



**REQUEST FOR QUOTES
FOR
LANDSCAPED MEDIAN
MAINTENANCE SERVICES**

Issue Date: **March 23, 2015**

Quotes Due: **April 17, 2015, 5 p.m. PST**

Send Proposals to:
(5 hardcopies +
1 digital copy)

Leslie Cayton
City of Temple City
Parks and Recreation Department
9701 Las Tunas Dr.
Temple City, CA 91780

Mark Envelope: **QUOTE- Landscaped Median Maintenance Services**

Contact Person: **Cathy Burroughs, Parks and Recreation Director**
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BACKGROUND

Temple City is centrally located in the west San Gabriel Valley, approximately five miles southeast of Pasadena and 13 miles east of downtown Los Angeles. Predominately residential, the community houses around 35,000 residents within 3.85 square miles and is surrounded by the municipalities of Arcadia, San Gabriel, El Monte, Rosemead and unincorporated Los Angeles.

The City oversees landscape maintenance for public spaces including two parks, the Civic Center and multiple street medians, islands, and planters. The City is considering opportunities to enhance, maintain and manage landscaped median maintenance services in the City's public rights of way.

PROJECT INTRODUCTION

The City of Temple City ("City") is soliciting quotes from qualified contractors to provide various landscape maintenance services: 1) water and irrigation; 2) mowing and edging; 3) fertilizing, weeding, and pest control; 4) lawn reseeding; 5) plant replacement and 6) debris removal. Maintenance shall be provided for the improved areas of public property in the City of Temple City as identified below:

1. Baldwin Avenue street median islands from north City boundary to south City boundary;
2. Santa Anita Avenue street median islands from north City boundary to south City boundary;
3. The street median island located at the intersection of Encinita Avenue and Broadway;
4. Lower Azusa Avenue Median islands from Ellis Lane to Agnes Avenue;
5. Las Tunas Drive street median islands and all planters, pots and other landscape materials on Las Tunas from Muscatel Avenue to Sultana Avenue; and
6. Rosemead Boulevard¹ street median islands and all planters, pots and other landscape materials on Rosemead Boulevard from the north City boundary to south City boundary.

The successful Service Contractor ("Contractor") shall take full responsibility for all aspects of landscape maintenance, irrigation, fertilization, and weed and pest control as generally and minimally set forth in this Request for Quotes ("RFQ").

¹ Specifications for maintenance of Rosemead Boulevard are covered in the Scope of Work; Landscaped Median Maintenance Requirements section H.

Contractors must demonstrate capacity to deliver high-quality service, and strategy to maximize available resources. The City takes great pride in the care and upkeep of its landscaped public rights-of-way.

The City intends to award a three (3)-year contract, starting July 1, 2015, with two (2) one-year extension options.

SCOPE OF WORK

The following Scope of Work outlines the tasks the Contractor is expected to perform and include in their quotes. Contractor shall perform all services provisioned under the contract in a skillful and competent manner. It is understood that the selected Contractor will furnish all necessary equipment, materials and personnel for the completion of work in a timely and organized manner, and ensure full compliance with applicable local, state and federal requirements.

I. BASIC MAINTENANCE REQUIREMENTS

A. Quality and Standards

The Contractor shall be responsible for all damages to people and/or property that occur as a result of the fault or negligence of said Contractor or their employees in connection in the performance of this work.

The Contractor, their employees and their subcontractors shall be properly attired, and wear and use all appropriate safety equipment in accordance with the California Occupational Safety and Health Act (Cal-OSHA) at all times. All equipment used by Contractor in the performance of work must meet all Cal-OSHA requirements.

Nuisance conditions caused by the Contractor's work shall be avoided.

Contractor shall assign a responsible lead worker as a representative to discuss work items with a City representative on a *monthly basis*, or *at intervals to be determined by the City*. The City may deduct and/or withhold payment to protect the City from loss due to one or more of the following reasons:

- a. Defective or inadequate work not corrected;
- b. Claims filed, or reasonable evidence indicating probable filing claims;
- c. A reasonable doubt that the contract can be completed for the balance unpaid; and/or
- d. Damage that resulted from an incident involving property damage.

B. Qualifications and Licenses

The Contractor shall assign a competent and qualified supervisor to be on the job site at all times work is being performed.

The Contractor ensures that they, their employees, and subcontractors have all necessary licenses required to for the adequate performance of the work outlined by this contract.

C. Traffic Controls and Barricades

The Contractor shall conform to all Cal-OSHA and all City traffic safety requirements at all times in the performance of this contract. The Contractor will be responsible for supplying and using all safety equipment necessary to close or delineate traffic lanes.

D. Invoice

Contractor shall provide the City with *monthly* invoices that will distinguish costs accrued in the performance of contract work between Rosemead Boulevard and the totality of the remaining medians.

