Novato Fire Protection District

Request for Proposal No. 02-19
Landscape Management

September 16, 2019

Proposal ("RFP") Due: November 12, 2019, 5:00pm PDT

RFP Administrator:

Colleen Walraven
Contract/Purchasing Administrator
95 Rowland Way
Novato, CA 94945
415-878-2655
cwalraven@novatofire.org

Interested parties may obtain a copy of this RFP by contacting the RFP Administrator or by accessing the
Novato Fire Protection District website
http://www.novatofire.org

RFP
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1. Introduction

The Novato Fire Protection District ("District") is seeking proposals to provide landscape maintenance services for six (6) locations located in Novato, CA.

The District's objective is to attain a landscape maintenance company that is pro-active with our properties, and offers the best service for the best possible value. The District's intention is to contract for a three-year term with the option to renew for two one-year terms. The District expects that those landscape maintenance companies ("Proposers") that respond to this RFP will present not only their best pricing, but their best recommendations for maintenance. Proposer's responses will be used as the basis for selection and negotiation.

2. Important Dates

ITB Publication	September 16, 2019
Date Recommended to express intent to participate, however, all bids will be accepted on or before due date	September 26, 2019
Pre-Proposal Meeting*	October 2, 2019, 9:30am
Bidder questions due no later than	October 24, 2019
Response to bidder's questions due no later than	October 29, 2019
Bids due no later than	**November 12, 2019 5:00pm**
Public opening of bids	November 13, 2019 9:00am PDT
District Board of Directors review	December 4, 2019
Bid award announced	December 5, 2019
Contract start date (estimated)	January 1, 2020

*PRE-PROPOSAL MEETING - A pre-proposal meeting will be held from 9:30 a.m. to 10:00 a.m. on Wednesday, October 2, 2019. Prospective Proposers will meet at the District's Administrative Building located at 95 Rowland Way, Novato, CA. This meeting is not mandatory, but is strongly encouraged for the following reasons:

The Pre-Proposal meeting will be an opportunity to clarify the District's expectations pertaining to the scope of work described in this RFP.

The District will <u>not</u> be available to meet the Proposers onsite during the Proposer's site visits. These scheduled visits can take place anytime during normal business hours from September 16, 2019 through November 12, 2019. Proposers may visit the sites any number of times by appointment.

3. District Overview

The District, originally formed in 1926, serves an established suburban community located in Marin County. The District cares for, protects and serves more than 60,000 residents across approximately 75 square miles of both incorporated and unincorporated Novato.

The District is presided over by a Board of Directors, which serves in staggered four-year terms and consists of five elected community members. The Board of Directors appoints the Fire Chief to manage the operations of the District, and who oversees all District departments and functions.

With an annual operating budget of approximately $30 million, the District currently employs 80 fulltime employees (firefighters and administrative staff) charged with the task of carrying out the District's legislative responsibility to provide public service to residents living within its jurisdictional boundaries; this includes fire and life safety and emergency medical services.

4. Intent to Participate

If the Proposer intends to participate in this RFP, please respond via email to the RFP Administrator, Colleen Walraven at cwalraven@novatofire.org. By participating in this RFP, the Proposer agrees to the terms and conditions contained herein. If the Proposer objects to anything requested in this RFP, the Proposer shall notify the District within the proposal.

5. Instructions

A. In order to obtain consistent results from each Proposer, the District expects that the specifications will be proposed exactly as requested with no variations utilizing the Frequency Calendar and Pricing Sheet provided. Adherence to the instructions is part of the selection criteria and is termed "Responsiveness".

B. Proposers may visit the six (6) sites by appointment only. Email the RFP Administrator, Colleen Walraven at cwalraven@novatofire.org to schedule appointments for each site. A minimum of twenty-four (24) hours' notice is required. The District staff at each location will not be available for site tours or questions. Please do not disturb District staff when visiting the sites. Appointments can be made 9/12/19 through 11/12/19.

C. Proposers shall be registered with the Department of Industrial Relations (DIR) at the time of proposal submission.

D. Proposers must include the cost for a Payment Bond for 100% of the proposal price. The Payment Bond shall be illustrated as a separate line item on the pricing sheet. Purchase of the bond is not required until the proposal is awarded.

E. The DIR dictates an obligation to hire apprentices for projects valued at $30,000 or more unless the trade or craft does not require the use of apprentices. See the last bullet point in Section 9 for more information.

F. Submittal Requirements: The proposal shall be organized into five (5) sections.

1. **Cover letter** on organization's letterhead, signed by an authorized representative of the organization stating the following:
    a. All information provided to District is accurate and true to the best of the representative's knowledge, and that the representative is authorized to commit the Proposer to the proposal.

b. The Proposer representative is fully familiar, and confident, with the information contained within the bid.
c. The proposal shall be valid for four (4) months from the proposal due by date.

2. **Frequency Calendar** with Proposer's recommendations. See Attachment A.
3. **Price Sheet** with measurements. See Attachment A.
4. **Recommendations.** See Attachment A.
5. **The Pre-Qualification Questionnaire**. See Attachment A.

Submit one (1) copy of the bid in a SEALED envelope to:

Novato Fire Protection District
95 Rowland Way
Novato, CA 94945
Attn: Colleen Walraven

Proposals received after the due date and time, or proposals e-mailed, faxed or given verbally will not be accepted by the District.

