

**INVITATION FOR BID (IFB)
MULTI STEP BIDDING OF**



**ZONE A - ROADSIDE
LANDSCAPE MAINTENANCE
SERVICES**

**TOWN OF DANVILLE
FEBRUARY 2020**

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**INVITATION FOR BID (IFB):
MULTI-STEP BIDDING OF
ZONE A – ROADSIDE LANDSCAPING
LANDSCAPE MAINTENANCE SERVICES
FOR THE TOWN OF DANVILLE**

I. INTRODUCTION AND GENERAL INFORMATION

The Town of Danville is seeking proposals for a contract for landscape maintenance services.

It is the intent of the Town of Danville to identify and establish long term relationships with highly qualified contractors. To achieve the best level of service, the Town believes that the relationship must be based on mutual trust and respect. The performance of the successful Contractor will have a direct impact on the Town's provision of quality service to the residents of Danville. As such, teamwork, flexibility, and cooperation will be essential characteristics of the successful Contractor.

**LEGAL NOTICE
NOTICE TO CONTRACTORS: CALL FOR BIDS**

NOTICE IS HEREBY GIVEN that the Town Council of the Town of Danville, State of California, hereby calls for sealed bid proposals to be received by the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, California **on or before Thursday, February 27, 2020, at 2:00 p.m.**, U.S. Pacific Time Zone.

Description of work. These bids shall cover the furnishing of all labor, material, equipment, mechanical workmanship, transportation and services which are required for: **Town of Danville Landscape Maintenance Services.**

The bid envelope is to be addressed to: Sealed Bid, Town of Danville, City Clerk, 510 La Gonda Way, Danville, CA 94526, and have the name of the project noted thereon.

At 2:00 p.m. on February 27, 2020, the Bid proposals will be taken by the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, CA. The bids **will not** be publicly read by the City Clerk or his/her authorized representative.

The bids, together with a report of the bidders, will be presented to the Danville Town Council, on June 16, 2020 at 7:30 p.m. in the regular meeting room of the Town Council in the Town Meeting Hall, 201 Front Street, Danville, California.

The Contractor shall possess a Class C-27 license, Flagger/Lane closure MUTCD certification, applicators license and must be IPM certified/trained at the time this contract is awarded or able to obtain certification within six months. The bids for this work shall be submitted in accordance with specifications prepared by the Town as authorized by the Town Council, as required by law. The Contractor must abide by all state and local prevailing wage requirements.

Obtaining Bid Documents and Contract Specifications. In conformance with Public Contract Code §20103.7, prospective bidders can download bid documents and contract specifications at no charge from the Town of Danville website at:

<http://www.danville.ca.gov/Government/RFPs-and-Bids/>

It is the bidder's responsibility to regularly check this website for any addenda that may be issued prior to the bid opening date. Failure to acknowledge receipt of an issued addendum will be cause for a submitted bid to be deemed non-responsive. To receive automatic e-mail notifications of changes to the page, you must sign up for notifications on the bid website.

Bidders can also obtain printed copies of the bid documents and contract specifications at the Town of Danville Service Center, 1000 Sherburne Hills Road, Danville, CA 94526. Bidders are responsible for paying all printing costs.

A. BIDDING METHOD

The bidding award determination will be a multi-step process. Bidders will be required to submit a statement of qualifications and an **UN-PRICED** Management and Technical Proposal describing the proposed service delivery method in a sealed envelope marked "Management and Technical Proposal." Along with that submission, bidders will be required to submit a second sealed envelope marked "Price Proposal."

1. Step 1

A selection committee will evaluate the Management and Technical Proposal based on a management proposal, technical proposal, staffing information, safety information, and the contractor's implementation plan. Management and Technical Proposals will be assigned a point value by a selection committee based on bidder's response to the proposal.

2. Step 2

The Price Proposals will be assigned a point value based on the bid prices. Prices deemed too low will not be considered the lowest **responsible** bid price and therefore not receive the best point score.

The sum of the technical and price score will be the total score for the proposal.

The Town of Danville reserves the right to make individual inquiries with the Contractor during the evaluation process, including but not limited to, extensive interviews with Contractor's proposed site managers, the Contractor's references, and other parties that have

knowledge of Contractor's work performance.

B. WEIGHING CRITERIA

Final award of bid is at the sole discretion of the Town Council. The right is reserved to reject any and all proposals. The award of the contract, if it is awarded, will be to the best qualified bidder that will provide a combination of services and price in a manner most advantageous to the Town.

C. PRE-BID CONFERENCE

A pre-bid conference will be held at **9:00 a.m., Thursday, February 20, 2020** at the Town Service Center, 1000 Sherburne Hills Road, Danville 94526. The purpose of the pre-bid conference is to respond to prospective bidders' inquiries. Attendance at the pre-bid conference is not mandatory but is strongly recommended.

D. CONTACT PERSON

Questions concerning this IFB should be directed to **Adam Rodriguez, Maintenance Supervisor, at (925) 314-3453 or Dave Casteel, Maintenance Services Director, at (925) 314-3434.**

II. SPECIAL PROVISIONS FOR LANDSCAPE MAINTENANCE

A. SCOPE OF SERVICE

The Contractor shall furnish all labor, materials, and equipment required to satisfactorily perform the landscape maintenance required by the Town.

Maintenance of the various areas shall include, but is not limited to, turf maintenance, weed control, plant maintenance, plant installation, and pest management.

The Contractor **shall furnish the Town within thirty (30) days after approval of the contract**, a work schedule showing the proposed dates and time of work for the location shown on the proposal.

There are no restrictions to work methods used by the Contractor to accomplish the work except minimum standards noted in Section G.- Landscape Maintenance Specifications. Generally, turf and plant material shall be maintained in a healthy, well-groomed condition, and all areas shall be kept weed free.

B. TERM OF SERVICE

The term of the contract will be from July 1, 2020 through June 30, 2023. The Town may cancel the contract or any portion thereof at any time during the term of service and such cancellations shall be effective upon giving one hundred twenty (120) days written notice to the Contractor. If the Town of Danville decides to cancel this contract for failure to perform satisfactorily, the cancellation shall be effective upon giving sixty (60) days written notice to the Contractor.

The Town, at its option, may renew this contract twice for a period of one year each, beginning on July 1, 2023 and on July 1, 2024. This option will be exercised only if the contractor has demonstrated **superior performance** in provision of landscape maintenance services to the Town.

Pricing entries in Section II - Price Proposal will be for the first 12 months of the contract. The Contractor may request a percentage adjustment to the pricing for all services equal to the Consumer Price Index (CPI) for the San Francisco Bay Area Counties. This request must be in writing sixty (60) days prior to the end of the 12 month period.

C. WORK HOURS

The Contractor shall schedule operations not to begin prior to 7:30 a.m. and to conclude by 4:00 p.m. Monday through Friday and shall not schedule operations on Saturdays and Sundays. The Contractor shall schedule work crews **to be present** in the Town of Danville **Monday through Friday, with the exception of legal holidays or days agreed upon 48 hours in advance** by the Contractor and the Maintenance Supervisor or a designated representative. Deviation from the above will not be permitted except by written permission of the Maintenance Supervisor or designated representative. At School Parks, the Contractor must coordinate all maintenance activities with school physical education departments and school recess activities and **must comply with the Town's Integrated Pest Management**

(IPM) policy.

From time to time the Town may take on improvement projects or other construction at sites herein described; the Contractor shall cooperate with the Town or its agents while said work is underway.

D. WORKMANSHIP AND QUALITY LEVEL

All work shall be performed by experienced gardeners directly employed and supervised by the Contractor. The Contractor shall provide management and technical supervision **daily** through competent foreman as required to implement modern methods and newly developed horticultural procedures.

The Contractor shall be responsible for the skills, methods and actions of all employees, subcontractors and for all work done.

The Contractor shall cooperate with the representative authorized by the Town to enable them to determine the Contractor's conformity with these specifications and the adequacy of the work being performed. The Contractor shall give personal **daily** supervision to the work and be available for consultation with the Maintenance Supervisor or designated representative, a minimum of once per month, at a schedule mutually agreed upon.

E. CORRECTIVE WORK

The Contractor shall perform the work herein provided under the direction, and to the satisfaction, of the Maintenance Supervisor or designated representative. The Inspector may make inspections any time and request from the Contractor corrective work. If corrective work is required, the Town will provide a written list of items, the Contractor shall correct the deficiencies within 48 hours. If deficiencies are not corrected, the Town will deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum.

F. LOCATIONS

Maps are provided in Appendix A detailing locations of each of the zones for this contract. It is the responsibility of the Contractor to verify locations and inventories. The areas to be maintained and approximate inventory of turf and landscape areas are as follows:

ROADSIDES - ZONE A

Location A-1 Danville Blvd/El Cerro/La Gonda

Approximate inventory:

- 4,700 l.f. roadside landscape areas
- 6,500 l.f. roadside weed abatement areas
- 1,400 l.f. monthly weed abatement areas
- Monthly and Annual weed abatement @ West Briar Knolls Midden area and trail and El Portal
- Danville Town Office grounds @ 510 La Gonda Way

Location A-2 El Cerro/Diablo Road

Approximate inventory:

- 3,000 l.f. roadside landscape areas
- 7,100 l.f. annual roadside weed abatement areas
- 4,000 l.f. median landscape areas
- 2,500 l.f. roadside monthly weed abatement areas

Location A-3 Downtown

Approximate inventory:

- 1,100 l.f. median landscape areas
- 8,000 l.f. roadside monthly weed abatement areas
- Front Street Mini-Park – approximately 2,500 sq. ft. of turf
- Prospect/Quinterra Iron Horse Trail Rest Area – approximately 1,000 sq. ft. of turf
- Clock Tower and Railroad Parking Lots – at Railroad Ave., Front St. Parking Lot – at Front St.
- Railroad Depot Building grounds
- North Entry to Historic Downtown at Railroad Ave. and Hartz Ave.
- Village Theatre and Town Meeting Hall grounds – parking lot landscaping
- Weed abatement of all street tree planting areas - monthly

Location A-4 Diablo Road/Camino Tassajara

Approximate inventory:

- 3,500 l.f. median landscape areas
- 2,000 l.f. roadside landscape areas
- 4,250 l.f. monthly weed abatement areas
- 2,600 l.f. Annual Open Space weed abatement
- Bret Harte Mini Park – approximately ½ acre weed abatement area

Location A-5 Sycamore Valley Road

Approximate inventory:

- 18,500 l.f. roadside landscape areas
- 2,500 l.f. annual weed abatement areas
- 7,000 l.f. median landscape areas
- Park and Ride Parking Lot grounds

Location A-6 San Ramon Valley Blvd.

Approximate inventory:

- 750 l.f. roadside landscape areas
- 3,375 l.f. median landscape areas
- 10,800 l.f. monthly weed abatement areas
- Weed abatement of tree wells on all street trees

Location A-7 San Ramon Valley Blvd.

