CITY OF COVINGTON
SMALL PUBLIC WORKS ROSTER
INFORMAL INVITATION TO BID

GENERAL INFORMATION	SUBMISSION OF BIDS
Title: 2015 Landscape Maintenance **Date Issued:** March 10, 2015 **Estimated Cost:** $50,000 **Bids Due:** March 25, 2015, by 4:00 PM **Bid Coordinator:** Ross Junkin **Email Address:** rjunkin@covingtonwa.gov	**Email To:** rjunkin@covingtonwa.gov **OR** **Mail or Deliver To:** Covington City Hall Attn: Ross Junkin 16720 SE 271st Street, Suite 100 Covington, WA 98042

NOTICE TO BIDDERS

The City of Covington (the "City") is inviting bids from qualified contractors to determine if landscape maintenance, as outlined in the specifications herein, can be provided in a cost effective manner and, if so, select a contractor to provide such services for the City of Covington.

This informal invitation for bids is being issued in accordance with RCW 35.22.620 and RCW 39.04.155, which permit the use of a Small Works Roster to solicit bids. **Only qualified contractors who are registered with the Municipal Research and Services Center (MRSC) Small Works Roster at the time of this bid invitation may submit bids.**

Plans and/or specifications for this project may be obtained at Covington City Hall, 16720 SE 271st Street, Suite 100, Covington, WA 98042 or by sending an email request to Shellie Bates at sbates@covingtonwa.gov .

Bids must be received by the Bid Coordinator by 4:00 PM on Wednesday, March 25, 2015. Bids must be submitted on the forms provided in this packet and shall either be submitted by email or mailed/delivered pursuant to the information provided above. Incomplete bids and bids received after 4:00 PM on Wednesday, March 25, 2015 will not be considered. There will not be a public bid opening for this project.

Only firm bids will be accepted. The City may, in its sole discretion, reject any or all proposals submitted in response to this invitation to bid. The City shall not be liable for any costs incurred in connection with the preparation and submittal of any bid. The City reserves the right to waive any irregularities and informalities in a submitted bid. The City further reserves the right to award the contract to the lowest and most responsible bidder as deemed in the best interests of the City.