



CITY OF EL SEGUNDO  
FINANCE DEPARTMENT  
350 Main Street  
El Segundo, CA 90245

## REQUEST FOR PROPOSAL

PROPOSAL NUMBER: 21-03  
PROPOSAL TITLE: Landscape Maintenance Services  
REQUESTING DEPARTMENT: Public Works  
RELEASE DATE: November 2, 2021  
**DUE DATE: February 3, 2022 – 11:00 AM PST**

Notice is hereby given that sealed proposals will be received in the office of the **City Clerk's Office**, City Hall, 350 Main Street Room 5, El Segundo, CA 90245-3813 until 11:00 AM (PST), February 3, 2022.

Interested parties may obtain a copy of this RFP by accessing the City of El Segundo website: <https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>

The specifications in this notice are a part of any contract awarded in accordance with this RFP.

Maria L. Cerritos  
Purchasing Agent  
(310) 524-2331  
[mcerritos@elesgundo.org](mailto:mcerritos@elesgundo.org)

**City of El Segundo  
REQUEST FOR PROPOSAL  
PROPOSAL # 21-03**

**PROPOSALS ARE DUE NO LATER THAN 11:00 AM PST ON FEBRUARY 3, 2022**

The City of El Segundo invites sealed proposals for: **Landscape Maintenance Services**

The City of El Segundo is seeking proposals from qualified firms to provide **Landscape Maintenance Services**

1. Return original of Proposal to:

City of El Segundo  
City Clerk's Office  
350 Main Street, Room 5  
El Segundo, CA 90245-3813

2. Proposer must honor proposal prices for one hundred (90) days.

3. Proposals must include this Proposal form and be signed by the vendor's authorized representative.

5. Award of a contract will be made by the City Council based upon the criteria set forth in this RFP and will be made based upon the best qualified proposer rather than lowest price.

**PROPOSER TO READ**

I have, read, understood, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the commodity or service stipulated on this proposal as stated above.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Phone No.

\_\_\_\_\_  
Title of Person Signing Proposal

## **PROPOSAL INSTRUCTIONS**

1. Submitting Proposals. (a) Proposals must include this form, in its entirety, in a sealed envelope with the wording "Proposal," proposal number and closing date marked on the outside; (b) Proposals/corrections received after the closing time will not be accepted. The City is not responsible for proposals not properly marked and delivered. Upon award, all submissions become a matter of public record.
2. Alternatives. Any changes or alternatives must be set forth in a letter attached to this proposal. The City has the option of accepting or rejecting any alternative proposal.
3. Currency. All references to dollar amounts in this solicitation and in vendor's response refer to United States currency.
4. Preparation. All proposals must be typed or written in black ink. Errors may be crossed out and corrected in ink, then initialed in ink by the person signing the proposal.
5. Rejection. The City may reject any or all proposals and waive irregularity in any proposal. Any proposals received after the due date and time will be returned to the bidder unopened at the proposer's expense.
6. Default. In case of default by the vendor of any of the conditions of this proposal or contract resulting from this proposal, the vendor agrees that the City may procure the services from other sources and may deduct from the unpaid balance due the vendor, or collect against the bond or surety, or may invoice the vendor for excess costs so paid, and prices paid by the City will be considered the prevailing market price at the time such purchase is made.
7. Assignment. No assignment by the vendor of contract or any part hereof, or of funds to be received hereunder, is binding upon the City unless the City gave written consent before such assignment.
8. Sub-contractors. The Bidder must list any subcontractors that will be used, the work to be performed by them, and total number of hours or percentage of time they will spend on the project.
9. Indemnification. The extent of a successful contractor's obligation to indemnify and defend the City is set forth in the sample contract attached to this RFP, Exhibit A.
10. Insurance. This is a contract involving services and the City requires insurance. Insurance must be primary insurance and must name the City of El Segundo as

an additional insured.

Bidder must sign and return Exhibit B, Insurance Requirements Acknowledgement Form, with the proposal.

11. Prevailing Wages Required. Pursuant to Labor Code §§ 1720, 1771, and Title 8 of California Code of Regulations §§ 16000 and 16001, the contractor must pay its workers prevailing wages. See 1.16 below and Section 4 of Exhibit A for additional information.
12. Pre-Proposal Meeting. A mandatory pre-proposal meeting will take place on **November 15, 2021 at 8:00 AM.**
13. Proposal Rejection. The City may reject the proposal of any proposer who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a proposer who is not in a position to perform such a contract satisfactorily. The City may reject the proposal of any proposer who is in default of the payment of taxes, licenses or other monies due to the City of El Segundo.
14. Contract Pricing. Except as otherwise provided, price proposals must remain consistent through the term of this contract.
15. Proposal Questions.
16. Prior to the RFP submission deadline questions may arise regarding the specifications and procedural or administrative matters. All questions pertaining to this RFP shall be submitted via email to Christopher Hentzen [chentzen@elsegundo.org](mailto:chentzen@elsegundo.org), no later than 3:30PM PST on January 5, 2022 with the name of the RFP in the title of the email. If further clarification is required, proposers shall only contact the RFP Administrator; Proposers shall not contact any other City staff with questions. The RFP Administrator will provide formal answers to all questions by end of day on January 12, 2022. Changes to the RFP itself shall only be made by the City via formal written addenda. Addenda will be published and distributed through the City website. All addenda shall become a part of the RFP document requiring acknowledgment by the proposer.

It is the sole responsibility of the Proposer to ensure that they have received the entire Request for Proposal, including any and all questions, answers and addenda by visiting the City of El Segundo Bid/RFP webpage.

## **STATEMENT OF WORK AND FORMAT**

The City of El Segundo (City) requests proposals for the following purpose according to the terms and conditions attached. In the preparation of this Request for Proposal the words "Bidder", Proposer, "Contractor," and "Consultant" are used interchangeably.

1. Purpose: LANDSCAPE MAINTENANCE SERVICES
2. Proposal Schedule:

The City reserves the right to make any changes to the below schedule, but plans to adhere to the implementation of this bid process as follows:

Proposal Released:	November 2, 2021
Mandatory Pre-Proposal Meeting:	November 15, 2021 8:00 AM
Deadline for questions:	January 5, 2022 3:30 PM
Response to questions:	January 12, 2022
Proposal due date:	February 3, 2022 11:00 AM
Staff's recommendation to City Council/ Contract approved by City Council:	TBD
Contract execution/services begin:	March 21, 2022

### **Mandatory Pre-Proposal Meeting**

The Pre-Proposal meeting will be held where each bidder will have the opportunity to resolve questions regarding the specifications. The Pre-proposal meeting will be held on November 15, 2022 at 8:00 AM PST at the City's Maintenance Facility located at 150 Illinois Street, El Segundo.