Approximate inventory:

- 4,250 l.f. median landscape areas
- 4,250 l.f. roadside landscape areas

Location A-8 Camino Ramon

Approximate inventory:

- 9,500 l.f. monthly weed abatement areas
- 450 l.f. median landscape areas
- 1,100 l.f. roadside landscape areas
- 1,100 l.f. annual weed abatement areas

Location A-9 Camino Ramon

Approximate inventory:

- 5,000 l.f. roadside landscape areas

- 500 l.f. median landscape areas
- 500 l.f. monthly weed abatement areas

Location A-10 El Capitan @ Crow Canyon

Approximate inventory:

- 9,000 l.f. roadside landscape areas
- 1,000 l.f. median landscape areas
- 1.1 acres of roadside turf

Location A-11 El Pinto – El Pintado/El Rio Road

Approximate inventory:

- 7,000 l.f. annual weed abatement areas

Location A-12 Highbridge – Willow and Laurel Drive

Approximate inventory:

- 2,100 l.f. annual weed abatement areas

Location A-13 Esther Lane, Richard Lane & Clydesdale Dr.

Approximate inventory:

- 600 l.f. annual weed abatement areas

G. LANDSCAPE MAINTENANCE SPECIFICATIONS

The work at all locations shall consist of the following:

The contractor shall furnish all labor, materials, tools, services and special skills necessary for the provision of grounds, and landscape maintenance services from beginning to end of the contract. The work shall include, but is not limited to:

- A. Turf maintenance
- B. Weed control
- C. Perennial, shrub and groundcover maintenance
- D. Plant Installation
- E. Pesticide application

SECTION A TURF MAINTENANCE

Turf maintenance shall consist of mowing, trimming, fertilization, pest control and any other procedure consistent with good horticultural practices, to ensure normal, vigorous, and healthy growth of turf areas.

1. MOWING

- a. Turf shall be mowed a **minimum** of once per week from March 1 through October 31, bi-monthly in November and February, and once per month in December and January, or as needed to maintain specified mow heights.
- b. The cutting edges of all mowing equipment shall be kept sharp.
- c. Mowers will also be adjusted and operated so that the grass is cut in a uniform height.
- d. Papers, rubbish and debris shall be removed by the Contractor prior to mowing.
- e. Turf shall be cut to a height of 2 inches from November to February and to a height of 1 1/2 inches from March through October. Height adjustments are made in small increments over one month's time beginning October 1 and March 1 each year.
- f. Contractor shall refrain from mowing if the turf is saturated with water, or if standing water is present. Before mowing, the Contractor shall walk over the areas to be mowed. If water puddles under the feet when walking, then mowing within the saturated areas shall be postponed until the excess water has drained, infiltrated, or evaporated or at the direction of the Maintenance Supervisor or designated representative.
- g. When lawns cannot be cut on the scheduled day due to rain, the lawns must be cut as soon as weather and ground conditions permit or at the direction of the Maintenance Supervisor or designated representative.
- h. Contractor shall not mow, walk, or use any piece of equipment within the turf areas when frost is present as this may result in damage to the plant tissue.
- i. Lawn clippings shall only be removed if damage to the turf will occur from excessive clumping. When leaves are present and inhibiting growth or health of turf they will be removed prior to mowing.
- j. Double cutting will be permitted in lieu of clipping removal if it eliminates excessive clumping.
- k. The mowing of all contiguous turf areas shall be completed on the same day.

- l. **All edges shall be trimmed with every other mowing.** This trimming shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, shrubs, tree basins, poles, guy wires, or any other object within or immediately adjacent to the lawn areas.
- m. The trimming shall be done by power edgers or by hand, but in no case will soil sterilants or other types of weed killers be permitted without prior written approval of the Maintenance Supervisor or designated representative. Fencing is to remain free of clumps of cut grass.
- n. Trim around sprinkler heads with string trimmers to provide maximum water coverage.
- o. Special care shall be taken to avoid damage to the tree trunks, shrubs, sprinklers, buildings, light poles and other structures. If damage is caused by the Contractor's equipment, the Contractor shall be responsible for the cost of repairs or replacement of the damaged item.
- p. A 36" diameter circle, clear of turf and weeds, shall be maintained around trees in turf areas at all sites.

2. **FERTILIZE TURF**

- a. All turf areas shall receive fertilizer applications three times per year. Approximate dates of these are April 1, June 1, and September 1. Intent is to maintain turf in good condition with horticulturally acceptable growth and color, and additional fertilization may be required as extra work. Variations to these dates may be required under individual circumstances.
- b. All fertilizer shall be approved by the Town prior to application. The fertilizer program shall consist of the following:

April 1	Best	16-6-8	5 lbs per 1,000 square feet
June 1	Best Fairway Gold	24-3-16	6 lbs per 1,000 square feet
September 1	Best	16-6-8	5 lbs per 1,000 square feet
- c. **The Contractor shall provide the Town with a schedule of aeration and fertilization a minimum of 30 days in advance of said operation to comply with the Town of Danville Integrated Pest Management Program.** No deviation from this schedule shall be permitted unless approved by the Maintenance Supervisor or his designated representative. The contractor shall promptly clean all walks and hardscape of excess fertilizer.

3. TURF AERATION

- a. All turf areas shall be aerated three times per year: Aerations should precede each fertilization. Approximate dates are April 1, June 1 and September 1. The Contractor is responsible for marking of irrigation facilities so as not to damage them during aeration operation. The Town will provide a staff person to run the controller for locating sprinkler heads.
- b. Aeration shall be core-type with minimum plug size ½ inch diameter by 3 inches deep. Plugs to remain on turf.
- c. **The Contractor shall provide the Town with a schedule of aeration and fertilization a minimum of 30 days in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Maintenance Supervisor or his designated representative.

4. EXTRA MOWING

- a. Extra mowing will be required for specific areas of turf to address issues such as differential growth height and seasonal growth patterns. If the entire site is mowed, the costs shall be those covered by Section 1 – Mowing of the Turf Maintenance Specifications
- b. Cost for extra mowing will be compensated at the rates shown on the price proposal for each size of mower listed.
- c. The contractor shall include in the price proposal for all labor and equipment associated with extra mowing.
- d. Extra mowing shall be all hourly costs of turf mowing with the specified mower size (21”-48”) including transportation and safety equipment to perform “Mowing”.
- e. The hourly cost shall be the actual number of hours the equipment is in operation at the site location.

5. MEASUREMENT AND PAYMENT

- a. Measurement of the following bid items shall be as follows:

- 11, 19, 50 - Mowing, per occurrence
- 12, 20, 51 - Fertilize Turf, per occurrence
- 13, 21, 52 - Turf aeration, per occurrence
- 66 – 21” Extra Mowing, per hour
- 67 – 36” Extra Mowing, per hour
- 68 – 48” Extra Mowing, per hour

b. Payment

1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

END OF SECTION A

SECTION B WEED CONTROL

The objective is to maintain all landscaped and roadside areas in a weed-free condition. Weeds shall not be allowed to be present for more than 30 days or to reach a size of more than six inches at any time. One occurrence is a one-month period of Weed Control.

1. LANDSCAPED AREAS/PATHWAYS/TRAILS

- a. Weeds may be controlled by chemical or mechanical and hand weeding where necessary. Pathways/trails need to be maintained in a weed free condition as well as a 5' band on either side of the pathway/trail. **Contractor must adhere to the Town's Integrated Pest Management (IPM) Program when using chemicals on or near school grounds or residential areas.**
- b. Ground cover and shrub or flowerbeds shall be weed-free.
- c. Pathways, and hard surface areas (sidewalks, cobbles, curbs, etc.) shall be weed-free.
- d. The bases of trees, posts, signs, rails shall not show weed growth; the foundations of buildings and other structures shall be free of weeds.
- e. At no time shall weeds, which have been killed by spray, be allowed to remain; all such weeds shall be carefully trimmed away.
- f. Contractor shall assume landscape areas in "as is condition" and maintain them to a weed free condition.
- g. The application of pesticides, herbicides, pre-emergents and weed killers associated with weed control shall be included in the cost of this item. Refer to Section E – Pesticide Application for spraying specifications.

2. OPEN SPACE AREAS

- a. The Contractor shall be responsible for abating weeds and other naturally occurring vegetation in open space or riparian areas within the project site. The work shall be performed as required by the Fire Marshal of the San Ramon Valley Fire Department or the Town of Danville Maintenance Supervisor, and in accordance with this section. The weed abatement operation shall be performed in a manner which eliminates the fire hazard associated with dry weeds, and which reduces any visual blight.
- b. The weed abatement operation may be performed with any of the following equipment according to the following criteria. The Contractor shall use care when performing work adjacent to existing trees to avoid damaging any surface roots.

1. A rotary mower can be used provided the blade removes the vegetation to within 2 inches of the finish grade. The mower must capture all clippings so they can be removed from the site or can be collected manually.
 2. A discing attachment towed behind a tractor may be used provided the resulting surface area has at least 50% exposed soil when the discing is complete. No weeds shall remain in a vertical position after the discing wheels pass.
 3. A rototiller may be used provided the resulting surface area has at least 50% exposed soil when the operation is complete. No weeds shall remain in a vertical position after the rototiller passes.
- c. The Contractor shall carry a 4A:40BC or larger fire extinguisher on the tractor, or within convenient reach, at all times during the weed abatement operation. The Contractor shall recognize that dry grasses pose a significant fire hazard from late Spring to early Winter, and should therefore use all necessary precautions to assure that no fires are ignited during the weed abatement operation.
 - d. The Contractor shall remove from the site all miscellaneous debris or rubbish discovered during the weed abatement operation.

3. MEASUREMENT AND PAYMENT

- a. Measurement of the following bid items shall be as follows:
 - 1, 6, 14, 22, 27, 32, 37, 41, 46, 53 – Landscape Areas/Pathways/Trails Weed Abatement, per occurrence
 - 5, 10, 18, 26, 31, 36, 46, 60, 61, 62 – Open Space Weed Abatement, per occurrence
- b. Payment
 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications. Payments will be made on the items completed each month.

END OF SECTION B

SECTION C
PERENNIAL, SHRUB AND GROUND COVER MAINTENANCE

All planted areas shall be maintained at least once per month unless otherwise noted in these specifications. The contractor shall provide a written monthly schedule that indicates the day of the month that each location covered by this contract is maintained. This includes, but is not limited to, weeding, raking, litter removal, leaf removal. One occurrence of Landscape Clean-up is a one month period of this item of work.

