



Jackson County Library District

Is issuing this Invitation to Bid (ITB) for Public Improvement #2025-5

For

Phoenix Library Pollinator Garden Implementation

Date Published: Monday, November 24, 2025

Bid Close Date: Tuesday, January 6, 2026

**Submit Bids to Single Point of Contact (SPC):**

Crystal Zastera, Operations Coordinator  
Jackson County Library Services  
205 S. Central Avenue  
Medford, OR 97501  
541-774-6405  
czastera@jcls.org

## **SECTION 1: GENERAL INFORMATION**

### **INTRODUCTION**

Jackson County Library District (“JCLD” or, the “District” or, the “Library”) will consider bids for the implementation of a pollinator garden at its Phoenix branch library. JCLD is in contract with Arkitek Design & Architecture for the design of the garden and will work closely with them for the duration of this project. JCLD seeks a landscape contractor to implement all aspects of garden design.

JCLD anticipates the award of one Contract from this solicitation.

PRE-BID CONFERENCE: YES

PRE-QUALIFICATION CLASS REQUIREMENTS: NONE

SCOPE OF PROJECT: Implementation of pollinator garden at Phoenix branch library. Additional details are included in Section 2, Scope of Work.

Pursuant to ORS 279C.370, for contracts over one hundred thousand dollars (\$100,000), all Bidders shall submit to SPC within two (2) working hours after the BID CLOSE DEADLINE a disclosure of any first-tier subcontractor intended to furnish labor or materials in connection with the Public Improvement Bid. Such disclosure shall be disclosed in the form provided. (First-Tier Subcontractor Disclosure Form)

All Bids received which are in proper form will be opened publicly by the District immediately after the deadline for submission of Bids. Bids will be opened at the Medford Library located at 205 S. Central Ave., Medford, OR 97501, Room 232. At that time, the District may take various actions including, but not limited to, selecting the winning Bid, rejecting all Bids, or postponing any such action for a period not to exceed two (2) weeks from the opening, during which period the Bids will be irrevocable. The District may reject any Bid noncompliant with any prescribed public Bidding procedure(s) and/or requirement(s), and, in its sole discretion, may reject for good cause any or all Bids upon the District finding that it is in the public interest.

Any questions or issues regarding specifications, Bidding process, and/or award process shall be directed only to SPC designated above.

All Bids are subject to the ordinances, rules, and regulations of the District and ORS Chapter 701, ORS Chapters 279A-279C and related model rules, which may be used for guidance, but not for mandatory direction.

### **OVERVIEW AND PURPOSE**

JCLD libraries are community hubs where a library user’s experience begins outside the front door. Looking forward, JCLD landscaping goals include updating grounds with water-wise, fire-resistant, pollinator-friendly plantings where feasible, and maintaining attractive, welcoming, and usable spaces for the public.

The Phoenix branch library, located in a community directly impacted by the 2020 Almeda Fire, is the ideal location to begin implementing these goals. The library sits on nearly an acre of underutilized land. There is a small area of existing landscaping in front of the library including

grass, trees, bushes, and irrigation, and there are several mature evergreen trees throughout the property that we'd like to keep. These aspects have been incorporated into the design plans.

**SCHEDULE**

The following schedule applies to this ITB but is subject to change. Except as provided below, changes will be made only by written amendment to this ITB.

<b>DATE</b>	<b>EVENT</b>
Monday, November 24, 2025	ITB Published
Monday, December 8, 2025	Mandatory Pre-Bid Conference at Phoenix Library, 10-11 a.m. PST
Wednesday, December 10, 2025	Bidder's written questions due by 5:00 p.m. PST
Friday, December 12, 2025	Library's written responses to questions due by 5:00 p.m. PST
Tuesday, January 6, 2026	Bid Close Deadline - Bids due by 2:00 p.m. PST (Bid results posted by 5:00 p.m. PST)
Tuesday, January 6, 2026	Disclosure of any first-tier subcontractor intended to furnish labor or materials due by 4:00 p.m. PST
Wednesday, January 7- Tuesday, January 13, 2026	Bids evaluated by Evaluation Committee
Monday, January 12- Tuesday, January 13, 2026	Interviews conducted, if necessary
Wednesday, January 14, 2026	Notice of Intent to Award issued
Tuesday, January 20, 2026	Bid Protest Deadline

**SINGLE POINT OF CONTACT (SPC)**

The SPC for this solicitation is identified on the Cover Page, along with the SPC's contact information. Bidders shall direct all communications related to any provision of the solicitation, whether about the technical requirements of the solicitation, contractual requirements, the solicitation process, or any other provision only to the SPC.

