



COUNTY OF MONTEREY
RESOURCE MANAGEMENT AGENCY
PUBLIC WORKS

168 WEST ALISAL STREET, 2ND FLOOR
SALINAS, CA 93901-2438
(831) 755-4800

REQUEST FOR PROPOSAL (RFP) # 10596

**FOR
LANDSCAPE AND OPEN SPACE
MAINTENANCE SERVICES
CSA 15 – TORO PARK & SERRA VILLAGE**

Proposals Due: 3:00 p.m. PST, Tuesday, October 31, 2016

APPROVED AS TO FORM

MARY GRACE PERRY
DEPUTY COUNTY COUNSEL

9-27-2016

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SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 The County of Monterey Resource Management Agency is soliciting written proposals from qualified companies hereinafter referred to as “CONTRACTOR”, to provide landscape and open space maintenance services for County Service Area No. 15 hereinafter referred to as “CSA 15”, which encompasses Toro Park Estates, Serra Village, Toro Creek Estates and Toro Sunshine. These proposals will be evaluated to select a CONTRACTOR to negotiate an AGREEMENT with the County.

2.0 BACKGROUND

- 2.1 The County of Monterey is located on the Central Coast of California, approximately 120 miles south of San Francisco. The County is approximately 3,350 square miles. CSA 15 is located approximately five (5) miles southwest of the county seat, Salinas, off of Highway 68.
- 2.2 This Request for Proposal, RFP #10596, is for one Agreement with the COUNTY. The purpose of this Agreement is to provide the COUNTY with the necessary qualified resources to maintain open improved park and unimproved open space areas. Maintenance is to be performed as defined in the Project Scope 5.1 through 5.9. Each proposal shall specify each and every item as set forth in the attached specifications.
- 2.3 The Resource Management Agency administers a service area landscape maintenance agreement which provides for basic services such as mowing and maintenance of mini-park turf, mowing of native grasses in open space areas, weed abatement, vegetation trimming, sidewalk edging, and park turf and irrigation maintenance. Specific equipment is needed for large acreage mowing, as well as for walkways, sidewalk, and mini-parks maintenance.
- 2.4 RFP #10596 replaces the current RFP #10411 Landscape & Open Space Maintenance Services in CSA 15.

3.0 CALANDAR OF EVENTS

3.1	Issue RFP	September 29, 2016
3.2	Mandatory Pre-Proposal Meeting/Site Tour	October 12, 2016
3.3	Deadline for Written Questions	3:00 pm, PST, October 21, 2016
3.3	Proposal Submittal Deadline	3:00 pm, PST, October 31, 2016
3.4	Estimated Notification of Selection	November 7, 2016
3.5	Estimated Agreement Date	November 21, 2016

This schedule is subject to change as necessary.

- 3.7 **FUTURE ADDENDA:** CONTRACTORS who received notification of this solicitation by means other than through a County mailing shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFQ** by either informing the County of their mailing information or by regularly checking the County's Solicitation Center web page at www.co.monterey.ca.us/admin/solicitcenter.htm. Addenda will be posted on the website the day they are released.
- 3.8 **MANDATORY PRE-PROPOSAL MEETING/SITE TOUR:** Only CONTRACTOR(s) who attend the **mandatory** pre-proposal meeting/site visit will be eligible to submit Proposals for this RFP. The pre-proposal meeting/site visit will begin at 9:00AM on October 12, 2016 at the unpaved parking lot across from 7-Eleven off of Portola in Toro Park. Those interested in submitting a proposal are required to attend this meeting. A thorough orientation will be given regarding what will be expected of the CONTRACTOR. The purpose of this meeting is to field questions and orient prospective CONTRACTORS. No presentations are required or permitted at this meeting/tour. Please indicate your intent to attend this meeting by sending an email response to Lynette Redman, RedmanL@co.monterey.ca.us.

4.0 COUNTY POINT OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to the primary contact for the County:

Lynette Redman, Management Analyst III
County of Monterey
Resource Management Agency
168 W. Alisal Street, 2nd Floor
Salinas, CA 93901-2439
PHONE: (831) 755-6038
FAX: (831) 755-4958
Email: redmanl@co.monterey.ca.us

- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable).
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS herein**. Questions submitted after the deadline will not be answered.
- 4.4 The questions will be researched and the answers will be communicated to all known interested CONTRACTORS after the deadline for receipt of questions.
- 4.5 Only answers to questions communicated by formal written addenda will be binding.
- 4.6 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF SERVICES

5.1 MINI-PARK MAINTENANCE

- 5.1.1 CONTRACTOR shall maintain the four (4) mini-parks, including adjacent sidewalks, entryways and frontage areas. The specific locations of the four (4) parks are located in the Toro Park Estates Subdivision as shown in APPENDIX 2 - Work Location Maps.
- 5.1.2 The four (4) designated mini-parks are as follows:
- 5.1.2.1 Kelton Park
 - 5.1.2.2 Ferdinand Park
 - 5.1.2.3 Sutherland Park
 - 5.1.2.4 Lopp Park
- 5.1.3 CONTRACTOR shall:
- 5.1.3.1 Schedule turf-mowing operations as outlined in 5.1.5.
 - 5.1.3.2 Trim trees, shrubbery and groundcover within the park as needed to sustain an attractive and healthy plant that is characteristic for the species.
 - 5.1.3.3 Abate weeds around fence lines, signs, benches, play equipment and installed barriers.

