

This is a list of the information a landscape contractor **MUST HAVE** to efficiently fill out an installation bid. **THE MORE ACCESSIBLE THIS INFORMATION IS, THE MORE ACCURATE AND CONSISTENT THE BIDS WILL BE.**

## General

- Date you need a response by
- Dates you want the installation started and completed
- Project name
- Location of installation
- Description of truck access to the site
- Contractor qualifications required
- Planting plan/drawing (this is the best place to include most of this information)
- Installation specifications including all material specifications

## Soils and materials

- Soil type (general description: clay, sand, silt, loam, rocky, bedrock)
- Soil compaction level (what is the site history?)
- Any mulching required (include material, depth, acreage, and describe dump truck access)
- Any seeding required (include seed mixture, application rate, acreage to be seeded)
- Special materials (staking, flagging)
- Plant list, including species, size, quantity, comments, limit on genetic origin

## Other work

- Any pre-installation weed removal required including species, coverage, height (if blackberries), and method of removal
- Maintenance required (if part of contract)

All of the above information should be **CLEARLY** indicated within the restoration/mitigation plan or the bid package provided to the landscape contractor bidding on the job. If a plan or bid package is not available for the project or you only have a drawing, you can use the attached form to give potential bidders enough information to bid on the project. If the project is based on a mitigation report, including a copy of the report will help potential bidders understand the project.

## Installation Bid Request

Your company name:		Bid due date:	
		Project name:	
Bid requested by:		Installation dates→ Started by:	
Phone:	Fax:	Completed by:	
Installation location:		Truck access:	
Contractor qualifications required:			

### Soil & Materials

Soil type (general description):
Soil compaction (history of site?):
Mulch required? <input type="checkbox"/> no <input type="checkbox"/> yes→
Material:
Depth:
Acreage:
Dump truck access:
Special materials (staking, flagging, etc.)? <input type="checkbox"/> no <input type="checkbox"/> yes→
Instructions, material specifications:

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**Soil & Materials continued**

Seeding required? <input type="checkbox"/> no <input type="checkbox"/> yes→
Seed mixture (suppliers?):
Application rate:
Acreage:
Fertilizer required? <input type="checkbox"/> no <input type="checkbox"/> yes→
Material:
Application rate:

**Weed Removal**

Weed removal required prior to installation? <input type="checkbox"/> no <input type="checkbox"/> yes→
Species:
Current coverage (stems, height, square footage):
Method of removal:
Species:
Current coverage (stems, height, square footage):
Method of removal:

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**Maintenance**

Maintenance required as part of this bid? <input type="checkbox"/> no <input type="checkbox"/> yes→	
Irrigation required? <input type="checkbox"/> no <input type="checkbox"/> yes→	
Water source:	
Specified details:	
Schedule:	
Fertilizer required? <input type="checkbox"/> no <input type="checkbox"/> yes→	
Material:	
Application rate:	
Weed control required? <input type="checkbox"/> no <input type="checkbox"/> yes→	
Species:	Expected coverage:
Method of control:	
Schedule:	
Species:	Expected coverage:
Method of control:	
Schedule:	

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