



REQUESTS FOR PROPOSALS

Landscape and General Outside Maintenance Services for Two Memorial Gardens Located on Victoria Avenue at Jane Street and Harrison Street in the City of Riverside

Proposal Instructions, Scope of Work, Contractor Selection and Contract Award

Victoria Avenue Forever is inviting bids. Interested Proposers see the following site for copy of Contract: Victoriaavenueforever.org

Proposer Site Visits: 27 February 2019: 10:00 a.m. – 11:00 a.m. only
Dr. Lewis Garden: Victoria Ave and Jane Street: 23 January, 2019
Hal Snyder Garden – Victoria Avenue and Harrison Street

Proposals Due: 15 March, 2019 before 5:00 P.M.

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INTRODUCTION AND INSTRUCTIONS TO PROPOSERS

INTRODUCTION

Victoria Avenue Forever (hereinafter referred to as VAF), is soliciting proposals from qualified landscape contractors (hereinafter “Proposer”) to provide complete landscape maintenance services for two Memorial Gardens located on the north-east corner of Jane Street (Dr. Lewis Garden) and the north-east corner of Harrison Street (Hal Snyder Garden) in the City of Riverside. The contract will be for three years and can be terminated sooner by VAF with five day written notice to the proposer or by the proposer with thirty day written notice to VAF.

To be considered responsive to this Request for Proposals (RFP), Proposers must submit a Proposal in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. VAF reserves the right to request additional information that in VAF’s opinion is necessary to assure that the Proposer’s competence, number of qualified employees, business organization and financial resources are adequate to perform according to the Contract.

VAF reserves the right to make such alterations, deviations, additions to or deletions from the RFP, including the right to increase or decrease the frequencies of any item of work, or to add or omit any item of work or area maintained, and to require such changes in the work as are determined by the VAF Board with a 30 days written notice.

DESCRIPTION

The Dr. Lewis Garden is approximately 211 feet by 125 feet in size.

The Hal Snyder Garden is 80 feet by 70 feet in size. It has some drought tolerant vegetation and perennial trees, shrubs, and ground cover.

SCOPE OF WORK

In both the Dr. Lewis Garden (Jane St. and Victoria Avenue) and the Hal Snyder Garden (Harrison St. and Victoria Avenue) on a monthly schedule, the Contractor shall weed, rake, pick up fallen litter, conduct minor trimming, remove plant debris, including palm fronds and tree debris, inspect, adjust and make repairs to all irrigation systems, and regularly inspect all landscaped areas for the presence of disease or insect infestation. Contractor shall also be required to make recommendations to the VAF Board for disease control, rodent/pest/gopher control, tree trimming, major vegetation removal, irrigation repairs/upgrades, and major garden “clean-up”.

Irrigation System checks

- Check drip lines for breaks and clogs.
- Drip filters are to be cleaned quarterly or as needed.
- Check heads to provide adequate coverage of all landscape areas; prevent runoff and/or erosion; and prevent watering roadways, hard surface areas and private property.
- Visually inspect both gardens to ensure all irrigation lines are working correctly, heads are intact, and the valves are not leaking
- Check clock setting regularly and adjust watering frequency quarterly
- Pressure regulators are to be checked quarterly or as needed.

Weed Control and Removal

All shrub beds, buffer zones, hard surfaces and tree wells shall be kept weed-free at all times.

Methods for control may incorporate one or more of the following:

- Hand removal
- Cultivation
- Chemical eradication (on DG walkways only).

Weed whipping is not an acceptable method for weed control. Debris generated by weed control must be removed from site each month and disposed of in a proper, legal manner.

Pruning shrubs, ground covers, trees

Shrubs and ground covers shall be pruned and trimmed as needed, using sound horticultural techniques. Shrubs shall be maintained within the limits of confined areas (i.e., sidewalks, walkways, private property etc.) so as not to encroach on same. In addition, all shrubs shall be trimmed to maintain horizontal clearance along all walkways and trails to prevent encroachment onto private property and to remove dead, damaged or diseased plant material. Tree branches shall not hang any lower than 84 inches minimum over sidewalks or walkways.

Waste Removal

The Contractor shall promptly remove from the work area all debris generated by the performance of the work specified herein.

Work Not Included

Routine maintenance will NOT include, major tree trimming, major garden clean-ups, mulching, replacement tree, shrub or ground cover plantings, major plant removal, disease treatments, rodent/pest/gopher control, or irrigation repairs over \$250 unless specifically directed by the VAF Board (see below).