**SECTION 2: AUTHORITY, SCOPE, AND SPECIFICATIONS**

**AUTHORITY AND METHOD**

District is issuing this solicitation pursuant to its authority under ORS 279A.050 and ORS 279A.140.

District is using the competitive bidding solicitation method required under ORS 279C.335 and set forth in ORS 279C.365 and OAR 137-049-0200.

**LOCATION**

Phoenix Branch Library  
510 West 1<sup>st</sup> Street  
Phoenix, OR 97535

#### SCOPE OF WORK/SPECIFICATIONS SUMMARY

- Implementation of pollinator garden as designed by Arkitek Design & Architecture.
- Implementation should be completed no later than Tuesday, June 30, 2026.
- Volunteer work and donations will be used when beneficial and agreed upon by the contractor and District.

#### ADD ALTERNATE ITEMS

- Cat shelter construction and installation.
- Bridge construction and installation.
- Site furniture.

#### DETAILED SCOPE OF WORK AND STATEMENT OF REQUIREMENTS

Implementation of pollinator garden as designed by Arkitek Design & Architecture and Scharen Design Studio. For details, see project notes and specifications on the planning documents attached (Exhibit B). Please note that the parking lot work and beehive construction will be completed separately and have been removed from the scope of the Pollinator Garden Implementation Project. These changes are noted with red revision clouds in the design plans.

### **SECTION 3: INSTRUCTIONS TO BIDDERS**

#### DEFINITIONS

Bidding Documents – include the Bidding Requirements and the proposed Contract Documents.

Bidding Requirements - consist of the Advertisement, Invitation to Bid, Instructions to Bidders, the Bid Forms, and other sample Bidding and contract forms listed below. The proposed Contract Documents consist of the form of Agreement between the District and Contractor, Drawings and Specifications prepared by ARKITEK: DESIGN & ARCHITECTURE and all Addenda issued prior to execution of the Contract.

Bid Forms:

1. Bidder Certificate
2. First-Tier Subcontractor Disclosure Form
3. Subcontractors List
4. Environmental and Natural Risk Disclosure Form
5. Bid Bond
6. Bidder's Proposal
7. Bid Proposal Form

Addenda – written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

Bid - a complete and properly executed proposal to do the work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

Base Bid – the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

Alternate Bid (or Alternate) – an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the work, as described in the Bidding Documents, is accepted.

Unit Price – an amount stated in the Bid as a price per unit of measurements for materials, equipment or services or a portion of the work as described in the Bidding Documents.

Bidder – a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

Sub-Bidder – a person or entity who submits a Bid to a Bidder for materials, equipment or labor for a portion of the Work.

#### BIDDER REPRESENTATIONS AND REQUIREMENTS

All Bids are subject to the requirements of the policies, rules and regulations of the District and ORS Chapter 701, ORS Chapter 279A, ORS Chapter 279C. Related model rules may be used for guidance, but not for mandatory direction.

To be considered, Bidder must demonstrate how Bidder meets all the following requirements:

- Bidder has been in business for at least 5 years.
- Bidder has experience providing this service to comparable entities (eg. Large commercial or government entities).
- Bidder can provide professional references that can attest to Bidder’s experience in landscape construction.
- Bidder can provide professional references that can attest to Bidder’s experience in landscape maintenance.
- Bidder can provide proof of landscape contracting business license to operate in the State of Oregon, and proof of surety bonding and liability insurance.
- Bidder can provide proof that they hold or employ an individual who holds a landscape construction professional (LCP) license.
- Bidder has reviewed and agrees to comply with the attached Exhibit A, JCLD Public Improvement Contract.
- Bidder can provide certification of nondiscrimination in obtaining required subcontractors according to ORS 279A.110(4).
- Bidder can identify whether the Bidder is a resident bidder, as defined in ORS 279A.120.

- This Project requires compliance with ORS 279C.800 to 279C.870. Bidder must agree to be bound by and will comply with the provisions of ORS 279C.838 and 279C.840 Prevailing Wage Rates for Public Works Contracts in Oregon

## BIDDING REQUIREMENTS AND SUBMISSION INSTRUCTIONS

### Bid Format and Content

The intent of this ITB is to encourage prospective contractors to submit bids which clearly communicate their understanding of the Library's needs and the services it seeks, and to demonstrate their ability to fulfill the requirements of the contract. Bids submitted in response to this ITB must follow the format outlined below.

