



CENTRAL OREGON COMMUNITY COLLEGE

REQUEST FOR QUOTE

1618-26

MADRAS CAMPUS LANDSCAPING SERVICES

Date Issued: 10/19/2026

Quotes Due: 12/11/2026 at 05:00pm Pacific Time

Service Agreement Start Date: 4/1/2027

Submission Method: Electronic PDF submission via email to procurement@cocc.edu. Late proposals will not be accepted.

Contact:

Central Oregon Community College
Procurement Office
procurement@cocc.edu

SECTION 1: GENERAL INFORMATION

1.1 OVERVIEW

Central Oregon Community College (COCC) invites quotes for landscape maintenance at its Madras Campus, 1170 E. Ashwood Road, Madras, Oregon 97741. The scope, location, schedule, and other requirements for this RFQ are described in Section 3.

1.2 COLLEGE INFORMATION

Central Oregon Community College is a comprehensive, two-year college offering career and technical education certificates and degrees, lower division transfer education, community education courses, and a variety of speakers and events for the community.

COCC was founded in 1949 and later established as an independent community college district. The College District encompasses approximately 10,000 square miles, serving all of Crook, Deschutes, and Jefferson Counties, as well as portions of Wasco and Klamath Counties.

Today, the College serves more than 13,000 students annually and is accredited by the Northwest Commission on Colleges and Universities. Central Oregon Community College is an affirmative action, equal opportunity institution and is governed by a locally elected Board of Directors.

The College operates across multiple campuses and instructional sites and serves a diverse population of traditional, non-traditional, part-time, and full-time students.

1.3 LANGUAGE

“Must” and “shall” identify mandatory requirements. Unless otherwise stated, specifications are minimum requirements. COCC may reject a response that fails to meet a mandatory requirement, subject to applicable law and COCC’s ability to waive minor irregularities. This RFQ and the selected respondent’s response will become part of any resulting Contract only to the extent incorporated into that Contract.

1.4 GOVERNING LAW

This RFQ and any resulting Contract are governed by Oregon law. The solicitation and any resulting Contract are subject to applicable provisions of ORS Chapters 279A and 279B, applicable administrative rules, and COCC’s public contracting rules. Other laws and rules may also apply. Respondents are responsible for familiarizing themselves with the requirements applicable to their response and any resulting Contract.

SECTION 2: INSTRUCTIONS TO RESPONDENTS

2.1 CONTACT AND RFQ CHANGES

Direct communications about this RFQ to the procurement contact listed on the cover. Statements by other College personnel do not change the RFQ or bind COCC. Respondents should promptly report any apparent error or material ambiguity. COCC may provide written clarifications or changes to prospective respondents and may extend the quote deadline when appropriate.

2.2 QUOTE SUBMISSION

COCC must receive quotes by the deadline and through the submission method stated on the cover. Respondents are responsible for submitting all information requested in this RFQ. COCC may decline to consider late or incomplete quotes.

RFQ #1618-26 MADRAS CAMPUS LANDSCAPING SERVICES

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2.3 QUOTE CONTENT

Include total price, relevant landscape maintenance experience, capacity to meet the seasonal schedule, proposed approach, and contractor responsibility. Clearly identify assumptions, exclusions, alternatives, and any exceptions to the proposed scope or contract terms. If the respondent proposes use of its own agreement, submit it with the quote.

2.4 CHANGES TO QUOTES

A respondent may revise or withdraw its quote by written notice received before the deadline. After the deadline, COCC may seek clarification or negotiate as permitted by applicable law. Quotes must remain available for acceptance for ninety (90) calendar days after the deadline.

2.5 EVALUATION AND SELECTION

COCC will select the quote that best serves its interests, considering total price, relevant landscape maintenance experience, capacity to meet the seasonal schedule, proposed approach, and contractor responsibility. COCC may verify information, seek clarification, negotiate when permitted, waive minor irregularities as permitted by law, reject any or all quotes, or cancel the RFQ.

2.6 RESULTING CONTRACT

Selection of a respondent does not constitute acceptance of that respondent's proposed terms. The parties' obligations will be established by a services agreement signed by both parties. This RFQ and the selected quote will be incorporated only to the extent stated in that document.

2.7 CONFLICTS AND INDEPENDENT QUOTES

By submitting a quote, a respondent represents that it has disclosed any known actual or potential conflict of interest relating to this procurement and that its quote was prepared independently, without collusion with another respondent.