II. LANDSCAPE MEDIAN MAINTENANCE REQUIREMENTS

A. Cleanup of Waste and Debris

The Contractor shall ensure that the work area shall be kept safe at all times during any procedure.

All landscape material and debris will be cleared and properly disposed of. Contractor shall ensure the job site is cleaned at the end of each workday before the work crew leaves, making sure that all curb, gutter and hardscape areas are free of debris.

Under no circumstances will any landscape material be allowed to enter any storm drain.

B. Water Irrigation Systems

Contractor shall maintain and repair all water irrigation systems to assure adequate and proper operation at all times, including *weekly* testing and adjustment of sprinkler heads. The Contractor must repair damaged and/or failed components of the irrigation system immediately.

Watering days and duration will be adjusted to provide adequate moisture necessary for the healthy condition of all organic materials.

C. Mowing and Edging

Turf areas shall be mowed and edged *weekly*, or as often as necessary to maintain a height of approximately one-and-a-half inches (1½”).

Turf shall be raked or otherwise cleaned to maintain a neat and pleasant aesthetic at all times.

D. Fertilizing, Weed and Pest Control

All turf areas shall be fertilized *twice (2x) per year* with a balanced organic fertilizer provided by the Contractor.

The Contractor shall remove all weeds from medians, pots, planters and all other areas specified.

Selective herbicides, provided by Contractor, shall be applied *as necessary* to prevent growth of crabgrass and broadleaf weeds. Insecticides, provided by Contractor, shall be applied *as necessary* to prevent infestation of insects that are hazardous to organic landscape materials. The City shall approve the selection and application of any pesticide prior to use.

E. Lawn Reseeding

All turf areas shall be over seeded *every October* with annual rye grass supplied by the Contractor.

F. Plant Replacement

The Contractor shall replace, at their expense, any shrub, turf or other landscape material that is damaged or dies due to Contractor's negligence. Contractor will also replace any shrub, turf or other landscape material that is damaged or dies from reasons other than Contractor's negligence at the City's expense.

G. Trees

The Contractor shall not include tree maintenance (e.g. trimming, planting, removal) in the performance of work outlined in this RFQ. However, Contractor shall, during performance of work, inspect trees for hazards (e.g. infestations, diseases, etc.). Any tree hazard noticed shall be reported to the City.

H. Rosemead Boulevard

The Contractor shall perform routine maintenance (e.g. edging, trimming, watering, cleaning) along the median islands, planters, pots and other landscape materials along Rosemead Boulevard from the north City boundary to south City boundary at least *two (2) times per week*, or as specified by the City. Because of this, Contractor shall distinguish, from other medians, Rosemead Boulevard pricing and cost in their quote and all invoices.

I. Additional Work

The City may add to these specifications with the joint approval of the Contractor and the City. All modifications shall be in writing.

- a. In the event that the City requires additional work outside the requirements of these specifications, the Contractor shall perform all work at a competitive price within the industry.
- b. The Contractor must be willing to provide a competitive price for additional work that may be added to the contract. Contractor will be required to demonstrate the ability to properly execute the expanded workload with the necessary increase in labor, materials and equipment.

MINIMUM CONTRACTOR REQUIREMENTS

All contractors must:

1. Have no record of unsatisfactory performance. Contractors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the reasonable control of the Contractor, shall be presumed to be unable to meet this requirement.
2. Have the ability to maintain adequate files and records.
3. Have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
4. Meet other participation requirements necessary for the project.
5. Comply with prevailing wage determinations set by the Department of Industrial Relations (DIR).

In addition to the requirements stated above, the Contractor shall comply with the following:

I. LIABILITY AND INSURANCE

During the performance of the duties outline in the Scope of Work of this RFQ, the successful bidder shall procure the following insurance, which shall be full coverage insurance not subject to self-insurance provisions, except for vehicle collision insurance and comprehensive automobile coverage and shall not, of the Contractor's initiative, cause such insurance to be cancelled or materially altered during the contract term:

1. **Comprehensive General Liability Insurance** to include premises, operations, contractual liability and personal injury liability with at least the following combined single limits of liability:
 - A. Primary Bodily Injury Liability limits of at least \$1,000,000 per occurrence;
 - B. Primary Property Damage Liability limits of at least \$1,000,000 per occurrence.
2. **Vehicle Insurance** to include owned, hired and non-owned vehicles with at least the following combined single limits of liability:
 - A. Primary Bodily Injury Liability limits of at least \$1,000,000 per occurrence;
 - B. Primary Property Damage Liability limits of at least \$1,000,000 per occurrence.
 - C. Uninsured Motorists, Medical Payments, and Collision and Comprehensive Physical Damage Insurance covering the actual cash value of each vehicle.