- Written Bids  
Bids must be made in writing and signed by the Bidder or its authorized representative.
- Submission Copies and Due Date  
Bidders must submit electronic versions of their bids to the SPC, Crystal Zastera, Operations Coordinator at [czastera@jcls.org](mailto:czastera@jcls.org) or submit as a PDF on a flash drive mailed to:

Crystal Zastera, Operations Coordinator  
Jackson County Library Services  
205 S. Central Avenue  
Medford, OR 97501

**Bids must be received by 2:00 p.m. PDT on Tuesday, January 6, 2026.**

Bids received after this time or at any other location will not be accepted.

### **Bid Content Requirements**

For ease of review and to facilitate evaluation, the written bids for this contract should be organized and presented in the following order:

1. Bidder Certificate
2. First-Tier Subcontractor Disclosure Form
3. Subcontractors List
4. Environmental and Natural Risk Disclosure Form
5. Bid Security
6. Bidder's Proposal
7. Bid Proposal Form

Included with the Bid Forms listed above and attached to this ITB, Bidders shall submit a Bidder's Proposal. Bidder's Proposal must address each of the items listed in this section and all other requirements set forth in this solicitation. Responses to each section and subsection should be labeled to indicate the item being addressed.

Bidder's Proposal must not exceed 25 pages. Bidder's Proposals exceeding the page limit will not be considered. Note that forms attached to this ITB, resumes, and section dividers are not included in the maximum page limit.

### Section 1 – Business Information

One-page cover letter which includes the following:

1. Bidder's single point of contact Name, Phone Number, Email address
2. Summary highlighting the qualifications and special expertise to provide the services requested in the ITB.
3. Confirmation that the Bidder has reviewed, understands, and will comply with all Oregon public contracting law requirements.

### Section 2 – Proposal Content

- a. Qualifications and Experience
  - i. Describe your qualifications and experience in providing the services requested in this ITB.
- b. Proposed Approach and Methodology
  - i. Describe your plan to meet the requirements of implementing and maintaining a pollinator garden at the Phoenix branch library.
- c. Resumes of Key Personnel
  - i. Provide the names and resumes of key personnel who may be a part of the team, and any special skills they are particularly qualified to perform.
- d. Cost Sheet and Service Rates
  - i. Provide detailed Cost Sheet that includes the following items:
    1. For each activity described in the Scope of Work, the costs must include identifiable costs, time estimates for completing each activity, and a summary of all proposed costs,
    2. The Cost Sheet must include separate line items for personnel, travel, supplies, add alternates, other costs, and administrative and overhead charges; and
    3. The costs proposed must include the name and title of all positions for each individual staff person who will perform the work and list the salary/wage and fringe rate separately for each such individual.
- e. References
  - i. Provide a reference list of at least three (3) current clients, three (3) former clients for which you have provided services in the last five (5) years. We are particularly interested in public sector clients for which you have provided services.
  - ii. The Library may check to determine if references provided support the Bidder's ability to comply with the requirements of this solicitation. The Library may use references to obtain additional information, break tie scores, or verify any information needed. The Library may contact any

reference (submitted or not) to verify qualifications and quality of previous, related work.

iii. The reference list shall include:

1. Company name;
2. Contact name;
3. Contact phone number;
4. Type of work done;
5. Length of time the service has been provided.

f. Disclosures

- i. Disclose any loss of professional licenses for you or any of your key personnel or subcontractors, and related details;
- ii. Disclose any lawsuit or any other type of proceeding (such as an arbitration) resulting from any job undertaken by you or our your subcontractors which is still pending, or has occurred on projects within the last five (5) years, and related details.

### Bid Security

Each Bid shall be accompanied by a Bid Security of not less than 5 percent of the submitted bid, consisting of the base bid and any additive alternatives. The Bidder pledges to enter into a Contract with the District on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising there under. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the Bid Security shall be forfeited to the District as liquidated damages, not as a penalty.

If a surety bond is used, it shall be written on the Bid Bond document, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

The District will have the right to retain the Bid Security of Bidders, to whom an award is being considered until either (a) the Contract has been executed and the Performance/Labor Bonds, if required, have been furnished or (b) the specified time has elapsed so the Bids may be withdrawn or (c) all Bids have been rejected.

