Cosumnes Community Services District
Parks & Recreation Department
8820 Elk Grove Blvd.
Elk Grove, CA 95624

# REQUEST FOR WRITTEN BIDS

**TO:** **ALL PROSPECTIVE CONTRACTORS**
**DATE:** **November 23, 2020**
**Bid Manager:** **Eileen Alcanices, Management Analyst**
**Project Manager:** **Gilbert Urbano, Park Maintenance Manager**
**Bid Due Date:** **December 16, 2020 at 10:00 AM**

## PROJECT NAME: PM-21-012 TREE PEST CONTROL SERVICES

**PROJECT DESCRIPTION:**
The work to be performed under this contract includes the furnishing of all labor, materials, equipment, transportation and services necessary for on-call tree pest control services services within the parks, medians and streetscapes owned and/or managed by Cosumnes Community Services District ("CSD"). Identified sites throughout the CSD (see **Exhibit "A"**), and other locations to be determined on an as needed basis.

**COSUMNES COMMUNITY SERVICES DISTRICT:**
The Cosumnes Community Services District is an independent special district focusing on essential quality of life services including parks and recreation, fire protection and emergency medical services. The CSD is comprised of three departments: Administrative Services, Fire, and Parks and Recreation. The RFB for Tree Pest Control Services will focus on Parks, Streetscapes and Facilities owned and/or managed by the Parks and Recreation Department.

The CSD serves the park and recreation needs of approximately 174,400 residents within a 157 square-mile jurisdiction that includes the City of Elk Grove and unincorporated areas of Sacramento County. Within the jurisdiction, the CSD maintains and operates 750 acres of parkland; 240 acres of landscaped medians, corridors and greenbelts; three aquatic complexes; three community centers; five recreation centers; two skate park; three dog parks; a bike park, 17 miles of trails and a nine-hole golf course.

**LICENSURE REQUIREMENTS:**
Each contractor shall be licensed pursuant to the Business and Professions Code. Contractor must possess current and valid California Department of Pesticide Regulation applicable license(s)/certifications required to perform the tree pest control services required in the scope of work.

Contractors who are ineligible to perform work on a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code are prohibited from submitting a Proposal on this project.

**SCOPE AND SCHEDULE OF SERVICES:**
Scope and Schedule of Services are set forth in the attached **Exhibit "A"**, incorporated herein by this reference.

Please direct all questions regarding the Scope of Work and Schedule of Services, in **writing** to Eileen Alcanices, Management Analyst, at EileenAlcanices@csdparks.com. All questions are due to Eileen Alcanices by December 1, 2020 by 10:00 AM. All questions/answers will be posted to the www.yourcsd.com bid website.

**PREVAILING WAGES:**
Bid must include prevailing wage. Wage rates can be located online at http://www.dir.ca.gov/dlsr. The successful Contractor shall comply with all applicable Labor Code provisions, including but not limited to, hours of labor, employment of apprentices and debarment of contractors.

**CONTRACTOR REGISTRATION:**
Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the Contractor and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. Complete and submit **Exhibit "C"** with Proposal Package.

**LABOR COMPLIANCE:**
This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Contractor's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its proposal.

**BID FORM:**
All Proposals shall be made upon the Bid Form (**Exhibit "B"**). Contractor may submit supporting documents which outline the final cost of the Bid.

**Proposals shall be submitted to the CSD by email or in person no later than December 16, 2020 at 10:00 AM:**

Cosumnes Community Services District
Parks and Recreation Department
Attn: Eileen Alcanices
8820 Elk Grove Blvd.
Elk Grove, CA 95624
Phone: 916-405-7168
Email: EileenAlcanices@csdparks.com

Any submission to CSD by email, will receive a reply that the proposal has been received (during regular business hours). If a reply is not received please contact Eileen Alcanices at EileenAlcanices@csdparks.com.

Incomplete proposals and proposals received after the time specified above will be returned. Proposals shall be valid for 90 calendar days after the time specified above.

**AWARD OF CONTRACT:**
The CSD shall award the contract for the project to the bid that is deemed most advantageous to the CSD. The Board of Directors of the Cosumnes Community Services District reserves the right to reject any or all proposals and to waive any informality in any Proposal.