Any deductible will be the responsibility of the Contractor. Insurance is to be placed with insurers which are “admitted” in the State of California and have a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable by the City.

3. **Worker’s Compensation Insurance** shall be maintained by the Contractor as required by law.
4. Prior to commencement thereof, and except for Worker’s Compensation and Employer’s Liability Insurance, the successful bidder shall furnish a complete copy of each insurance policy and a Certificate of Insurance thereof to the City of Temple City, which shall certify that the Contractor’s insurance policy provides as follows:
 - A. The City, its employees, agents and officers shall be named as an additional insured on all insurance with respect to performance hereunder.
 - B. The coverage shall be primary as to any other insurance with respect to performance hereunder.
 - C. Such policies shall provide that they may not be cancelled without at least a 30-day written notice to the City.

II. INDEMNIFICATION

The Contractor shall indemnify, protect, defend and hold harmless the City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney’s fees and costs, court costs, interest, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of the contract by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.

SUBMITTAL REQUIREMENTS

Prospective contractors interested in this RFQ shall submit five (5) hardcopies (one unbound) and one digital copy of a quote that includes the following:

1. A **cover letter** signed by an authorized official stating the quote presents a firm offer for a 120-day period.
2. An **overview and statement of qualifications** of the contractor’s firm and proposed subcontractors, if any.
3. An **organizational chart** for the Project Team, identifying the Project Manager and key staff.

4. A detailed **work plan, quality control program and any value-added services** to be provided.
5. A **reference list** of similar contracts that the contractor is currently servicing or has completed in the last five years. If a subcontractor is proposed, two to three similar qualifications and references must be provided.
6. The **proposed fee schedule** which shall distinguish Rosemead Boulevard from other medians and indicate the total fee for the work described in the contractor services proposal. The fee proposal shall be signed by an individual authorized to bind the contracting firm.

SELECTION CRITERIA AND PROCESS

A review committee will evaluate all quotes that meet the submittal requirements. Contractors will be selected based on professional qualifications and demonstrated competence, according to the responses to information required, as follows:

1. Evaluation of approach
2. Firm's past experience on projects of similar size and scope
3. Proposed organizational structure and key staff
4. Completeness of proposal and adherence to requirements

Failure to meet requirements of the RFQ is cause for rejection. City staff will review all quotes. An interview panel may be formed to interview the most qualified respondents. Based on these evaluations a recommendation shall be made to City Council for final decision.

PROPOSED TIMELINE

| | |
|--------------------------------|---------------------------------|
| Release of RFQ | March 23, 2015 |
| Responses due ¹ | April 17, 2015 |
| Interviews ² | April 27, 2015 (week of) |
| City Council award of Contract | May 19, 2015 |
| Contract effective date | July 1, 2015 |

GENERAL CONDITIONS

1. The City shall not be liable for any pre-contractual expenses incurred by a contractor, nor shall any contractor include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a quote and negotiating any terms with the City.

¹ Postmarked responses and copies sent via electronic means will not be considered.

² Should the City decide to hold interviews, up to five contractors will be chosen for interviews.

2. The City reserves the right to modify the scope of this RFQ, to reject all submissions or to request and obtain from one or more contractors submitting quotes, supplementary information as may be necessary for the City to make a selection. The information may be requested from a contractor individually, or from all prospective contractors simultaneously.
3. quotes may, at the City's option, be rejected if they are incomplete, or contain erasures or irregularities of any kind. The City reserves the right to reject any and all quotes. The City expressly reserves the right to postpone submittal opening for its own convenience and to reject any and all submittals responding to this RFQ.
4. The selected contractor will be required to comply with all laws, ordinances, rules and regulations of the federal and state governments, the County of Los Angeles, the City of Temple City and all governing bodies having jurisdiction applying to work done under the agreement.
5. The City reserves the right to negotiate special requirements and proposed service levels using the selected quote as a basis. Compensation for services will be negotiated with the selected contractor.
6. All responses to this RFQ shall become the property of the City, and will be retained or disposed of accordingly.
7. No quote amendments, additions or alternates shall be accepted after the submission date and time.
8. All documents, records, designs, and specifications developed by the selected contractor in the course of providing services for the City shall be property of the City. Anything considered to be proprietary should be so designated by the contractor.
9. Acceptance by the City of any quote submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for services.
10. The City reserves the right to issue written notice to all participating contractors of any change in the quote submission schedule should the City determine, in its sole discretion, that such changes are necessary.

EXHIBIT A
(provided on following page)

RFQ: Landscaped Median Maintenance Services

Submittal Form

PLEASE SUBMIT WITH QUOTE

Contractor shall complete and submit this form in addition to their bids/quotes.