### **Proposal Requirements**

To be considered, proposer must send one original plus five (5) hard copies of the proposal in a sealed envelope with the name and address of the company submitting the proposal and it should clearly marked with the words "Request for Proposal #21-03" and the title "Landscape Maintenance Services" no later than 11:00AM. PST on February 3, 2022, to:

City of El Segundo,  
City Clerk's Office  
350 Main Street Room 5,  
El Segundo, CA 90245-3895

## **Evaluation of Proposals**

The proposals will be reviewed by City staff between February 4 – 15, 2022. Proposals will be evaluated based on the following qualifications criteria:

1. Contractor's understanding of scope of work.
2. Contractor's approach to performing the tasks defined in the Scope of Work.
3. Capability of firm and key project personnel to handle the project in terms of workload, experience, and efficient staff utilization.

During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit proposals or allow correction of errors or omissions. Any and all changes in the RFP will be made by written addendum, which must be issued by the City to all proposers who have responded to the RFP by the deadline. Interviews of the top firms may be required.

## **Recommendation to City Council for Contract Award**

The successful contractor will be selected by the City Council based upon the criteria set forth above and the City's sole discretion.

The City reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City.

### 3. Introduction/Background:

The contractor must provide a work force of company skilled landscape maintenance personnel, materials, tools, equipment, and transportation to perform landscape maintenance services at public properties under the jurisdiction of the City of El Segundo's Parks Department. The Contractor must be responsible for supplying all supplies and equipment, which are required in connection with the services to be performed under contract. All materials are subject to the approval of the City's Public Works Director.

### 4. Objective(s)/Work Products:

Refer to the terms of the Agreement included as Exhibit A

5. Work Statement: Refer to the terms of the Agreement included as Exhibit A.

6. Time Schedule:

The initial term of this Agreement is for a three-year period with a City option for one three-year additional term. The City upon thirty- (30) days' written notice may terminate the contract. The contractor may terminate the contract with the City upon ninety (90) days' written notice. Refer to the terms of the Agreement included as Exhibit A.

7. Compensation:

The City may, not more frequently than once per year, authorize an adjustment in contractor's compensation by application of the following formula and procedure to the then current compensation:

Effective (*commencement date of initial contract*) on subsequent anniversary dates during the term of this agreement, Contractor must be entitled to compensation adjustment based upon the increase in Consumer Price Index, All items, 1982-84=100 (Los Angeles-Anaheim-Riverside) from the base month (commencing June 2022) to the following year's comparison month (June 2023, June 2024). Provided, however, that Contractor and City agree that any increase must be limited to no more than a total of five (5%) for the schedule increase in compensation effective (*anniversary date of contract*) 2023 and (*anniversary date*) 2024.

8. Response Submittal Requirements:

(a) CONTENTS OF PROPOSAL

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation.

#### FORMAT

Each proposal must be submitted in two parts:

Part I: must relate to the Technical Proposal

Part II: must relate to the Cost Proposal

## **PART I-TECHNICAL PROPOSAL**

Cover Letter- Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the firm.

Table of Contents- Clearly identify material contained in the proposal by section and page number.

Introduction (Section 1) - Contents to be determined by contractor.

Project Analysis (Section 2) - Provide an explanation and interpretation of the challenges identified in this RFP.

Objective, Scope, Nature of Proposed Program (Section 3) - Describe the overall approach to the challenges, including the objective and scope of work to be performed by the contractor

Work Program (Section 4) - Describe the work or tasks to be performed.

Methodology (Section 5) - Describe the methodology and techniques to be employed.

Project Management (Section 6) - Describe the proposed management structure, organization of contracting group, and facilities available.

Assigned Personnel (Section 7) - Identify the principals having primary responsibility for implementing the proposal. Discuss their professional and academic backgrounds. Provide a summary of similar work they have previously performed. List the amount of time, on a continuous basis, that each principal will spend on this project. Describe the responsibilities and capacity of the technical personnel involved. Substitution of project manager and/or lead personnel will not be permitted without prior written approval of the City.

Schedule (Section 8) - List the proposed schedule of activities including labor hours.

Program Monitoring (Section 9) - Describe the quality control procedures to be utilized during the project to ensure conformance with the scope of work.

City Resources (Section 10) - Describe any City services and staff resources needed to supplement contractor activities to achieve identified objective(s).

Subcontractors (Section 11) - If subcontractors are to be used, identify each of them in the proposal. Describe the work to be performed by them and the number of hours or the percentage of time they will devote to the project. Provide a list of their assigned staff, their qualifications, relationship to project management, schedule, costs, and

hourly rates.

Contractor Capability and References (Section 12) - Provide a summary of the firm's relevant background experience. Discuss the applicability of such experience to this RFP. Include examples of projects completed for other similar agencies that are of a similar nature and a contact person for each of those clients.

Alternative Proposals (Section 13) - Provide statements of alternative proposals, if any, labeled "Alternative Proposal Number One, Alternative Proposal Number Two," etc. The format of each alternative proposal submitted may be abbreviated to address just the following:

- a. Work Program
- b. Methodology
- c. Assigned Personnel

Conflict of Interest (Section 14) - Address possible conflicts of interest with other clients affected by actions performed by the firm on behalf of the City. Although the bidder will not be automatically disqualified by reason of work performed for other parties, the City reserves the right to consider the nature and extent of such work in evaluating the proposal.

Financial Statement (Section 15) - The bidder must provide a balance sheet for the last operating year, plus additional information updating this statement.

## **PART II-COST PROPOSAL**

### **Name and Address**

The Cost Proposal must list the name and complete address of the bidder in the upper, left-hand corner.

### **Cost Proposal**

The Cost/Price format for the proposal must be as outlined in the Agreement for services. Exhibit A. Total cost must be clearly indicated at the end of the Cost Proposal and entered on the first page of the proposal.

Costs must be itemized.

Charges for supplies, equipment, travel, and subcontractors will be paid at cost. It is expected that general, overhead, and administrative costs are included in the hourly rate for labor. Bids submitted will be held to the total cost given in the response quote. It will be assumed that all contingencies and/or anticipated escalations are included. No additional funds will be paid above and beyond the original quote given by the selected bidder.

