



TOWN OF LOOMIS
REQUEST FOR PROPOSAL

For:

LANDSCAPE MAINTENANCE SERVICES

Town of Loomis
Public Works Director
3665 Taylor Road
P.O. Box 1330
Loomis, CA 95650
Attn. Brit Snipes
Phone: 916-652-1840



6-11-2020

Objective:

The Town of Loomis is soliciting proposals from qualified firms in order to establish a contract, or set of contracts, for landscaping services in order to maintain specified areas within the Town.

General Information:

Applicant shall submit 6 (six) copies of their proposal.
Proposals shall be received on or before the date and time indicated on the cover sheet.
Proposals shall be delivered to the address shown on the cover sheet.
Proposals shall be delivered in an envelope clearly marked: Proposal for Landscape Services. The applicant's name, address and telephone number shall be included on the envelope.
Proposals shall be submitted on or before 2:00PM July 23, 2020.

Evaluation:

All proposals shall be complete and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the Town alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

Only the information provided with the proposal, subsequent discussions and clarifications provided in writing, and the proposal's written Best and Final Offer, will be used in the evaluation process and award determination.

Proposals will be compared based upon a combination of factors, and a contract will be awarded based upon the recommendation of the Public Work's Director's evaluation of the factors. More than one contract may be awarded. The factors to be considered are:

- Professional qualifications of the personnel proposed to perform the work.
- Prior experience of the firm in providing landscape maintenance services to the Town and to other jurisdictions.
- Availability of the firm to perform necessary services upon demand.
- Location of firm's offices providing services.
- Availability of one individual from the firm to be contact person for the Town on all landscape issues.

Consultant Response to include the following:

I. Insurance

List general, automobile and professional liability insurance sufficient to meet minimum requirements of the Town Risk Management Department.

II. Prior Experience

List examples of prior experience in providing landscape maintenance services to either the Town or a similar agency. If applicant has not provided this service to the Town before, include references from each agency where service has been provided.

III. Cost of Services

Proposals shall include a "not to exceed" monthly amount for each of the facilities:

Locations

Monthly Not-to-Exceed Amounts

Sunrise-Loomis Park.....	
Magnolia Street Parking Lot	
Multi-Modal Center.....	
Blue Anchor Park	
Walnut Street Parking Lot	
Town Corporation Yard.....	
Sierra College Blvd Median.....	
Hunter Oaks Subdivision (Entrance & Berm).....	
Rachel Estates Subdivision (Entrance).....	
Shelter Cove Subdivision (Entrance).....	
The Loomis Library.....	
Taylor Road between Horseshoe Bar Rd and Oak St.....	

All bids shall be based upon performing the following work:

Upon award of a contract, the consultant shall perform the following landscape maintenance services and/or field inspection services.

Scope of Services. Under the general direction of the Town, Landscaper shall provide landscape maintenance services in a timely and professional manner outlined herein:

1. Lawn Care (Sunrise Loomis Park, Blue Anchor Park, and Loomis Library only)
 - a. Landscaper shall mow lawns once a week except for the winter months, during which time frequency of mowing will be determined by growing conditions, and edge twice per month, weather permitting, in order to maintain a neat and uniform appearance. Cuttings may be left on the lawn, but debris shall be promptly removed;
 - b. Landscaper shall be solely responsible for managing the health of the lawns. Special emphasis shall be placed on keeping the lawns alive and green in order to maintain a neat and uniform appearance. Areas of lawns that have died due to neglect will be reseeded as needed and managed at the Landscaper's expense;
 - c. Landscaper shall fertilize at least two times a year, or as directed by the Town;
 - d. Landscaper shall apply broad-leaf and pre-emergent herbicides as required to keep the lawns continuously free from weeds. (Cost competitive organic alternatives for weed abatement may be acceptable but must be approved by the Town before they are used);
 - e. Landscaper shall aerate lawns at least once a year, or as directed by the Town.

