



REQUEST FOR PROPOSALS

**COURT OF APPEAL
FOURTH APPELLATE DISTRICT, DIVISION TWO**

REGARDING:

RFP Title: LANDSCAPING SERVICES

Monthly landscaping services for the grounds of the Court of Appeal building located at 3389 - 12th Street, Riverside, CA.

RFP Number RFP 4/2 13/14/-07-LM

PROPOSALS DUE:

**FEBRUARY 28, 2014
NO LATER THAN 2:00 P.M. PACIFIC TIME**

1.0 INTRODUCTION

The purpose of this Request for Proposals (**RFP**) is to solicit and award a contract to a qualified selected service provider to provide landscaping services to the Court of Appeal, First Appellate District, Division Two.

Additional information about and documents pertaining to this solicitation, including electronic copies of the solicitation documents can be found on the California Courts' Website, at www.courts.ca.gov/rfps.htm (**Courts' Website**).

2.0 TERM OF THE AGREEMENT

2.1 The services are expected to be performed by the selected service provider between **April 1, 2014** and **March 31, 2015** ("**Initial Term**") with two (2) possible consecutive one-year option terms, to extend the agreement under the same terms and conditions in effect for the Initial Term, not to exceed a total contract period of three (3) years. The consecutive one-year option shall be exercised at the discretion of the Court.

These option terms are defined as follows:

First Option Term: April 1, 2015 through March 31, 2016

Second Option Term: April 1, 2016 through March 31, 2017

2.2 The range of the proposed contract to be awarded from this RFP for landscaping services is **\$5,000.00** to the not-to-exceed amount of **\$9,000.00 per Term**. All work delivered under a contract awarded under this RFP will be completed by **March 31, 2017**.

3.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Court seeks the services of a person or entity with expertise in monthly landscape maintenance of the Court's exterior grounds. Those who wish to submit a proposal may attend the voluntary walk-through at the work location scheduled February 7, at 9:00 A.M.

3.1 Turf Management:

Turf will be mowed on a weekly basis so that grass will not attain a height of more than three inches. Trimming around all trees, shrub and walkways will be done to maintain a manicured look. Blades will be sharpened monthly to maintain a clean cut. All walkways, driveways, roadways and the Court's parking lot will be kept clean of clippings at all times (weather permitting). Proposer is to use blower to clean dirt, debris from parking lot weekly.

3.2 Shrub Bed Maintenance:

- Depending on seasonal growth, all shrubs will be pruned or sheered to maintain the aesthetic qualities. Pruning is performed to keep shrubs in bounds of the bed and also to encourage new growth.

- Shrub area where City Fire Equipment is located is to be kept clean, trimmed and accessible at all times.
- Shrub area where City Water Pump is located is to be kept clean, trimmed and accessible at all times.
- Vines that grow on north side of property are to be kept clean and trimmed so as not to interfere with the County parking lot adjacent.
- Pre-Emergent will be applied in Spring to prevent weed growth.
- Pre-Emergent and Post-emergent will be applied on a regular basis or as Proposer determines appropriate for control.
- Weeding will be performed weekly while turf is being maintained.

3.3 Ornamental/Shade Tree Maintenance (up to 4 inch caliber):

Pruning shall be performed as necessary to repair injury, remove dead wood, maintain plant's/tree's natural shape and produce more beautiful blooms.

3.4 Fertilization:

- Proposer to provide all labor and materials to fertilize lawn, shrubs and ground cover to maintain proper nutrient levels and provide a consistent, healthy appearance.
- Three applications of fertilizer will be applied throughout the year or as needed.
- Schedule is as follows: 3 times a year: Spring, early Fall and late Fall.

3.5 Notification to Court regarding potential problems/concerns within the landscaping:

Proposer is to notify the Court in writing of any potential landscaping concerns e.g. irrigation issues, infestations etc.