1. SHRUB AND GROUND COVER PRUNING

- a. Inspect planters monthly for dead or damaged plants and for signs of disease or pest damage. Remove dead, dying or unsightly plant material immediately. Maintain list of removed plant material with locations and dates of removal. Provide this list to the Town monthly.
- b. Trim hedge, and/or prune shrubs three times per year to insure natural growth, flowering and aesthetic shaping. Restrict growth of shrubbery and groundcover to six inches behind curbs, sidewalks, and planter beds by trimming or edging.
- c. Trimming shall be done by power edgers or by hand, but in no case will soil sterilants or other types of weed killers be permitted without prior written approval of the Maintenance Supervisor or designated representative.
- d. Special care shall be taken to avoid damage to existing plant material and irrigation systems. The contractor is responsible for damage to irrigation systems and for replacement of damaged plant material.
- e. Ground cover, where applicable, will be mowed annually and raked clean.

2. SHRUB AND GROUND COVER FERTILIZING

- a. All shrub and groundcover areas shall receive fertilizer applications two times per year. Approximate dates of these are March 1 and September 1. Intent is to maintain plants in good condition with horticulturally acceptable growth and color, and additional fertilization may be required as extra work. Variations to these dates may be required under individual circumstances.
- b. All fertilizer shall be approved by the Town prior to application. The fertilizer program shall consist of the following:

March 1	Best Triple Pro	15-15-15	5 lbs per 1,000 square feet
September 1	Best Triple Pro	15-15-15	5 lbs per 1,000 square feet

- c. **The Contractor shall provide the Town with a schedule of fertilization a minimum of 30 days in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Maintenance Supervisor or his designated representative. **Fertilization at school sites shall be done only after the necessary notification and posting has been done to comply with the Town of Danville's IPM program and at times when no children are present.** The contractor shall promptly clean all walks and hardscape of excess fertilizer.

3. SHRUB AND GROUND COVER LANDSCAPE CLEAN UP

- a. Contractor shall be responsible for clean-up of associated areas such as sidewalks, walkways, gutters, and any other areas that may be affected by contractor maintenance activities on a monthly basis.
- b. Leaves shall be removed monthly as necessary from planted areas and adjacent hardscapes and disposed of to maintain a neat appearance at all sites.
- c. Landscaping and maintenance debris, such as weeds, leaves, and trimmings shall be removed from the site and disposed of.
- d. Police all landscape areas to remove all litter, including broken glass or other such debris.
- e. All landscape debris may be disposed of at the Danville Town Service Center, 1000 Sherburne Hills Road in the designated area.

4. EXTRA WORK

- a. Included in this section is an hourly landscape gardener item for extra work items. The landscape gardener must have the skills and knowledge to perform the tasks associated with the work described in this section. The hourly cost shall include transportation, equipment (including small power tools) and a vehicle capable of transporting landscape equipment and debris.

5. MEASUREMENT AND PAYMENT

- a. Measurement of the following bid items shall be as follows:

2, 7, 15, 23, 28, 33, 38, 42, 47, 54 – Shrub and Ground Cover Pruning, per occurrence
3, 8, 16, 24, 29, 34, 39, 43, 48, 55 - Shrub and Ground Cover Fertilizing, per occurrence
4, 9, 17, 25, 30, 35, 40, 44, 49, 56 – Monthly Landscape Clean-up, per occurrence
65 – Landscape Gardener, per hour

b. Payment

4. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications. Payments will be made on the items completed each month.

END OF SECTION C

SECTION D PLANT INSTALLATION

From time to time, the Town will require new plant material to be installed on an extra work basis. Pricing for this item will be to install a minimum of 25 shrubs or 5 trees per occurrence.

1. PLANTING OF TREES AND SHRUBS

- a. No planting shall occur during weather conditions which will adversely affect materials nor when soil is in a muddy condition.
- b. Plant pits shall be as at least twice the width of the root ball. Plant pits shall be roughly cylindrical. The walls and bottoms of plant pits shall be scarified.
- c. Plants shall be carefully removed from containers. In no case shall cans be broken open with axe, mattock or similar article.
- d. If plants do not have young feeder roots showing at the edge of the container, loosen their roots and cut in a few places to encourage new feeder root development along the perimeter of the root ball.
- e. Soil excavated from plant holes shall be amended with an approved soil conditioner, such as nitrolized redwood, and mixed at a ratio of 3 parts soil, one part soil conditioner. Provide fertilizer tabs/packets as required per plant.
- f. Shrubs and trees shall be set true and plumb with the top of the root ball, as grown in the nursery can container and be planted one inch above finish grade. The Contractor shall be responsible for any settling and shall raise and replant any plants whose crown settles below the finish grade.
- g. Place backfill in bottom of plant pit and tamp center of hole to approximately 85% relative compaction. The bottom of the plant pit, outside of root ball footprint, can be in a less compacted state. After placing plant ball as detailed, firm backfill around ball of roots of plant and water thoroughly.
- h. Except where a plant is in a lawn area or where a single plant space is otherwise edged, form a berm or ridge of soil in a neat circle at the drip-line of each tree and shrub, to facilitate watering and hold top mulch.
- i. Immediately after planting trees, securely stake or guy with two - 2" diameter lodge pole stakes. Place one tie per stake six inches below the tree canopy in figure eight pattern with a loop large enough to allow for two (2) years of growth.
- j. Water plants immediately after installation to ensure saturation of plant pit and root ball.

2. MEASUREMENT AND PAYMENT

- a. Measurement of the following bid items shall be as follows:

60 - 15 gallon tree, per item
61 - 5 gallon shrub, per item
62 - 1 gallon shrub, per item

- b. Payment

1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

END OF SECTION D

SECTION E PESTICIDE APPLICATION

The use of pesticides is for weed control as described in Section B and for extra work in certain cases to control plant diseases and for pest control.

1. PESTICIDE APPLICATION

- a. A pesticide program should be used **only** within an overall pest management program that embraces Integrated Pest Management (IPM) principals, which includes nontoxic methods and adheres to the regulations set forth by the California Department of Pesticide Regulations. **This pesticide program must adhere to the Town of Danville's specific IPM program where applicable. Contractor must be 'IPM certified/trained' and obtain Bay Friendly IPM certification within the first six months of the contract.**
- b. All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by or under the direction of a State of California Licensed Pest Control Operator.
- c. A listing of proposed chemicals to be used including: commercial name; application rates; and type of usage shall be submitted to the Maintenance Supervisor or designated representative for approval at the commencement of the contract. No work shall begin until written approval of uses is obtained from the Maintenance Supervisor or designated representative.
- d. Records of all operations stating dates, times, methods of application, chemical formulations, applicators' names and weather conditions shall be made and retained in an active file for a minimum of three (3) years. The contractor shall submit a pesticide use quarterly report to the Town within 30 days from the end of each three-month period.
- e. All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.
- f. Chemicals shall be applied when air currents are still to prevent drifting onto adjacent property and to prevent any toxic exposure to persons whether or not they are in or near the area of application.
- g. The Maintenance Supervisor or designated representative shall be notified immediately of any disease, pests or unusual conditions that might develop.
- h. The Contractor shall provide costs as described in the price proposal for all labor and equipment associated with pesticide application. The cost of the pesticides is not included in the price proposal. The Town will pay an additional amount equal to the actual cost of the pesticide applied.
- i. Backpack Spraying shall be all hourly costs of a qualified pest applicator including transportation and safety equipment to perform "Backpack Spraying".

- j. Spray Rig Spraying shall be the hourly cost of a qualified pest applicator including transportation, safety equipment, and a 50-gallon (minimum size) powered spray rig to perform “Spray Rig Spraying”.
- k. The hourly cost shall be the actual number of hours the equipment is in operation at the site location.

2. MEASUREMENT AND PAYMENT

- a. Measurement of the following bid items shall be as follows:

63 - Back Pack Spraying, per hour

64 - Spray Rig Spraying, per hour

- b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

END OF SECTION E

SECTION F GENERAL SPECIFICATIONS

1. MATERIALS AND EQUIPMENT

The Contractor shall, at all times, furnish and maintain equipment necessary to perform work under this contract. If equipment breaks down, the Contractor is responsible to complete the work within 24 hours. If the Contractor is unable to complete the work within that time period, the Town will deduct the applicable portions, pro rata, from the payment to the Contractor. The materials shall include, but are not limited to:

- a. All necessary gas, oil, and parts for all equipment
- b. All necessary fertilizers and pesticides
- c. All necessary horticultural supplies

2. IRRIGATION

- a. All irrigation shall be controlled, scheduled, and operated only by the Town. The Contractor has no direct responsibilities for irrigation activities.
- b. All damage done to irrigation systems due to Contractor's negligence shall be the responsibility of the Contractor and must be repaired within 24 hours at the Contractor's expense. If said repairs are not made, the Town will perform the work and deduct those costs from the payment to the Contractor. Damages due to theft or vandalism, not attributable to Contractor's negligence, shall be the responsibility of the Town.

3. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS

The award of these contracts will not be based on the lowest overall bid, but on the combination of the contractors' qualifications and the level of service that will be provided.

The Town may, at its own discretion, advise the Contractor to increase or decrease the frequency of line items in the price proposal. The contractor is not entitled to any anticipated profit for work not performed.

The work performed shall be done in accordance with the Town of Danville Landscape and Irrigation Standard Details.

4. Traffic Control

Prior to work in traffic zones, the Contractor shall submit a traffic control plan. All traffic control plans shall be reviewed and approved by the Maintenance Supervisor and/or Town Traffic Engineer. All traffic control work shall conform to **2014 MUTCD Caltrans Standard Specifications, Revisions 1-4 – Part 6, ‘Temporary Traffic Control’** to ensure safe flow of traffic and safety of workers in traffic zones.

All flagging costs shall be included in the prices paid for the various contract items of work and no additional compensation will be allowed therefore. **A properly trained and certified person must be in charge of all lane closure operations.**

Cones and barricades properly marked shall be used to delineate the traffic lane closures. Access to driveways shall be maintained at all times. **No traffic lanes may be closed before 9:00 a.m. or after 4:00 p.m. without written permission from the Maintenance Supervisor or designated representative.**

When entering or leaving roadways which bear public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.

The provisions in this section may be modified or altered if, in the opinion of the Maintenance Supervisor or designated representative, public traffic will be better served and work expedited. Such modifications or alterations shall not be adopted until approved in writing by the Maintenance Supervisor or designated representative.

III. STANDARD SPECIFICATIONS

A. INSTRUCTIONS TO BIDDERS

1. Acknowledgement of Addendum

Bidders shall acknowledge receipt of any addendum to the solicitation by signing and returning the addendum with the bid. The acknowledgement must be received by the Town of Danville by the time and at the place specified for receipt of bids. Failure to do so will result in bid being considered non-responsive.