- 5.1.3.4 Edge the sidewalks, entryways and frontage areas leading into the parks with an edging machine, such as a blade edger, or equivalent, which cuts below the surface of the ground to a minimum depth of one inch, but in no case less than what is required to cut the plant or weed that is encroaching upon the sidewalk.
- 5.1.3.5 Abate weeds by either mechanical or chemical means. CONTRACTOR shall not substitute chemical weed abatement in place of the edging operation.
- 5.1.3.6 Fertilize turf.
- 5.1.3.7 Visually inspect the structural components of each park during the appointed task and notify the County if any component is in need of repair and/or maintenance.
- 5.1.3.8 Rake the depressed areas within each of the play equipment borders.
- 5.1.3.9 Re-level the areas to a common grade after each regularly scheduled turf grass mowing.
- 5.1.4 CONTRACTOR shall mow all parks on Friday during the weekly or biweekly scheduled maintenance period, unless otherwise agreed upon by the County or due to extenuating circumstances such as inclement weather.
 - 5.1.4.1 CONTRACTOR shall provide notice in writing by letter or email whenever any inclement conditions preclude mowing. The CONTRACTOR shall not be paid for such cancelled mowing.
 - 5.1.4.2 CONTRACTOR shall work with County point of contact to reschedule a designated mowing day when scheduled Friday falls on a recognized holiday, such as Christmas or New Year's Day.
- 5.1.5 CONTRACTOR shall mow park turf grass on Fridays as follows:
 - 5.1.5.1 Weekly 2016-17: October, November, March, April, May, June, July, August, and September
 - 5.1.5.2 Bi-Weekly 2016-17: December, January, and February
- 5.1.6 CONTRACTOR shall cut the turf grass at the lowest setting allowed by the mower to prevent a scalping condition of the turf grass.
- 5.1.7 CONTRACTOR shall establish a watering cycle that will sustain a healthy and functional landscape while conserving water resources.
- 5.1.8 During the winter or rainy periods, CONTRACTOR may be asked to reduce the watering schedule to prevent over watering of the turf grass or to place the irrigation control system on a standby position.
- 5.1.9 CONTRACTOR shall, at each mini-park, implement regular inspections of all irrigation systems to identify readily apparent problems that will reduce system performance and overall irrigation efficiency. The inspection shall include, but not be limited to, obvious over-watering and/or under-watering, ponding, broken components, spray misdirected/overspray, sunken heads, heads not vertical, heads not operating properly, clogged nozzles/emitters, worn nozzles/emitters and unequal discharge rates. An inspection report shall be submitted to the County and shall include a description of recommended remedies to any problems.

- 5.1.10 CONTRACTOR shall do a walkover of the mini-park parcels immediately prior to the mowing operation and remove all litter material, including but not limited to, bottles, cans, and paper from the site.
- 5.1.11 CONTRACTOR shall leave, at the completion of the mowing operation, the surface of the parks free and clear of all large accumulations of grass clippings, and/or wet grass clumps leftover by the turf mowing equipment. CONTRACTOR is encouraged to use mowing equipment that has a front or rear mounted grass catcher that is capable of removing such clippings.
- 5.1.12 CONTRACTOR shall not leave the surface of the parks with a windrow effect of grass clippings or a visible accumulation of grass clippings after each mowing operation. The County retains the discretion to determine the degree to which the grass clippings must be removed. However, the County will make a reasonable judgment on the extent of grass clipping removal.
- 5.1.13 CONTRACTOR shall empty trash cans weekly on Friday from each park.
 - 5.1.13.1 CONTRACTOR shall work with County point of contact to reschedule a designated trash pick-up day when scheduled Friday falls on a recognized holiday, such as Christmas or New Year's Day.
- 5.1.14 CONTRACTOR shall place appropriate sized trash liners in the trashcans after trash has been removed.
- 5.1.15 CONTRACTOR shall visually inspect the trash cans during the weekly/bi-weekly mowing operation to make sure the cans and lids are secure. Damaged, missing trash cans, or missing trash can lids shall be reported to the County point of contact.
- 5.1.16 CONTRACTOR shall maintain the frontage areas between the sidewalks and Portola Drive at Kelton Park, Sutherland Park and Lopp Park as part of the park maintenance during each mowing operation.
- 5.1.17 CONTRACTOR shall provide mini-park maintenance weekly during the months of March, April, May, June, July, August, September, October, and November and bi-weekly during the months of December, January, and February during the AGREEMENT period as outlined in the APPENDIX 1 - Landscape Maintenance Schedule, attached and incorporated by this reference.

5.2 MAINTENANCE OF GREENBELT AND OPEN SPACE AREAS

- 5.2.1 CONTRACTOR shall maintain the native grasses and vegetation in the greenbelt and open space areas located in the Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine Subdivisions. The specific locations of the greenbelt and open space areas are shown in APPENDIX 2 - Work Location Maps.
- 5.2.2 Greenbelt and open space maintenance shall include, but is not limited to:
 - 5.2.2.1 Native grass mowing.
 - 5.2.2.2 Weed abatement along residential fence lines, drip lines of trees and shrubs, entry signs, and installed barriers.
 - 5.2.2.3 Pickup and removal of litter.

- 5.2.2.4 Maintenance of sidewalks and entryways leading into the open space areas, including, but not limited to, shrubs planted between the sidewalks and curb, along residential fence and property lines.
- 5.2.3 CONTRACTOR shall, during each of the regularly scheduled mowing periods, mow native grasses to a height of approximately three (3) inches.
- 5.2.4 CONTRACTOR shall do a walkover of the areas immediately prior to mowing and remove all downed limbs less than 4' long and 8" inches in diameter that will interfere with the mowing operation.
- 5.2.5 CONTRACTOR shall pick up and remove all litter material, including but not limited to, bottles, cans, and paper, before mowing.
- 5.2.6 CONTRACTOR SHALL edge the sidewalks and entryways leading into the open space areas with an edging machine, such as a blade edger or equivalent, which cuts below the surface of the ground to a minimum depth of one inch, but in no case less than what is required to cut the plant or weed that is encroaching upon the sidewalk.
- 5.2.7 CONTRACTOR, in the course of vegetation maintenance and clearance along the sidewalks and entryways leading into the greenbelt and open space areas, shall:
 - 5.2.7.1 Prune all trees and/or shrubs planted between the sidewalks and residential fence lines to a minimum of eight (8) feet and thin all trees and/or shrubs in a manner that does not create a canopy effect.
- 5.2.8 CONTRACTOR shall, after each daily increment of edging before continuing on to the next segment of sidewalk maintenance, sweep, blow free, or remove all weed debris and/or dirt that accumulates on park sidewalks as a result of the edging operation.
- 5.2.9 CONTRACTOR shall remove all plant debris from the site immediately after the maintenance task has been completed.
- 5.2.10 CONTRACTOR may, on occasion, need to remove a major accumulation of plant or other waste material that will interfere with the mowing operation and is not included in this scope. A quote shall be submitted to the designated County contact. Work shall not begin until work is approved and a written Notice to Proceed is issued by the County.
- 5.2.11 CONTRACTOR shall provide greenbelt and open space maintenance four (4) times during the AGREEMENT period as outlined in the APPENDIX 1 - Landscape Maintenance Schedule.
- 5.2.12 CONTRACTOR shall complete work within a two week period for the open space mowing operation from the notice to proceed date given to CONTRACTOR by the County.
 - 5.2.12.1 Failure to complete the work within a two week timeframe shall result in a reduction of payment by twenty five percent (25%) for this service and the subsequent payment shall only be paid upon full completion of the work.