(b) PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in Section 8 (a) - Contents of Proposal and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

I. Signature. An authorized representative of the bidder MUST sign all proposals.

II. Due Date. The proposer must submit one original and FIVE (5) copies of the proposal in a sealed envelope, plainly marked in the upper, left-hand corner with the name and address of the bidder and the words "Request for Proposal # 21-03." All proposals must be received before **11:00 AM PST on February 3, 2022** and should be directed to:

City of El Segundo  
City Clerk's Office  
350 Main Street, Room 5  
El Segundo, CA 90245-3813

Late bids/proposals will not be accepted. Any correction or resubmission done by the proposer will not extend the submittal due date.

III. Addenda. Any and all changes in the RFP will be made by written addendum, which must be issued by the City to all proposers who have responded to the RFP by the deadline.

IV. Rejection. A proposal may be deemed nonresponsive and may be immediately rejected if:

- It is received at any time after the exact date and time set for receipt of proposals and/or;
- It is not prepared in the format prescribed and/or;
- It is signed by an individual not authorized to represent the firm.

V. Disposition of Proposals. The City reserves the right to reject any or all proposals. All responses become the property of the City. One copy of the proposal must be retained for City files. Additional copies and materials will be returned only if requested and at the bidder's expense.

VI. Proposal Changes. Once submitted, proposals, including the composition of the contracting team, cannot be altered without the prior written consent of the City. All proposals constitute an offer to the City and may not be withdrawn for a period of sixty (90) days after the last day to accept proposals.

Proposals will be evaluated on the following criteria:

1. Contractor's understanding of scope of work.
2. Contractor's approach to performing the tasks defined in the Scope of Work.
3. Capability of firm and key project personnel to handle the project in terms of workload, experience, and efficient staff utilization

During the selection process, the evaluation panel may wish to interview bidders with scores above a natural break, for clarification purposes only. No new material will be permitted at this time.

## **RFP Scope of Services Contents**

- 1.0 General Specifications
- 2.0 Area Assignments
- 3.0 Change Orders
- 4.0 Change in minimum number of weekly routine hours
- 5.0 Contract Administrators
- 6.0 Obligations, Workmanship, Supervision and Damage
- 7.0 Irrigation System
- 8.0 Fertilization Schedule and Rates
- 9.0 Pruning
- 10.0 Roses
- 11.0 Aeration and Thatch Removal
- 12.0 Mowing and Edging
- 13.0 Mowing and Edging Only
- 14.0 Disease and Pest Control
- 15.0 Replacement of Plant Materials
- 16.0 General Maintenance, Inspection and Litter Control
- 17.0 Runoff Mitigation Controls
- 18.0 Additional Work
- 19.0 Contract and Cancellation Clause
- 20.0 Area of Work and Responsibility
- 21.0 Contract Pricing and Adjustments
- 22.0 RFP Proposal Sheet
- 23.0 Vendor Questionnaire
- 24.0 City of El Segundo Maintenance Agreement (Contract)

### **1.0 GENERAL SPECIFICATIONS**

#### **1.1 Additions/Deletions**

The City reserves the right to add or delete properties at any time during the life of the contract or resulting extensions, with ten (10) days' written notice to the contractor. Additions must be added at the contract rate for comparable properties under contract. If there are no comparable properties, the price must be negotiated by the City with the contractor. If the request for additional work begins during a billing cycle, the payment must be prorated for the month in which work commenced.

#### **1.2 Hourly Rate/Certified Payroll**

The bid document must reflect all charges for labor, materials, tools, transportation and must include overhead and profit. A breakdown of hourly rates for landscape maintenance personnel or supervisor(s) is not required.

#### **1.3 Progress Payments**

- a. The contractor will be paid only for each location maintained as verified by the City.

- b. The contractor is required to perform scheduled maintenance operations specified in the contract document. Failure on the part of the contractor to perform any such maintenance operations will result in the progress payment deductions equivalent to the product resulting from the multiplication of the units (or subunits) by property site quoted by the contractor times the number of working days of failed performance.
- c. The City's contract administrators will notify the contractor's crew supervisor of failure to perform any required operation. This notification will be in writing and will indicate the operation not performed, along with the location, time, dates, property site, and amount to be deducted from the upcoming progress payment.
- d. All progress payments will be for work performed as adjusted to reflect deductions for failure to perform as specified.

1.4 Landscape Crew Personnel • Rejection/Replacement

The City reserves the right to reject any landscape crew personnel or supervisor of the contractor's work force. It must be the contractor's responsibility to replace such rejected workers in a manner that will not affect the execution of the contract responsibilities as specified in the contract document.

1.5 Work Force/Schedule/Shift/Manpower (7 Total)

- a. The work force must consist of company skilled landscape maintenance personnel and include any subcontractors. The contractor's crew(s) must be under the supervision of a contractor-designated Landscape Maintenance Leadworker/Supervisor. The designated Leadworker must have the ability to communicate with City staff in English. In the event of the absence of the regular Leadworker, it will be the responsibility of the contractor to designate an acting Leadworker to oversee the crew while performing the maintenance operations specified by the contract. The contractor must notify the City of any such designation before the beginning of any shift by contacting the City's representative at (310) 524-2716.
- b. Contractor to provide one full time irrigation technician/specialist.
- c. Contractor to provide one full time maintenance worker exclusively for the Downtown District area, Monday through Friday.
- d. Contractor to provide a mow crew (3 maintenance workers)
- e. Contractor to provide 2 full time maintenance workers for detail work/trash collection in all designated areas, planter areas and medians.
- f. Contractor to submit staffing requirements (title) to fulfill maintenance services outlined in these specifications.
- g. The City reserves the right to change the work hours and shift schedule. The contractor must be notified at least one (1) full week prior to such changes.

- h. The City will not recognize any holidays as paid holidays for the contractor employees.
- i. Identification of Vehicles  
All vehicles and equipment utilized in connection with the contract must be visibly marked with company identification.
- j. All employees must be at least eighteen (18) years of age thoroughly trained and qualified in the work assigned to them. All employees must be able to follow directions. Employees must also be physically capable of the duties assigned to them, including lifting/moving heavy items, climbing ladders, etc.
- k. During periods when inclement weather hinders normal operations, contractor must adjust its work force in order to accomplish those activities not affected by weather. Contractor must not remove work force from the job site without authorization from the city representative.
- l. Contractor must provide a monthly/yearly schedule outlining overall maintenance activities and a weekly mowing schedule reflecting specific areas mentioned in these specifications.
- m. Contractor must provide uniforms to the employees who are assigned to do the work on the contract, so that the contractor's employees may be easily identified. Uniforms must bear the employee's name and the company's name and/or logo and must present a professional appearance.
- n. Contractor(s) may not allow on City premises any person who is not an employee or principal with the company and currently on duty.