2. Bid Acceptance Period

Any bid submitted as a result of the solicitation shall be binding on the bidder for 60 calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

3. Bid Form Submission

Both the "Management and Technical Proposal" and the "Price Proposal" of the bid form should be completed with each being clearly marked and submitted in separate sealed envelopes. The two separate envelopes should then be placed in one larger envelope for submission to the Town of Danville, 510 La Gonda Way, Danville, CA 94526, no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The time and date of receipt shall be indicated on the envelope or package by the City Clerk's Office.

Failure to submit prices on the bid forms provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid. The Town of Danville reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the Town of Danville may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price or delivery of the service.

4. Certification of Independent Price Determination

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently, and not for the purpose of restricting competition. Any consultation, communication, or agreement with any other bidder or competitor relating prices, intention to submit a bid, or the methods or factors used to calculate the prices bid is prohibited.

5. Collusion Among Bidders

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. The local government may or may not, at its discretion, accept future bids for the same work from participants in such collusion.

More than one bid from an individual, firm, partnership, corporation, or association under the same or different name may be rejected. Reasonable grounds for believing that a bidder has interest in more than one bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest.

Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two or more primary contractors submitting a bid for the work.

6. Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered.

7. Qualifications of Bidders

The bidder may be required before the award of any contract to show to the complete satisfaction of the Town of Danville that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the Town of Danville in regard to the bidder's qualifications. The Town of Danville may make reasonable investigations deemed necessary and proper, including visiting the bidder's facilities and contacting references, to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town of Danville all information for this purpose that may be requested. The Town of Danville reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the Town of Danville that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- (a) The ability, capacity, skill, and financial resources to perform the work or provide the service required;
- (b) The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- (d) The quality of performance of previous contracts or services.

B. General Terms and Conditions

1. Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town of Danville all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of California that relate to the particular goods or services purchased or acquired by the Town of Danville under said contract.

2. Applicable Law

The contract shall be governed in all respects by the laws of the State of California, and any litigation with respect thereto shall be brought in the courts of the State of California. The contractors shall comply with applicable federal, state, and local laws and regulations.

3. Assignment

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the Town of Danville.

4. Certificates and Licenses

The contractor shall provide copies of all valid licenses and certificates required for performance of the work. The copies shall be delivered to the Town of Danville no later than ten days after the contractor receives the notice of award from the Town of Danville. Current copies of licenses and certificates shall be provided to the Town of Danville within twenty-four hours of demand at any time during the contract term. Licenses and certificates required for this contract include, by way of illustration and not limitation, the following: professional licenses or certificates in the field of pest control application.

5. Change in Scope of Work

The Town of Danville may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the Town of Danville and the contractor.

If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the Town of Danville in writing of this belief. If the Town of Danville believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

6. Cost Reimbursement

The contractor agrees that payment by the Town of Danville to the contractor for materials used in the performance of any extra work under the contract on a cost plus a percentage of cost basis is specifically prohibited. The cost of all materials provided in the performance of the work is to be reimbursed to the contractor in the following manner: The Town of Danville shall reimburse the contractor, on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that are supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the suppliers' invoices or included in the contractor's invoice submitted to the Town of Danville that would increase the dollar amount indicated on the suppliers' invoices for the materials purchased for the assigned job.

All incidental costs, including allowances for profit and tools of the trade, must be included in the contract hourly labor rates.

7. Employment Discrimination

During the performance of the contract, the contractor agrees to the following:

- (a) The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a bona fide occupational qualification reasonably necessary for the normal operations of the contractor. The contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- (b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an Equal Opportunity Employer.
- (c) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- (d) The contractor shall include the provisions of the foregoing paragraphs (a), (b), and (c) in every subcontract or purchase order of more than \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

8. Failure to Enforce

Failure by the Town of Danville at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Town of Danville to enforce any provision at any time in accordance with its terms.

9. Immigration Reform and Control Act of 1986

The contractor certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

10. Indemnification

Contractor shall indemnify and hold harmless the Town of Danville and its officers, officials, employees, agents and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Town.

11. Independent Contractor

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered employees of the Town of Danville; and the Town of Danville shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants, or agents. The Town of Danville shall not withhold from the contract payments to the contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the Town of Danville shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Town of Danville for its employees.

12. Non-appropriation

All funds for payment by the Town of Danville under this contract are subject to the availability of an annual appropriation for this purpose by the Town of Danville. In the event of non-appropriation of funds by the Town of Danville for the services provided under the contract, the Town of Danville will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the Town of Danville shall not be obligated under this contract beyond the date of termination.

13. Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Town of Danville.

14. Recovery of Money

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the Town of Danville, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the Town of Danville. The rights of the Town of Danville are in addition and without prejudice to any other right the Town of Danville may have to claim the amount of any loss or damage suffered by the Town of Danville on account of the acts or omissions of the contractor.

15. Requirements Contract

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the Town of Danville shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Town of Danville for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the Town of Danville is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirements in the past. The contractor further understands and agrees that the Town of Danville may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

16. Termination for Convenience

The performance of work under the contract may be terminated by the Town of Danville in whole or in part whenever the Town of Danville determines that termination is in the Town of Danville's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination at least sixty (60) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

17. Termination for default

The contract shall remain in force for the full period specified and until the Town of Danville determines that all requirements and conditions have been satisfactorily met and the Town of Danville has accepted the work. Thereafter, applicable provisions of the contract shall remain in force until the Town of Danville has determined that the contractor has met all requirements and conditions such as guarantees and warranties that relate to the work following the contract term. The Town of Danville shall have the right to terminate the contract sooner if the Town of Danville determines that the contractor has failed to perform

satisfactorily the work required, as determined by the Town of Danville. In the event the Town of Danville decides to terminate the contract for failure to perform satisfactorily, the Town of Danville shall give to the contractor at least sixty (60) days' written notice before the termination takes effect. The sixty-day period will begin upon the mailing of notice by the Town of Danville.

If the contractor fails to cure the default within the sixty (60) days specified in the notice and the contract is terminated for failure to provide satisfactory performance, the contractor shall be entitled to receive compensation for all reasonable, allocable, and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the Town of Danville prior to termination. In the event the Town of Danville terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the Town of Danville is required to expend to complete the work covered by the contract.

After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

18. Prevailing Wages

Pursuant to Section 1770, et seq., of the California Labor Code, the successful contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Danville Town Offices, 510 La Gonda Way, Danville, CA 94526. The Contractor shall submit **monthly**, upon request, **certified payroll reports for work performed under this contract**.

19. Insurance

In lieu of the insurance requirement, the minimum insurance required is shown of the Certification of Insurance Forms (page C-2a). The Contractor will have to provide commercial general liability insurance, auto liability insurance, and employer's liability insurance, each at \$2,000,000 per occurrence. In addition, the Contractor will have to provide proof of workers' compensation coverage. The successful bidder shall submit the Certification of Insurance properly executed by the carrier, with the contract documents.

The Contractor shall secure and maintain the required insurance policies and submit evidence that such insurance will be in force for the length of the contract. The policies shall specifically name the Town and its officers and employees as also insured.

All automobiles and trucks owned, non-owned or hired shall be covered for the above-mentioned public liability and property in amounts as stated above by rider or by special policies of insurance.

All policies of insurance required by this contract shall provide that the Town of Danville receive not less than 30 days' advance written notice of the cancellation, assignment, or change of any policy.

TOWN OF DANVILLE
LANDSCAPE MAINTENANCE SERVICE
PART I. Management and Technical Proposal to the Town of Danville

FORMATS

In order to maintain consistency, proposals must follow the same format as presented in this IFB. Beginning with Part I (Management & Technical Proposal Requirements), each response will reference heading number of the corresponding question. You do not need to re-type the questions. Attach this signature page to your Proposal.

Proposals will be typed on letter-size paper and stapled or otherwise bound.

COMPLETENESS

Answer all questions in your proposal. In cases where a question does not apply or you are unable to respond, reference the question number and title followed by "N/A" (Not Applicable). In all cases where you are unable to meet the specific requirements, reference the question number and title followed by "Decline to Respond." Briefly explain the reason for marking not applicable, not responding, or being unable to comply with the requirements.

PAGE NUMBERS

All pages in the main body of the proposal must be numbered. Attachments should be numbered or referenced separately.

BREVITY

The proposals should be concise, clear and easy to follow. "Bullet point" and list form is preferred to lengthy prose, provided responses are complete.

Company Name: _____

Address: _____

City and Zip _____

Phone _____

Authorized Signature _____
Date

A. MANAGEMENT AND TECHNICAL PROPOSAL RESPONSE

The Management Proposal portion will consist of an executive summary of approximately 150 words outlining the overall management approach the Contractor will take in performing the work set forth in performing landscape maintenance services for the Town of Danville, and a detailed management plan.

The detailed management plan portion of the Management Proposal will include, but not be limited to, the following:

1. Describe the benefits to the Town of Danville for using your company.
2. Describe why the Town of Danville should select your company over your competitors.
3. Transition implementation plan and approach that will be unnoticeable to Danville residents.
4. Scheduling process.
5. Communications plan and management.
6. Use of advanced technology.

The Technical Proposal portion will be a detailed document, including but not limited to, the following:

1. Work methods, practices and materials to be used.
2. List of equipment you would use in serving this contract.

B. STAFFING INFORMATION

1. Attach a detailed organization chart for your company, or the local office that would service this contract. Include subcontracted and limited subcontractor services where they apply.
2. For the local office to serve this contract, list by category of personnel (e.g., project managers, account service representatives, supervisors and workers) the following:
 - Total number of staff
 - Names and qualifications of key staff including years in the industry and with your firm
 - Number of new hires for each category in the last six months
 - Number of employees that have special landscape certification, such as Qualified Applicators Certificate (QAC), Certified Landscape Technician (CLT), certified arborists or horticulturists
3. Describe details of your employee benefits (i.e., vacation, paid holidays, medical, dental) including:
 - Specific vacation periods
 - Number of paid holidays per year
 - Medical and dental benefits
 - Retirement benefits
 - Other benefits
4. Describe your employee training program and requirements. Indicate required training, participation level, hours, documentation (sign-in sheet or certification), agenda/content.

C. GENERAL INFORMATION TO BE INCLUDED IN MANAGEMENT AND TECHNICAL PROPOSAL

1. Provide the following:

Company Name(s)
Address
Phone Number

2. List the name(s) and phone number(s) of your representative(s) who can be contacted regarding your proposal.
3. List the contractor license type you currently hold, the license number and the name of the individual to whom the license is issued. State the number of years your company has been a licensed contractor, performing this type of work.
4. Describe your business plan for the next five (5) years. What is your company policy/mission statement?
5. Provide at least five (5) references (name, company, name of contact, phone number, description of project and length of contract) for whom you have provided like services within the past 24 months.

D. CUSTOMER SERVICE INFORMATION

Describe in detail your existing customer service program and your anticipated program for the Town of Danville. Include details on how you will provide a seamless transition with customers during start up, how you will maintain customer relations, how you will monitor customer satisfaction, and how you will continuously improve.

