

REQUEST FOR PROPOSAL No. 2018-1

REQUEST FOR PROPOSALS: LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF VACAVILLE



**Proposals due on or before
3:00 P.M. on January 8, 2018**

SUBMITTAL REQUIREMENTS:

One (1) original, five (5) unbound copies and one (1) electronic PDF copy.

SUBMIT TO:

City Buyer
City of Vacaville
650 Merchant Street
Vacaville, CA 95688

NOTE: Mandatory Pre-Proposal Conference on DECEMBER 14, 2017 at 9:00 A.M. at City Hall, Public Works Department, 650 Merchant Street, Vacaville CA, 95688.

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The City of Vacaville is issuing this Request for Proposals (RFP) to select from qualified companies or agencies to provide landscape maintenance services for the City's setback landscaping, roadside shoulders, roadway median islands, entry monuments and signs, open spaces, and facilities.

The CITY has prepared a Scope of Work (see Appendix A) Landscape Maintenance Exhibits (see Appendix B), required forms for this RFP (see Appendix C) and an Agreement (see Appendix D) that define the scope of services, performance standards, term, compensation mechanism, insurance requirements, and other information.

The successful proposer will be required to enter into an agreement for a Base term of two (2) years and three (3) months with the option for four (4) two (2) year extensions as presented below:

BASE CONTRACT (Base Term)

Base Term March 1, 2018 to June 30, 2020

OPTIONAL TWO-YEAR TERM EXTENSIONS

Option Term 1 - July 1, 2020 to June 30, 2022

Option Term 2 - July 1, 2022 to June 30, 2024

Option Term 3 - July 1, 2024 to June 30, 2026

Option Term 4 - July 1, 2026 to June 30, 2028

The extensions may be exercised at the CITY's sole discretion.

The City of Vacaville is referred to herein as the "CITY". Proposers are hereinafter referred to as the "PROPOSER".

1.2 Organization of the RFP

The RFP is organized into five (5) sections, and includes Appendices A through D.

Section 1 consists of information regarding the introduction and purpose, RFP organization, CITY rights, PROPOSER responsibilities, contact restrictions, consequence of proposal submission, and cost of submitting proposals.

Section 2 identifies the procurement schedule and proposal submittal instructions.

Section 3 provides instructions on the required content of the proposals.

Section 4 describes the evaluation and selection process and criteria.

Section 5 identifies the protest procedures.

The appendices contain additional information required for proposal preparation including, but not limited to, the Scope of Work, Landscape Maintenance Exhibits, Required Forms, and finally the Landscape Maintenance Agreement.

1.3 CITY's Rights

The CITY's rights include, but are not limited to, the following:

- ☐ Issuing addenda to the RFP, including extending or revising the time line for submittals.
- ☐ Withdrawing, reissuing, or modifying the RFP.
- ☐ Requesting clarification and/or additional information from any PROPOSER at any point in the procurement process.
- ☐ Executing an Agreement with a PROPOSER on the basis of the original proposal and/or any other information submitted by the PROPOSER during the procurement process.
- ☐ Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or any part of any proposals, waiving any requirements of the RFP, as may be deemed to be in the best interest of the CITY.
- ☐ Evaluating proposals as defined specifically in Section 4 Evaluation and Selection.
- ☐ Commencing negotiations with a selected PROPOSER.
- ☐ Discontinuing its negotiations after commencing negotiations with a selected PROPOSER, if progress is unsatisfactory in the sole judgment of the CITY, and, if CITY deems appropriate, commencing discussions with another PROPOSER.