2. Pruning and Staking (All sites) – Trees

- a. Tree pruning shall be performed with the intent of developing structurally sound trees, symmetrical appearance typical of the species with proper safety clearance and structure.
- b. The Landscaper shall maintain existing stakes and ties on all trees until such time as they are no longer needed for support, as determined by the Town. Stakes and ties shall be inspected at least twice yearly, or as required by weather conditions, to prevent girdling of trunks and branches and to prevent rubbing that causes bark wounds. The Town shall be responsible for needed additional stakes and ties. Landscaper shall be responsible for installation and maintenance. Removed stakes shall be turned over to the Town;
- c. Trees shall be checked annually and pruned as needed to ensure proper growth in compliance with the following guidelines:
 - i. Safety Clearance on Trees- Maintain trees to achieve an eight foot (8') clearance for all branches over sidewalks and within the landscaped areas and fourteen foot (14') clearance for branches overhanging beyond the curb line into the paved section of roadways to maintain safe vehicular and pedestrian visibility, clearance, and access;
 - ii. Remove all dead, diseased, and insect infested branches and limbs. Report severe damaged or hinging limbs that are above fifteen foot (15') to the Town immediately. Climbing spurs shall not be used. If trees parish under the neglect of the Contractor, he/she shall replace the item at his/her expense.
 - iii. Prune branches that are rubbing on sidewalks, fences, and buildings. Any branches fourteen foot (14') and below that extend away from landscaped areas and into private property shall be pruned and removed;
 - iv. Prune suckers, water sprouts, and other undesirable growth on trees;
 - v. Special emphasis shall be placed on public and employee safety during all operations, particularly when adjacent to roadways;
 - vi. At the Landscaper's expense, all trimmings and debris shall be chipped, removed, and disposed the same day at the Town's Corporation Yard, 6145 Mandarin Court, Loomis, CA. The trimmings and debris shall be placed in the designated area/dumpster provided by the Town and shall be free of any inorganic material (trash).

- vii. All pruning shall be done using the Western Chapter of the International Society of Arboriculture's pruning standards, approved methods and techniques. Excessive pruning, stubbing back, or topping will not be permitted. All pruning cuts shall be made beyond, and close to, the branch collar ring. Trees shall be cleanly cut with no tearing of the bark. Shearing or "lopping" will not be permitted unless specifically approved by the Town. The Landscaper shall provide replacement trees and shrubs, at the Landscaper's expense, if the trees are "topped" or if the Western Chapter of the International Society of Arboriculture's pruning standards are not met;
- viii. All limbs 1 ½" or greater in diameter shall be undercut to prevent splitting;
- ix. All limbs shall be lowered to the ground using a method that prevents damage to the remaining limbs; and
- x. All pruning equipment utilized shall be clean, sharp, and expressly designed for tree pruning.

3. Pruning and Staking (All sites) – Shrubs

- a. Shrubs shall be pruned at least twice per year, or more frequently as needed to maintain established height and shape, or to prevent encroachment into other areas.
- b. Prune hedges and shrubs to maintain eight foot (8') clearance above sidewalks and fourteen foot (14') clearance overhanging beyond curb line into the paved sections of roadways to achieve safe vehicular and pedestrian visibility, clearance, and access;
- c. Remove all dead, diseased, and unsightly branches. Remove vines, blackberry bushes, or other growth that as it develops within any shrub/hedge. Any runners that start to climb buildings, shrubs, or trees shall be pruned out of these areas. Vines that cover sound walls are not to be removed unless directed to do so by the Town. If shrubs, hedges, and/or ground cover perish under the neglect of the Contractor, he/she shall replace the item at his/her expense;
- d. At the Landscaper's expense, all dead shrubs shall be chipped, removed, and disposed the same day at the Town's Corporation Yard, 6145 Mandarin Court, Loomis, CA. Notify the Town prior to removal of shrubs/hedges. The chipped trimmings and debris shall be placed in the designated area/dumpster provided by the Town, and shall be free of any inorganic material (trash);