4.0 GENERAL CONDITIONS

4.1 Uniformed Staff:

Proposer will provide uniformed staff overseen by the Proposer's onsite supervisors and/or area managers.

4.2 Work Performed:

All of the above work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost of materials or labor will be executed upon written orders.

4.3 Holidays and Rain:

Thanksgiving, Christmas, New Years, Labor Day, Memorial Day and July 4 are recognized as holidays. If a Monday is rainy or a holiday occurs on that day, the services will be performed the following day, weather permitting, or the following Monday.

4.4 Insurance Requirements:

The Proposer is to supply the Court with a certificate of liability and/or workman's compensations within two (2) weeks of the award of contract. See Attachment 2, Court Standard Terms and Conditions, 13. Insurance.

5.0 WORK HOURS

Proposer will provide all landscaping maintenance at 3389 - 12th Street, Riverside, CA 92501 as set forth in 3.0 Description of Services, above. All services will be performed before 9:00 A.M. on the selected service day, Monday. Workers may be on the property at 6:00 A.M. with prior written approval, unless otherwise specified in RFP, 4.0 General Provisions, 4.3 Holidays and Rain.

6.0 SERVICES NOT INCLUDED

- Irrigation repairs.
- Treatment for rodents, snails, diseases or pests on lawns, trees or shrubs.
- Parking lot sweeping or litter pickup (except for debris from Proposer and weekly use of blower to clean lot.
- Scalping or renovation of lawn areas.
- Correction of pre-existing conditions such as dead or dying plant material.
- Severe pruning of plants, such as wood shrubs, beyond level that existed at start of contract.
- Tree trimming.
- Cleaning and/or repairing due to acts of vandalism, natural disasters or act of God e.g. rain, freeze, wind, fire etc.

7.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFP issued:	January 22, 2014
Voluntary walk-through	February 7, 2014 at 9:00 A.M.
Deadline for questions to Solicitations@jud.ca.gov. Proposers must include Paula Garcia and the RFP # subject line.	February 18, 2014 by 2:00 P.M. (PST)
Questions and answers posted on Courts' Website (<i>estimate only</i>)	February 21, 2014
Latest date and time proposal may be submitted	February 28, 2014 by 2:00 P.M. (PST)

Evaluation of proposals (<i>estimate only</i>) Interviews will occur during this period.	February 28 – through March 7, 2014
Notice of Intent to Award (<i>estimate only</i>)	March 10, 2014
Negotiations and execution of contract (<i>estimate only</i>)	Week of March 10, 2014
Contract start date (<i>estimate only</i>)	April 1, 2014
Contract end date (<i>estimate only</i>)	March 31, 2015

8.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Court Standard Terms and Conditions	If selected, the Proposer or entity submitting a proposal (the “Proposer”) must sign this Court Standard Form Agreement containing these terms and conditions (the “Terms and Conditions”). If exceptions are taken to this Attachment, Proposer must reline the Agreement and include it with their RFP response.
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.

9.0 SUBMISSIONS OF PROPOSALS

- 9.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 9.2 The Proposer shall submit its completed proposal in two (2) parts, the Technical Proposal and the Cost Proposal.

- 9.2.1 The Proposer shall submit **one (1) original and three (3) copies** of the Technical Proposal. The original must be signed by an authorized representative of the Proposer. The original Technical Proposal (and copies thereof) must be placed in a single sealed inside envelope.
- 9.2.2 The Proposer shall submit **one (1) original and three (3) copies** of the Cost Proposal. The original must be signed by an authorized representative of the Proposer. The original Cost Proposal (and copies thereof) must be submitted in a single sealed inside envelope.
- 9.3 These two (2) inside envelopes shall be placed in an outside envelope with Attachments 2-6, below. Submit one (1) original and one (1) copy of the original signed documents for the following:
- Attachment 2 – Court Standard Standard Terms and Conditions (submit only if there are exceptions/modifications as indicated on Attachment 3)
 - Attachment 3 – Proposer’s Acceptance of Terms and Conditions
 - Attachment 4 – Conflict of Interest Certification Form
 - Attachment 5 – Darfur Contracting Act Certification Form
 - Attachment 6 – Payee Data Record Form
- 9.4 Only written proposals will be accepted. *The Proposer must write the RFP title and number on the outside envelope.* Proposals may not be submitted by facsimile or email. Proposals shall be submitted by registered or certified mail, courier service (e.g. FedEx), or delivered by hand to the following address:

Court of Appeal, Fourth Appellate District, Division 2
Paula D. Garcia, Assistant Clerk/Administrator
3389 - 12th Street
Riverside, CA 92501

- 9.5 Late proposals will not be accepted.

10.0 PROPOSAL CONTENTS

- 10.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

10.1.1 General information about Proposer

- 10.1.1.1 Proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

10.1.1.2 Name, title, address, telephone number, and email address of the individual who will act as Proposer's designated representative authorized to bind the entity in contract for purposes of this RFP.

10.1.1.3 Proposer's location of offices and office contact information.

10.1.2 Proposer's experience and ability to meet the RFP deliverable requirements.

10.1.2.1 The Proposer must describe its experience and capability in performing the services set forth in this RFP, and years of experience.

10.1.2.2 Names, addresses, and telephone numbers of three (3) clients for whom the Proposer has provided similar services, with a general description of the services provided. The Court may check references listed by Proposer.

10.1.3 Proposed method to conduct project and project result.

Description of how the proposed services will be provided and how they will meet the Court's requirements.

10.1.4 Ability to meet timing requirements.

Provide plans for transitioning Monday services to the following day due to rain or holidays.

10.1.5 Acceptance of the Terms and Conditions.

- i. On *Attachment 3, Proposer's Acceptance of Terms and Conditions*, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.
- ii. If exceptions are identified, the Proposer must also submit (i) a redlined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

10.1.6 Certifications, Attachments, and other requirements.

- i. The Proposer must complete *Attachment 4, General Certifications Form* and submit the form with its proposal.
- ii. The Proposer must complete *Attachment 5, Darfur Contracting Act* and submit the form with its proposal.

- iii. The Proposer must complete *Attachment 6, Payee Date Records Form* and submit the form with its proposal.
- iv. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
- v. The Proposer must submit copies of current business licenses, professional certifications or credentials to perform the work.

10.1.7 The Proposer must provide proof of financial solvency or stability (e.g., business sheets or income statements).

10.2 Cost Proposal. The following information must be included in the cost proposal.

- i. A detailed line item budget showing total cost of the proposed services. Budget shall include rate per hour and number of hours per service.
- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.
- iv. The not-to-exceed amount of \$9,000.00 shall apply per Term.

NOTE: It is unlawful for any person engaged in business within this state to sell or use an article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

11.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

12.0 EVALUATION OF PROPOSALS

- 1.2.1 At the time proposals are opened, each proposal will be checked for the presence or absence of the required Proposal Contents to verify responsiveness.
- 1.2.2 The Court will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal. If a contract will be awarded, the Court will post a Notice of Intent to Award at the following

location: www.courtinfo.ca.gov/4dca.htm Division 2.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	25
Experience on similar assignments	20
Reasonableness of Cost Projection	30
Credentials of staff to be assigned to the project	15
Acceptance of the Terms and Conditions	10

13.0 INTERVIEWS

The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The Court will notify eligible Proposers regarding interview arrangements. Interviews may be conducted by phone and/or the interview location. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location.

14.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

15.0 RIGHTS

The Court reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the Court or the State of California responsible for the cost of preparing a proposal. One copy of each proposal will be retained by the Court for official files and will become a public record.

16.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation.

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17.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is February 28. Protests should be sent to:

Court of Appeal, Fourth Appellate District, Division 2
Manuel A. Ramirez, Presiding Justice
3389 - Twelfth Street
Riverside, CA 92501

END OF RFP