5.3 MAINTENANCE OF SIDEWALKS AND PLANT MATERIALS ALONG PORTOLA DRIVE

- 5.3.1 CONTRACTOR shall maintain the sidewalks and trim the plant material along the entire length of Portola Drive in Serra Village and Toro Parks Estates to the extent that the sidewalks cross over the greenbelt areas as shown on APPENDIX 2 - Work Location Maps, attached and incorporated by this reference.
- 5.3.2 CONTRACTOR, in the course of sidewalk maintenance, shall:
 - 5.3.2.1 Edge the entire length of the sidewalks along Portola Drive with an edging machine, such as a blade edger or equivalent, which cuts below the surface of the ground to a minimum depth of one inch, but in no case, less than what is required to cut the plant or weed that is encroaching upon the sidewalk.
 - 5.3.2.2 Sweep, blow free or remove the weed debris and/or dirt that accumulates on the sidewalks as a result of the edging operation from the sidewalk after each daily increment of edging before continuing on to the next segment of sidewalk maintenance.
 - 5.3.2.3 Remove all accumulated plant debris and/or dirt from overhanging trees and/or animal casting, not associated with the edging operation.
- 5.3.3 CONTRACTOR shall provide sidewalk maintenance four (4) times during the AGREEMENT period as outlined in the APPENDIX 1- Landscape Maintenance Schedule.
- 5.3.4 CONTRACTOR, in the course of plant material maintenance and clearance, shall:
 - 5.3.4.1 Prune all trees and/or shrubs planted between the sidewalks and residential fence lines to a minimum height of eight (8') feet and thin all trees and/or shrubs in a manner that does not create a canopy effect.
 - 5.3.4.2 Prune any plant material that is found to be encroaching onto the sidewalk tread width, providing a clearance of twelve (12") inches on either side of the sidewalk unless otherwise directed by the County.
 - 5.3.4.3 Prune all plant material according to accepted and best landscape maintenance practices.
 - 5.3.4.4 Immediately remove all cut limbs that have the potential to cause injury to persons using the normal tread width of the sidewalks.
 - 5.3.4.5 Sweep, blow free or remove the weed debris and/or dirt that accumulates on the sidewalks as a result of the edging operation from the sidewalk after each daily increment of edging before continuing on to the next segment of sidewalk maintenance.
 - 5.3.4.6 Remove all accumulated plant debris and/or dirt from overhanging trees or animal casting, not associated with the plant maintenance and clearance.
 - 5.3.4.7 Remove all plant debris from the site immediately after the task has been completed.
- 5.3.5 CONTRACTOR shall provide plant material maintenance four (4) times during the AGREEMENT period as outlined in APPENDIX 1 - Landscape Maintenance Schedule.
- 5.4 MAINTENANCE OF TOREADOR MEDIAN ISLAND**
 - 5.4.1 CONTRACTOR shall maintain the Toreador Median Island in a weed free condition.
 - 5.4.2 CONTRACTOR shall:
 - 5.4.2.1 Thoroughly weed the median island by mechanical means. At the discretion of the County, CONTRACTOR may apply an appropriate chemical herbicide for maintenance purposes.
 - 5.4.2.2 Prune the existing plant material and underbrush during the maintenance period to keep the plants from protruding beyond the median island curb line.
 - 5.4.2.3 Remove dead or dying underbrush as required during the maintenance period.

- 5.4.2.4 Remove all plant debris from the site immediately after the task has been completed.
- 5.4.2.5 Prune all plant material according to accepted and best landscape maintenance practices.

- 5.4.3 CONTRACTOR shall provide maintenance of the Toreador Median Island four (4) times during the AGREEMENT period as outlined in APPENDIX 1 - Landscape Maintenance Schedule.

5.5 SIDEWALK WEED CONTROL THROUGH CHEMICAL APPLICATION

- 5.5.1 CONTRACTOR shall maintain the edges of sidewalks along Portola Drive in Toro Park Estates, and curbs along open spaces in Serra Village through one chemical application of a 12-month extended control herbicide (Round-Up or equivalent).
- 5.5.2 CONTRACTOR shall advise the County as to the most appropriate time to apply the herbicide.
- 5.5.3 CONTRACTOR shall notify the County a minimum of seven (7) days in advance of the chemical application.
 - 5.5.3.1 CONTRACTOR's failure to submit such written notification shall be grounds for non-payment for this service.
 - 5.5.3.2 CONTRACTOR shall secure confirmation from County that written notice was properly delivered to County prior to making the chemical application.
- 5.5.4 CONTRACTOR shall apply the chemical herbicide on both sides of the sidewalks, in Toro Park Estates and Serra Village that are located within the County's greenbelt area.
 - 5.5.4.1 The application of chemical herbicide between the sidewalk and road shall be a uniform wide of twelve (12) inches from the edge of the sidewalk.
 - 5.5.4.2 The application of chemical herbicide between the sidewalk and the fence lines shall be the full width of the open space.
- 5.5.5 CONTRACTOR shall apply the selected chemical in accordance with the manufacturer's recommendations and will exercise due caution and care when applying the chemical in and around public places.
- 5.5.6 The CONTRACTOR shall possess a valid Pest Control Operators license as issued by the Department of Pesticide Regulation, State of California, during the term of this contract. CONTRACTOR shall perform all safety functions in accordance with these regulations.

5.6 TURF FERTILIZATION APPLICATIONS

- 5.6.1 CONTRACTOR shall fertilize all parks in County Service Area 15 on a scheduled basis to provide for a healthy and viable turf growing condition. CONTRACTOR shall fertilize the parks through two (2) applications that are acceptable to the County and consistent with best management practices for turf fertilization.
- 5.6.2 CONTRACTOR shall:
 - 5.6.2.1 Use an all-purpose turf fertilizer, such as 21-7-14, in the first application, in accordance with the manufacturer's recommendations. CONTRACTOR shall advise the County as to the most appropriate time to apply the fertilizer.
 - 5.6.2.2 Use an appropriate fertilizer that continues to provide for a healthy and viable turf growing condition in the second application, in accordance with the manufacturer's recommendations. CONTRACTOR shall advise the County as to the most appropriate time to apply the fertilizer.

- 5.6.3 CONTRACTOR shall submit a written schedule that lists the type and brand name of fertilizer to be used and the date when the fertilizer will be applied.
- 5.6.4 CONTRACTOR shall notify the County a minimum of seven (7) days in advance of the fertilizer application.
 - 5.6.4.1 Failure to submit such written notification shall be grounds for non-payment for this service. It shall be the responsibility of the CONTRACTOR to secure confirmation from County that written notice was properly delivered to County prior to making the fertilizer applications.
- 5.6.5 CONTRACTOR shall apply the selected turf fertilizer in accordance with the manufacturer's recommendations and shall exercise due caution and care when applying chemicals in and around public places.