2.8 AWARD CONCERNS

COCC is not establishing a solicitation document protest period for this RFQ and does not intend to issue a notice of intent to award. A respondent seeking to protest the contract award must submit a written protest to the COCC Procurement Office within seven calendar days after the award, stating the grounds for the protest, in accordance with applicable law and COCC's procurement rules.

2.9 PUBLIC RECORDS

Quotes and related procurement records may be subject to disclosure under Oregon public records law. A respondent claiming that specific information is exempt from disclosure should clearly identify the information and explain the basis for the claimed exemption when submitting its quote. Marking information "confidential" does not, by itself, make it exempt. COCC will determine disclosure obligations under applicable law.

SECTION 3: SCOPE OF WORK

3.1 OVERVIEW

This Request for Quote (RFQ) is to solicit qualified vendors for the purpose of providing landscaping services at the COCC Madras campus located 1170 E Ashwood Road Madras, Oregon 97741.

Services will vary by season. Growing season services, described in Section 3.3, generally run from April 1 through October 31. Dormant season services, described in Section 3.4, generally run from November 1 through March 31. COCC may adjust the transition between seasons based on weather and growing conditions.

See Attachment 1 for a map of areas described within this section.

3.2 TERM OF CONTRACT

The initial contract term will be one (1) year beginning on the effective date stated in the signed agreement. COCC may renew the contract for additional one (1) year terms by written agreement, subject to satisfactory performance, agreed pricing, and available funding.

3.3 LANDSCAPE MAINTENANCE SERVICES – GROWING SEASON

3.3.1 Plant Beds - Madras Campus Landscaping Area

- Maintain function and appearance of plant beds.
- Remove dead vegetation, debris, and trash as needed.
- Apply compost once annually in the Spring around the base of trees, shrubs, and perennials to promote plant growth and health.
- Apply fertilizer twice annually to the base of shrubs, trees, and perennials; one application in the Spring and one in the Fall.
- Compost and fertilizer must contain no animal material or waste and no pesticides, insecticides, or herbicides.
- Preference for compost to be given to decomposed plant material from Central Oregon.

3.3.2 Turf - Playground Lawn.

- Perform work during periods of time when playground is unlikely to be in use. Coordinate with Madras Campus leadership or Campus Services leadership to determine best maintenance period.
- Mow as needed, typically once per week. Pick up lawn clippings to retain a proper play surface.
- Edging: all turf areas to be edged at walkways, curbing, once per month.
- Dethatching: all turf areas to be dethatched once per season.
- Aeration: all turf areas to be aerated once per season in the Spring. Pick up and dispose of aeration debris (plugs) to maintain playing surface.
- **Do not apply fertilizer, pesticide, herbicide, or insecticide without permission from the COCC Integrated Pest Manager and Madras Campus Leadership due to the average age of user.**

3.3.3 Agricultural Field Mowing

- Mow agricultural field adjacent to Building 2 once annually. See Attachment 1 Map Agricultural Field Mowing Area for mow area boundaries.
- Field is to be mowed in the Spring after significant vegetation growth but prior to elevated summer fire risk. i.e., early May.
- Preference to be given to mowing during times of the day with elevated relative humidity's and lower temperatures. i.e., early morning.
- Field to be mowed with agricultural mowing equipment (i.e. skid steer with brush hog mount, tractor with mounted mower, or equivalent)

- Follow all City, County, and State fire restrictions for equipment operation and fire prevention prior to mowing.
- In the Natural Area Mowing section (purple on Attachment 1 map) mow grasses and noxious weeds.

3.3.4 Weed Control - Madras Campus Landscaping Area

- Remove noxious weeds from ornamental beds, disturbed natural areas, and parking lot islands.
- Contractor will be responsible for keeping all weed growth throughout the Madras Campus Landscaping Area (see attachment 1 map) under control on a regular basis using mechanical means.
- Mechanical means of weed removal to be trimming/mowing/hand pulling.
- All debris from weeding operations is to be removed for off-site disposal.
- Weeds cannot be left standing to go to seed and must be removed prior.
- All native plants are to be left intact during weeding operations.
- Contractor is expected to be knowledgeable in plant identification.
- Pesticide, insecticide, or herbicide applications can only be performed with the approval of the COCC Integrated Pest Manager and by a properly Licensed Pesticide Applicator.