1.6 Landscape Maintenance Program - Level of Service

- a. The City must regulate precisely the service level desired.
- b. The City must have absolute control over landscape maintenance program direction and execution.

1.7 Labor Strike

- a. The contractor must be responsible for its own labor relations with any trade or union representative among its employees and must negotiate and be responsible for adjusting all of the disputes between itself and its employees or any union representing such employees. Whenever the contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of the services, the contractor must immediately give written notice thereof to the City.
- b. It must be the contractor's responsibility to provide continuous maintenance services, without interruption, to all locations specified herein. In the event of a labor strike, the contractor must provide other means, at contractor's cost, to provide continuous and comparable service. Failure to do so will cause the City to take whatever action is necessary to provide the service, with any cost above and beyond the contractor normal rates (which will be deducted from the contractor's progress payment) to the City being borne by the contractor.

1.8 Subcontractor/Assignment of Contract

The contractor must not subcontract any portion of this contract or any additions made to the contract without first receiving approval from the City. All persons engaged in landscape maintenance work must be considered employees of the contractor, with the supervisor being directly responsible for their work. The contract may not be assigned to another owner or entity without City approval.

1.9 Duties and Responsibilities

a. The City's Parks Maintenance Superintendent or its designated representative(s) will act as the contract administrator and will manage, coordinate, and administer the contract and verify completion of all maintenance operations specified in the contract document. He/She will also provide written notice of failure to perform the contract and indicate the amount to be deducted from the forthcoming progress payment.

b. The contractor's Leadworker/supervisor is responsible for the execution of the maintenance operations specified herein. He/She represents the contractor and is responsible for the supervision of the contractor's employees while they are performing the landscape maintenance service.

1.10 Quality of Work

All work must be performed in accordance with the best maintenance, safety practices and standards of cleanliness. The City must inspect the work performed by the contractor and approve or reject the work and materials used. Failure on the part of the contractor to correct poor workmanship or substandard performance will result in the initiation of a written notice of failure to perform and/or cancellation of contract.

1.11 Scope

It is the intent of the following scope of work to provide all maintenance services, materials, supplies, tools, and equipment and transportation necessary to maintain all portions of the property specified in the contract. It is understood and agreed that only the highest possible industry standards of landscape maintenance will be accepted and must be consistently maintained.

1.12 Disclosure of Information

a. The contractor agrees that it will not during or after the term of this contract disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, firm, corporation, association, or other entity or to the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the contractor must be used by it exclusively in connection with the performance of the services.

b. The contractor must not issue or release for publication any articles, advertising or publicity matters relating to the services performed by the contractor hereunder or

mentioning or implying the name of the City or its respective personnel, without the prior written consent of the City.

1.13 Energy Conservation/Recycled Goods Usage

The contractor must comply with all energy conservation and recycling practices of the City.

1.14 Employee Food Service

The contractor must not be allowed to bring on to the City's property any food or beverage catering trucks, vending machines, or other serving facilities without prior written authorization from the contract administrator.

1.15 Key Control

- a. The contractor must adequately secure the keys, other entry devices, and codes provided by the City. The contractor must maintain a record of the key numbers issued to its employees.
- b. The contractor must not duplicate and must not allow such items to be duplicated or removed from the site of the services.
- c. The contractor must immediately report any such item, which becomes lost, missing, broken, or stolen to the contract administrator. Should the contractor lose or have stolen any keys issued to the contractor by the City, the cost of changing locks, keys, or other devices will be deducted from the contractor's invoice to the City for work performed under this contract.

The contractor must physically present all keys and other entry devices for verification upon request of the contract administrators.

1.16 Prevailing Wages Required

Pursuant to Labor Code §§ 1720, 1771, and Title 8 of California Code of Regulations §§ 16000 and 16001, the contractor must pay its workers prevailing wages. The Contractor will post at appropriate conspicuous points at the site of the project a schedule showing determinations of the Director of Industrial Relations of the prevailing rate of per diem wages. It will be the Contractor's responsibility to obtain copies of the prevailing rate of per diem wages. One source that may be used is the California Department of Industrial Relations website which is currently located at [www.dir.ca.gov](http://www.dir.ca.gov), or by calling the Prevailing Wage Unit at (415) 703-4774. Attention is directed to Labor Code §§ 1777.5, 1777.6 and 3098. See Section 4 of Exhibit A for additional information.

**2.0 AREA ASSIGNMENTS**

2.1 The contractor must assign to each location the employees necessary to complete all services detailed in sections 7 through 21 for Public Works of these specifications.

2.2 Each employee must be in their assigned area or station, properly equipped, uniformed and

ready to begin work at the beginning of the work shift and will remain in their work area during the entire work shift except for the break periods described below.

- 2.3 All employees of the contractor performing the services must be paid by the contractor and take, for each four hours worked, a break period of fifteen (15) minutes from the time of discontinuing performance of the services until the time of resuming performance of the services. Such break times will take place at times scheduled by the contractor and approved by the contract administrator.

### **3.0 CHANGE ORDERS**

- 3.1 The City may, on occasion, without invalidating the contract, modify the contract by adding, deleting or changing areas to the contract; by adding, deleting or changing usage or space; by adding, deleting or changing routine services; by deleting or changing specifications. All such changes must be ordered by means of a written change order. The City and the contractor must agree upon any changes in the compensation to the contractor resulting from such change orders.

### **4.0 CHANGE IN MINIMUM NUMBER OF WEEKLY ROUTINE SERVICE HOURS**

- 4.1 The contract administrator must have the right to increase or decrease the required minimum number of weekly routine service hours by providing written notification to the contractor.
- 4.2 No change must be made in fixed charges for overhead due to any increase or decrease in the minimum number of weekly hours required for routine services.