**INSURANCE:**
The Contractor must provide evidence of commercial general liability and professional liability insurance from an insurance company authorized to be in business in the State of California in an amount of not less than one million dollars ($1,000,000) for each occurrence. Contractor will be required to provide an insurance certificate naming the CSD as additionally insured. Contractor must

provide certificate showing active policies of automobile liability, commercial general liability and property damage insurance from an insurance company authorized to be in business in the State of California for the entire length of the contract. **The following statement must appear on the certificate: "Additional insured endorsement names the Cosumnes Community Services District its directors, agents or employees are included as additional insured."**

**PAYMENT:**

The prices paid for the various items in the bid proposal shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete the finished product as provided in these specifications. Whenever it is specified that the Contractor is to do work or furnish materials of any class for which no price is fixed in the bid proposal, it shall be understood that the Contractor is to do such work or furnish such materials without extra charge or allowance or direct payment of any kind. The cost of doing such work or furnishing such materials is to be included in the price bid for such other items of work, as the Contractor may consider appropriate.

**CONTRACT TERM:**

Contract will begin **February 15, 2021**. The initial term of the Professional Service Agreement (PSA) will be for a twelve (12) month term. The CSD reserves the option to extend the contract for up to two (2) additional twelve (12) month periods, upon the same terms and conditions as provided in the PSA. The Contractor can propose a price increase, if desired. The contractor should include a cost schedule for years 1, 2 and 3 on the Bid Form (**Exhibit "B"**).

# EXHIBIT A - Page 1 of 2
# SCOPE AND SCHEDULE OF SERVICES
# Tree Pest Control Services

**SITE:**

- Identified sites (see **Exhibit "A"**, page 2)
- CSD parks, medians and streetscapes, as determined by the Park Maintenance Managers.

**SCOPE OF SERVICE:**

1. The identification and treatment of insects on CSD owned and/or maintained trees.
2. Contractor's treatment may be one of the following: soil drench or soil injection. No other type of treatment is allowed.
3. Upon award of contract, Contractor will present to CSD a written recommendation for all products in use to control pests.
4. CSD staff will notify Contractor of work needed on an as needed basis.
5. Contractors will not be permitted to utilize pesticides requiring N.O.I's, products with the signal words "Danger", or products with re-entry interval (R.E.I.) requirements longer than "after sprays have dried."
6. Contractor is responsible for monitoring and prohibiting members of the public from entering treated areas until the R.E.I is satisfied.
7. Monthly, Contractor will submit to the CSD a report of all pesticides used and any other requirements as stated in the contract.
8. Contractor is expected to follow the guidelines set forth in the "Healthy Schools Act" when applications are made in areas within 10 feet of a school site or an area utilized by school related programs.

**BID PRICING:**

Contractor shall provide a lump sum **DBH (diameter breast height) cost per tree per inch** on the **Exhibit "B"** - Bid Form.

**SCHEDULE OF SERVICE:**

- Sites identified in **Exhibit "A"**, contractor and CSD Staff to coordinate service in the late winter (February) for spring servicing.
- CSD staff will notify contractor of additional areas requiring service on an "as needed" basis. Contractor to provide estimated response time for "as needed" service on the **Exhibit "B"** Bid Form.

**TERM OF AGREEMENT:**

Contract will begin **February 15, 2021**. The initial term of the Professional Service Agreement (PSA) will be for a twelve (12) month term. The CSD reserves the option to extend the contract for up to two (2) additional twelve (12) month periods, upon the same terms and conditions as provided in the PSA.

**EXHIBIT A - Page 2 of 2**
**SCOPE AND SCHEDULE OF SERVICES**
**Tree Pest Control Services**

| Park or Street | Tree Type | Qty. | Address or Detailed Location |
|---|---|---|---|
| Jordan Park | Oaks | 4 | 8441 Jordan Ranch Road |
| Power Inn Road | Elms | 5 | SE corner at Villa Serena Drive |
| Castello Park | Hackberries | 6 | 8830 El Toreador Way |
| Smedberg Park | Hackberries | 18 | 9854 Emerald Park Drive |
| Strong Park | hackberries | 6 | 9580 Baypoint Way |
| Elk Grove Park | Hackberries | 32 | 9950 Elk Grove-Florin Road |
| Hill Park | Hackberries | 12 | 9380 Porto Rosa Drive |
| Davis Park | Hackberries | 4 | 8908 Laguna Star Drive |
| Laguna Crest Drive | Hackberries | 6 | West side of streetscape, north or Laguna Blvd. |
| Franklin Blvd. | Hackberries | 3 | Northeast of Laguna Blvd., in front of Auto Zone |
| Lichtenbrger Park | Hackberries | 1 | 6615 Kilconnell Drive (near the rose garden) |
| Laguna Blvd. & Bruceville Drive | Hackberries | 3 | Southwest corner |
| Johnson Park | Pears | 10 | 9645 Lakepoint Dr Lakepoint JWO School |
| Renwick | Hackberries | 2 | S/S J/E/O E. Laguna Wy |
| Renwick | Hackberries | 2 | N/S J/E/O E. Laguna Wy. |
| Renwick | Hackberries | 1 | S/W corner of Renwick and Daylor at Boat ramp. |
| E.Lake Dr. | Maples | 4 | E/S J/S/O E. Laguna Wy. |
| E Lake Dr. | Maples | 4 | W/S J/S/O E. Laguna Ct. |
| Lawrence Park | Hackberries | 2 | 9369 Fassett Way E/S E/O E. Lake Dr. |
| W. Lake Dr. | Hackberries | 10 | S of W. Laguna Ct. |