The District may accept the following forms of bid security:

- A surety bond from a surety company authorized to do business in the state.
- An irrevocable letter of credit issued by an insured institution (refer to ORS 706.008).
- A cashier's check.
- Certified check from the bidder.

### Addenda

Addenda in the form of written or graphic instruments issued by the Architect prior to the execution of the Contract, which modify or interpret the Bidding Documents, will be transmitted to all who are known by the District to have received a complete set of these ITB Bidding Documents. Copies of Addenda will also be made available for inspection. Each Bidder shall ascertain prior to submitting

a Bid that the Bidder has received all Addenda issued, if any, and the Bidder shall acknowledge receipt of any Addenda in the Bid.

Addenda will be issued no later than four (4) days prior to the date of Close of Bids, except any Addendum withdrawing the request for Bids or one which includes postponement of the date for Close of Bids.

## **SECTION 4: PROCUREMENT PROCESS AND EVALUATION**

### Public Notice

The solicitation, including all Amendments and attachments, are published on the library website, in the OregonBuys e-procurement system, and at the local Builder's Exchange. Solicitation documents will not be mailed to prospective bidders.

District shall advertise all Amendments on OregonBuys e-procurement system and local Builder's Exchange. Prospective Bidder is solely responsible for checking these sites to determine whether or not any Amendments have been issued. Amendments are incorporated into the solicitation by this reference.

### Written Questions / Requests for Clarification

All inquiries, whether relating to the solicitation process, administration, deadline or method of award, or to the intent or technical aspects of the solicitation **must**:

- Be emailed to the SPC;
- Reference the ITB name and number;
- Identify Bidder's name and contact information;
- Be sent by an authorized representative;
- Refer to the specific area of the solicitation being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for written questions and requests for clarification identified in the Schedule.

### Pre-submittal Conference

A pre-submittal conference will be held at the date and time listed in the Schedule. Prospective Bidders' participation in this conference is mandatory. Email SPC to request a Microsoft Teams invitation if you are unable to attend in person.

The purpose of the pre-submittal conference is to:

- Provide additional description of the project;
- Explain the solicitation process; and
- Answer any questions prospective Bidders may have related to the project or the process.

Statements made at the pre-submittal conference are not binding upon the District. Bidders may be asked to submit questions in Writing.

**The pre-submittal conference will be held at the Phoenix Library on Monday, December 8, 2025, at 10 a.m.**

#### Submission of Bids

Bids and all required submittal items must be received by the SPC on or before the time and date for Close of Bids. All Bid modifications or withdrawals must be completed prior to the time and date for Close of Bids. Bids received after the time and date for Close of Bids are considered LATE and will NOT be accepted for evaluation. Late Bids will be destroyed.

Bids received in response to this ITB shall be publicly Opened immediately following the Bid Close Deadline. Bids will be opened at the Medford Library located at 205 S. Central Ave., Medford, OR 97501, Room 232. Award decisions will not be made at the Bid Opening.

#### Bid Rejection

The District shall have the right to reject any or all Bids. The District may reject a Bid for any of the following reasons:

- Bidder fails to substantially comply with all prescribed solicitation procedures and requirements, including but not limited to the requirement that Bidder's authorized representative sign the Bid.
- Bidder fails to meet the responsibility requirements set out in ORS 279C.375.
- Bidder makes any contact regarding this solicitation with Library representatives such as Library employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Bidder attempts to inappropriately influence a member of the Evaluation Committee.
- Bidder is conditioned on District's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the solicitation or Amendment.

#### Public Record/Confidential or Proprietary Information

All Bids are public record and are subject to public inspection after the Library issues the Notice of the Intent to Award. If a Bidder believes that any portion of its proposal contains any information that is a trade secret under ORS Chapter 192.345(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), Bidder shall complete and submit the Disclosure Exemption Affidavit (Attachment B) and a fully redacted version of its Bid.

Bidder is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.311 through 192.478) and identifying the Bidder, in whole, as exempt from disclosure is not acceptable. District advises each Bidder to consult with its own legal counsel regarding disclosure issues.

If Bidder fails to identify the portions of the bid that Bidder claims are exempt from disclosure, Bidder has waived any future claim of non-disclosure of that information.

## EVALUATION PROCESS

### Responsiveness and Responsibility Determination

Bids received prior to Opening will be reviewed for responsiveness to all solicitation requirements including compliance with the Bid Content Requirements section. If the Bid is unclear, the SPC may request clarification from Bidder. However, clarifications may not be used to rehabilitate a non-responsive Bid. If the SPC finds the Bidder non-responsive, the bid may be rejected, however, the Library may waive mistakes in accordance with OAR 137-049-0350.