### **5.0 CONTRACT ADMINISTRATORS**

- 5.1 The City must designate the Public Works Director or their designee as contract administrator who must act on behalf of the City with respect to all aspects of this contract.
- 5.2 The administration of this contract is vested wholly in the contract administrator. The contract administrator must have complete authority to require the contractor to comply with all provisions of this contract. The contractor must strictly and promptly follow the instructions of the contract administrator in every case. The contract administrator's decision upon all questions, claims, and disputes will be final and conclusive upon the parties of the contract. The contract administrator must exercise any discretionary authority in a reasonable manner.
- 5.3 The contractor must provide the contract administrator free and easy access to inspect and measure the manner and progress of the services at all times and to inspect the types and quantities of tools, equipment, chemicals, supplies and all other materials used in the performance of the services. It is agreed that such inspection and measurement is not for the

purpose of controlling or directing the services or employees of the contractor, but to assure that all services meet the requirements of the contract.

- 5.4 The contract administrator must decide any and all questions which may arise as to conformance of and acceptability of tools, equipment, chemicals, supplies, and all other materials and methods and procedures used in the performance of the services with regard to the requirements included herein. The contract administrators must decide all questions which may arise as to the interpretation of the contract documents relative to the services and the fulfillment of the contract on the part of the contractor.
- 5.5 The contract administrator will determine the amount and quality of the several kinds of services performed and material furnished which are to be paid for under this contract.
- 5.6 The contract administrator must have the authority to require the contractor to make temporary changes in the assignment of routine services, tasks and task frequencies if such changes do not affect the unit prices. Such temporary changes must not affect the amount of payment to the contractor.

## **6.0 OBLIGATIONS, WORKMANSHIP, SUPERVISION AND DAMAGE**

- 6.1 Contractors must provide and/or currently possess the following prior to submitting bid Proposal: Contractors' State License, 24-hour answering service, central office/yard, two-way radio or cell phone communication and excellent references from completing extensive work on similar type projects. Including at least three years' experience in park and median landscape maintenance.
- 6.2 All contractors' maintenance workers **must wear** company uniform. Uniforms (including orange shirts) must clearly identify the company's name. Exception: All employees working on median strips must wear O.S.H.A. approved vests with Scotchlite reflective striping.
- 6.3 The contractor must give his personal supervision to the work or have a competent supervisor on the job site at all times during progress of the work, with authority to act for him, be responsible for adherence to specifications and be available for consultation with the City's representative.
- 6.4 All work must meet with the approval of the City of El Segundo Public Works Department. The contractor must provide the following reports:

Pesticide Usage Report – Monthly  
Irrigation Report – Weekly  
Maintenance Service Report – Weekly

Weekly meetings must be attended by the contractor supervisor with the city representative to review the upcoming schedule, follow up activities and other issues of immediate concern. These meetings may occur in the field or at the city's Facility Maintenance Yard.

- 6.5 The contractor must provide a work force, vehicles and equipment sufficient to complete the work as it is specified.
- 6.6 The contractor must provide proper traffic control at all times while working on public right of ways as prescribed in the WATCH handbook (Work Area Traffic Control Handbook) latest edition and as approved by the Director of Public Works.
- 6.7 The contractor will report without delay and damage to City equipment or property and must be held responsible for the replacement of any said damage caused by his act hereunder.
- 6.8 Plant materials that are destroyed by vandalism, private construction or by City forces must be the responsibility of the City of El Segundo.
- 6.9 All workmanship and craftsmanship must be of high quality and meet with the approval of the representatives assigned by the City of El Segundo.
- 6.10 Payment reduction for non-performance. Any specific problem area which does not meet the conditions of these specifications set forth herein must be called to the attention of the contractor; and if not corrected within 48 hours, payments to the contractor will not be made or will be prorated until the condition is corrected in a satisfactory manner as set forth in these specifications. The contractor will not receive payment when work is not performed.

## **7.0 IRRIGATION SYSTEM**

- 7.1 The contractor is responsible for programming the automatic irrigation controllers. Programs must be submitted in writing and reviewed by city representative. Contractor to provide seasonal adjustments as required. The contractor is responsible for turning controllers off during periods of rain.
- 7.2 The City of El Segundo must pay for all necessary irrigation materials, excluding tools.
- 7.3 The contractor must repair any damaged sprinkler heads and risers resulting from routine wear, defective parts, mower damage, etc, and must routinely clean out sprinkler heads and lines to keep them in good operating condition at all times.
- 7.4 Repairs to the irrigation system pipes and valves resulting from normal wear, vandalism or damage by other means must be the responsibility of the Contractor.

- 7.5 Irrigation water must be carefully applied and in quantities required by the different plant species, time of the year, and other basic environmental factors. The effect of the watering program must be checked once a week by the contractor.
- 7.6 Automatic irrigation must take place at night or early morning hours only (10:00 pm to 6:00 am) except for irrigation checks and repairs.
- 7.7 Sprinkler heads must be unobstructed from grass, soil or other matter that prohibits the proper water spray; proper herbicides may be used around heads to prohibit grass growth. All valve boxes, controllers, utility boxes, vaults, manholes and backflow devices must be kept clear of plant growth.
- 7.8 Where the installed sprinkler system does not cover or water an area adequately, the contractor must provide his own sprinklers and hoses to adequately water the area.
- 7.9 Watering must be controlled to avoid excessive drainage on sidewalks, streets and play areas, creating a hazard and wasted water.
- 7.10 All irrigation systems must be operationally checked a minimum of once a week.**
- 7.11 Any areas that have manual watering systems must be watered as needed to keep plant material in healthy condition.
- 7.12 If irrigation system is inoperative for whatever reason, the contractor MUST water the areas with manual sprinklers and hoses.
- 7.13 Contractor must be familiar with reclaimed water irrigation systems.
- 7.14 Irrigation deficiencies must be brought to the attention of the city representative for evaluation.

## **8.0 FERTILIZATION SCHEDULE AND RATES**

- 8.1 A (21-3-5) fertilizer or equivalent with at least 50% nitrogen in the ammoniacal form. The application rate is one pound of actual nitrogen per 1,000 square feet.
- 8.2 Application Schedule
  - a. The following turf areas are fertilized four times per year in March, May, September, and November.
    - Hilltop Park
    - Library Park
    - Sycamore Park
    - Candy Cane Park
    - Recreation Park
    - Acacia Park
    - Holly Valley Park

Kansas Park  
Richmond Ball Field

- b. The following turf areas are fertilized two times per year. April and September

Washington Park  
Constitution Park  
Imperial Strip  
Freedom Park  
Independence Park

- c. The following turf areas are fertilized three times per year in April, June and September.