5.7 IRRIGATION SYSTEM MAINTENANCE

- 5.7.1 CONTRACTOR shall regularly monitor, test, and insure proper time clock operations on irrigation system components of the four (4) mini-parks (Kelton, Ferdinand, Sutherland and Lopp Parks) and the open space component of Serra Village.
- 5.7.2 CONTRACTOR shall monitor the irrigation sprinkler system to insure watering times are properly programmed to use the least amount of water necessary based on seasonal requirements. Sprinkler heads shall be adjusted to maximize the effective use of water on landscaping and to minimize overflow onto sidewalk, roadways, and other non-turf areas.
- 5.7.3 CONTRACTOR shall notify County of any minor maintenance work identified as being necessary as a result of inspections, including a proposed cost of repair. Upon written approval of County, CONTRACTOR shall complete all minor maintenance work identified as being necessary as a result of inspections or otherwise brought to the attention of the CONTRACTOR. Such maintenance work shall include, but shall not be limited to replacement of broken or defective irrigation pipe sections, sprinkler heads, timers, and/or minor valves.

5.8 WORKMANSHIP

- 5.8.1 All work shall be performed in a professional manner by skilled, experienced workers and be familiar with all best management practices for landscape maintenance.
- 5.8.2 Employees shall be in uniform or other identifying attire, with clearly designated vehicle bearing the company name.

5.9 ADDITIONAL WORK PROVISIONS

- 5.9.1 The County shall pay for all utilities. The County will arrange for access to water and power, if required.
- 5.9.2 CONTRACTOR shall furnish all labor and equipment required to fulfill the AGREEMENT at no additional expense to the County.
- 5.9.3 Emergency Work:
 - 5.9.3.1 The County, occasionally, when authorizing emergency work that affects the health and safety of the local residents, requires additional work to be performed and/or materials to be purchased that is not within the scope of this AGREEMENT. Such authorization for services may include, but is not limited to:

- 5.9.3.1.1 Tree and brush trimming/removal; and
- 5.9.3.1.2 Debris removal including dump fees; and
- 5.9.3.1.3 Installation of minor structural projects and landscape improvements and enhancements to the open space area.

The County and CONTRACTOR shall negotiate all costs related to the above items prior to the approval of the project. Payment shall be made through a separate purchase order.

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of three (3) years with the option to extend the AGREEMENT for two (2) additional one (1) year periods.
- 6.2 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel this AGREEMENT, or any extension of this AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.
- 6.3 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
 - 6.3.1 Both parties shall agree upon rate extension(s) or changes in writing.
 - 6.3.2 The County is not required to state a reason if it elects not to renew.

7.0 INSPECTIONS

- 7.1 **CONTRACTOR shall, upon fulfilling the monthly landscape maintenance requirements, notify the Resource Management Agency and request an on-site inspection of all work performed by CONTRACTOR.**

8.0 REQUIRED CONTENT OF PROPOSAL

8.1 CONTENT AND LAYOUT:

8.1.1 CONTRACTOR shall provide the information as requested and as applicable to the proposed services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposals packages shall include at a minimum, but not limited to, the following information in the format indicated:

Proposal Package Layout Organize and Number Sections as Follows:	
Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	SIGNATURE PAGE (ATTACHMENT 41)
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	LICENSING REQUIREMENTS
Section 3	PROJECT EXPERIENCE AND REFERENCES
Section 4	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 5	PRICING
Section 6	EXCEPTIONS
Section 7	APPENDIX

Section 1 Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding the equivalent of two (2) single-sided pages and should provide as follows:

Contact Information: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Information: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it has been in existence.

Signed Signature Page and Signed Addenda (if any addenda were released for this solicitation): Proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in **BLUE** ink. All prices and notations must be typed or written in **BLUE** ink. Errors must be crossed out and corrections printed in ink or typed adjacent, and must be initialed in **BLUE** ink by the person signing the proposal.

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Section 2 Pre-Qualification/Licensing Requirements:

Pre-Qualification/Licensing: CONTRACTOR must acknowledge in writing that they meet all of the pre-qualifications and licensing requirements (Pest Control Operators license as issued by the Department of Pesticide Regulation, State of California) during the term of this contract. CONTRACTOR shall perform all safety functions in accordance with those regulations.

Section 3 Project Experience & References:

Key Staff Persons: CONTRACTOR shall identify key staff proposed and include their qualifications and experience for the service identified herein.

Experience & References: CONTRACTOR shall describe at least three (3) similar projects for which it provided services similar to the Scope of Services described herein. Please include phone number and email address as the County will conduct reference checks using this information.

Section 4 Environmental Practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to in the course of doing business as relevant to County's Climate-Friendly Purchasing Policy attached hereto as EXHIBIT 1 and incorporated by this reference.

CONTRACTOR shall indicate whether or not it is a "Green Certified" business and state which governing authority administered the certification.

Section 5 Pricing:

CONTRACTOR shall complete Appendix 1 – Landscape Maintenance Schedule to include prices for all components listed in that schedule. The Irrigation System Maintenance component shall be in the amount of \$1,000 as shown in Appendix 1.

Section 6 Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with "EXCEPTION TO MONTEREY COUNTY SOLICITATION #10596. Each Exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an Exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

Section 7 Appendix:

CONTRACTOR may provide any additional information that it believes to be applicable to this proposal or qualifications package and include such information in an Appendix section.

8.2 ADDITIONAL REQUIREMENTS: To be considered "responsive," submittals shall adhere to the following:

8.2.1 Four (4) sets of the proposal package (one [1] original proposal marked "Original" plus three [3] copies) shall be submitted in response to this solicitation. Each copy shall include a cover page indicating the company name submitting and reference to "RFP #10596". In addition, submit one (1) electronic version of the entire proposal or qualifications package on a CD, DVD, or USB memory stick. Additional copies may be requested by the COUNTY at its discretion.

8.2.2 Proposal packages shall be prepared on 8-1/2" x 11" paper, preferably bound with front and back covers. Fold out charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.

8.2.3 Reproductions of the Monterey County Seal shall not be used in any documents submitted in response to this solicitation.

- 8.2.4 CONTRACTOR shall not use white out or a similar correction product to make late changes to their proposal package but may instead line out and initial in **BLUE** ink any item which no longer is applicable or accurate.
- 8.2.5 To validate your proposal package, **submit the SIGNATURE PAGE** (contained herein) **with your proposal**. Proposal packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in **BLUE** ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining three (3) proposal copies. All prices and notations must be typed or written in **BLUE** ink in the original proposal copy as well. Errors may be crossed out and corrections printed in **BLUE** ink or typed adjacent to said correction, and must be initialed in **BLUE** ink by the person signing the proposal.
- 8.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION” at the top of the page.