E. MANAGEMENT SERVICES INFORMATION

1. Describe the current system you use to complete routine work orders, make major repairs, make minor repairs, and provide reports to the customer and your internal management.
2. Include details of your communication plan to assure proper communication between your representative and with Town's representative.

F. IMPLEMENTATION INFORMATION

1. Provide a chronological list of events/tasks involved in implementing service, and specify the estimated time to complete from the contract award date.
2. Submit a detailed discussion of realistic objectives that your company would propose to accomplish during the first twelve months service to the Town of Danville. The goals of those objectives will be to improve the quality of services provided with no increase in cost.

G. SAFETY INFORMATION

Describe in detail your Safety Program.

TOWN OF DANVILLE
LANDSCAPE MAINTENANCE SERVICE
PART II. Price Proposal to the Town of Danville

We have read the Town of Danville's Invitation for Bid for the delivery of landscape maintenance services and fully understand its intent. We certify that we have completed PART I. Management and Technical Response Form and submitted it in a separate envelope to certify that we have adequate personnel, equipment and facility(ies) to perform that work for which we are submitting a bid.

Payment schedule will be negotiated with successful bidder.

We understand that our ability to meet the criteria and provide the required services shall be judged solely by the selection committee.

It is understood that all information provided or required by the Invitation to Bid shall become public record upon delivery to the Town Offices.

Pricing entries will be for the first 12 months of the contact. The Contractor may request a percentage adjustment to the pricing for all services equal to the Consumer Price Index (CPI) for the San Francisco Bay Area Counties. This request must be in writing sixty (60) days prior to the end of the 12-month period.

We agree to provide the Town such services in the manner described in the Invitation for Bids and our Management and Technical proposal for the following prices:

Company Name: _____

Address: _____

City and Zip _____

Phone _____

Authorized Signature _____

Date

TOWN OF DANVILLE ZONE A-ROADSIDE LANDSCAPE MAINTENANCE SERVICES
PART II Bid
Form (Submit by 2:00 p.m., Thursday, February 27, 2020)

ITEM	LOCATION	DESCRIPTION	ANNUAL QUANTITY	UNITS	UNIT PRICE	TOTAL
1	A-1	WEED ABATEMENT	12	PER OCCURRENCE		
2	A-1	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
3	A-1	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
4	A-1	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
5	A-1	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
6	A-2	WEED ABATEMENT	12	PER OCCURRENCE		
7	A-2	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
8	A-2	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
9	A-2	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
10	A-2	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
11	A-3	MOWING	40	PER OCCURRENCE		
12	A-3	FERTILIZE TURF	3	PER OCCURRENCE		
13	A-3	TURF AERATION	3	PER OCCURRENCE		
14	A-3	WEED ABATEMENT	12	PER OCCURRENCE		
15	A-3	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
16	A-3	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
17	A-3	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
18	A-3	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
19	A-4	MOWING	40	PER OCCURRENCE		
20	A-4	FERTILIZE TURF	3	PER OCCURRENCE		
21	A-4	TURF AERATION	3	PER OCCURRENCE		

22	A-4	WEED ABATEMENT	12	PER OCCURRENCE		
23	A-4	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
24	A-4	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
25	A-4	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
26	A-4	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
27	A-5	WEED ABATEMENT	12	PER OCCURRENCE		
28	A-5	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
29	A-5	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
30	A-5	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
31	A-5	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
32	A-6	WEED ABATEMENT	12	PER OCCURRENCE		
33	A-6	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
34	A-6	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
35	A-6	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
36	A-6	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
37	A-7	WEED ABATEMENT	12	PER OCCURRENCE		
38	A-7	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
39	A-7	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
40	A-7	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
41	A-8	WEED ABATEMENT	12	PER OCCURRENCE		
42	A-8	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
43	A-8	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
44	A-8	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
45	A-8	OPEN SPACE WEED ABATEMENT	2	PER OCCURRENCE		
46	A-9	WEED ABATEMENT	12	PER OCCURRENCE		

47	A-9	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
48	A-9	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
49	A-9	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
50	A-10	MOWING	40	PER OCCURRENCE		
51	A-10	FERTILIZE TURF	3	PER OCCURRENCE		
52	A-10	TURF AERATION	3	PER OCCURRENCE		
53	A-10	WEED ABATEMENT	12	PER OCCURRENCE		
54	A-10	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
55	A-10	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
56	A-10	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
57	A-11	ANNUAL WEED ABATEMENT	2	PER OCCURRENCE		
58	A-12	ANNUAL WEED ABATEMENT	2	PER OCCURRENCE		
59	A-13	ANNUAL WEED ABATEMENT	2	PER OCCURRENCE		
					TOTAL	

Please also provide per item or per hour costs for any additional services that may be requested:

60	ANY LOCATION	15 GALLON TREE	1	PER ITEM	
61	ANY LOCATION	5 GALLON SHRUB	1	PER ITEM	
62	ANY LOCATION	1 GALLON SHRUB	1	PER ITEM	
63	ANY LOCATION	BACKPACK SPRAYING	1	PER HOUR	
64	ANY LOCATION	SPRAY RIG SPRAYING	1	PER HOUR	
65	ANY LOCATION	LANDSCAPE GARDENER	1	PER HOUR	
66	ANY LOCATION	IRRIGATION TECHNICIAN	1	PER HOUR	
67	ANY LOCATION	21"-EXTRA MOWING	1	PER HOUR	
68	ANY LOCATION	36"-EXTRA MOWING	1	PER HOUR	
69	ANY LOCATION	48"-EXTRA MOWING	1	PER HOUR	

The quantities given are estimates only, being given as a basis for comparison of price proposals. The Town does not, expressly or by implication agree that the actual amount of work will correspond therewith. The Town reserves the right to increase or decrease the amount of any item or portion of the work, or to omit portions of the work, as may be deemed necessary or advisable by the Maintenance Supervisor or designated representative. No allowance for anticipated profit on work that is deleted or decreased.