- e. Restrict growth of hedges and shrubs to areas behind curbs and walkways and within planter beds by trimming. In no case shall hedge shears be used as a means of pruning, unless prior authorization from the Town has been obtained; and
 - f. All pruning cuts shall be smooth, leaving no stubs exposed. Ragged or chewed appearance is not acceptable.
4. Fertilization and Staking (All Sites)
- a. Landscaper shall apply fungicide, herbicide, and pesticide of the types in the amounts best suited to control pests, weeds, and plant disease;
 - b. Landscaper shall apply insecticides of the type and in the amounts best suited to protect the plant material from damage, including that caused by slugs and snails; and
 - c. Landscaper shall be responsible for choosing, and paying for, fertilizers, chemicals, and insecticides. The Town may make specific requests regarding the type of fertilizers, chemicals, or insecticides used, as long as it is responsible for increase in costs that result.
5. Sprinklers and Drip Systems (All sites)
- a. Landscaper shall check and adjust sprinkler valves and heads every two weeks, in addition to operating the sprinklers as required to maintain the landscaping;
 - b. Landscaper shall provide the equipment and labor needed to repair all controllers, timers, sprinkler valves, sprinkler heads, water line breaks, and wiring;
 - c. Landscaper shall notify the Town of the cost of, and circumstances requiring the replacement of parts or materials before such replacement is done;
 - d. Landscaper shall document any repairs made to controllers, timers, sprinkler valves, sprinkler heads, water lines, and wiring, and repair documents shall be made available for the Town to inspect; and
 - e. The prior authorization of the Town is needed before the Town pays for replacement valves, timers, sprinkler heads, water lines, or other parts.
6. Clean Up (All sites)
- a. Landscaper shall keep the sites free from trimmings, paper, rubbish, or any other objectionable materials;

- b. Landscaper shall not leave trimmings, clippings, dirt, or debris on paved, concrete, or play areas;
- c. Landscaper shall be solely responsible for waste materials on site, and in no event, shall the Landscaper allow waste to be disposed of improperly; and
- d. Landscaper shall be solely responsible for the weekly removal of leaves, paper, and other debris, from the adjacent street pavement, sidewalks, and landscaped areas.

7. Equipment

- a. Landscaper shall provide all equipment necessary to perform the services required of Landscaper hereunder, at its sole cost.

8. Emergency Services

- a. Landscaper shall respond to emergency calls and provide necessary services as dictated by the circumstances.

Time of Performance/Accountability. Landscaper acknowledges that time is of the essence and shall complete all work as expeditiously as possible. Landscaper shall in advance present to the Town a written schedule of work to be performed for each six month period, and shall keep a work diary detailing the work actually performed for each six month period. Landscaper shall meet with the Town once every three months and compare the schedule of work with those items indicated as completed in the work diary. Landscaper shall follow some form of landscape maintenance standards such as Sunset Landscaping or its equivalent, and be prepared upon request to explain and defend its applications and practices in the field against such standards. Landscaper shall submit a monthly maintenance report summarizing work provided.

Compensation. For services rendered under this Agreement, Town shall pay Landscaper based on the monthly rates in amounts not to exceed those stated for each of the locations identified in III, above.

In the event of an increase or decrease in the Western Regional Consumer Price Index the compensation hereunder shall be adjusted by a like amount not to exceed five (5) % per annum.

Methods of Payment. Payments by Town to Landscaper shall be made in amounts based on the work completed monthly by Landscaper. Each request for payment shall be supported by monthly progress reports (including the number of hours worked and the hourly rates). Within 30 days of receipt of these billings, Town shall make payment for verified work.

Termination. Town shall have the right to terminate this Agreement at any time without cause in which case Landscaper shall turn over all documents covered by section 6., below, to the Town, and Town shall pay Landscaper for all work actually performed to that point.

Records. All records, files, reports, etc., in possession of the Landscaper relating to the matters covered by this Agreement shall be the property of the Town, and Landscaper hereby agrees to deliver same to the Town upon termination of the Agreement.

Insurance. During the term of this Agreement, Landscaper shall maintain in full force and effect the following policies of insurance and provide the Town with certificates evidencing that the Town has been added as additionally named insured:

(a) General Liability. \$1,000,000 per occurrence for bodily and property damage. If Commercial General Liability Insurance or another form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required per occurrence limit.

(b) Automobile Liability. \$300,000 per accident / \$100,000 each person for bodily injury; and \$100,000 for property damage.

(c) Worker's Compensation Insurance. In amounts required by law.

Amendments. Amendments to this Agreement shall be in writing and signed by the Town.

Indemnity. Landscaper is an independent contractor and its employees shall not be employees of or have any contractual relationship with the Town. Landscaper shall save and hold the Town harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Landscaper or its employees during the performance of this Agreement.

Assignability of Agreement. This Agreement contemplates the personal performance of the Landscaper and is based upon a determination of its unique competence and experience. Assignments of any or all rights, duties or obligations of Landscaper under this Agreement will be permitted only with the express written consent of the Town.

Award of Contract:

In closing, all proposals are due by **July 29, 2020** by 2:00 pm to the Town of Loomis Clerks Office.