El Segundo Median  
Rosecrans Ave. Median  
Hughes Way  
Grand Ave Median  
Continental Median

- d. Fertilizer must be applied uniformly by a commercial spreader and watered into the soil immediately after application.
- e. Contact the Park Maintenance Division prior to fertilizing.
- f. Shrubs and ground cover areas to be fertilized as required but no less than two times a year

## **9.0 PRUNING**

- 9.1 The contractor must be responsible for pruning of all plant material including shrubs and trees from ground level.
- 9.2 Pruning must be done according to the natural growth of each individual plant to maintain proper plant health by cutting out dead, diseased or injured wood; to control growth when an unshapely shrub or tree might result; and to increase the quality of flowers.
- 9.3 Ground covers are edged as needed to prevent growth from interfering with other plant material and from growing over curbs and sidewalks.
- 9.4 Trim, shape and prune trees to maintain a safe, 9' clearance over walks and park areas, 13' over street paving Public safety must be a prime consideration in trimming trees.
- 9.5 All shrubs and trees must be kept trimmed as necessary to keep all City signs clearly visible by traffic at all times

**10.0 ROSES**

10.1 Roses at Library Park

- a. Prune roses in early February to promote 3 strong canes. Cut these above the Third or fourth bud.
- b. Remove spent flowers and sucker growth.
- c. Fertilize with a (10-6-4) fertilizer in February and May.

**11.0 AERATION/ THATCH REMOVAL/ FIELD RENOVATION**

- 11.1 Contractor must renovate Brett Field and Richmond Field on a bi-yearly basis, alternating years. Renovation services includes scalping turf to lowest setting, aerating turf area, fine grading to fill in low areas, fertilizing, overseeding and apply toppe. Schedule to be coordinated with the Parks Division
- 11.2 The contractor must be responsible for turf aeration 4 times a year for all ball fields, March, June, December, October. All other turf areas twice a year, Spring and Fall and thatch removal once a year, occurring between the months of March and May.
- 11.3 Soil aeration must be done with a power-driven or tractor-pulled aerifier, using 1/2" tines, removing 2" cores of soil.
- 11.4 Thatch removal of warm season turf must be performed with a power-driven verticutter or other slicing equipment
- 11.5 Aeration and Thatch Areas

ACACIA PARK  
HILLTOP PARK  
KANSAS PARK  
LIBRARY PARK  
SYCAMORE PARK  
WASHINGTON PARK  
CONSTITUTION PARK  
EL SEGUNDO MEDIAN  
ROSECRANS MEDIAN  
HUGHES WAY MEDIAN  
CONTINENTAL MEDIAN

GRAND AVE. MEDIAN  
FREEDOM PARK  
INDEPENDENCE PARK  
RECREATION PARK  
HOLLY VALLEY PARK  
IMPERIAL STRIP

## **12.0 MOWING AND EDGING**

- 12.1 Grass clippings from mowers are to be collected. All rotary mowers must be mulching mowers. Trim around trees, sprinkler heads, planters, mowing strips, walkways and fences. Tree trunks are not to be struck by mowers, string trimmers, weed eaters, or other equipment.
- 12.2 Mow To The Following Heights:
- |                |                    |
|----------------|--------------------|
| Hybrid Bermuda | 1/4" to 5/8 "      |
| Common Bermuda | 3/4" to 1"         |
| Kikuygrass     | 3/4" to 1"         |
| Hybrid fescue  | 1 1/2 " to 2 1/2 " |
| Perennial rye  | 1 1/2" to 2 1/2"   |
- 12.3 All Athletic Fields must be mowed with reel type mowers.
- 12.4 Mowers must be kept in proper adjustment. Mower blades must be kept sharp in order to obtain a clean, sharp cut and not damage the grass. Shredding or rough cutting of grass will not be permitted.
- 12.5 Mowing and edging must be accomplished Monday through Friday, between the hours of 7:00a.m. and 3:00p.m.
- 12.6 If holidays or weather conditions interfere with the regular mowing schedule, mowing and edging MUST be accomplished on the following day or as soon as conditions permit.
- 12.7 After mowing and edging, all trimmings and debris must be swept, vacuumed, or blown off sidewalks and paved areas and disposed of. Blowing or sweeping of trimmings and debris into the street will not be permitted.
- 12.8 Mowing and Edging Frequency:  
All turf areas are mowed and edged weekly, unless notified otherwise by Park Maintenance Superintendent.
- 12.9 Ball fields (Stevenson Field, Softball Field, Brett Field and Richmond Field) must be Mowed twice a week during March through October.

**13.0 MOWING AND EDGING ONLY**

- 13.1 In areas where only the mowing and edging are to be contracted, the contractor must conform and abide by Section 12 of these specifications.
- 13.2 All mowing and edging at Recreation Park must be completed by Thursday between the hours of 6:30a.m. and 2:00p.m., unless directed otherwise by the Park Maintenance Superintendent or their designee.
- 13.3 Mowing and Edging Frequency:  
All turf areas are mowed and edged weekly, unless notified otherwise by Park Maintenance Superintendent. See section 12.9 above.

**14.0 DISEASE, WEED AND PEST CONTROL**

- 14.1 The contractor must be responsible for the control and eradication of all diseases and insects affecting all plant material.
- 14.2 Correct horticultural practices in methods of control must be used; care must be taken in following label directions and in applications.
- 14.3 All safety regulations in handling and applying pesticides must be adhered to, according to the regulations set forth by the State of California Department of Food and Agriculture.
- 14.4 The contractor with use of baits and/or traps must properly control gophers, moles, field mice and other such rodent pests, whenever such rodents appear.
- 14.5 The contractor must control plant diseases caused by bacteria, viruses, or fungi.
- 14.6 Control snails with the use of baits as needed to provide a healthy environment for plants and public.
- 14.7 All pesticides to be applied by a licensed applicator (Qualified Applicator License) only. Contracting company must have all necessary licenses in order to apply pesticides. Prior to any pesticide application, submit a copy of a Pest Control Recommendations to the Park Superintendent.
- 14.8 Contractor to control weeds continually at all sites through chemical control and mechanical control.
- 14.9 No pesticide spraying must occur near playground areas.
- 14.10 Contractor must provide monthly reports for pesticide applications to the Park

Maintenance Superintendent.

**15.0 REPLACEMENT OF PLANT MATERIALS**

- 15.1 The contractor must replace all plant material that has died because of lack of proper maintenance. This material includes turf, ground cover, shrubs and trees.
- 15.2 Any plant having had one-half or more of its foliage die back must be considered dead; the Park Superintendent must determine if a plant is dead, what plant replacement if any should be made, and must notify the contractor of such.