9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 **Submittal Identification Requirements:** ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION NUMBER RFP #10596 and CONTRACTOR’S COMPANY NAME.**
- 9.2 **Mailing Address:** Proposal packages shall be mailed to County at the mailing address indicated on the **Signature Page** of this solicitation.
- 9.3 **Due Date:** Proposal packages must be received by County ON OR BEFORE the time and date specified, at the location and to the person specified on the **Signature Page** of this solicitation. It is the sole responsibility OR to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.
- 9.4 **Shipping Costs:** Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.
- 9.5 **Acceptance:** Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR’S ability to perform the work adequately as specified.
- 9.6 **Ownership:** All submittals in response to this solicitation become the property of the County of Monterey. If a CONTRACTOR does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked “No Bid”.
- 9.7 **Compliance:** Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.

- 9.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).

10.0 SELECTION CRITERIA

- 10.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 10.2 The selection criteria shall include, but is not limited to, the following:
- 10.2.1 Ability of the CONTRACTOR to demonstrate direct experience providing landscape maintenance.
 - 10.2.2 Ability of the CONTRACTOR to provide the services as described within the RFP to the specific geographic areas in question. Proximity of other business operations, including CONTRACTOR'S "home base" will be a factor.
 - 10.2.3 Whether or not the CONTRACTOR is local. Preference will be given to local contractors that are certified as such.
 - 10.2.4 Ability of CONTRACTOR to provide services at competitive rates. CONTRACTOR shall submit a Fee Schedule in their proposal as per EXHIBIT A attached hereto and incorporated by this reference.
 - 10.2.5 Extent of personnel and equipment to be provided under this AGREEMENT. County shall be given an opportunity to inspect CONTRACTOR'S equipment prior to award of the contract.
 - 10.2.6 The award(s) resulting from the RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the county, best serves the overall interest of the County. The award(s) will not be based solely on cost.
 - 10.2.7. The award made from the RFP may be subject to approval by the County Board of Supervisors. The absence of required information will cause the proposal to be deemed unresponsive and may be cause for rejection.

11.0 PREFERENCE FOR LOCAL CONTRACTORS

- 11.1 General Requirements: Each local CONTRACTOR providing goods, supplies or services funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference in this section.
- 11.2 The foregoing provisions apply only to competitive bids that require that contracts be awarded to the lowest responsible bidder. For contracts awarded pursuant to requests for proposals or requests for quotations, the awarding authority may consider, as one of the factors in determining the most suitable proposal or quotation, whether or not a local supplier submits the proposal or quotation.
- 11.3 Definitions: For the purpose of this Section, the following terms have the meanings indicated:

- 11.3.1 "Area" means Monterey County, San Benito County, and Santa Cruz County.
- 11.3.2 "Bid" includes any competitive bid, whether formal or informal.
- 11.3.3 "Local Supplier" shall mean a supplier doing business in the Area for not less than the past five (5) consecutive years.
- 11.3.4 "Supplier" shall mean a business or resident providing goods, supplies, or professional services.

12.0 CONTRACT AWARDS

- 12.1 Multiple Award(s): County has the option to award a portion or portions of this contract to multiple successful CONTRACTORS at the sole discretion of and benefit to County.
- 12.2 Board of Supervisors: The award made from this solicitation may be subject to approval by the County Board of Supervisors.
- 12.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.
- 12.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 12.5 Notification: Unsuccessful CONTRACTORS who have submitted a Proposal or Qualifications Package will be notified of the final decision as soon as it has been determined.
- 12.6 In County's Best Interest: The award resulting from this solicitation will be made to the CONTRACTOR that submits a response that, in the sole opinion of County, best serves the overall interest of County.
- 12.7 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

13.0 SEQUENTIAL CONTRACT NEGOTIATIONS

County will pursue contract negotiations with the CONTRACTOR who submits the best Proposal or qualifications or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a Proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

14.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by the Office of the County Counsel, similar to the "STANDARD AGREEMENT > 100k SECTION" herein. Submission of a signed bid/proposal and the SIGNATURE PAGE will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the

SAMPLE AGREEMENT Section herein. County may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

15.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

16.0 RIGHTS OF PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION". The County will not disclose proprietary information to the public, unless required by law. However, the County cannot guarantee that such information will be held confidential.

17.0 PREVAILING WAGE

- 17.1 CONTRACTOR shall comply with all applicable sections, in accordance with Section 1770, et. seq., of the Labor Code, regarding general prevailing wage rates of per diem, holiday, and overtime wages for each craft, classification, or type of worker needed to execute the contract.
- 17.2 Copies of the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work are on file in the office of the Monterey County Department of Public Works or: <http://www.dir.ca.gov/dlsr/pwd/>.
- 17.3 CONTRACTOR shall post the prevailing wage rates at the job site.

18.0 NON-EXCLUSIVE

- 18.1 The provisions of the AGREEMENT shall in no way prohibit the County from entering into an AGREEMENT with another CONTRACTOR for the same services as herein listed for areas outside of the CSA 15 – LANDSCAPE MAINTENANCE SERVICE AREAS shown in APPENDIX 2 – LOCATION MAPS which encompasses Toro Park Estates, Serra Village, Toro Creek Estates and Toro Sunshine and/or from entering into an AGREEMENT with another CONTRACTOR for work which is beyond the SCOPE OF SERVICES set forth in EXHIBIT A – SCOPE OF SERVICES of the resulting AGREEMENT.
 - 18.1.1 The AGREEMENT resulting from this RFP does not establish an exclusive arrangement between the County and the successful CONTRACTOR beyond the SCOPE OF SERVICES set forth in EXHIBIT A – SCOPE OF SERVICES for Toro Park Estates, Serra Village, Toro Creek Estates and Toro Sunshine within CSA 15 – LANDSCAPE MAINTENANCE SERVICE AREAS shown in APPENDIX 2 – LOCATION MAPS.

- 18.1.2 County has the right to request quotations from other CONTRACTORS for work beyond the SCOPE OF SERVICES set forth in EXHIBIT A – SCOPE OF SERVICES without requesting a quotation from CONTRACTOR.