Company Name: _____

Address: _____

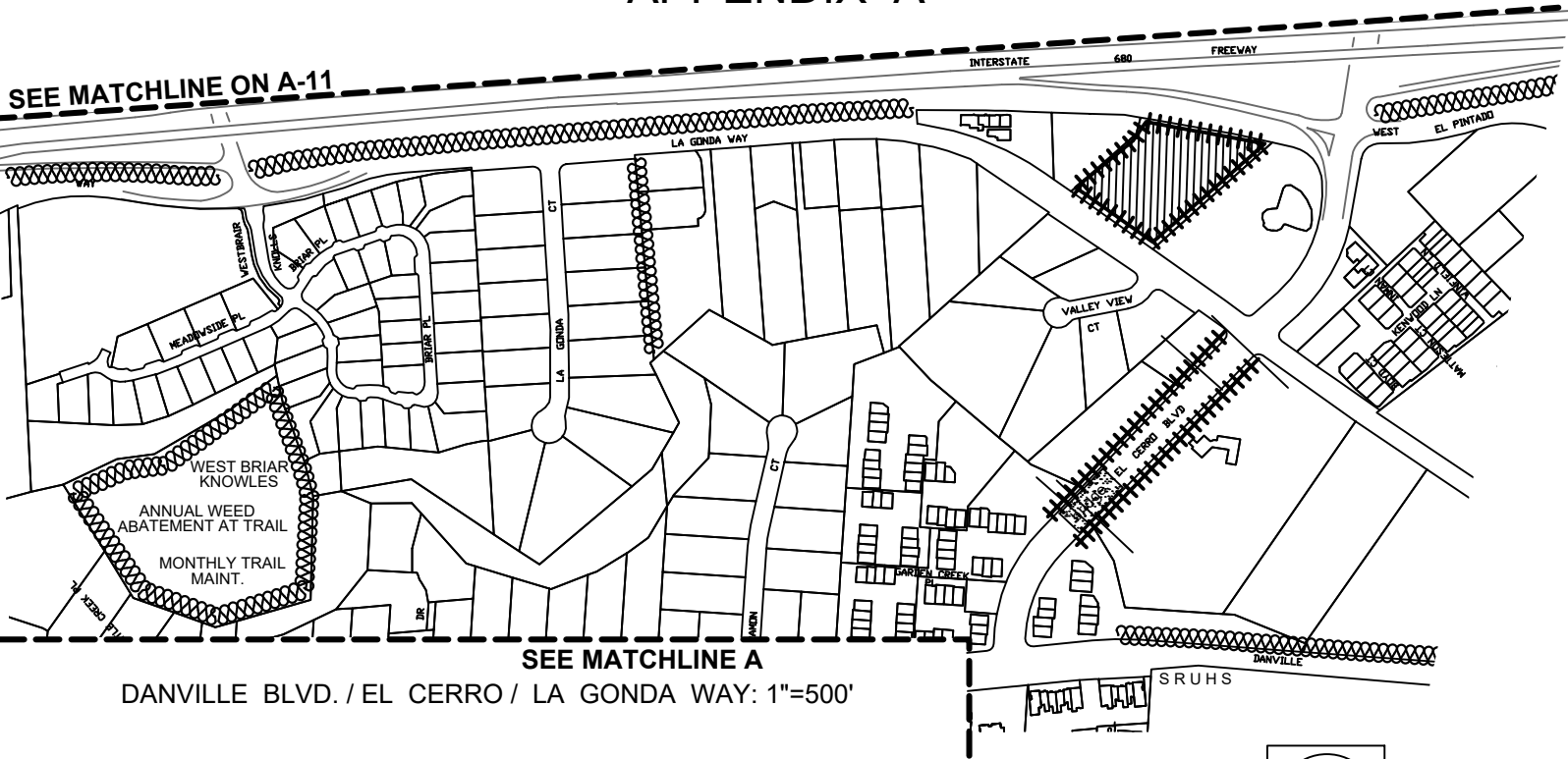
City and Zip _____

Phone _____

Authorized Signature _____
Date

APPENDIX A

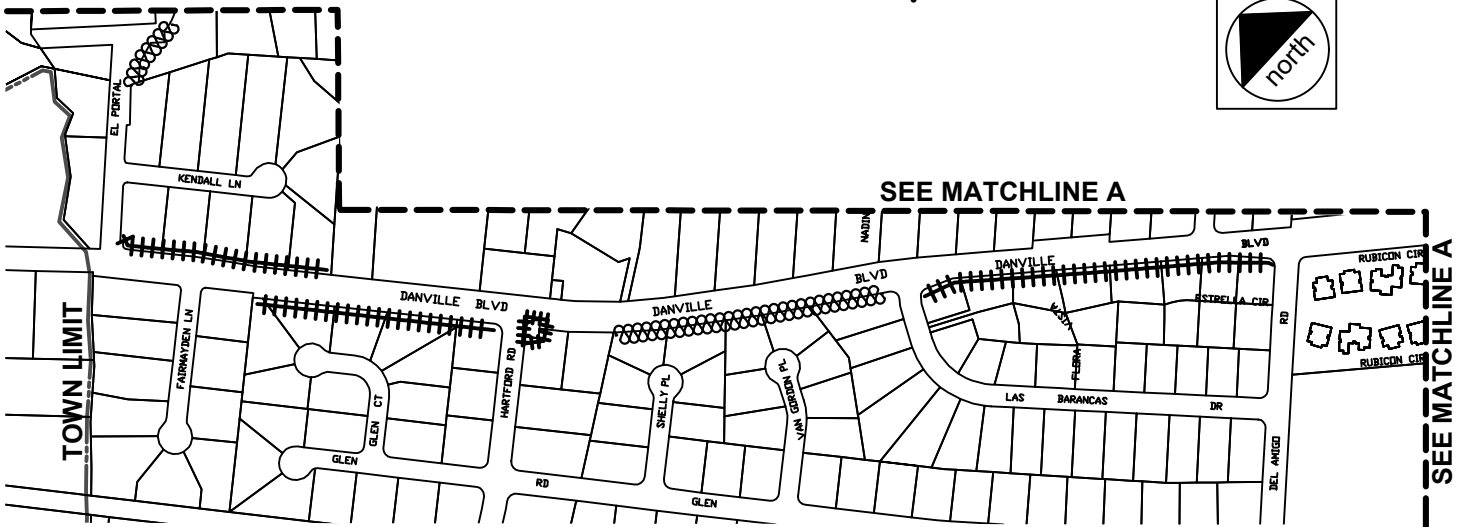
SEE MATCHLINE ON A-11



SEE MATCHLINE A






DANVILLE BLVD. / EL CERRO / LA GONDA WAY: 1"=500'

SEE MATCHLINE A



DANVILLE BLVD., EL PORTAL TO DEL AMIGO 1"=500'

LEGEND

-  MEDIAN
-  ROADSIDE
-  MONTHLY WEED ABATEMENT
-  ANNUAL WEED ABATEMENT
-  TOWN MAINTENANCE AREAS

ZONE A, SECTION 1

Danville Blvd./El Cerro/ La Gonda Wy.

Location Map

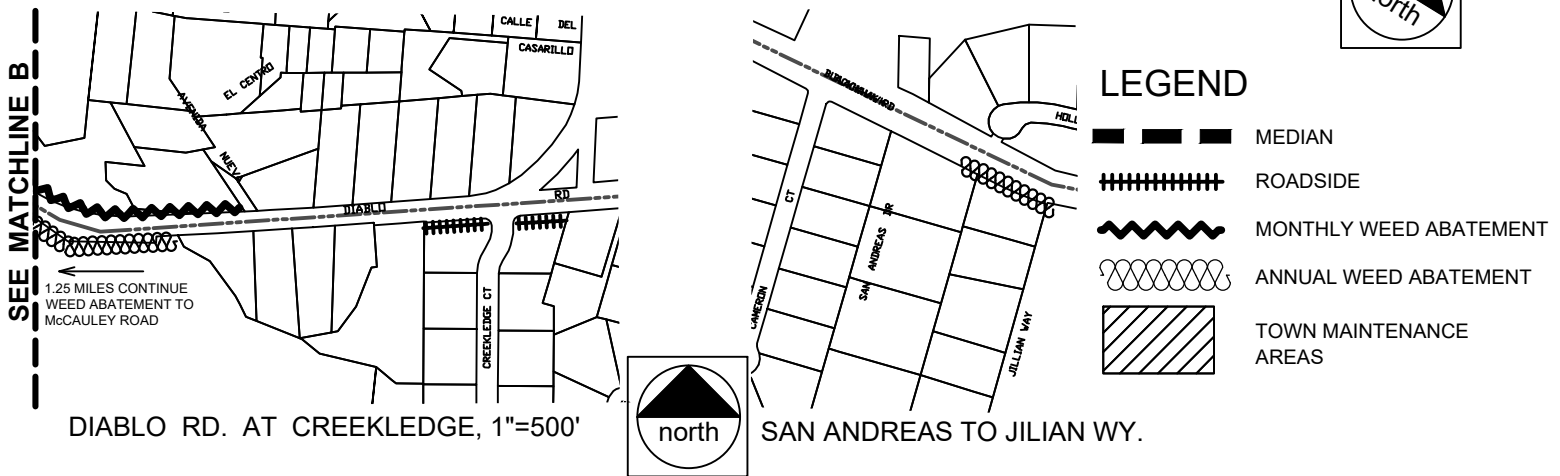
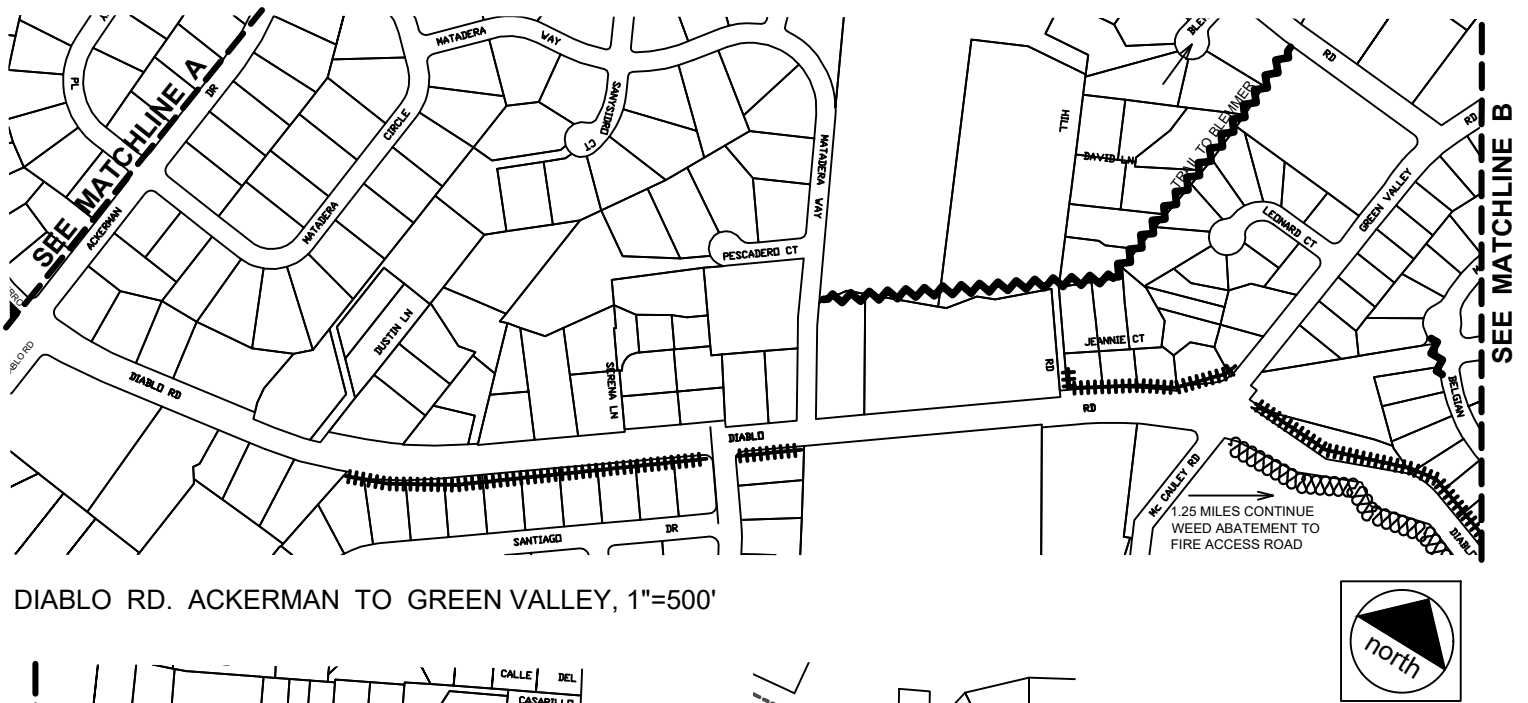
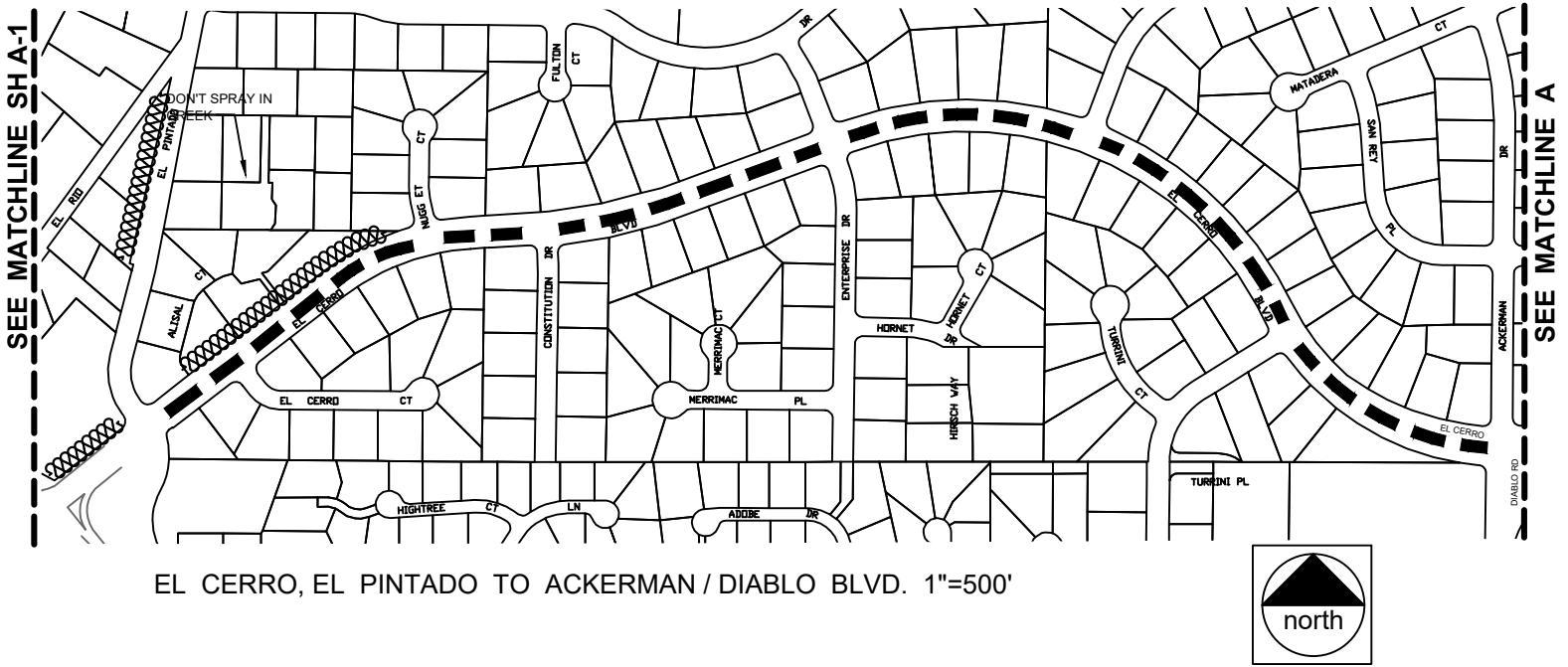
Roadside Landscape Maintenance, Contract Services