3.3.5 Irrigation

- COCC will be responsible for all irrigation programming adjustments, repairs, and upgrades. However, contractor is expected to monitor any evidence of damaged components as well as drought-stressed areas of plants (turf, shrubs, trees) and is expected to notify COCC of any of these conditions immediately.

3.3.6 Litter Patrol

- Madras Campus Landscaping Area to be patrolled and cleaned up twice per month for any garbage, downed branches, and dead plants.

3.3.7 Pruning

- All trees and shrubs immediately adjacent to buildings are to be thoroughly pruned once per year during the Fall. Periodic minor pruning may be required during the summer season if branches interfere with sidewalk pedestrians, building windows/doors, etc.
- Pruning of all parking lot trees and shrubs to be done on an as needed basis, as requested by the College.

3.3.8 Disposal of all Debris

- Contractor is responsible for off-site disposal of all debris

3.3.9 Special Projects

- Other landscape tasks/projects requested by the College which are not listed in this agreement may be offered to the contractor and will be considered as additional work. Permission to proceed with work will be based upon contractor pricing and availability. Depending on project value, it may be necessary for the College to solicit two additional bids from other contractors and, in most cases, work will be awarded to the lowest bidder.

3.4 LANDSCAPE MAINTENANCE SERVICES – DORMANT SEASON

3.4.1 Litter Patrol

- Madras Campus Landscaping Area is to be patrolled and cleaned up once per month for any garbage, downed branches, and dead plants

3.4.2 Disposal of all Debris

- Contractor is responsible for off-site disposal of all debris

3.4.3 Pruning

- All trees and shrubs immediately adjacent to buildings are to be thoroughly pruned once per year during the Fall. Periodic minor pruning may be required

3.5 SCOPE AND PRICING

Quote a monthly price for growing season services, a monthly price for dormant season services, and a separate price for one annual agricultural field mowing. Provide an estimated annual total based on seven growing season months, five dormant season months, and one field mowing. Prices must include labor, equipment, materials, travel, and off-site disposal. State any assumptions or exclusions. Provide prices for each potential renewal year or specify a proposed annual adjustment method. Rates for additional work may be listed separately; such work requires COCC's written authorization before it begins.

SECTION 4: GENERAL CONTRACT CONDITIONS

4.1 Independent Contractor

The Contractor is an independent contractor responsible for its personnel, subcontractors, and applicable taxes. Neither the Contractor nor its personnel or subcontractors are employees of COCC or eligible for College employee benefits. The Contractor is responsible for providing workers' compensation coverage as required by law.

4.2 Assignment and Subcontracting

The Contractor may not assign the Contract or delegate its obligations without COCC's prior written consent. Consent does not release the Contractor from responsibility for performance unless COCC expressly agrees otherwise in writing.

4.3 Insurance

Before beginning work, the Contractor must provide evidence of the following insurance and maintain it throughout the Contract term:

- Commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate;
- Automobile Liability Insurance with a combined single limit of at least \$1,000,000 per accident for bodily injury and property damage, covering the Contractor's business use of owned, hired, and non-owned vehicles.
- Workers' compensation insurance as required by Oregon law.

4.4 Campus Conduct and Safety

The Contractor is responsible for the conduct and safety of its personnel and subcontractors while on College property. They must comply with applicable College policies and site requirements communicated to the Contractor, including requirements concerning harassment, drugs and alcohol, and safe work practices. COCC may require the Contractor to stop unsafe work or remove a person from College property for conduct that creates a safety concern or violates an applicable requirement.

4.5 Funding

COCC's payment obligations are subject to the availability of funds lawfully authorized for that purpose. If sufficient funds are unavailable for a future period, COCC may terminate the Contract by written notice. COCC will pay for services properly performed before the effective date of termination.

4.6 Termination

The parties may terminate the Contract by mutual written agreement. COCC may terminate the Contract for convenience upon 30 days' written notice. COCC may also terminate the Contract for a material breach if the Contractor does not correct the breach within the time stated in COCC's written notice. COCC may terminate immediately if the breach cannot be corrected or continued performance presents a material safety risk. Upon termination, COCC will pay for conforming services performed through the effective date, subject to any amounts COCC may recover under the Contract.

