

**NOTICE CITY OF FILLMORE INVITING PROPOSALS FOR
LANDSCAPE MAINTENANCE SERVICES (SPEC NO. 20-02)**

ANNOUNCEMENT: The City of Fillmore (City) is soliciting proposals from qualified firms to provide all labor, services, materials, equipment, and to perform work for weekly landscape maintenance services.

PROCEDURES INVITING PROPOSALS: Submitted proposals shall comply with the procedures set forth in the GENERAL REQUIREMENTS of these documents.

The RFP document is available for download on the City's website at <http://www.fillmoreca.com/business/request-for-proposal>.

SUBMISSION OF PROPOSALS: Requirements for the RFP are enclosed. In order to be considered in the selection process, interested parties shall submit one (1) original and four (4) copies of their proposal no later than **10 A.M. on August 6, 2020**. Late proposals will NOT be accepted. The original proposal shall be submitted in loose leaf format (unbound and unstapled). The four (4) copies of the proposal may be stapled. Proposals shall be submitted in a **sealed envelope** to:

City of Fillmore
City Clerk's Department
250 Central Avenue
Fillmore, CA 93015

SPEC NO. 20-02 PROPOSAL – DO NOT OPEN

FORM AND STYLE OF PROPOSALS: Proposals must be prepared on the forms provided with the PROPOSAL DOCUMENTS herein and must be in compliance with the GENERAL REQUIREMENTS described herein. Proposers shall not change the wording of the forms except as required by any Addendum issued by the City.

TERM OF A CONTRACT FOR SERVICES: The term of the contract will be for a three (3) year period from initial contract date to the termination date with the option to renew for up to a maximum of two (2) additional two (2)-year periods for a combined maximum of seven (7) years. The optional renewal shall be at the City's sole discretion. To exercise its extension option, the City may give Contractor written notice of its election to exercise the option at least 90 days prior to Agreement expiration. Upon the provision of such notice by the City, an amendment to the Agreement will be presented to the City Council to extend the term.

CONTRACTOR'S LICENSE: At the time of "Award of Contract", the Contractor must have a valid California State Contractor's License with a classification of "C-27" in accordance with Provisions of Chapter 9, Division 111, Sections 7000 through 7145 of the Business and Professions Code of the State of California.

AFFIRMATIVE ACTION: The City hereby notifies all Proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of sex, race, color, or national origin in consideration for an award.

PRELIMINARY AWARD OF CONTRACT SCHEDULE: The following dates reflect the anticipated schedule for proposal solicitation, selection of Consultant and award of contract.

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|---------------------------------------|-------------------------------|
| • Solicit Proposals for Services | July 9, 2020 |
| • Mandatory Pre-proposal ZOOM Meeting | Tuesday July 21, 2020 at 10AM |
| • Proposals Due | August 6, 2020 by 10AM |
| • Recommend Award to City Council | August 25, 2020 |
| • Issue Notice of Award | August 26, 2020 |

- Notice to Proceed
- Contract Commences

September 16, 2020

September 16, 2020

RIGHT TO REJECT PROPOSAL(S): The City reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals or in the proposal process should it deem this necessary for the public good. The City also reserves the right to reject the proposal of any Proposer that has been delinquent or unfaithful in any former contract with the City. No Proposer may withdraw its proposal for a period of **sixty (60) days** after the date from the opening thereof. If the City cancels or revises this RFP all firms invited to participate in the process shall be notified in writing.

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of the Proposal pursuant to this RFP, or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the City and will ultimately become public records available for public review. The City reserves the right to request additional information or clarification during the evaluation process.

WAGES: Contractor shall pay prevailing wages in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination for Landscape Maintenance for Ventura County. (Refer to Exhibit "B" - Special Requirements Item 16 for additional information).

MANDATORY PRE-PROPOSAL ZOOM (NOT IN PERSON) MEETING: There will be a mandatory pre-proposal ZOOM meeting with the Public Works Supervisor and/or Field Crew Representative on Tuesday July 21, 2020 at 10 A.M. The information on the ZOOM meeting will be posted on the City's website prior to the ZOOM meeting at <http://www.fillmoreca.com/business/request-for-proposal> . All contractors shall log and promptly be ready for the meeting by 10 A.M.

SPECIAL REQUIREMENTS FOR WORK ON SCHOOL PREMISES: None. This project does not involve work on school premises.

CONTRACTOR'S EXAMINATION OF SITE: Each contractor shall carefully examine each site of the proposed work and the contract documents herein. It will be assumed that the contractor has investigated and is satisfied as to the conditions to be encountered; as to the character, quality, and quantity of the materials to be furnished; and as to the requirements of the contract and specifications.

EXECUTION OF CONTRACT; SUFFICIENCY OF INSURER AND SURETIES: The contractor to whom award is made shall execute a written contract with the City on the form agreement provided herein and shall provide proof of all insurance and bonds as herein provided within fifteen **(15) days** from the date of written notice of the award.

All insurers and sureties must be rated A or better according to the most recent A.M. Best Co. Rating Guide. The selected contractor shall deliver, concurrently with execution of the agreement and delivery of said payment bond and performance bond, to the City the following documents:

- (a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California; or
- (b) A certificate from the Clerk of the County of Ventura that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

Failure of contractor to deliver these documents by the time of execution of the agreement shall require the City to refrain from entering the agreement, as contractor will be deemed to have failed to ensure the sufficiency of the Insurer

or Surety to the satisfaction of the City, as required by the provisions of the Bond and Undertaking Law, Code of Civil Procedure 995.660. Upon receipt of any bonds, City shall contact the bond company to verify the bond's validity.

INSURANCE: The contractor shall not commence work under the agreement until he has secured all insurance required. All insurance issued in compliance with this section shall be issued in the form and by an insurer or insurers satisfactory to and first approved by the City in writing. **Certificates of insurance in the amounts required shall be furnished by the Contractor to the City** within fifteen **(15) days** from the date of written notice of the award and prior to commence of the work.

EMERGENCY INFORMATION: The names and telephone numbers of the contractor and its representatives shall be filed with the Department of Public Works prior to beginning work to ensure contractor availability and response as required for emergency landscape repairs or remediation.

OTHER PERMITS, FEES, AND LICENSES: The Contractor shall, prior to the start of work, **possess a valid City of Fillmore business license** for the duration of the contract. The amount of the business license fee may be obtained from the City Planning Department at (805) 524-1500 ext. 113.