



City of West Hollywood
Facilities and Field Services Division

REQUEST FOR PROPOSALS FOR PARKS AND GROUNDS MAINTENANCE SERVICES

Public Notice is Hereby Given by The City of West Hollywood (referred to herein as "Agency") invites sealed proposal with separately sealed cost section, for the above-stated work and will receive such bids in the office of the City Clerk until **2:00 p.m. on Tuesday, May 13, 2014**, at 8300 Santa Monica Blvd., West Hollywood, California, 90069. Note the words, proposal, proposer, bid and bidder and any variation of these words are interchangeable as it relates to this Request for Proposals.

The work to be done consists of furnishing all labor, material, tools, equipment, overhead and profit as required to accomplish the work as outlined in Specifications and other relevant contract documents. The general scope of work will include but is not limited Parks and Grounds Maintenance Services to City Buildings, Parks, and Dog Parks. The areas to be maintained shall include but are not limited to turf areas, planters (shrub & ground cover), trees, irrigation systems, play areas, play equipment, play surfacing, park furniture (benches, tables bleachers), drinking fountains, sports fields, game courts (basketball, handball, tennis courts) park accessories and amenities.

A Mandatory Pre-Bid Conference will be held on Wednesday, May 7, 2014 at 8:00 a.m. City Hall, 8300 Santa Monica Boulevard. This meeting will allow Bidders to review the scope of work and receive answers to any questions. Each prospective bidder is responsible for fully acquainting themselves with the conditions of the scope of work as it relates to doing work in the City and to fully understand the difficulties and restrictions which may impact doing work in the City of West Hollywood. Each and every Bidder **is required** to attend the Pre-Bid Conference.

Availability of Bid Documents: Bids must be submitted to the Owner on the Bid Forms which are a part of the Bid Documents for the Services. **Electronic copies of the documents are available at no cost and can be emailed directly to prospective bidders upon request by sending an email to hcollins@weho.org.** One (1) bound complete set of the Bid Documents may be picked up at the office of the City Facilities and Field Services Division by appointment. Bound copies of the documents may be obtained upon payment of a **non-refundable fee of \$45.00**. Documents may be obtained between the hours of 8:00 a.m. and 5:00 p.m., by appointment only 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 shall call the Facilities & Field Services Division at: 323-848-6895 in advance to determine the availability of Bid Documents and arrange for pick-up.

Please Refer to Other Bid Documents: The work 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.

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.

Deadline for Requests for Information (RFI's) is Thursday, May 8, 2014 at 1:00 p.m. 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. 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 **2:00 p.m. on Tuesday, May 13, 2014** The exterior of the envelope shall clearly state the name the Services in the right hand corner to include the statement "Bid Documents Do Not Open with Regular Mail". 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. Please note: Parking for 8300 Santa Monica Boulevard is located at 8383 Santa Monica Boulevard.

An original of the bid, using the Bid Forms with all blanks fully completed in ink, legible and including all information required by the Bid Documents (hereinafter "Bid"), must be

addressed and delivered on time to the Owner's offices at the following address:

**City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
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 **90 working days** after the bid opening date.

Bid Security and Insurance Certificates; Performance and Payment Bonds: 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, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price for the equivalent of one year of the bid price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price for the equivalent of one year of the bid price, on the forms provided and in the manner described in the Bid Documents. 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 California Contractor's licenses in order to perform the Work: C27 - Landscaping Contractor.

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: Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on

file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

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.

Substitution for Retentions: Bidders are advised that if awarded this Contract they will be permitted, at their request and expense and in accordance with Section 22300 of the California Public Contract Code, to substitute securities equivalent to monies withheld by the Owner to insure performance under the Contract.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

BY ORDER OF the City of West Hollywood.
Yvonne Quarker, City Clerk