SAMPLE COUNTY OF MONTEREY STANDARD AGREEMENT

- 1.1 Refer to the County Contracts Purchasing site for the County of Monterey Standard Agreement (More than \$100,000). [Link to County of Monterey Agreement Templates](#)

EXHIBIT A – SCOPE OF SERVICES

1.1 MINI-PARK MAINTENANCE

- 1.1.1 CONTRACTOR shall maintain the four (4) mini-parks, including adjacent sidewalks, entryways and frontage areas. The specific locations of the four (4) parks are located in the Toro Park Estates Subdivision as shown in APPENDIX 2 - Work Location Maps.
- 1.1.2 The four (4) designated mini-parks are as follows:
- 1.1.2.1 Kelton Park
 - 1.1.2.2 Ferdinand Park
 - 1.1.2.3 Sutherland Park
 - 1.1.2.4 Lopp Park
- 1.1.3 CONTRACTOR shall:
- 1.1.3.1 Schedule turf mowing operations as outlined in Section 1.1.5 below.
 - 1.1.3.2 Trim trees, shrubbery and groundcover within the park as needed to sustain an attractive and healthy plant that is characteristic for the species.
 - 1.1.3.3 Abate weeds around fence lines, signs, benches, play equipment and installed barriers.
 - 1.1.3.4 Edge the sidewalks, entryways and frontage areas leading into the parks with an edging machine, such as a blade edger, or equivalent, which cuts below the surface of the ground to a minimum depth of one inch, but in no case less than what is required to cut the plant or weed that is encroaching upon the sidewalk.
 - 1.1.3.5 Abate weeds by either mechanical or chemical means. CONTRACTOR shall not substitute chemical weed abatement in place of the edging operation.
 - 1.1.3.6 Fertilize turf.
 - 1.1.3.7 Visually inspect the structural components of each park during the appointed task and notify the County if any component is in need of repair and/or maintenance.
 - 1.1.3.8 Rake the depressed areas within each of the play equipment borders.
 - 1.1.3.9 Re-level the areas to a common grade after each regularly scheduled turf grass mowing.
- 1.1.4 CONTRACTOR shall mow all parks on Friday during the weekly or biweekly scheduled maintenance period, unless otherwise agreed upon by the County or due to extenuating circumstances such as inclement weather.
- 1.1.4.1 CONTRACTOR shall provide notice in writing by letter or email whenever any inclement conditions preclude mowing. The CONTRACTOR shall not be paid for such cancelled mowing.

- 1.1.4.2 CONTRACTOR shall work with County point of contact to reschedule a designated mowing day when scheduled Friday falls on a recognized holiday, such as Christmas or New Year's Day.
- 1.1.5 CONTRACTOR shall mow park turf grass on Fridays as follows:
 - 1.1.5.1 Weekly 2016-17: October, November, March, April, May, June, July, August, and September.
 - 1.1.5.2 Bi-Weekly 2016-17: December, January, and February.
- 1.1.6 CONTRACTOR shall cut the turf grass at the lowest setting allowed by the mower to prevent a scalping condition of the turf grass.
- 1.1.7 CONTRACTOR shall establish a watering cycle that will sustain a healthy and functional landscape while conserving water resources.
- 1.1.8 During the winter or rainy periods, CONTRACTOR may be asked to reduce the watering schedule to prevent over watering of the turf grass or to place the irrigation control system on a standby position.
- 1.1.9 CONTRACTOR shall, at each mini-park, implement regular inspections of all irrigation systems to identify readily apparent problems that will reduce system performance and overall irrigation efficiency. The inspection shall include, but not be limited to, obvious over-watering and/or under-watering, ponding, broken components, spray misdirected/overspray, sunken heads, heads not vertical, heads not operating properly, clogged nozzles/emitters, worn nozzles/emitters and unequal discharge rates. An inspection report shall be submitted to the County and shall include a description of recommended remedies to any problems.
- 1.1.10 CONTRACTOR shall do a walkover of the mini-park parcels immediately prior to the mowing operation and remove all litter material, including but not limited to, bottles, cans, and paper from the site.
- 1.1.11 CONTRACTOR shall leave, at the completion of the mowing operation, the surface of the parks free and clear of all large accumulations of grass clippings, and/or wet grass clumps leftover by the turf mowing equipment. CONTRACTOR is encouraged to use mowing equipment that has a front or rear mounted grass catcher that is capable of removing such clippings.
- 1.1.12 CONTRACTOR shall not leave the surface of the parks with a windrow effect of grass clippings or a visible accumulation of grass clippings after each mowing operation. The County retains the discretion to determine the degree to which the grass clippings must be removed. However, the County will make a reasonable judgment on the extent of grass clipping removal.
- 1.1.13 CONTRACTOR shall empty trash cans weekly on Friday from each park.
 - 1.1.13.1 CONTRACTOR shall work with County point of contact to reschedule a designated trash pick-up day when scheduled Friday falls on a recognized holiday, such as Christmas or New Year's Day.

- 1.1.14 CONTRACTOR shall place appropriate sized trash liners in the trash cans after trash has been removed.
- 1.1.15 CONTRACTOR shall visually inspect the trash cans during the weekly/bi-weekly mowing operation to make sure the cans and lids are secure. Damaged, missing trash cans, or missing trash can lids shall be reported to the County point of contact.
- 1.1.16 CONTRACTOR shall maintain the frontage areas between the sidewalks and Portola Drive at Kelton Park, Sutherland Park and Lopp Park as part of the park maintenance during each mowing operation.
- 1.1.17 CONTRACTOR shall provide mini-park maintenance weekly during the months of March, April, May, June, July, August, September, October, and November and bi-weekly during the months of December, January, and February during the AGREEMENT period as outlined in APPENDIX 1 - Landscape Maintenance Schedule.

2.2 MAINTENANCE OF GREENBELT AND OPEN SPACE AREAS

- 2.2.1 CONTRACTOR shall maintain the native grasses and vegetation in the greenbelt and open space areas located in the Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine Subdivisions. The specific locations of the greenbelt and open space areas are shown in APPENDIX 2 – CSA 15 – LANDSCAPE MAINTENANCE SERVICE AREAS – LOCATION MAPS.
- 2.2.2 Greenbelt and open space maintenance shall include, but is not limited to:
 - 2.2.2.1 Native grass mowing.
 - 2.2.2.2 Weed abatement along residential fence lines, drip lines of trees and shrubs, entry signs, and installed barriers.
 - 2.2.2.3 Pickup and removal of litter.
 - 2.2.2.4 Maintenance of sidewalks and entryways leading into the open space areas, including, but not limited to, shrubs planted between the sidewalks and curb, along residential fence and property lines.
- 2.2.3 CONTRACTOR shall, during each of the regularly scheduled mowing periods, mow native grasses to a height of approximately three (3) inches.
- 2.2.4 CONTRACTOR shall do a walkover of the areas immediately prior to mowing and remove all downed limbs less than 4' long and 8" inches in diameter that will interfere with the mowing operation.
- 2.2.5 CONTRACTOR shall pick up and remove all litter material, including but not limited to, bottles, cans, and paper, before mowing.
- 2.2.6 CONTRACTOR shall edge the sidewalks and entryways leading into the open space areas with an edging machine, such as a blade edger or equivalent, which cuts below the surface of the ground to a minimum depth of one inch, but in no case less than what is required to cut the plant or weed that is encroaching upon the sidewalk.

