



DIXIE  
CONVENTION  
CENTER

## Request for Proposal

### Landscaping Maintenance Contract

#### Dixie Convention Center

Issued by:

Dixie Convention Center  
1835 Convention Center Drive  
St. George, UT 84790

Issue Date:	November 20, 2023
Closing Date:	January 4, 2024
Award Date:	January 11, 2024

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## 1. Project Overview

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### 1.1 Summary

The intent of the Request for Proposal (RFP) is to select a landscape maintenance contractor for the Dixie Convention Center (DCC) located at 1835 Convention Center Drive St. George, UT 84790. The contract will encompass the entirety of the DCC's landscaping needs throughout the contracted timeframe. The selected firm will prepare a maintenance service contract for **monthly** landscape maintenance based upon a **one-year contract**.

### 1.2 Point of Contact

Name:	<b>Jared Stephenson</b>
Title:	Operations Manager
Address:	1835 Convention Center Drive, St. George, UT 84790
Phone:	435-301-7792
E-Mail:	jareds@dixiecenter.com

### 1.3 Property - Overview

The property comprises approximately 15 acres in total. Of this, 10 acres are allocated to parking lots with interconnected walkways and bordering desert landscaping. An additional 1.5 acres encompasses turf surrounding the building. Within the landscape there are approximately 400 trees, complemented by surrounding shrubbery and desert-themed landscaping.

### 1.4 Dixie Convention Center - Overview

The Dixie Convention Center is a government-owned and operated facility, located in St. George, Utah, that stands as a premier venue designed to host a diverse array of events, meetings, and conventions. Nestled against the stunning backdrop of southwestern Utah, this state-of-the-art facility seamlessly blends modern amenities with the area's natural beauty.

The Dixie Convention Center serves as a versatile space capable of accommodating a wide range of events. From corporate conferences and trade shows to community gatherings and cultural events, the venue's flexible layout caters to various needs. Equipped with well-appointed meeting rooms, conference halls, and exhibition spaces, the center provides a dynamic environment for both large-scale conventions and intimate business meetings.

In essence, the Dixie Convention Center stands as a cornerstone of event hosting in St. George, providing a sophisticated and welcoming space for diverse gatherings, fostering collaboration, and creating lasting memories.

## 2. Scope of Work

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### 2.1 General Responsibilities

The awarded contractor shall be responsible for the overall maintenance and beautification of the landscaping areas at the DCC. This includes, but is not limited to, maintaining a visually appealing and healthy outdoor environment.

### 2.2 General Maintenance

Litter Control:

- Regular removal of litter from planters, flowerbeds, turf areas, and walkways.
- Proper disposal of collected litter in designated waste receptacles.

Drainage Maintenance:

- Periodic cleaning and maintenance of all drainage lines and catch basins.
- Ensuring proper flow in swales and drainage lines to prevent waterlogging.

Emergency Services:

- Provision of emergency landscaping services as needed. With reasonable response times (within 24 hrs)
- Prompt response to urgent landscaping issues, including storm damage or unexpected incidents.

### 2.3 Weekly Maintenance

Turf Maintenance:

- Weekly mowing and edging of all turf areas, adjusting frequency during slow growth periods.
- Visual inspection for pests, diseases, or other issues, with corrective actions taken as necessary.

Fertilization and Watering:

- Fertilization of all turf areas a minimum of three times per year.
- Adequate watering of all turf areas unless weather conditions dictate otherwise.

### 2.4 Trees, Shrubs, and Planters

Manicuring and Trimming:

- Regular manicuring of trees, shrubs, and planters to maintain desired sizes.

#### Staking and Tying:

- Visual inspection to ensure all trees and shrubs are properly staked and tied.
- Corrective action taken as necessary.

#### Watering:

- Monitoring adequate watering of all trees, shrubs, and planters, adjusting frequency based on weather conditions.

### **2.5 Flowerbeds and Groundcover**

#### Weeding and Cultivation:

- Complete weeding and cultivation as needed to ensure proper growth and appearance.
- Trimming of plant wells and edging as required.

#### Weed Control:

- Control of weeds through spraying pre/post emergence in designated areas as needed.

#### Routine Repairs:

- Regular repairs of erosion and other damage to slopes due to normal maintenance conditions.

### **2.6 Irrigation**

#### Sprinkler System Maintenance:

- Inspection and adjustment of all sprinkler heads for full coverage.
- Replacement of damaged heads or lines
- Winterization as needed
- Replacement of damaged heads or lines as needed

#### Controls and Clock Adjustment:

- Adjustment of controls and clocks based on seasonal conditions.

### 3. General Instructions

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#### 3.1 Procurement Schedule

Procurement Schedule	
Event	Dates
RFP Issued.	November 20, 2023
Requests for Walk-Through Accepted	December 4-22, 2023
Proposals Due	January 4, 2024
Contract Award	January 11, 2024

#### 3.2 Point of Contact

Name:	<b>Jared Stephenson</b>
Title:	Operations Manager
Address:	1835 Convention Center Drive, St. George, UT 84790
Phone:	435-301-7792
E-Mail:	jareds@dixiecenter.com

#### 3.3 Submission Deadline

To receive consideration, responses to this RFP must be received no later than 4:00 p.m. MST on January 4, 2024. Electronic and hard copy proposals are each acceptable.