**16.0 GENERAL MAINTENANCE, INSPECTION AND LITTER CONTROL**

- 16.1 All trimmings, woodcuttings, trash, rubbish and debris must be promptly removed and disposed by Contractor from all sites during regular work schedule. All areas must remain free of trash and debris.
- 16.2 Areas must be policed and cleaned of debris and litter **DAILY** by the contractor. All hazards, potential hazards and damaged areas must be reported to the Park Superintendent immediately.
- 16.3 Trash receptacles provided by the City and located at various sites must be emptied **DAILY**. Contractor to provide trash liners. Excludes RECREATION PARK.
- 16.4 All lawns, ground cover areas, areas around shrubs and trees next to buildings, fences, benches, sidewalks, tot lots, playgrounds, sandboxes, curbs and gutters must be kept free from weeds, litter, rocks, glass and debris. Sand in play areas must be raked level on Monday, Wednesday, and Friday. Sand must be raked and moved under all playground equipment to provide a safe and soft landing in all fall zones. Sand must be inspected daily for the purpose of eliminating any broken pieces of glass, nails and other harmful debris. City supplies supplemental sand where thinning occurs.
- 16.5 All cracks in sidewalks, curbs, street gutters and other areas must be kept weeded.
- 16.6 Sidewalks and paved areas must be swept and cleaned of any dirt or soil that might be washed from adjacent slope or planted areas.
- 16.7 Any eroded places must be repaired by the replacement of topsoil to bring them back to original grade by the contractor.
- 16.8 Prune trees to allow for necessary clearances for pedestrian and vehicular circulation. Low branches on trees must be no lower than 13' over streets and 9' over sidewalks. Contractor to remove tree suckers and sprouts.
- 16.9 Area surrounding tree trunk in parks and Imperial strip must be clear of weeds and grasses

for a minimum of a 3' radius. Contractor responsible to install/spread 2" mulch in this area on an as needed basis. City will provide mulch material.

- 16.10 All bare or open areas in shrub and ground cover beds must be covered by a minimum of two inches of organic mulch. Mulch supplied by the city and installed by contractor.

### **17.0 RUNOFF MITIGATION CONTROLS**

- 17.1 Runoff containing sediment, vegetation, construction waste, and other pollutants from landscape sites, public right of ways and parking areas must be retained and controlled on site to the maximum extent practicable.
- 17.2 Any sediment or other materials, which are released from the site, must be removed and properly disposed of the same day or as soon as practicable. Where determined necessary by the Director of Public Works or his or her designated representative, a temporary sediment barrier must be installed.
- 17.3 Excavated soil must be located on the site in a manner that minimizes the amount of sediment running into the street or adjoining properties.
- 17.4 Wash downs of trucks or other equipment is prohibited.

### **18.0 ADDITIONAL WORK**

- 18.1 In the event that the City of El Segundo should require additional work beyond the demands of these specifications, the contractor must perform all work at a competitive price.
- 18.2 The contractor must be willing to provide a competitive price for additional areas that may be developed and clearly demonstrate the ability to properly maintain the expanded project.
- 18.3 The contractor should be prepared to provide extra manpower, trucks and equipment upon request of City representatives. Contractor must have the ability to receive and respond to emergency situations and must respond to call-outs within ninety (90) minutes.
- 18.4 The City of El Segundo must have the right to inspect all books and records pertaining to the contractor's charges to the City of El Segundo.

### **19.0 CONTRACT AND CANCELLATION CLAUSE**

- 19.1 The contractor will be responsible to meet weekly with representatives from the Parks Division as assigned.

- 19.2 This contract will be subject to a thirty-day (30) termination in writing by the City of El Segundo or one hundred ninety (90) termination in writing by the contractor.
- 19.3 Each bidder in bidding must state its California license number of such bidder, as no bid will be accepted from a contractor who has not been licensed in accordance with the provisions of the laws of the State of California relating to licensing of contractors.

Contractor must have valid California C-27 Contractor's License.

- 19.4 The City of El Segundo reserves the right to eliminate, at any time, contractual bid items which include landscaped area or areas. Annual elimination of items will not exceed more than 15% of the total annual contract payment per year.

## **20.0 AREAS OF WORK AND RESPONSIBILITY**

### **20.1 PARKS**

- Acacia Park
- Candy Cane Park
- Constitution Park
- Freedom Park
- Hilltop Park
- Holly Valley Park
- Independence Park
- Kansas Park
- Library Park
- Recreation Park (Mowing and edging only) Excludes ball field infields.
- Sycamore Park
- Washington Park

### **20.2 MEDIANS**

- El Segundo Blvd – East of Pacific Coast Highway to Aviation
- Continental – North of El Segundo Blvd. to Mariposa
- Douglas Underpass – Transit Center to Park
- Grand Ave. – East of Pacific Coast Highway. to Nash
- Hughes Way – East of Pacific Coast Highway
- Maple Ave. – East of Pacific Coast Highway to Nash
- Rosecrans Ave. – East of Pacific Coast Highway to Aviation
- Pacific Coast Highway (Formerly Sepulveda) – North of Rosecrans Ave to Imperial Highway

### **20.3 MISCELLANEOUS PROPERTIES**

- Downtown District See Map  
This area includes two city parking lots – Mariposa and Main, southwest corner, and

Richmond and El Segundo, northeast corner. All landscaped planters and tree wells are Included on Grand Ave from Eucalyptus to Concord St., Main Street from Mariposa Ave. to El Segundo Blvd., Richmond from Holly Ave. to El Segundo Blvd. Flower Baskets at Downtown District (120 Total) to be changed out 3 times a year. Contractor to supply plant material and Labor to change out.

- Imperial Strip includes Memory Row, El Segundo Dog Park, Clutter's Park See Map Western limit 780 W. Imperial Ave to Eastern limit 1100 E. Imperial Ave. North limit Edge of pavement of Imperial Highway to the curb on Imperial Ave. on the South limit Trash to be picked up twice a week including the slope areas.
- Fire Station #2 2261 East Mariposa Ave.
- Facility Maintenance Yard 150 Illinois
- Campus El Segundo Soccer Facility, 2201 East Mariposa Ave. Fields are synthetic turf. Not a part of this scope. Maintenance includes only landscaped areas and trash pickup in all areas.
- Richmond School Ball Field 615 Richmond (Virginia and Mariposa)
- Hilltop Reservoir on Lomita between Grand and Holly, edging ground cover and weed control around reservoir enclosure.

