

# CITY OF WEST HOLLYWOOD

## NOTICE INVITING SEALED BIDS

### DAILY SERVICING OF CITYWIDE PET WASTE STATIONS

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed bids through this Invitation to Bid process, to be received only by submitting electronically at <https://www.weho.org/city-government/city-departments/public-works/bids> for the above stated work and will only receive such bids no later than the hour of **1:00 PM ON Friday, April 26 2019**, at which time or thereafter said bids will be electronically opened and available online.

The City seeks to award a maintenance agreement to provide daily servicing for pet waste stations at locations citywide - residential area parkways, pocket parks, various public right-of-way locations, and City-owned parking lots. The agreement is for a five (5) year term with two one-year options to renew. Daily work includes: inspection of the waste station; restocking of single-use pet waste bags; removing and disposing of deposited waste; installing new waste liner; daily wiping of exterior of waste station unit, clean up area 50 feet on each side of the station including litter and pet waste, and notify the City within 1 hour of completing daily servicing about damaged and/or missing waste station components.

Contractors shall furnish all labor, materials, tools, equipment, transportation, mobilization, relevant expenses, overhead, taxes, profit, incidentals, insurances and bonding, as required, to accomplish the work in accordance with the City's contract requirements and specifications. Contractors are required to notify the City and produce required documentation when specialized subcontractors perform any portion of the work.

Bids must be submitted electronically for the exact item(s) requested in the bid specifications. Copies of the bid and associated documents are available for free from the City of West Hollywood website <https://www.weho.org/city-government/city-departments/public-works/bids>. To schedule an in-person review of the Bid Documents (hard copy), reach out to the point of contact listed on this Notice.

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.

**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 at a minimum an active business entity number issued by the California Secretary of State at the time of bid submission. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the bid documents as requested to include percentage and dollar value of work.

*Please note the following Items may or may not be applicable to this bid. It is the responsibility*

of the contractor to make that determination based on California Law and other applicable government agency requirements, which this work falls under the jurisdiction of.

**Pre-Bid Meeting/Job Walk:** None

**Duration/Term:** The City seeks to award a maintenance services agreement for a five (5) year term with two one-year options to renew, and at the discretion of the City Council. The City does not guarantee usage of services nor compensation for unused services.

**Requests for Information (RFI's) and Questions/Clarifications:** All requests for information and questions/clarifications shall be submitted electronically at <https://www.weho.org/city-government/city-departments/public-works/bids> under the above stated project. Any questions addressing the interpretation or clarification of the Bid Forms or the Bid Documents must be submitted no later than **Friday, April 19, 2019 at 10:00 a.m. through the City's electronic submission process**. Following this deadline no questions regarding the bid packet will be accepted.

**Deadline for Submission:** All Bids must be submitted electronically and received at <https://www.weho.org/city-government/city-departments/public-works/bids> no later than **Friday, April 26, 2019 at 1:00 p.m. through the City's electronic submission process**. The system will not allow Bids to be received after the deadline and it is the sole responsibility of the bidders to allow adequate time to upload all required bidding documents.

**Prevailing Wages:** Any contract entered into pursuant to this notice will incorporate the provisions of the California State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code, 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.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.

Attention is directed to the provisions of Section 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 bid 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 bid purposes only under Labor Code section 1771.1(a)].

This work may be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**Living Wage Ordinance:** 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.

**Self Performance:** The Contractor shall self-perform, with its own organization, contract work to at least 50% of the Contract Price. With the exception of the following Specialty Items: none.

**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.

**Insurance Certificates; Performance and Payment Bonds:** The successful bidder will be required to furnish, within **five business 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 Per Year, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price Per Year, 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.

**Add Alternate(s):** Add alternates will be awarded in the order they are listed in the bid documents.

**Lowest Bidder:** The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.

**Bid Protests:** Shall follow the City of West Hollywood's [Bid Protest Procedure](#) as found in the

Municipal Code: Chapter 3.08 Purchasing System; Section 3.08.036 Bid Protest Procedure  
Applicable to Public Works Construction Projects.

**Standard Specifications:** The Standard Specifications of the Agency are contained in the most recent edition of the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (“Greenbook”), including all supplements, as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California. The Standard Specifications set forth above will control the General Provisions for this Contract except as amended in the bid documents by the Plans, General Conditions, Special Provisions, Technical Provisions, or other Contract Documents.

**Owner's Rights:** The City of West Hollywood reserves the right to reject any and all bids or to waive any irregularities or informalities in any bids or in the bidding should it deem this necessary for the public good, and also the bid of any Bidder who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all bids under advisement for a period of ninety (90) days. No bidder may withdraw its bid 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 Bidder as determined solely by the City of West Hollywood.

Point of contact is Erin Hamant at (323) 848-6859 or via email at [ehamant@weho.org](mailto:ehamant@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 11, 2019

Signature: Erin Hamant