1.4 PROPOSERS' Responsibilities

It is the responsibility of each PROPOSER to:

- ☐ Examine this RFP, including all appendices and the attached Agreement, thoroughly.
- ☐ Attend Mandatory Pre-Proposal Conference, December 14, 2017, 9:00AM located at City Hall 650 Merchant Street, Vacaville CA 95688, at Public Works Department.
- ☐ Become familiar with local conditions that may affect cost, permitting, progress, performance, or services described in this RFP.
- ☐ Consider all federal, state and local laws, statutes, ordinances, regulations and other applicable laws, rules and regulations that may affect costs, permitting, progress, performance, or services.
- ☐ Clarify, with the CITY, any conflicts, errors, or discrepancies in this RFP.
- ☐ Agree not to collaborate or discuss with other PROPOSER's the content of the proposal or service fees proposed.
- ☐ Prior to submitting a proposal, each PROPOSER will, at his/her own expense, make or obtain any additional examinations, investigations, and studies; and obtain any additional information and data that may affect costs, permitting, progress, performance or furnishing of the project that PROPOSER deems necessary to determine its proposal.
- ☐ Each PROPOSER shall use mail, fax, email or other delivery mechanism at its own risk, and the CITY shall not be obligated to accept or respond to any submission that is delayed due to delivery failures.

1.5 Consequence of Submission of Proposal

The submission of a proposal will constitute a binding representation and warranty by the PROPOSER that the PROPOSER has investigated all aspects of the RFP and its proposal; that the PROPOSER is aware of the applicable facts pertaining to the RFP process, its procedures and requirements; that the PROPOSER has read and understands the RFP and has complied with every requirement; that without exception the proposal is premised upon performing and furnishing the services and equipment required by this RFP and the attached Agreement and such means, methods, techniques, sequences or procedures as may be indicated in or required by this RFP and the Agreement; and that the RFP is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the project.

The submission of a proposal shall not be deemed an agreement between the PROPOSER and the CITY. The proposal is a contractual offer by the PROPOSER to perform services in accord with the proposal. Specifically, the following provisions apply:

- ❑ The CITY shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.
- ❑ Acceptance of a proposal by the CITY obligates the PROPOSER to enter into an Agreement with the CITY for the performance of the services chosen by the CITY at its sole discretion.
- ❑ The Agreement shall not be binding or valid against the CITY unless and until it is executed by the CITY and the selected PROPOSER, and the PROPOSER's insurance and performance bond or other surety guarantee has been accepted by the CITY.

The proposals received shall become the exclusive property of the CITY. At such time as an Agreement award is recommended to the Vacaville City Council, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are trade secrets as that term is defined in Government Code 6254.7 and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY". However, proposals that indiscriminately identify all or most of the proposal as exempt from disclosure with justification may be found technically unacceptable. The CITY shall not in any way be liable or responsible to any PROPOSER or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of the CITY or its officers, agents or employees.

1.6 Cost of Submitting Proposals

The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the PROPOSER and shall not be chargeable in any manner to the CITY. The CITY will not reimburse any PROPOSER for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, participating in an interview, or negotiating an Agreement with the CITY.

SECTION 2
SCHEDULE & SUBMITTAL INSTRUCTIONS

2.1 Schedule

The Request for Proposals tentative schedule is depicted in Table 1-1 for the procurement of landscape maintenance services. This schedule may change at the CITY's sole discretion.

Table 1-1 Tentative Procurement Schedule	
Activity	Date
Issue RFP	December 1, 2017
Mandatory Pre-proposal Conference/site visit	December 14, 2017 (9 a.m.)
Questions/clarifications submission deadline	December 22, 2017 (3 p.m.)
CITY response to Questions / clarification deadline	December 29, 2017 (3 p.m.)
Protests PRIOR to proposal submission deadline	January 3, 2018 (3 p.m.)
CITY response to protests PRIOR to submission deadline	January 5, 2018 (3 p.m.)
Proposal submission deadline	January 8, 2018 (3 p.m.)
Interviews with key staff (at City's sole discretion)	January 16-18, 2018
Release of Recommendation of Award	January 19, 2018
Presentation of Recommendation of Award to City Council	February 13, 2018 (6 p.m.)
Agreement Award/Announcement of Award	February 14, 2018
Service initiation	March 1, 2018