Prior to the submission deadline, the selection committee may amend or clarify the RFP in the case of any discrepancies or omissions. Any change will be posted as a formal written addendum on the Washington County website. In the event of a revision to the RFP after the closing date, candidates will have an opportunity to refine, submit or resubmit their proposals.

#### 3.4 Questions and Responses

Questions or comments concerning this RFP must be submitted to the point of contact no later than the proposal due date as indicated in the procurement schedule. Responses to questions or other written requests for clarification may be posted by the DCC. DCC also reserves the right to determine or decline to answer any question or questions or to provide a single consolidated response of all matters they choose to respond in any manner at their sole discretion.

#### 3.5 Proposal Requirements

The proposal shall include all the following:

- Necessary maintenance schedules and detailed plans to accomplish the scope of work. Candidates are encouraged to provide innovative ideas and suggestions which they feel will improve upon the requirements set out in this document.
- A fee schedule structured for monthly landscape maintenance over a one-year contract period.
- Any comments, clarifications, or qualifications to the scope of service upon which the proposal is based.
- Summary of the applying company and description of similar project experience.

### **3.6 Dixie Center Walk-Through**

Walk-throughs and access to the Dixie Convention Center are available by request. Availability is limited by events occurring in the building. Walk-through requests will be accommodated up to proposal due date. Requests should be directed to the point of contact.

### **3.7 Selection Process**

No proposal will be opened until after the submission deadline. The contents of the proposals will not be disclosed during the negotiation process. The Dixie Convention Center may disclose the names of those who have submitted proposals to the public. Each proposal will be evaluated based on the criteria outlined in the Proposal Submittal Procedure section. Following an initial review and evaluation of each proposal, the firms submitting the most highly rated proposals may be invited for further discussions before the final selection. The Dixie Center reserves the right to award a contract without holding additional discussions if the written proposals clearly indicate a preference based on the specified criteria. The selection committee will either award an appointment in whole, or in part, or will announce that no appointment will be made. There is no implicit or explicit guarantee that any candidate will be selected and that a contract will proceed. The Dixie Convention Center reserves the right to accept or reject any or all proposals.

## **4. Terms and conditions of the RFP**

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All Candidates who submit a proposal in response to this RFP acknowledge that they have each read and understand this RFP and agree to be bound by the terms and provisions of this RFP including, but not limited to, the following:

#### **4.1 Candidate Pricing**

All prices, quotes, or proposals shall remain firm for the duration of the RFP process regarding this RFP and until a contract regarding this RFP is executed by Washington County and a Candidate or Washington County decides not to enter into a contract with any Candidate to provide the services sought through this RFP.

#### **4.2 Governing Law and Exclusive Jurisdiction and Venue**

Any contract between Washington County and a Candidate regarding this RFP will be interpreted, construed, and given effect according to the laws of the state of Utah and the ordinances of Washington County, and the courts within Washington County, Utah shall have the sole and exclusive jurisdiction and venue regarding any such contract. No contract will be assigned, in whole or in part, without the written consent of Washington County.

#### **4.3 Licensing**

The selected Candidate shall obtain all applicable federal, state, and local licenses before any contract between Washington County and the Candidate regarding this RFP is executed. The selected Candidate must maintain such licenses for the duration of the contract between Washington County and the Candidate regarding this RFP.

#### **4.4 Modifying or Withdrawing Proposals**

Candidates may modify or withdraw their proposals at any time prior to the deadline set for Candidates to timely submit a proposal in response to this RFP.

#### **4.5 Independent Contractor**

Any Candidate that enters into a contract with Washington County regarding this RFP shall be an independent contractor and have no authority, express or implied, to bind Washington County to any agreements, settlements, liability, or understanding whatsoever with any third party and shall have no interest in any benefits provided by Washington County to its employees.

#### **4.6 Free and Competitive Bidding**

Any agreement or collusion among Candidates to fix a price or limit competition shall render the proposal void and automatically rejected. Such conduct is unlawful and subject to criminal sanction.

#### **4.7 Insurance**



The selected Candidate shall, at its sole cost and expense, secure and maintain, both prior to the commencement of the term of the contract between Washington County and the Candidate regarding this RFP and for at least the duration of the contract between Washington County and the Candidate regarding this RFP, insurance coverage as follows:

- (1) General Liability Insurance as follows: Occurrence form commercial general liability insurance with the following minimum limits:
  - (a) Each Occurrence - \$1,000,000.00;
  - (b) Med. Exp. (Any one person) – \$10,000.00;
  - (c) Personal & Adv. Injury – 2,000,000.00;
  - (d) General Aggregate - \$5,000,000.00;
  - (e) Products – Comp/Op Agg. - \$2,000,000.00; and
  - (f) Other – N/A;
  
- (2) Automobile Liability Insurance: With minimums to satisfy the state of Utah’s requirements; and
  
- (3) Workers Compensation and Employers’ Liability: With minimums to satisfy the state of Utah’s requirements or a valid waiver issued by the appropriate department of the state of Utah.

#### **4.8 Conflicting Terms of Provisions**

If any portion of this RFP conflicts in whole or in part with a written agreement entered into between the selected party and Washington County subsequent to the issuance of this RFP, the subsequent written agreement between the selected party and Washington County shall control.