4.7 Indemnification

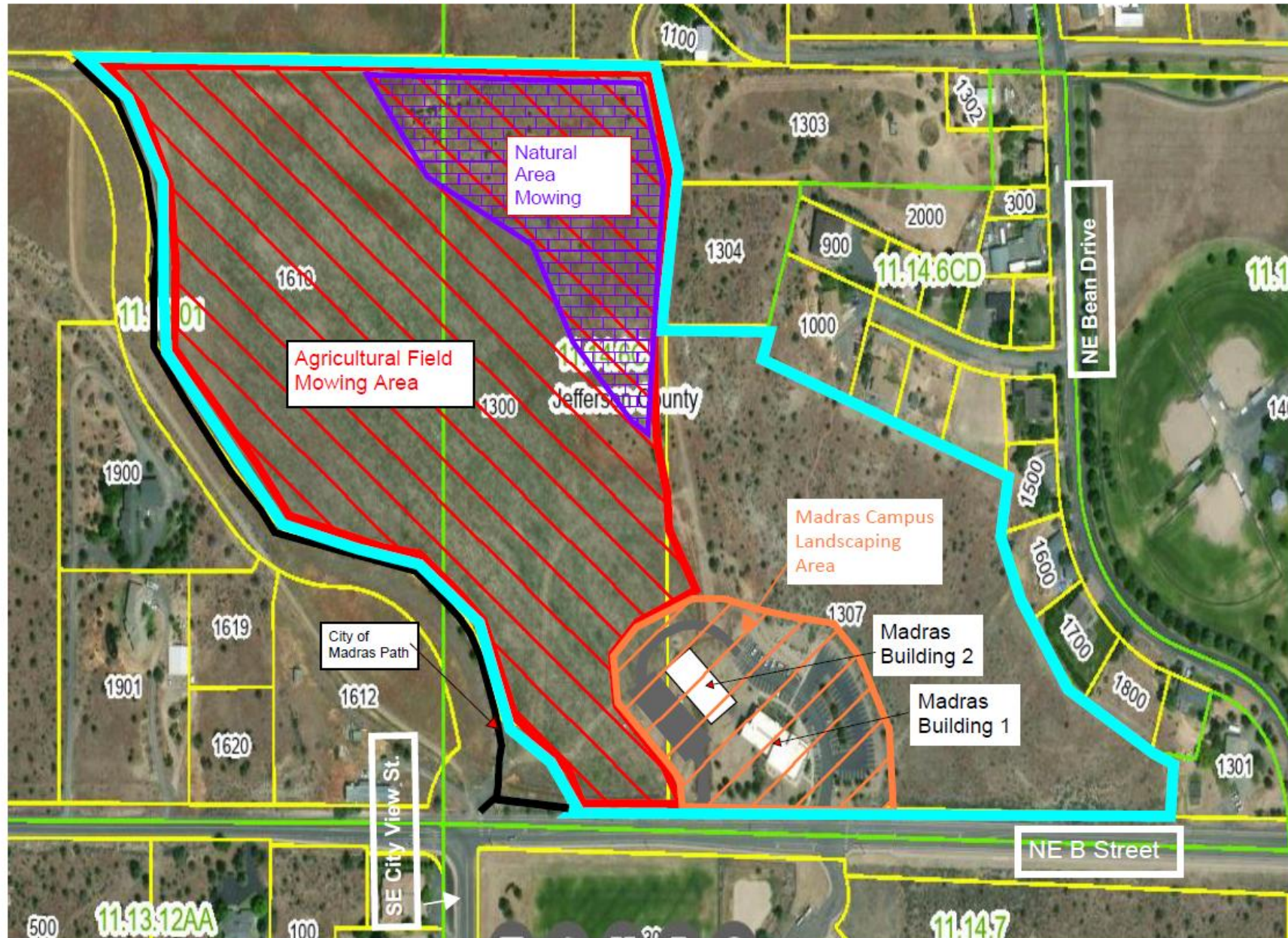
To the extent permitted by law, the Contractor shall defend, indemnify, and hold harmless COCC and its officers, employees, and agents from third-party claims, damages, liabilities, and reasonable costs and attorney fees to the extent caused by the negligent acts, omissions, or willful misconduct of the Contractor or its personnel or subcontractors in performing the Contract.

4.8 No Third-Party Beneficiaries

The Contract is for the benefit of COCC and the Contractor only and does not create enforceable rights for any other person.

COCC Madras Campus

Attachment 1 Map



Agricultural Field
Mowing Area



COCC Madras Campus
Boundary



Madras Campus
Landscaping Area