Extraordinary Repairs or Maintenance

Extraordinary incident such as vandalism, acts of God, and third party negligence which has or will affect either Garden and is within the scope of Contractor's responsibilities, shall be documented by Contractor by a phone call, photographs, and/or written statement, and given to the VAF Board within eight (8) hours of discovery or detection. Contractor is responsible for reporting or documenting graffiti and calling it into the City's Call Center at (951) 826-5311.

The Board may, at its discretion, direct the Contractor to perform necessary extraordinary repairs and/or replacements in accordance with the following:

Contractor shall submit a written estimate for the cost of performing such work. The Board may, upon review and approval of such estimate, authorize Contractor to perform said work by the issuance of a Change Order. Upon completion of the work, Contractor shall submit a bill to the Board and the Board shall reimburse Contractor, but only up to the amount of the agreed upon cost estimate. In the event Contractor's written estimate is not approved, the Board reserves the right to contract with a third party to perform such work or to make the repairs using Board members or City staff. All parts used by the Contractor shall be reimbursed at Contractor's direct cost.

Notwithstanding the above, when a condition exists where there is imminent danger of injury to the public or damage to property, the Board may verbally authorize work to be performed upon receiving a verbal estimate from the Contractor. However, within twenty four (24) hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the Board.

General Requirements

The Contractor shall furnish all labor, materials, supplies and equipment needed to complete the work required under the terms of the scope of work, except those materials specified to be furnished by the VAF Board or the City.

The Contractor shall schedule its operations so as not to interfere with the public's use of the Maintained Areas. Contractor shall conduct its operations so as to provide the maximum safety for the public and to offer the least possible obstruction and inconvenience to the public, or disruption to the peace and quiet of the area around which the services are performed.

Reporting Requirement

On the first weekday of each month, the Contractor shall submit the required monthly maintenance report with a work log to the President VAF Board. No later than the fifth day of each month, the contractor shall submit a monthly report of work completed the previous month.

Insurance Requirement

1. Secure and Maintain Insurance. Contractor shall secure, and shall thereafter maintain without lapse of coverage until completion of the Contract, such commercial general liability and automobile liability insurance as shall protect Contractor from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from or which may concern operations under the Contract, whether such operations be by or on behalf of Contractor, any Subcontractor or anyone directly or indirectly employed by, connected with or acting for or on behalf of any of them.
2. Provide Certificates of Insurance. Contractor shall submit an original certificate of insurance to VAF verifying the General Commercial Liability and Automobile Liability insurance in the required limits with the required provisions as stated below.
3. Provide Additional Insured Endorsement. Prior to execution of the Agreement, Contractor shall submit an Additional Insured Endorsement to the City of Riverside and VAF.

Proper Insurance Company.

All liability insurance shall be issued by an insurance company or companies authorized to transact liability insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class VII or larger.

Coverage.

Coverage shall be at least as broad as the following:

Commercial General Liability. Insurance Services Office Commercial General Liability Coverage. This coverage shall include:

- Manufacturers and Contractors liability,
- Broad form property damage in any case where the Contractor has any property belonging to the City or VAF in the Contractor's care, custody, or control,
- Owners and Contractors' protective liability,
- Blanket contractual liability,
- Products and completed operations coverage, and
- Coverage for collapse, explosion, and excavation.

Automobile Liability. Insurance Services Office Automobile Liability Coverage (Form CA 0001), covering Symbol 1 (any auto). This coverage shall include:

- Coverage for owned, non-owned, and hired automobiles

Limits. The Contractor shall maintain limits no less than the following:

- Commercial General Liability. One million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate for bodily injury (including death), personal injury and property damage.
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Contract Payment and Claims

General

Payment will be made on a monthly basis at the price for agreed upon or as Extra Work as provided herein.

SCHEDULE OF PAYMENTS EXTRAORDINARY REPAIRS

Contractor shall process a separate invoice requesting payment for approved extraordinary repairs. Contractor shall present a monthly invoice by the 15th of each month for all work performed during the preceding month. The invoice shall indicate the amount of compensation to be paid by the VAF Board for all services rendered by the Contractor under the terms and conditions of the Contract. The VAF Board shall pay the Contractor within

thirty (30) calendar days of receiving the invoice, provided that all work performed during the preceding month has been inspected and accepted by the Board.

All invoices shall be submitted by US Mail to the following address:

Victoria Avenue Forever

P.O. Box 4152

Riverside, California 92514

Or

info@victoriaavenueforever.org

Note: Garden Contract Compensation (bid) is a separate document in Word format. This is the only document that needs to be submitted to Victoria Avenue Forever for consideration.

