

City of West Hollywood
Department of Public Works
Facilities and Field Services Division

**REQUEST FOR PROPOSALS
FOR
TREE SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed proposals to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> for the above stated proposal and will only receive such proposals no later than the hour of **10:00 AM ON THURSDAY, April 27th, 2017** through the City's electronic proposal process. It is the sole responsibility of the proposer to submit its proposal electronically in a timely manner.

The City of West Hollywood invites qualified contractors to submit proposals to provide Street Tree Services City of West Hollywood.

Requested services include without limitation:

- Trimming Services
- Monthly Service Request Trimming
- Root Pruning Services
- Tree and Stump Removal Services
- Emergency Tree Services
- Tree Planting Services
- Street Tree Grate / Tree Well Installation and Maintenance Services
- All Other Related Tree Services and related Landscape Services

Minimum Qualifications

Proposer must be a responsible Firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least seven (7) years. Less than the minimum required experience will eliminate that proposer from further consideration.

The proposer shall be a member in good standing with the International Society of Arboriculture and Society of Municipal Arborists. In addition, the Contractor shall be a Certified Arborist of the International Society of Arboriculture.

The Proposer must be able to demonstrate relevant experience of working in a highly urbanized environment and willingness to respond to emergency call-outs and handle them independently.

Failure to provide the relevant information to document that the firm meets the minimum experience levels, in the proposal documents may deem the Proposer unsuccessful.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals 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.

License Requirements

Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all proposers must possess proper licenses for performance of this Contract. Contractors shall possess the following California Contractor's licenses in order to perform the Work: **C-61 Limited Specialty Classification; D-49 Tree Service and C-27 Landscaping** and it is highly desirable but not required if they possess the following: Timber Operator License and a Nursery License. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the proposal documents as requested to include percentage and dollar value of work.

Evaluation Criteria

- Qualifications of Firm
- Qualifications of Personnel
- Cost of Services

Mandatory Pre-Proposal Conference:

Pre-Proposal Conference will be held on the **Tuesday, April 18, 2017 at 8:30 a.m. at 8300 Santa Monica Boulevard** (punctual attendance required).

Interest in More Than One Proposal:

No proposer 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 subproposal to a proposer, or that has quoted prices of materials to a proposer, is not thereby disqualified from submitting a subproposal or quoting prices to other proposers submitting a proposal to the Owner.

Requests for Information (RFI's) and Questions:

All questions and requests for information shall be submitted electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> under the above stated project. Any questions addressing the interpretation or clarification of the Proposal Forms or the Proposal Documents shall be submitted no later than **Thursday, April 20, 2017 at 1:00 p.m. through the City's electronic submission process.** Following this deadline no questions regarding the proposal packet will be accepted.

Proposal Security and Insurance Certificates; Performance and Payment Bonds:

The proposal must be accompanied by certified or cashier's check to be submitted to the City Clerk prior to deadline for submission of proposals (proposals will only be accepted through the online process), or proposer's bond, made payable to the AGENCY for an amount no less than ten percent (10%) of the total proposal price, this can be scanned and submitted as part of the proposal. Any proposal not accompanied by such a guarantee will not be considered.

The successful proposer will be required to furnish, within **five days** of the written Notice of Award, insurance certificates and endorsements as described in the Proposal Documents, a Performance Bond in the amount of one hundred percent (100%) of the Total Proposal Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Proposal Price, on the forms provided and in the manner described in the Proposal 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.

Contract Requirements

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.

The City of West Hollywood's Living Wage Ordinance shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and 1777.5 of the Labor Code concerning the employment of apprentices by the

Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

No contractor or subcontractor may be listed on a proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for proposal purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Owner's Rights:

The City of West Hollywood reserves the right to reject any and all proposals or proposals or to waive any irregularities or informalities in any proposals or in the bidding should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be to the lowest responsible Proposer as determined solely by the City of West Hollywood.

Point of contact for this project is Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

BY ORDER OF the City of West Hollywood.

AFFIDAVIT OF POSTING

State of California)

County of Los Angeles)

City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: APRIL 6, 2017

Signature: Alyssa T. J. [Signature]