At any time prior to award, the Library may reject a Bidder found to be not responsible per ORS 279C.375 and OAR 137-049-0390.

It is the intent of the District to award a contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The District shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid, which, in the District's judgment, is in the District's best interest.

### **Evaluation Criteria**

Bids meeting the requirements outlined in the Bid Content Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a points score for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of proposals. A response to a clarification request must be to clarify or explain portions of the already submitted bid and may not contain new information not included in the original bid.

<b>Description</b>	<b>Possible Points</b>
Cost of services	40
Demonstrated ability to perform the services described in the ITB	30
Qualifications and experience	20
Quality and completeness of submitted materials	10
<b>TOTAL</b>	<b>100</b>

## PREFERENCES

The District prefers the use of sustainable practices when applicable such as the use of recycled and locally sourced materials.

## TIEBREAKERS

If the District receives Bids identical in cost, fitness, availability and quality and chooses to award a Contract, the District shall award the Contract in accordance with the procedures outlined in OAR 137-049-0390.

#### INVESTIGATION OF REFERENCES

District reserves the right to investigate the references in the past performance of any Bidder with respect to successful performance of similar services, compliance with specifications and contractual obligation, and its lawful payment of suppliers, subcontractors, and workers. The District reserves the right to reject all Bid Responses at any time prior to execution of Contract, upon good cause and upon District's finding that it is in the public interest.

#### AWARD NOTIFICATION PROCESS

##### Notice of Intent to Award

The Library will notify all Bidders in Writing that the Library has issued an intent to award a Contract to the selected Bidder(s) subject to successful negotiation of any negotiable provisions.

#### SUCCESSFUL BIDDERS SUBMISSION REQUIREMENTS

##### Insurance

Prior to execution of the Contract, the apparent successful Bidder shall secure and demonstrate to the District proof of insurance coverage meeting the requirements identified in the solicitation documents or as otherwise negotiated.

Failure to demonstrate coverage may result in the District terminating negotiations and commencing negotiations with the next highest ranking Bidder. Bidder is encouraged to consult its insurance agent about the insurance requirements contained in Bidding Documents prior to Bid submission.

##### Performance Bond

Prior to execution of the Contract, the apparent successful Bidder shall provide proof of the required bonding in accordance with ORS 279C.380. Failure to demonstrate bonding may result in the District terminating negotiations and commencing negotiations with the next highest ranking Bidder.

##### Taxpayer Identification Number

The apparent successful Bidder shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form if either of the following applies:

- When requested by the Library District, or
- When the backup withholding status or any other information of Bidder has changed since the last submitted W-9 form, if any.
- The Library will not make any payment until the Library has a properly completed W-9.

##### Business Registry

If selected for award, the Bidder shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. The selected Bidder shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

#### OWNERSHIP/PERMISSION TO USE MATERIALS

All Bids submitted in response to this solicitation become the property of the District. By submitting a Bid in response to this solicitation, Bidder grants the District a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Bid solely for the purpose of evaluating the Bid, negotiating a Contract, if awarded to Bidder, or as otherwise needed to administer the intermediate procurement process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

#### CANCELLATION OF SOLICITATION; REJECTION OF BIDS; NO DAMAGES.

Pursuant to ORS 279C.395, the District may reject any or all Bids in-whole or in-part, or may cancel this solicitation at any time when the rejection or cancellation is in the best interest of the District, as determined by District. The District is not liable to any Bidder for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the solicitation, award, or rejection of any Bid.

#### COST OF SUBMITTING A BID

Bidder shall pay all the costs in submitting its Bid, including, but not limited to, the costs to prepare and submit the Bid, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

#### LIST OF EXHIBITS

EXHIBIT A	JCLD PUBLIC IMPROVEMENT CONTRACT
EXHIBIT B	PHOENIX LIBRARY LANDSCAPE DESIGN PLANS
EXHIBIT C	BIDDER CERTIFICATE
EXHIBIT D	FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM
EXHIBIT E	SUBCONTRACTORS LIST
EXHIBIT F	ENVIRONMENTAL AND NATURAL RISK DISCLOSURE FORM
EXHIBIT G	BID SECURITY FORM
EXHIBIT H	BID PROPOSAL FORM