



City of West Hollywood
Facilities and Field Services Division

REQUEST FOR PROPOSALS FOR STREETSCAPE, PARKING LOT AND MEDIAN LANDSCAPE MAINTENANCE

Public Notice is Hereby Given by The City of West Hollywood (referred to herein as "Agency") invites sealed proposals with separately sealed cost section for the above-stated work and will receive such proposals in the office of the City Clerk until **2:30 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 to maintenance of DG tree wells, parking lot landscape and litter clean-up, irrigation repairs and median maintenance.

A Mandatory Pre-Proposal Conference will be held on Wednesday, May 7, 2014 at 7:30 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-Proposal Conference.

Availability of Proposal Documents: Proposals must be submitted to the Owner on the Proposal Forms which are a part of the Proposal 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 Proposal 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 Proposal Documents and arrange for pick-up.

Please Refer to Other Proposal Documents: The work is described in more detail in the Proposal Documents. In particular, Bidders are strongly encouraged to review the Instructions to Bidders for more complete information regarding the submission of proposals.

Interest in More Than One Bid: No bidder shall be allowed to make, submit or be interested in more than one proposal. 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 proposal 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 Proposal 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 Proposals 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 **2:30 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 "Proposal Documents Do Not Open with Regular Mail". All Proposals will be publicly opened, examined and read aloud at the office of the City Clerk. Proposals 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 proposal, using the Proposal Forms with all blanks fully completed in ink, legible and including all information required by the Proposal Documents (hereinafter "Proposal"), 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 proposer who fails to submit its documentation by the above date and time shall have that Proposal rejected and returned unopened. Partial, incomplete or non-responsive Proposals, or Proposals on other than the Proposal Forms or clear and exact photocopies of such forms, will not be considered. Proposals shall be valid for **90 working days** after the proposal opening date.

Proposal Security and Insurance Certificates; Performance and Payment Bonds:

Proposals 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 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