2.2 Proposal Submission

Sealed proposals must be received by the City of Vacaville, City Buyer's Office at the address below, no later than **3 p.m. January 8, 2018.**

City Buyer
City of Vacaville
650 Merchant Street
Vacaville, CA 95688

2.3 Mandatory Pre-proposal Conference

A mandatory pre-proposal conference will be held on December 14, 2017 at 9:00 a.m. at Vacaville City Hall, Public Works Department, 650 Merchant Street, Vacaville, California, 95688. Questions received in writing, as well as any other questions brought up at the conference, will be answered, to the extent possible, at that time.

Questions of consequence will be recorded at the conference, and questions and answers will be posted to the City of Vacaville website:

<http://www.ci.vacaville.ca.us/departments/administrative-services/finance/purchasing>

Any changes, interpretations, or clarifications considered necessary by the CITY in response to PROPOSER questions will be posted online at the above website address as addenda. Only answers issued in writing and posted on the <http://www.ci.vacaville.ca.us/departments/administrative-services/finance/purchasing> website pertaining to this RFP bid by CITY will be binding on the CITY. Oral and other interpretations or clarifications including those provided at the pre-proposal conference will be without legal effect.

2.4 Written Questions

PROPOSERS must submit written questions and requests for clarification or additional information regarding the meaning or intent of the RFP content, its process and appendixes to be received no later than 3:00 p.m. on December 22, 2017 to:

City of Vacaville
City Buyer
650 Merchant Street
Vacaville, CA 95688

Facsimile (707) 449-5164

Email address: keith.butler@cityofvacaville.com

The CITY will not respond to questions received after 3:00 p.m., December 22, 2017. The CITY will respond to PROPOSER'S questions in writing no later than 3:00 p.m., December 29, 2017. All communications between the CITY and the PROPOSERS will be documented and posted at the website addresses listed in Section 2.3.

2.5 Clarification/Interviews

PROPOSER may be asked to clarify proposal information through writing or interviews. The clarification period will begin when the proposals are submitted. PROPOSERS shall be prepared to attend an interview with the Evaluation Committee. The proposed Project Manager and Key Project Staff must be available to answer questions at the interview and will be questioned individually.

The City of Vacaville reserves the right to audio and/or video record any and all live meetings, including conferences and interviews, with potential and actual PROPOSERS and staff during any and all phases of this RFP process.

If at the City's sole discretion interviews will be conducted, the interviews will occur between January 16 and 18, 2018. The PROPOSER will be advised of the specific time and place.

2.6 Accuracy in Reporting Requested Information

Information submitted as part of the proposal will be subject to verification. Inaccurate information or information that is misleading will be, at the CITY's sole discretion, grounds for removal of a proposal from further consideration. Should a PROPOSER be awarded an Agreement as a result of this RFP, inaccurate or misleading information included in the proposal and subsequently discovered by the CITY will be, at the CITY's sole discretion, grounds for default.

2.7 Opening of Proposals

Proposals will not be publicly opened. All proposals and evaluations will be kept strictly confidential throughout the evaluation, negotiation and selection process. Only the members of the Evaluation Committee, Public Works Department professional staff, the City Buyer, employees and agents having a legitimate interest will be provided access to the proposals and evaluation results during this period.

SECTION 3 PROPOSAL REQUIREMENTS

3.1 Performance Requirement

The successful PROPOSER (hereafter “CONTRACTOR”) will be required, at all times during the terms of the Agreement, to perform all services diligently, carefully, with high quality customer service and in a professional manner; and to furnish all labor, supervision, and materials, as required under the Agreement. Any proposal submitted must be for the services as specifically described under the Agreement. The successful PROPOSER will be expected to enter into the attached Agreement as set forth in Appendix D herein.