CONTRACTOR INFORMATION

| | | | |
|-----------------------------------|-------------|-------|-----|
| COMPANY NAME | | | |
| COMPANY ADDRESS | CITY | STATE | ZIP |
| NAME OF AUTHORIZED REPRESENTATIVE | | TITLE | |
| REP. E-MAIL | TELEPHONE # | FAX # | |

CONTRACTS AND REFERENCES

Please list at least 5 references of current or past contracts that are similar in scope or scale and provide Company/City name, contact and additional information. Attach additional pages if necessary.

| | | | |
|-----------------------------------|------------------|-------------|--|
| COMPANY NAME | | | |
| COMPANY ADDRESS | | | |
| NAME OF AUTHORIZED REPRESENTATIVE | | REP. E-MAIL | |
| TYPE(S) OF SERVICE PERFORMED | YEARS OF SERVICE | TELEPHONE # | |

| | | | |
|-----------------------------------|------------------|-------------|--|
| COMPANY NAME | | | |
| COMPANY ADDRESS | | | |
| NAME OF AUTHORIZED REPRESENTATIVE | | REP. E-MAIL | |
| TYPE(S) OF SERVICE PERFORMED | YEARS OF SERVICE | TELEPHONE # | |

RFQ: Landscaped Median Maintenance Services

Submittal Form

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| | | |
|-----------------------------------|------------------|-------------|
| COMPANY NAME | | |
| COMPANY ADDRESS | | |
| NAME OF AUTHORIZED REPRESENTATIVE | | REP. E-MAIL |
| TYPE(S) OF SERVICE PERFORMED | YEARS OF SERVICE | TELEPHONE # |

| | | |
|-----------------------------------|------------------|-------------|
| COMPANY NAME | | |
| COMPANY ADDRESS | | |
| NAME OF AUTHORIZED REPRESENTATIVE | | REP. E-MAIL |
| TYPE(S) OF SERVICE PERFORMED | YEARS OF SERVICE | TELEPHONE # |

| | | |
|-----------------------------------|------------------|-------------|
| COMPANY NAME | | |
| COMPANY ADDRESS | | |
| NAME OF AUTHORIZED REPRESENTATIVE | | REP. E-MAIL |
| TYPE(S) OF SERVICE PERFORMED | YEARS OF SERVICE | TELEPHONE # |

RFQ: Landscaped Median Maintenance Services

Submittal Form

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PRICE FORM

Bids shall include manpower, equipment, tools, traffic control, disposal costs and zero material markup, and shall include work outlined in the Scope of Work.

Landscape Median Maintenance Services

| Item | Description | Unit | Qty. | YEAR 1 Unit Price | YEAR 2 Unit Price | YEAR 3 Unit Price |
|------|--|------|------|-------------------------|----------------------|----------------------|
| 1 | ROSEMEAD BLVD median islands, planters, pots, etc. – at least twice weekly | MO. | 12 | | | |
| 2 | MEDIAN ISLANDS as specified below | MO. | 12 | | | |
| | BALDWIN AVE median islands – weekly | | | | | |
| | SANTA ANITA AVE median islands - weekly | | | | | |
| | ENCINITA AVE & BROADWAY median island – weekly | | | | | |
| | LAS TUNAS DR median islands, planters, pots, etc. (Muscatel Ave to Sultana Ave)- weekly | | | | | |
| | LOWER AZUSA AVE median islands (Ellis Ln to Agnes Ave) - weekly | | | | | |
| | | | | TOTAL YEAR \$ | | |
| | | | | TOTAL 3 YEARS \$ | | |

Other Services at an hourly charge (e.g. replanting, irrigation repair, etc.)

| | | | |
|-------|----------|----------|----------|
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |

Attach additional pages, if necessary, for other services not listed above.

RFQ: Landscaped Median Maintenance Services

Submittal Form

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Are there any other additional or incidental costs that will be required by your company in order to meet the requirements of the Scope of Work? YES NO

If you answered "YES," please provide detail of said additional costs:

Please indicate any elements of the Scope of Work that cannot be met by your company.

Have you included in your proposal all informational items and forms as requested? YES NO

If you answered "NO," please explain:

REJECTION OR ACCEPTANCE OF BIDS

This offer shall remain firm for **120** days from RFQ Response Due Date. Terms and conditions set forth in this RFQ apply to this quote. My signature below indicated I have inspected and am familiar with the locations and areas specified in this RFQ and the quote provided is a firm fee for all work.

The undersigned agrees that the City of Temple City reserves the right to reject any or all bids and reserves the right to waive informalities in a bid or bids not affected by law, if to do so seems to best serve the public interest.

Print Name

Signature of Representative

Company Name

Date