## **21.0 CONTRACT PRICING AND ADJUSTMENTS**

- 21.1 When due to weather, oversight or any other reason, a section(s) is not maintained as agreed to, the City will deduct the amount bid for this section(s) from the regular payment. For this reason, the contractor is encouraged to be careful when quoting each section on the bid form.
- 21.2 The City reserves the right to reject any itemized bid in total if, in the opinion of the Director of Public Works, the price bid on any one or more individual section(s) appears to be in error, unreasonably out of line with the amount of work to be performed or may not be required.

## **22.0 RFP PROPOSAL SHEET**

I, the undersigned, have read and understand the attached specifications for Landscape Maintenance Services. Further, I attended the Pre-bid Conference, as required by the specification. If awarded the contract, I agree to perform the work in accordance with the terms and conditions of the bid.

Bid Amounts:  
 For landscape maintenance services, by location, as outlined in the specifications:

<u>AREA OF WORK RESPONSIBILITY</u>	<u>WEEKLY</u>	<u>BI-WEEKLY</u>
ACACIA PARK	_____	_____
CANDY CANE PARK	_____	_____
CONSTITUTION PARK	_____	_____
FREEDOM PARK	_____	_____
HILLYTOP PARK	_____	_____
HOLLY VALLEY PARK	_____	_____
INDEPEDENCE PARK	_____	_____
KANSAS PARK	_____	_____
LIBRARY PARK	_____	_____
RECREATION PARK	_____	_____
SYCAMORE PARK	_____	_____
WASHINGTON PARK	_____	_____
EL SEGUNDO BLVD. MEDIAN STRIP	_____	_____
CONTINENTAL MEDIAN STRIP	_____	_____
DOUGLAS UNDERPASS MEDIAN STRIP	_____	_____
GRAND AVE. MEDIAN STRIP	_____	_____
HUGHES WAY MEDIAN STRIP	_____	_____
MAPLE AVE. MEDIAN STRIP	_____	_____
ROSECRANS BLVD. MEDIAN STRIP	_____	_____
PACIFIC COAST HWY. MEDIAN STRIP	_____	_____
DOWNTOWN DISTRICT	_____	_____
IMPERIAL STRIP	_____	_____
FIRE STATION #2	_____	_____
CITY MAINTENANCE FACILITY	_____	_____
CAMPUS EL SEGUNDO	_____	_____
RICHMOND SCHOOL BALL FIELD	_____	_____
GOLF COURSE PARKING LOT and FRONTAGE	_____	_____
HILLTOP RESERVOIR	_____	_____

ALL AREAS SUBTOTAL WEEKLY: \$ \_\_\_\_\_

ALL AREAS TOTAL MONTHLY: \$ \_\_\_\_\_

GRAND TOTAL ANNUAL: \$ \_\_\_\_\_

The undersigned agrees to furnish above service in accordance with Notice Inviting Bids, Specification and Bid Form, which are intended to be read and interpreted as a whole.

Contractor's State License Number: \_\_\_\_\_

**Bid submitted by (complete all blanks):**

Company Name:	By (Print name & title):
Company Street Address:	Signature:
City, State, Zip:	Date:
Phone:	FAX:
Email:	Web site:
Terms: _____ % _____ days, net ___ days	Delivery: _____ days ARO

In order to fully evaluate service levels for each location against pricing quoted above, please provide in writing staffing levels for each site and total hours per day that you plan to provide each class of worker, i.e., crew and Leadworker / Supervisor.

### **23.0 VENDOR QUESTIONNAIRE**

In submitting a proposal, each bidder must also provide the following information: (Use additional sheets, if necessary.) Brochures and advertisements will not be accepted as a direct response to the questionnaire. A qualifying proposal must address all items. Incomplete proposals will be rejected.

Organization: Describe your firm's qualifications to provide the service specified in this RFP. Be sure to include: founding date (month and year) and brief history of firm; facility/office location, current number of employees (full-time and part-time); special equipment acquired for the work; firm's vision and mission statements, and key services offered.

References: List three or more clients for whom you have been providing landscape maintenance services. List references that are current and similar in size and scope of work. For each of these references, include organization name, address, and the name and telephone number of the contact person.

Quality Control Program: Describe your firm's established "proactive" Quality Control program that you will be providing to the City to ensure a high level of performance is maintained on a consistent basis. Include any examples of forms currently being utilized and their particular functions/uses.

Contract administrator: Indicate the name, title, telephone number, and years of experience of the individual who will be administering the contract and resume of Supervisor, if awarded to your firm.

(Continued)

Emergency information: List names and telephone numbers of persons that the City may need to contact in case of an emergency after hours, on weekends or holidays.

Employees: How many employees do you plan to hire or retain to provide the services specified in this RFP? Are they going to be permanent full-time or part-time employees? How long must a part-time employee work in your firm to become a permanent full-time employee? What percentage of your staff is currently employed full-time on a permanent basis?

Employee benefits: What kind of employee benefits does your firm have to offer to employees? Are your part-time employees going to be paid on an hourly basis plus benefits?

Employment practices: Include with your submittal a summary of your firm's employment policies and procedures, as well as any equal employment opportunity and affirmative action policies. In addition, include a summary of your firm's training and injury/illness prevention programs.

VENDOR QUESTIONNAIRE  
(Continued)

Affiliations and accreditations: What are some of your firm's professional affiliations and accreditation's?

Business License: Include with your submittal a copy of your firm's current business license. (Be sure to include a copy of same for any subcontractor listed above.)

Certificate of Insurance: The Contractor must have insurance meeting the minimum insurance requirements set forth herein (see *Bidder Requirements On-Site Services*). Include a copy of your firm's insurance certificate or a letter from surety stating that your firm is insurable for the limits required if awarded the contract. A certificate of insurance must be furnished to the City within fourteen (14) days after notification of award.

Performance Bond: The successful contractor will be required to furnish a performance bond equal to 100% of the amount bid. Include a copy of bond endorsement affecting such coverage from another account or provide a letter from surety stating that your firm is bondable for the limit required if awarded the contract. Said bond must be furnished to the City Clerk within fourteen (14) days after notification of award.

Clarification, Exception or Deviation: Each bidder may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly identified and submitted with your Proposal response. If there is no clarification, exception or deviation indicated, it will be considered that none exists.

Contractor's State License: Include with your submittal a copy of your firm's current contractor's state license.