3.2 Prevailing Wages

In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. Copies of such prevailing rate of per diem wages can be found at the following website: <http://www.dir.ca.gov/DLSR/PWD/index.htm>.

All contractors and subcontractors who bid or work on a public works project must register and pay an annual fee to Department of Industrial Relations (DIR) pursuant to California Labor Code section 1725.5. Information regarding DIR registration can be found at the following website: <http://www.dir.ca.gov/public-works/publicworks.html>. Contractor agrees, in accordance with Section 1771.1 of the California Labor Code, that contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the DIR pursuant to California Labor Code section 1725.5. Contractor agrees, in accordance with Section 1771.4 of the California Labor Code, this Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

3.3 Proposals Requirements

Proposals are to be submitted in envelopes clearly marked with:

Bid title: “RFP Landscape Maintenance Services for the City of Vacaville”

Contractor's Name

Address

Phone Number, and

DIR Registration Number.

Proposal packages, including one original, five unbound copies of the proposal and one electronic PDF copy, are to be submitted to the CITY on or before Thursday, January 18, 2018 by 3 p.m. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

City of Vacaville
City Buyer
650 Merchant Street
Vacaville, CA 95688

The following items must be included in the PROPOSER'S proposal for it to be considered complete and responsive.

□ Landscape Maintenance Contractor's Informational Questionnaire

A. GENERAL QUALIFICATIONS OF THE BUSINESS

1. Firm name, address and phone number.
2. Type of organization (individual, partnership, and corporation).
3. Organization chart for project showing key personnel and their positions in the organization.
4. Personal profile of the Project Manager who will be responsible for the project including his/her education, credentials, and experience.
5. Personal profile of key personnel who will work on the project including their credentials and experience on comparable maintenance projects.
6. Have you ever had a contract for landscape services terminated for insufficient performance (yes / no)? If your answer was "yes," indicate when and with who the contract was in effect.
7. Contractor's current hourly fee schedule for personnel.

B. EXPERIENCE OF CONTRACTOR

Outline the general experience of the firm under its current ownership including information concerning total years of experience, the nature of work historically performed, and specialties of the firm. Include experience and staff operating a Centralized Irrigation Control System.

C. REFERENCES

Provide a listing of references served during the past three-year period with a brief description of the type of service performed. Please include copies of letters of recommendation, if such are available. Also include name, address and telephone number of contact person for Contractor's three largest customers.

D. ORGANIZATION

Provide the following information concerning the organization of the firm:

1. Identify the owners or other principals, management staff and superintendents of the firm.
2. Identify the specific skills, qualifications, and expertise of the firm's employees as it relates to the work to be performed for City; i.e., the equipment which the employees are qualified to operate, use of chemicals and license to purchase and apply chemicals, etc.

E. FINANCIAL HISTORY

1. Indicate whether the firm or the principals thereof have been previously involved in bankruptcy proceedings.
2. Identify any previous contracts, which have been significantly reduced, canceled, continued or expanded.
3. Indicate all instances and amounts wherein penalties have been paid by the firm under the provisions of previous contracts, said penalties resulting from breach of contract, or failure to perform in accordance with the provisions of the contract.
4. Identify the performance-bonding limit of the firm.

G. PERFORMANCE OF WORK ACTIVITIES

Provide an estimate of the total work activities to be performed under the maintenance Agreement of the City, which would be performed by subcontractors as opposed to employees of the firm.

☐ **Required Proposal Forms**

PROPOSER shall submit the required proposal forms for all services and materials anticipated in completing the project using the forms set forth in Appendix C herein.

Form 1 PROPOSER'S Landscape Maintenance Informational Questionnaire

Form 2 Non-Collusion Declaration

Form 3 Service Area A: City of Vacaville – North

Form 4 Service Area B: City of Vacaville – South

Form 5 Extra Work Unit Pricing

☐ **Agreement**

PROPOSER shall complete and sign the Agreement for Landscape Maintenance Services for the City of Vacaville, set forth in Appendix D herein.