- 2.2.7 CONTRACTOR, in the course of vegetation maintenance and clearance along the sidewalks and entryways leading into the greenbelt and open space areas, shall:
- 2.2.7.1 Prune all trees and/or shrubs planted between the sidewalks and residential fence lines to a minimum of eight (8) feet and thin all trees and/or shrubs in a manner that does not create canopy effect.
- 2.2.8 CONTRACTOR shall sweep, blow free, or remove all weed debris and/or dirt that accumulates on park sidewalks as a result of the edging operation as work is completed for each segment of sidewalk maintenance from the sidewalk after each daily increment of edging before continuing on to the next segment of sidewalk maintenance.
- 2.2.9 CONTRACTOR shall remove all plant debris from the site immediately after the maintenance task has been completed.
- 2.2.10 CONTRACTOR may, on occasion, need to remove a major accumulation of plant or other waste material that will interfere with the mowing operation and is not included in this scope. A quote shall be submitted to the designated County contact. Work shall not begin until work is approved and a written Notice to Proceed is issued by the County.
- 2.2.11 CONTRACTOR shall provide greenbelt and open space maintenance four (4) times during the AGREEMENT period as outlined in the APPENDIX 1 - Landscape Maintenance Schedule.
- 2.2.12 CONTRACTOR shall complete work within a two week period for the open space mowing operation from the notice to proceed date given to CONTRACTOR by the County.
- 2.2.12.1 Failure to complete the work within a two week timeframe shall result in a reduction of payment by twenty five (25%) for this service and the subsequent payment shall only be paid upon full completion of the work.

2.3 MAINTENANCE OF SIDEWALKS AND PLANT MATERIALS ALONG PORTOLA DRIVE

- 2.3.1 CONTRACTOR shall maintain the sidewalks and trim the plant material along the entire length of Portola Drive in Serra Village and Toro Parks Estates to the extent that the sidewalks cross over the greenbelt areas as shown on APPENDIX 2 - Work Location Maps.
- 2.3.2 CONTRACTOR, in the course of sidewalk maintenance, shall:
- 2.3.2.1 Edge the entire length of the sidewalks along Portola Drive with an edging machine, such as a blade edger or equivalent, which cuts below the surface of the ground to a minimum depth of one inch, but in no case, less than what is required to cut the plant or weed that is encroaching upon the sidewalk.
- 2.3.2.2 Sweep, blow free or remove the weed debris and/or dirt that accumulates on the sidewalks as a result of the edging operation from the sidewalk after each daily increment of edging before continuing on to the next segment of sidewalk maintenance.
- 2.3.2.3 Remove all accumulated plant debris and/or dirt from overhanging trees and/or animal casting, not associated with the edging operation.

- 2.3.3 CONTRACTOR shall provide sidewalk maintenance four (4) times during the AGREEMENT period as outlined in the APPENDIX 1- Landscape Maintenance Schedule.
- 2.3.4 CONTRACTOR, in the course of plant material maintenance and clearance, shall:
- 2.3.4.1 Prune all trees and/or shrubs planted between the sidewalks and residential fence lines to a minimum height of eight (8') feet and thin all trees and/or shrubs in a manner that does not create a canopy effect.
 - 2.3.4.2 Prune any plant material that is found to be encroaching onto the sidewalk tread width, providing a clearance of twelve (12") inches on either side of the sidewalk unless otherwise directed by the County.
 - 2.3.4.3 Prune all plant material according to accepted and best landscape maintenance practices.
 - 2.3.4.4 Immediately remove all cut limbs that have the potential to cause injury to persons using the normal tread width of the sidewalks.
 - 2.3.4.5 Sweep, blow free or remove the weed debris and/or dirt that accumulates on the sidewalks as a result of the edging operation from the sidewalk after each daily increment of edging before continuing on to the next segment of sidewalk maintenance.
 - 2.3.4.6 Remove all accumulated plant debris and/or dirt from overhanging trees or animal casting, not associated with the plant maintenance and clearance.
 - 2.3.4.7 Remove all plant debris from the site immediately after the task has been completed.
- 2.3.5 CONTRACTOR shall provide plant material maintenance four (4) times during the AGREEMENT period as outlined in APPENDIX 1 - Landscape Maintenance Schedule.

2.4 MAINTENANCE OF TOREADOR MEDIAN ISLAND

- 2.4.1 CONTRACTOR shall maintain the Toreador Median Island in a weed free condition.
- 2.4.2 CONTRACTOR shall:
- 2.4.2.1 Thoroughly weed the median island by mechanical means. At the discretion of the County, CONTRACTOR may apply an appropriate chemical herbicide for maintenance purposes.
 - 2.4.2.2 Prune the existing plant material and underbrush during the maintenance period to keep the plants from protruding beyond the median island curb line.
 - 2.4.2.3 Remove dead or dying underbrush as required during the maintenance period.
 - 2.4.2.4 Remove all plant debris from the site immediately after the task has been completed.
 - 2.4.2.5 Prune all plant material according to accepted and best landscape maintenance practices.
- 2.4.3 CONTRACTOR shall provide maintenance of the Toreador Median Island four (4) times during the AGREEMENT period as outlined in APPENDIX 1 - Landscape Maintenance Schedule.