Town of Danville

Date: October 10, 2019

Map #

A-1



ZONE A, SECTION 2

El Cerro / Diablo Road

Location Map

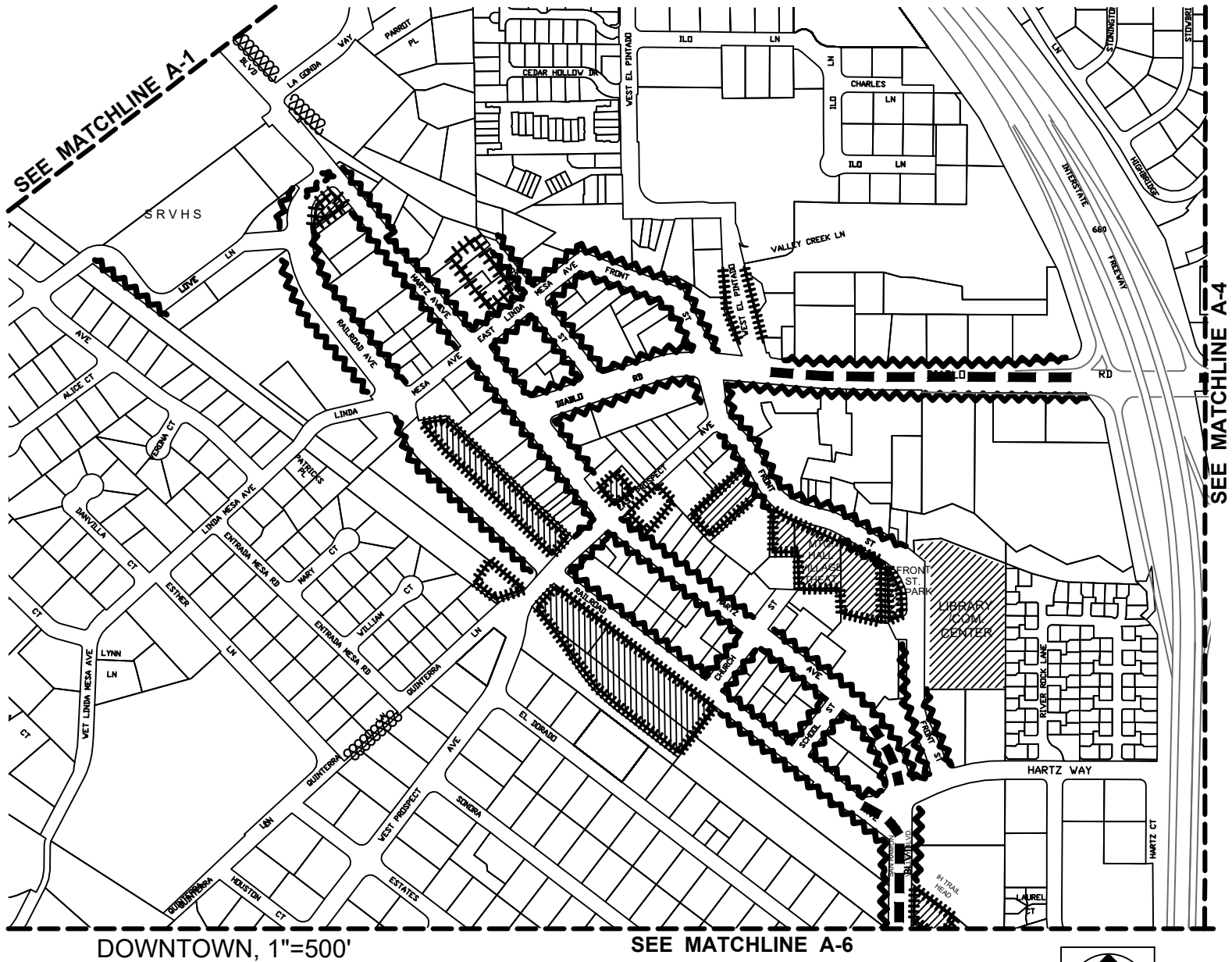
Roadside Landscape Maintenance, Contract Services

Town of Danville






Date: October 10, 2019

Map #

A-2



LEGEND

-  MEDIAN
-  ROADSIDE
-  MONTHLY WEED ABATEMENT
-  ANNUAL WEED ABATEMENT
-  TOWN MAINTENANCE AREAS

ZONE A, SECTION 3

Downtown

Location Map

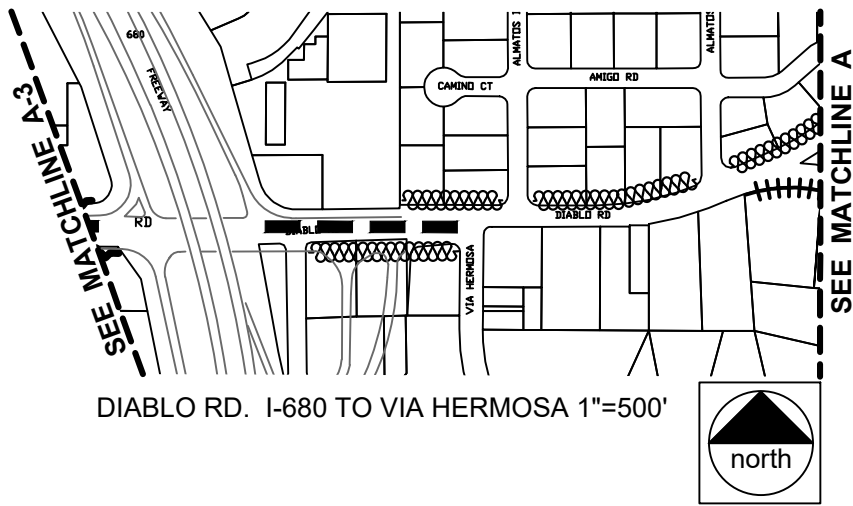
Roadside Landscape Maintenance, Contract Services

Town of Danville

Date: October 10, 2019

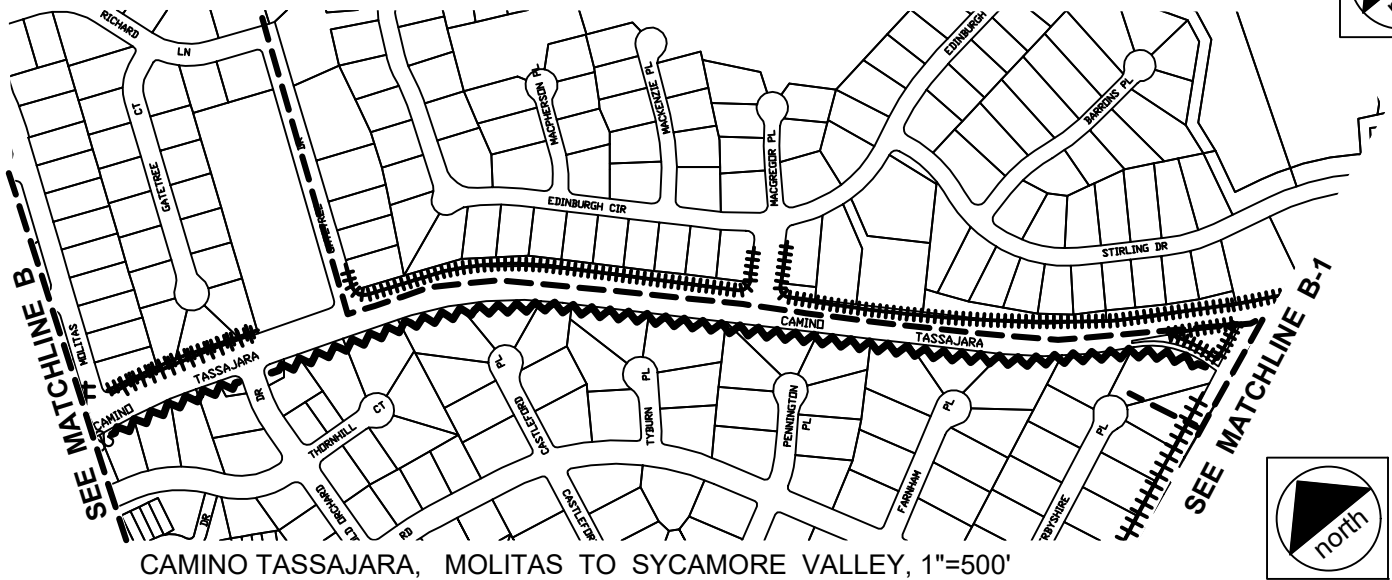
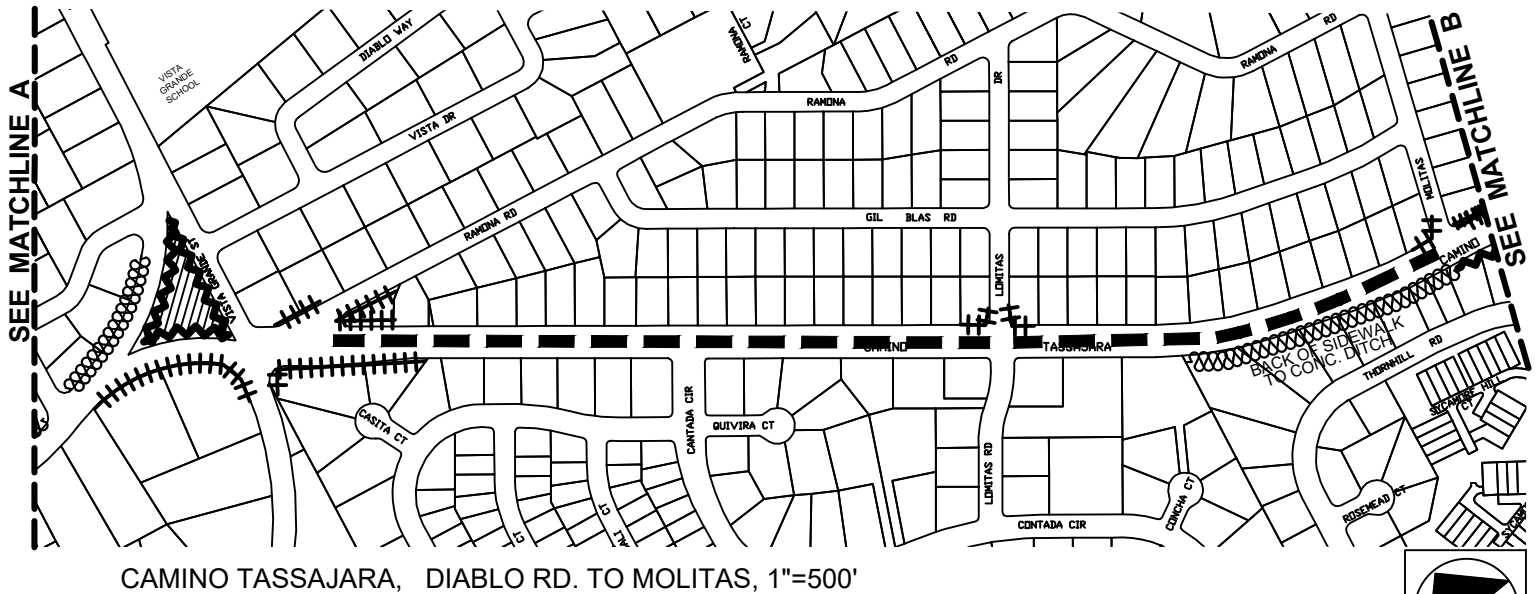
Map #