SECTION 4 EVALUATION AND SELECTION

4.1 Proposal Required Content

Each proposal will be reviewed to determine if it meets the proposal requirements.

4.2 Evaluation

An evaluation team will be assembled by the CITY. Each evaluator will first score each proposal by each of the criteria described below. The evaluation team will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite score for each firm. Ranking will be assigned based on the composite score.

An award under this RFP will not be based solely on the price. If an award is made, it will go to the bidder with the best overall proposal who provides the “Best Value” to the CITY and its residents. The successful proposal will be competitively priced and provide for adequate service to meet the CITY’s needs. Best Value will be established based on the evaluation criteria as listed below.

Award of Agreement will be dependent on budget constraints. The estimated cost of services presented in the proposal shall represent only one of several criteria that will be used in the evaluation of proposals. The service, frequency of service, and information provided in the PROPOSER’s completed Form #1 Landscape Maintenance Informational Questionnaire will also be used in the evaluation. Upon conclusion of the evaluation of all elements of each proposal, the proposal, which in the judgment of CITY most completely meets the service needs of CITY, will be selected. Upon conclusion of the evaluation process, an Agreement similar in the form to the attached Draft Agreement will be executed with the successful respondent.

4.3 Evaluation Criteria

Proposals will be numerically scored and ranked using the criteria and weighting described in this section. The scores assigned will reflect the extent to which criteria is fulfilled relative to other proposals. The estimated cost of services presented in the proposal shall represent only one of several criteria that will be used in the evaluation of proposals. Upon conclusion of the evaluation of all elements of each proposal, the proposal, which in the judgment of the committee, most completely meets the service needs of the CITY will be selected.

The evaluation criteria and maximum score that can be achieved for each criterion are presented as follows:

Sufficient Experienced Personnel for Project	30 points
Maintenance experience	25 points
Approach to work tasks/schedules	15 points
References	10 points
Fee	20 points

4.4 Fee Determination, Base Contract Term

Base Contract (Base Term) final compensation amount for maintenance services for all individual sites will be analyzed prior to notification of award being given. CITY retains the right to negotiate individual sites service levels to meet budget requirements. In the event negotiations fail with this PROPOSER, CITY will terminate the negotiations and commence negotiations with the next ranked PROPOSER. This process shall continue until an agreement is reached on a fair and equitable fee or CITY determines not to enter into any contract.

4.5 Fee Determination, Optional Two-Year Term Extensions

By written notice not later than 60 days prior to end of contract term, CITY may at its sole discretion authorize an Optional Two-Year Term Extension to the Agreement.

A. Annual Rate Adjustment. With CITY written approval and authorization of a Two-Year Term Extension, commencing each January 1, PROPOSER shall be entitled to adjust each Rate by an amount equal to the percentage increase in CPI over the most recent twelve (12) month period ending in August, multiplied by the then-current Rate for each service. Notwithstanding the above, in no event shall any annual Rate adjustment pursuant to this Article 4.5.A exceed five percent (5%).

B. PROPOSER shall not make any other Rate adjustments following January 1 of each year, until the following January 1st.

C. Rates "Rates" or "Rate" means the maximum amount PROPOSER may invoice CITY as specified in Required Forms; Form 3, Form 4, Form 5 of Appendix C.

D. Consumer Price Index, CPI "Consumer Price Index" or "CPI" means the Consumer Price Index for San Francisco-Oakland-San Jose, CA, All Urban Consumers, Series Id: CUURA422SA0, as published bi-monthly by the United States Department of Labor, Bureau of Labor Statistics, or any successor index.

4.6 Confidentiality of Proposals

Access to public records is governed by the California Public Records Act (Government Code section 6250 et seq.) Except as otherwise required by law, CITY will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a PROPOSER believes should be exempted from disclosure shall be specially identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information; trade secrets; or confidential, commercial, and financial information must be clearly identified as such.

