act (ADA) Information**

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at [info@redmond.gov](mailto:info@redmond.gov) or 425-556-2900, option 7.

### **Title VI Statement**

The City of Redmond in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

### **Questions/Inquiries**

Please direct any questions concerning this IFB or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your bid.

### **IFB Content:**

Katia Matuzova  
Sr. Purchasing Agent  
Email: [kimatuzova@redmond.gov](mailto:kimatuzova@redmond.gov)  
Tel: 425-556-2250

MS: 3NFN  
15670 NE 85<sup>th</sup> Street  
PO Box 97010  
Redmond, WA 98073-9710