6. Project Scope

The maintenance of District sites requires professional knowledge of the full range of landscaping activities to include irrigation systems operation. The landscaping activities encompass tree, shrub, and ground covering trimming, edging, fertilization, soil deficiency remediation, weeding, weed abatement, and pest control. Irrigation systems operations includes the maintenance, adjustment, installation and repair of a variety of components, such as: irrigation controllers, valves, moisture sensing devices and sprinkler heads of a variety of manufactured brands and models. The selected contractor will work closely with the District's Facilities Battalion Chief. The project scope includes all work to perform landscape maintenance at six (6) sites described on the attached, Exhibit A entitled, "District Site Maps."

After an executed contract is in place, the chosen Proposer will be responsible to keep walkways, driveways, and gutters clear of debris, trim ground cover, prune shrubs and trees, control insects and diseases, fertilize all plant materials, weed and remove litter and debris from all landscaping areas, maintain irrigation systems in good working order and adhere to all safety requirements and personal protective equipment (PPE) requirements. The contractor shall consider the following specific maintenance activities in their proposed scope of work:

- Mowing/Edging
- Ground cover
- Shrubs/Ornamental grass beds
- Trees
- Mulch
- Fertilization
- Insect, Disease and Weed Control
- Irrigation & Drainage
- Hardscapes
- Clean-up

7. Evaluation and Selection Criteria

Selection of the awarded Proposer will be based upon a competitive selection process. All elements of the pricing proposal will be considered including Responsiveness of proposal and price. Criteria to be evaluated shall include the following: 1) Experience, references and past performance under a similar scope of services. 2) Cost to perform the services. 3) Recommendations for best-practices in landscape maintenance.

8. Disclaimers

The District reserves the right to cancel, amend, modify, or otherwise change this RFP at any time.

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by the District.

The Proposer's proposal shall be a binding offer to provide services at the specified price.
The District may reject, in whole or in part, any proposal that does not conform to the rules set forth in this RFP, including, but in no way limited to, compliance with any and all submittal deadlines.

The District may reject the proposal and void any award resulting from this RFP to a Proposer who makes any material misrepresentation in their proposal or other submittal in connection with this RFP.

Any alleged oral agreements or arrangement made by the Proposer with any District agent or employee will be disregarded in any proposal evaluation or associated award and shall be superseded by any resulting agreement.

All costs associated with this RFP, including site visits and related travel (if needed), are the responsibility of the Proposer. Submissions of the RFP will become the property of the District.

This is not an offer to contract, but rather an attempt to solicit information so that the District can identify and select the best company for its purposes. Acceptance of a response neither commits the District to award a contract to any Proposer, nor limits the rights of the District to negotiate in its best interests.

The District has the sole right to select the successful Proposer for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or to not award a contract as a result of this RFP.

It is the intention of the District to replace any existing agreements with any participating Contractor with a new contract(s) as a result of this RFP process.

9. Notice to Contractors and Subcontractors Regarding Public Works Projects

This is a Public Works Project. The California Department of Industrial Relations ("DIR") requires the Novato Fire Protection District ("District") to provide this notice to all proposers, contractors and subcontractors who bid or work on Public Works projects.

- Contractors and subcontractors who bid or work on a Public Works project must register and pay an annual fee to the DIR pursuant to Labor Code section 1725.5. Registration information: http://www.dir.ca.gov/Public-Works/Contractors.html

- Contractors and subcontractors must comply with the Division of Labor Standards Enforcement's ("DLSE") Prevailing Wage Requirements for Public Works projects in excess of $1,000. http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html

- Prime contractors must post job site notices informing all employees of Prevailing Wage Law. See Title 8 Section §16451(d) for the notice that previously was required for projects monitored by the CMU.

- Contractors and subcontractors must furnish electronic certified payroll records (eCPR's) directly to the Labor Commissioner aka DLSE with a copy to the District. Reporting information: http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html

- This project is subject to compliance monitoring and enforcement by the DIR.
- Pursuant to CIVIL CODE 9550 if a project is in excess of $25,000 Contractor shall, before commencement of work, give a payment bond to and approved by District.

- All public works contracts valued at $30,000 or more carry an obligation to hire apprentices, unless the craft or trade does not require the use of apprentices, as indicated in the corresponding prevailing wage determination. This duty applies to all contractors and subcontractors on a project, even if their part of the project is less than $30,000.
  The Division of Apprenticeship Standards (DAS) provides assistance to contractors who need to employ apprentices and may grant exemptions to the requirement to hire apprentices.

(The remainder of this page has been intentionally left blank)

Exhibit A

District Site Maps

EXHIBIT A

Yellow highlight = Service Area / Red highlight = Non-Service Area

Station 61

7025 Redwood Blvd, Novato

Approx 3 feet in from pavement, but not down the embankment.

Station 62

450 Atherton Avenue, Novato

EXHIBIT A

Yellow highlight = Service Area / Red highlight = Non-Service Area
Station 63
95 San Ramon Way, Novato

Station 64
319 Enfrente Drive, Novato

EXHIBIT A

Yellow highlight = Service Area / Red highlight = Non-Service Area
Station 65
5 Bolling Circle, Novato

Administrative Building
95 Rowland Way, Novato

There are two rows of bushes here. Only the row closest to Novato Fire's building are to be serviced.