# EXHIBIT B - Page 1 of 2
# BID FORM

**TO: CSD PROJECT MANAGER** **Re: PM-21-012 Tree Pest Control Services**

**THIS PROPOSAL IS SUBMITTED BY:** _____
(Firm/Company Name)

1. The undersigned Contractor proposes and agrees, if this Proposal is accepted, to enter into an agreement with the Cosumnes Community Services District to perform and furnish all services as specified or indicated in the Scope and Schedule of Services and in accordance with all other terms and conditions of the signed agreement.

2. In submitting this Bid, Contractor represents: (a) Contractor has reviewed the Scope and Schedule of Services; and (b) Contractor has visited the Sites and performed all tasks, research, investigation, reviews, examinations, and analysis and given notices, regarding the Project and the Site;

3. In response to the Request for Written Bid for the Project referenced above, the undersigned Contractor hereby proposes to the Cosumnes Community Services District to perform the Project Services for the lump sum diameter breast height (**DBH**) **price written below** and to furnish all supplies, materials, labor, labor supervision, tools and equipment, and to perform all operations necessary to provide full and Project Services per the attached Exhibit "A" Scope and Schedule of Services.

## Lump Sum DBH (diameter breast height) cost per tree per inch:

| | |
|---|---|
| **YEAR 1** | **$** |
| **YEAR 2** | **$** |
| **YEAR 3** | **$** |

Contractor agrees that this Bid constitutes a firm offer to the CSD which cannot be withdrawn for ninety (90) days from and after the Reply-By date, or until a contract is fully executed by the CSD and a Contractor, whichever is earlier.

4. Contractor commits to a _____ day response time for "as needed" service.

5. The undersigned Contractor understands that District reserves the right to reject this Bid.

6. Notice of Award or request for additional information may be addressed to the undersigned Contractor at the address set forth below.

7. The undersigned Contractor acknowledges that District has reserved the right to delay or modify the commencement date. The undersigned Contractor further acknowledges District has reserved the right to perform independent work at the Site, the extent of such work may not be determined until after the reply-by date, and that the undersigned Contractor will be required to cooperate with such other work in accordance with the requirements of the Contract Documents.

## EXHIBIT B - Page 2 of 2
## BID FORM

**CONTRACTOR INFORMATION**

Company/Firm Name _____

Address _____

Telephone (  ) _____ Fax (  ) _____

Email Address _____

Contractor's License Number: _____ Expiration Date: _____

Contractor's License Classification: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____
Signature of Contractor Submitted Date

_____ _____
Print Name Title

# Exhibit C - Contractor Registration and Labor Compliance Form

**THIS PROPOSAL IS SUBMITTED BY:**_____

**Project: PM-21-012 Tree Pest Control Services**

**CONTRACTOR REGISTRATION:**
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**LABOR COMPLIANCE:**
This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Contractor's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

**Contractor**
Department of Industrial Relations Registration Number: _____

Contractors State License Board/Certificate Number: _____

**Project Manager/Contact for project**
Email Address: _____
First Name: _____
Last Name: _____
Title: _____
Work Phone: _____

Estimate which classifications or type of worker will be employed by the contractor for this project:

___ ASBESTOS
___ BRICKLAYERS
___ CARPET/LINOLEUM
___ DRYWALL FINISHER
___ ELECTRICIANS
___ MECHANIC
___ IRON WORKERS
___ MILLWRIGHTS
___ PAINTERS
___ PIPE TRADES
___ ROOFERS
___ SOUND/COMM
___ TEAMSTER
___ BOILERMAKER
___ CARPENTERS
___ CEMENT MASONS
___ DRYWALL/LATHERS
___ ELEVATOR
___ GLAZIERS
___ LABORERS
___ OPERATING ENG
___ PILE DRIVERS
___ PLASTERERS
___ SHEET METAL
___ SURVEYORS
___ TILE WORKER