4.7 Acceptance/Rejection of Proposals

CITY reserves the right to reject any or all proposals for sound business reasons. CITY reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other PROPOSERS. CITY may reject a proposal that includes unacceptable deviations.

4.8 City Council Final Determination

The Vacaville City Council makes the final determination as to the award of this Landscape Maintenance services contract.

4.9 Notification to Unsuccessful PROPOSERS

Unsuccessful PROPOSERS shall be notified of CITY's recommendation of award within five (5) working days of determination of recommendation.

SECTION 5 PROTEST PROCEDURES

5.1 Definitions

The following terms as may be used in this section are defined below:

- a. "Proposal" refers to an offer or proposal as used in the context of this Request for Proposals.
- b. "Day" refers to working day of the CITY, where City Hall is open to the public.
- c. "Date of Notification of Award" refers to the calendar date that the CITY places in the U.S. Mail an official letter informing each submitting PROPOSERS which bidding firm, corporation, partnership or individual was awarded the Agreement.
- d. "File" or "Submit" refers to date and time of receipt by CITY of protest materials.
- e. "Interested Party" means an actual or prospective PROPOSER whose direct economic interest would be affected by the award of Agreement or by failure to award Agreement.
- f. "Protester" refers to interested party filing a protest or appeal.

5.2 Protest Procedures

Protests Prior to Proposal Opening Protests regarding any aspect of the attached materials and CITY selection procedures must be submitted in writing (via mail, Fax or email) by 3:00 p.m., PDT, January 3, 2018 to:

City of Vacaville
City Buyer
650 Merchant Street
Vacaville, CA 95688
Fax (707) 449-5147
Email: keith.butler@cityofvacaville.com

The Director of Public Works or his designee will respond to these protests by January 5, 2018 by 3:00 p.m. PDT, with an addendum/response posted to the following website address:

<http://www.ci.vacaville.ca.us/departments/administrative-services/finance/purchasing> website pertaining to this RFP bid.

This action completes the pre-opening administrative protest remedy and is the final decision at the CITY level.

Protests After Release of Recommendation of Award. Protests regarding the CITY's proposed selection of PROPOSER after release of recommendation of award announcement must be submitted in writing (via mail, Fax or email) by 3:00 p.m. PDT, January 26, 2018 to:

City of Vacaville
City Buyer
650 Merchant Street
Vacaville, CA 95688
Fax (707) 449-5147
Email: keith.butler@cityofvacaville.com

The Director of Public Works will respond to these protests by 3:00 p.m. PDT on February 2, 2018.

This action completes the post recommendation of award announcement administrative protest remedy and is the final decision at the staff level. The City Council's award is the CITY's final decision.

APPENDIX A
SCOPE OF WORK

APPENDIX B
LANDSCAPE MAP EXHIBITS

SERVICE AREA A: CITY OF VACAVILLE – NORTH
SERVICE AREA B: CITY OF VACAVILLE - SOUTH

APPENDIX C
REQUIRED FORMS

Form 1	<u>PROPOSER'S Statement of Qualifications</u>
Form 2	<u>Non-Collusion Declaration</u>
Form 3	<u>Service Area A: City of Vacaville - North</u>
Form 4	<u>Service Area B: City of Vacaville - South</u>
Form 5	<u>Extra Work Unit Pricing</u>

FORM 1
PROPOSER's Landscape Maintenance Informational Questionnaire

An electronic copy of this form in MS Word format has been posted to the CITY's website at <http://www.ci.vacaville.ca.us/departments/administrative-services/finance/purchasing> website pertaining to this RFP bid.

CITY OF VACAVILLE
RFP BID PROPOSAL and AUTHORIZATION
LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF VACAVILLE
RFP NO. 2018-1

DATE _____
COMPANY NAME _____
STREET ADDRESS _____
CITY / STATE / ZIP _____
PHONE NUMBER _____
EMAIL ADDRESS _____
PERSON PREPARING BID _____
TITLE _____
SIGNATURE _____

The respondent's proposal shall include all associated costs for firms interested in providing Landscape Maintenance services for the City of Vacaville.

