



City of Tacoma

Questions and Answers

MULTI-YEAR TREE PROCURMENT RFB Specification No. **ES24-0051F**

All interested parties had the opportunity to submit questions in writing by email to Stan Rowden, Senior Buyer by July 29, 2024. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities / Supplies Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: It states in the RFP that "timely electronic delivery is at the risk of the supplier," how much time should I allow for the email/bid to be delivered?

Answer 1: For email / bid electronic delivery, it is recommended to submit at least a few hours before the deadline. While emails typically are delivered within minutes, various factors such as server delays, spam filter or network issues can affect delivery time. The larger the file, the more time it may take to be delivered. In at least one situation, we saw a 20-minute delay between send and receipt by our servers. Bidders can always submit a bid early and submit a revised bid closer to the deadline. If the City receives it in time, it would replace the previous submittal."

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email server, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Include the specification number in the subject line of your email. Your submittal must be sent as an attachment, links to your electronic submittal will not be accepted.

Sealed submittals will be received electronically as follows:

By Email: sendbid@cityoftacoma.org

Maximum email size including attachments: 35 MB.

Multiple emails may be sent for each submittal

Note: Email may pass through multiple servers before arriving at its destination. Please allow sufficient time for email delivery of submittals. Timely electronic delivery is at the risk of the supplier.

Question 2: Stated under description of work '*we are specifically seeking tree stock only in air pruning containers and High Caliper's Smart Pot Pro™ with handles.*' will you consider a High Caliper Growbag with a handle added?

Answer 2: High Caliper has a handful of products and two different types of "growbags" for commercial growers. If the "High Caliper Growbag" is the Smart Pot Pro product, then yes, the City will consider it if the bidder wishes to add their own handles. The addition of handles should not jeopardize the structure and/or stability of the tree and/or rootball.



City of Tacoma

Questions and Answers

The bidder may also source from High Caliper, a version of Smart Pot Pro product with handles already included.

Question 3: under general it reads '*Trees must be in #10 - #15 gallon air pruning containers or High Caliper's Smart Pot Pro™ above ground fabric containers with handles (PRO 10H - PRO 15H)*' Is the stated 'Above ground' meant grown above ground or a growbag that can be stored above ground?

Answer 3: The City has outlined specifications on the *final product* we wish to receive.

The final, delivered product, along with other outlined specifications, must be a tree in one of the container types noted in outlined specifications: an air pruning pot or a Smart Pot Pro fabric pot with handles. The one exception is that the City will consider field-potted stock only for evergreen/conifer trees. If a commercial grower's production uses the Smart Pot Pro product as part of a pot in pot system that is acceptable as the final product the City receives is the tree in a Smart Pot Pro container and we can store it above ground.