



City of West Hollywood  
California 1984

## **NOTICE INVITING BIDS**

### **Non-Structural Bee Removal Services**

#### **IN THE CITY OF WEST HOLLYWOOD**

NOTICE IS HEREBY GIVEN that Bids will be received by the **City of West Hollywood**, as AGENCY, for furnishing all materials, equipment, tools, labor and incidentals as required for the above stated services in strict accordance with the specifications/contract documents on file at the office of the City Clerk of the **City of West Hollywood**.

**A mandatory pre-bid meeting will be held on Monday, June 17, 2013 at 9:00 a.m. City Hall, 8300 Santa Monica Boulevard.** This meeting will allow Bidders to review the scope of work, locations and receive answers to any questions.

**Deadline for Requests for Information/Clarification (RFI/C's) is Wednesday, June 19, 2013 at 12:00 p.m.,(noon) Information and Questions:** All questions and requests for information must be directed to the **City's Representative**. Any questions addressing the interpretation or clarification of the Proposal/Bid Forms or the Bid Documents must be submitted to the **City's Representative** in writing via email at [hcollins@weho.org](mailto:hcollins@weho.org). All questions must be numbered and only one question per number.

**Deadline for Submission:** All Bids must be in writing, sealed in an envelope and received by the office of the City Clerk of the City of West Hollywood no later than **3:15 P.M. Thursday, June 27, 2013**. All Bids will be publicly opened, examined and read aloud at the office of the City Clerk. Bids may be publicly opened, examined and read aloud at a nearby location on Owner property as instructed by the City's Representative.

**Bid Submission:** Bids will be received only, in the office of:

**City Clerk  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069**

Any bidder who fails to submit its documentation by the above date and time shall have that Bid rejected and returned unopened. Partial, incomplete or non-responsive Bids, or Bids on other than the Proposal/Bid Forms or clear and exact photocopies of such forms, will not be considered. Bids shall be valid for **60 days** after the bid opening date.

It is the sole responsibility of the vendor to deliver their bid to the correct location and on time. Bids shall be submitted in sealed envelopes marked on the outside as follows:

**“Notice Inviting Bids  
FOR  
Non-Structural Bee Removal Services”**

**– DO NOT OPEN WITH REGULAR MAIL.”**

The general scope of work will include but is not limited to non-structural bee removal services to include live removals and relocations services as part of an on-call as needed and emergency contract.

**Availability of Bid Documents:** Bids must be submitted to the Owner on the Proposal/Bid Forms which are a part of the Bid Documents for the Project. Electronic copies of the documents are available at no cost and can be obtained by sending an email to hcollins@weho.org. One (1), complete bound set of the Bid Documents, including the Specifications, may be picked up at the office of the City Facilities and Field Services Division. Bound copies of the documents may be obtained upon payment of a **non-refundable fee of \$25.00**. Documents may be obtained between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday, excepting holidays, only from the Facilities and Field Services Division at the following address:

***City of West Hollywood  
Facilities and Field Services Division  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069***

Prospective bidders are encouraged to telephone the Facilities & Field Services Division at: 323-848-6895 in advance to determine the availability of Bid Documents.

**Please Refer to Other Bid Documents:** The Project is described in more detail in the Bid Documents. In particular, Bidders are strongly encouraged to review the Instructions to Bidders for more complete information regarding the submission of bids. Unless otherwise indicated, all capitalized terms shall have the meanings ascribed to them in the Special Provisions for the Project.

**Interest in More Than One Bid:** No bidder shall be allowed to make, submit or be interested in more than one bid. However, a person, firm, corporation or other entity that has submitted a sub proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other bidders submitting a bid to the Owner.

**Alternate Bid Items:** If alternate bid items are called for in the Bid Documents, the lowest bid will be determined on the basis of the base bid only.

**Bid Security:** Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the Owner in an amount not less than ten percent (10%) of the submitted Total Bid Price. The successful bidder will be required to furnish, within ten days of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, (this contract will be initially awarded for 3 years) a Payment (Material and Labor) Bond shall be required if the total bid price exceeds \$30,000. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

**License Requirements:** Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract.

Contractors shall possess the following Cal-EPA, Department of Pesticide Regulation (DPR) in order to perform the Non-Structural Work: **The contractor shall hold a Qualified Applicators License or Certificate (QAL and QAC) in the categories of Landscape Maintenance, and Right of Way, issued by Cal-EPA, Department of Pesticide Regulation (DPR). Contractor shall be equipped and qualified to make live removals and relocation of bees as feasible.**

No contractor shall subcontract more than 30% of the total value of the contract.

**Owner's Rights:** Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to be the sole judge of the

merits of the respective Bids received. The award, if made, will be made to the lowest responsible bidder whose bid is determined responsive to the Bid Documents.

**Prevailing Wages:** Bidders are advised that this Contract is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. Owner has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work. These rates will be on file at the Owner's office and they will be made available to any interested party upon request. Each Contractor to whom a Contract is awarded must pay the prevailing rates, post copies thereof at the job site and otherwise comply with applicable provisions of state law.

**Living Wage Ordinance:** Bidders are advised that this Contract is subject to the City's Living Wage Ordinance and requires payment of wages at or above the adopted amount in effect at the time of award. Each Contractor to whom a Bid is awarded must abide by the City's Living Wage Ordinance.

BY ORDER OF the City of West Hollywood.  
Corey Schaffer, City Clerk