Contractors may bid on any one or more of the landscape maintenance Service Areas however, each proposal must provide for the entire work needed to accomplish the minimum acceptable level of maintenance for each Bundle.

The PROPOSER is aware that each Service Area may be awarded or rejected in any combination selected by CITY.

- 1) PROPOSER is providing a proposal to perform work on the following Landscape Maintenance Service Area(s):

_____ Service Area A: City of Vacaville - North

_____ Service Area B: City of Vacaville - South

The following items must be included in the PROPOSER'S proposal for it to be considered complete and responsive.

❑ Landscape Maintenance Contractor's Informational Questionnaire

A. GENERAL QUALIFICATIONS OF THE BUSINESS

1. Firm name, address and phone number.
2. Type of organization (individual, partnership, and corporation).
3. Organization chart for project showing key personnel and their positions in the organization.
4. Personal profile of the Project Manager who will be responsible for the project including his/her education, credentials, and experience.
5. Personal profile of key personnel who will work on the project including their credentials and experience on comparable maintenance projects.
6. Have you ever had a contract for landscape services terminated for insufficient performance (yes / no)? If your answer was "yes," indicate when and with who the contract was in effect.
7. Contractor's current hourly fee schedule for personnel.

B. EXPERIENCE OF CONTRACTOR

Outline the general experience of the firm under its current ownership including information concerning total years of experience, the nature of work historically performed, and specialties of the firm. Include experience and staff operating a Centralized Irrigation Control System.

C. REFERENCES

Provide a listing of references served during the past three-year period with a brief description of the type of service performed. Please include copies of letters of recommendation, if such are available. Also include name, address and telephone number of contact person for Contractor's three largest customers.

D. ORGANIZATION

Provide the following information concerning the organization of the firm:

1. Identify the owners or other principals, management staff and superintendents of the firm.
2. Identify the specific skills, qualifications, and expertise of the firm's employees as it relates to the work to be performed for City; i.e., the equipment which the employees are qualified to operate, use of chemicals and license to purchase and apply chemicals, etc.

E. FINANCIAL HISTORY

1. Indicate whether the firm or the principals thereof have been previously involved in bankruptcy proceedings.
2. Identify any previous contracts, which have been significantly reduced, canceled, continued or expanded.
3. Indicate all instances and amounts wherein penalties have been paid by the firm under the provisions of previous contracts, said penalties resulting from breach of contract, or failure to perform in accordance with the provisions of the contract.
4. Identify the performance-bonding limit of the firm.

G. PERFORMANCE OF WORK ACTIVITIES

Provide an estimate of the total work activities to be performed under the maintenance Agreement of the City, which would be performed by subcontractors as opposed to employees of the firm.

FORM 2
NON-COLLUSION DECLARATION

An electronic copy of this form in MS Word format has been posted to the CITY's website at <http://www.ci.vacaville.ca.us/departments/administrative-services/finance/purchasing> website pertaining to this RFP bid.

RFP No. 2018-1 RFP Name Landscape Maintenance Services for the City of Vacaville

The undersigned declares:

I am the _____ of _____, the party making the forgoing bid.
TITLE COMPANY

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, 2018 at

_____, _____
City State

Printed Name Signature

FORM 3
SERVICE AREA A: CITY OF VACAVILLE - NORTH

(see Excel Forms)

FORM 4
SERVICE AREA B: CITY OF VACAVILLE - SOUTH

(see Excel Forms)

FORM 5
EXTRA WORK UNIT PRICING

(see Excel Forms)

APPENDIX D

AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF VACAVILLE

PROPOSER shall complete and sign the Agreement for Landscape Maintenance Services for the City of Vacaville, set forth in Appendix D herein.