2.5 SIDEWALK WEED CONTROL THROUGH CHEMICAL APPLICATION

- 2.5.1 CONTRACTOR shall maintain the edges of sidewalks along Portola Drive in Toro Park Estates, and curbs along open spaces in Serra Village through one (1) chemical application of a 12-month extended control herbicide (Round-Up or equivalent).
- 2.5.2 CONTRACTOR shall advise the County as to the most appropriate time to apply the herbicide.
- 2.5.3 CONTRACTOR shall notify the County a minimum of seven (7) days in advance of the chemical application.
 - 2.5.3.1 CONTRACTOR's failure to submit such written notification shall be grounds for non-payment for this service.
 - 2.5.3.2 CONTRACTOR shall secure confirmation from County that written notice was properly delivered to County prior to making the chemical application.
- 2.5.4 CONTRACTOR shall apply the chemical herbicide on both sides of the sidewalks, in Toro Park Estates and Serra Village that are located within the County's greenbelt area.
 - 2.5.4.1 The application of chemical herbicide between the sidewalk and road shall be a uniform width of twelve (12) inches from the edge of the sidewalk.
 - 2.5.4.2 The application of chemical herbicide between the sidewalk and the fence lines shall be the full width of the open space.
- 2.5.5 CONTRACTOR shall apply the selected chemical in accordance with the manufacturer's recommendations and will exercise due caution and care when applying the chemical in and around public places.
- 2.5.6 The CONTRACTOR shall possess a valid Pest Control Operators license as issued by the Department of Pesticide Regulation, State of California, during the term of this AGREEMENT. CONTRACTOR shall perform all safety functions in accordance with these regulations.
- 2.6 **TURF FERTILIZATION APPLICATIONS**
 - 2.6.1 CONTRACTOR shall fertilize all parks in County Service Area 15 on a scheduled basis to provide for a healthy and viable turf growing condition. CONTRACTOR shall fertilize the parks through two (2) applications that are acceptable to the County and consistent with best management practices for turf fertilization.
 - 2.6.2 CONTRACTOR shall:
 - 2.6.2.1 Use an all-purpose turf fertilizer, such as 21-7-14, in the first application, in accordance with the manufacturer's recommendations. CONTRACTOR shall advise the County as to the most appropriate time to apply the fertilizer.
 - 2.6.2.2 Use an appropriate fertilizer that continues to provide for a healthy and viable turf growing condition in the second application, in accordance with the manufacturer's recommendations. CONTRACTOR shall advise the County as to the most appropriate time to apply the fertilizer.
 - 2.6.3 CONTRACTOR shall submit a written schedule that lists the type and brand name of fertilizer to be used and the date when the fertilizer will be applied.

2.6.4 CONTRACTOR shall notify the County a minimum of seven (7) days in advance of the fertilizer application.

2.6.4.1 Failure to submit such written notification shall be grounds for non-payment for this service. It shall be the responsibility of the CONTRACTOR to secure confirmation from County that written notice was properly delivered to County prior to making the fertilizer applications.

2.6.5 CONTRACTOR shall apply the selected turf fertilizer in accordance with the manufacturer's recommendations and shall exercise due caution and care when applying chemicals in and around public places.

2.7 IRRIGATION SYSTEM MAINTENANCE

2.7.1 CONTRACTOR shall regularly monitor, test, and insure proper time clock operations on irrigation system components of the four (4) mini-parks (Kelton, Ferdinand, Sutherland and Lopp Parks) and the open space component of Serra Village.

2.7.2 CONTRACTOR shall monitor the irrigation sprinkler system to insure watering times are properly programmed to use the least amount of water necessary based on seasonal requirements. Sprinkler heads shall be adjusted to maximize the effective use of water on landscaping and to minimize overflow onto sidewalk, roadways, and other non-turf areas.

2.7.3 CONTRACTOR shall notify County of any minor maintenance work identified as being necessary as a result of inspections, including a proposed cost of repair. Upon written approval of County, CONTRACTOR shall complete all minor maintenance work identified as being necessary as a result of inspections or otherwise brought to the attention of the CONTRACTOR. Such maintenance work shall include, but shall not be limited to replacement of broken or defective irrigation pipe sections, sprinkler heads, timers, and/or minor valves.

2.8 WORKMANSHIP

2.8.1 All work shall be performed in a professional manner by skilled, experienced workers and be familiar with all best management practices for landscape maintenance.

2.8.2 Employees shall be in uniform or other identifying attire, with clearly designated vehicle bearing the company name.

2.9 ADDITIONAL WORK PROVISIONS

2.9.1 The County shall pay for all utilities. The County will arrange for access to water and power, if required.

2.9.2 CONTRACTOR shall furnish all labor and equipment required to fulfill the AGREEMENT at no additional expense to the County.

2.9.3 Emergency Work:

2.9.3.1 The County, occasionally, when authorizing emergency work that affects the health and safety of the local residents, requires additional work to be performed and/or materials to be purchased that is not within the scope of this AGREEMENT. Such authorization for services may include, but is not limited to:

2.9.3.1.1 Tree and brush trimming/removal; and

2.9.3.1.2 Debris removal including dump fees; and

2.9.3.1.3 Installation of minor structural projects and landscape improvements and enhancements to the open space area.

The County and CONTRACTOR shall negotiate all costs related to the above items prior to the approval of the project. Payment shall be made through a separate purchase order.

APPENDIX 1 – LANDSCAPE MAINTENANCE PRICING

ITEM	JOB DESCRIPTION	FREQUENCY	TOTAL COST
1.1	Mini-Park Maintenance	<u>Weekly 2016-17</u> October, November, March, April, May, June, July, August and September <u>Bi-Weekly 2016-17</u> December, January, and February	
		Subtotal	\$
1.2	Maintenance of Greenbelt and Open Space Areas	4 times per year: October 2016, March 2017, May 2017, and June 2017 <i>(Dates may be adjusted depending on seasonal conditions)</i>	
		Subtotal	\$
1.3	Maintenance of Sidewalks and Plant Materials along Portola Drive	4 times per year: October 2016, March 2017, May 2017, and June 2017 <i>(Dates may be adjusted depending on seasonal conditions)</i>	
		Subtotal	\$
1.4	Maintenance of Toreador Median Island	4 times per year: October 2016, March 2017, May 2017, and June 2017 <i>(Dates may be adjusted depending on seasonal conditions)</i>	
		Subtotal	\$
1.5	Sidewalk Weed Control Through Chemical Application	1 time per year: March 2017 <i>(Dates may be adjusted depending on seasonal conditions and contractor recommendation)</i>	
		Subtotal	\$
1.6	Turf Fertilization	October 2013 April 2014 <i>(Dates may be adjusted depending on seasonal conditions and contractor recommendation)</i>	
		Subtotal	\$
1.7	Irrigation System Maintenance	As Needed	
		Subtotal	\$ 1,000.00
		TOTAL COST	\$

SIGNATURE PAGE

COUNTY OF MONTEREY
RESOURCE MANAGEMENT AGENCY

RFP #10596
ISSUE DATE: September 28, 2016



RFP TITLE: For Landscape and Open Space Maintenance in CSA 15 – Toro Park and Serra Village

PROPOSALS ARE DUE IN THE OFFICE OF
THE RESOURCE MANAGEMENT AGENCY BY
3:00 P.M., LOCAL TIME, ON TUESDAY, NOVEMBER 1, 2016

MAILING ADDRESS:
COUNTY OF MONTEREY
RESOURCE MANAGEMENT AGENCY
168 W. ALISAL STREET, 2ND FLOOR
SALINAS, CA 93901-2439

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO:
Lynette Redman, Management Analyst III
Email: RedmanL@co.monterey.ca.us Phone: (831) 796-6038

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL: 1 original plus 2 copies

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.0 HEREIN

This Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

☐ **CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLITATION.**

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date: _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____