A-3



LEGEND

- MEDIAN
- ROADSIDE
- MONTHLY WEED ABATEMENT
- ANNUAL WEED ABATEMENT
- TOWN MAINTENANCE AREAS



ZONE A, SECTION 4

Diablo Rd./Camino Tassajara

Location Map

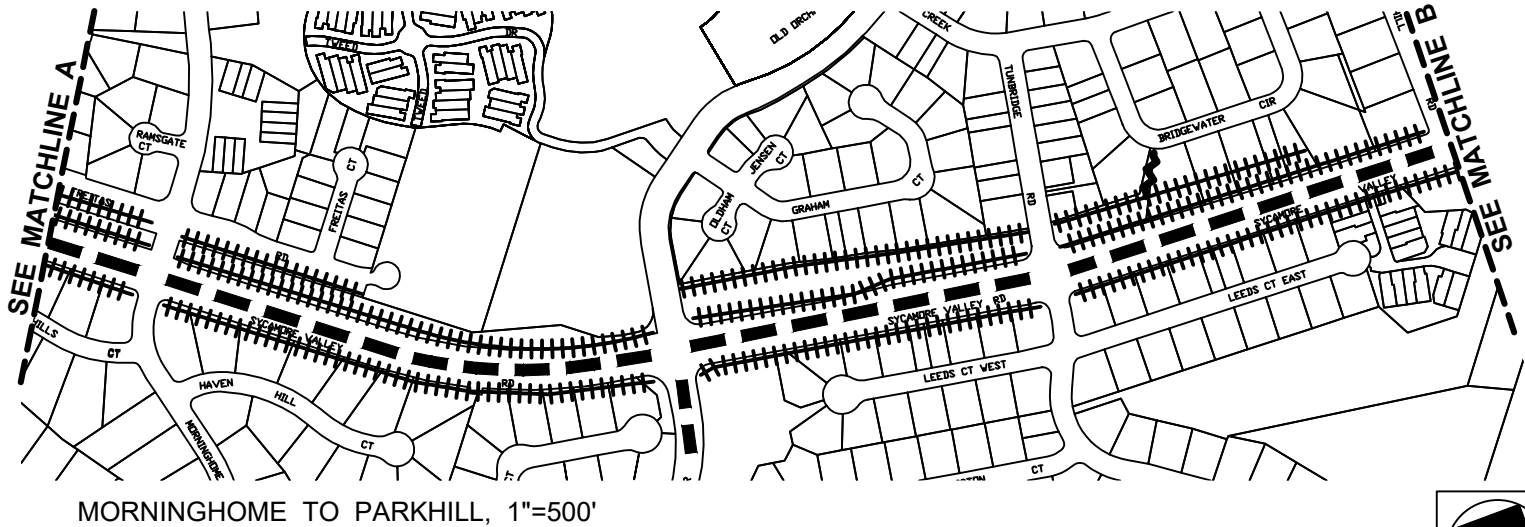
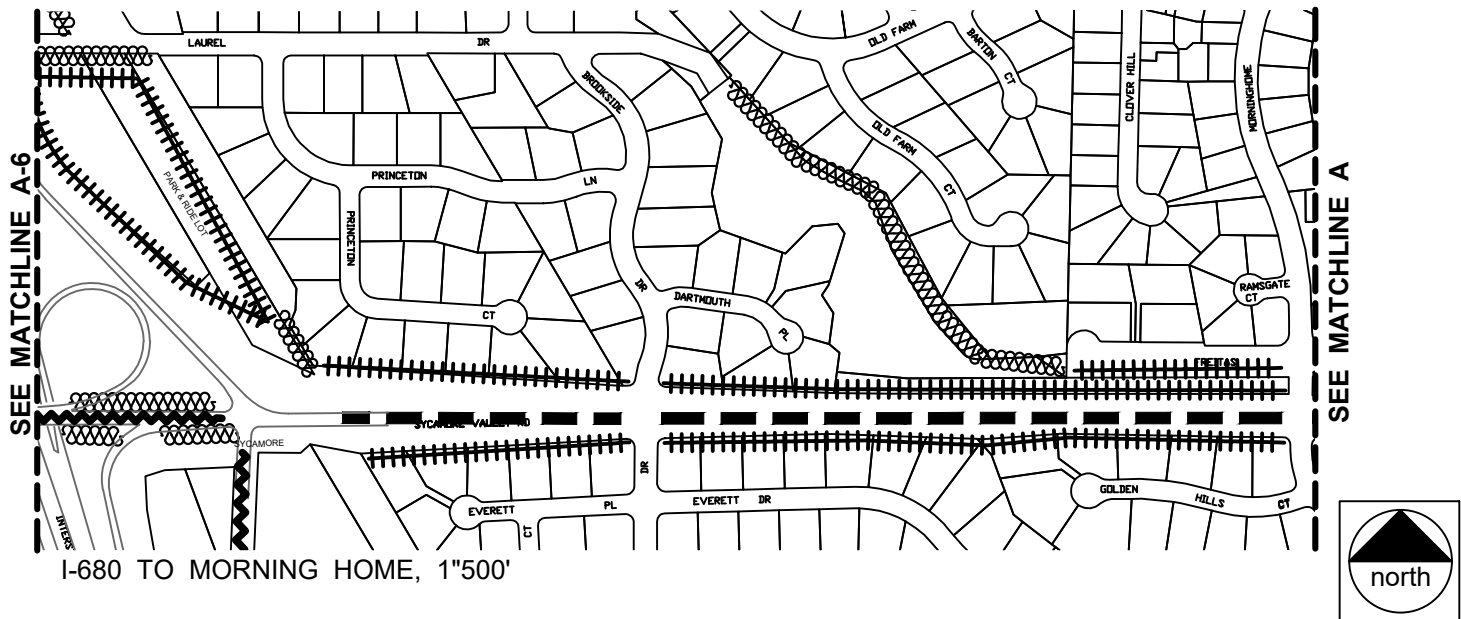
Roadside Landscape Maintenance, Contract Services

Town of Danville






Date: October 10, 2019

Map #

A-4



LEGEND

-  MEDIAN
-  ROADSIDE
-  MONTHLY WEED ABATEMENT
-  ANNUAL WEED ABATEMENT
-  TOWN MAINTENANCE AREAS

ZONE A, SECTION 5

Sycamore Valley Road

Location Map

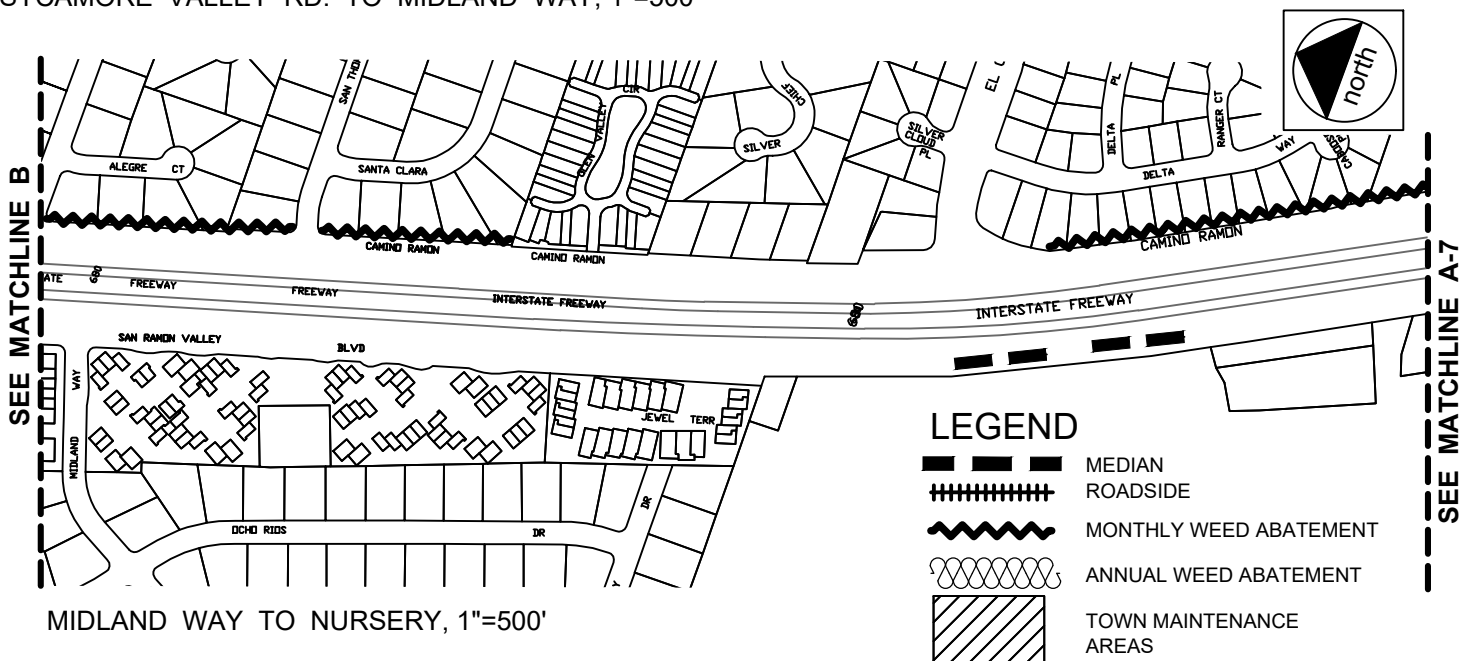
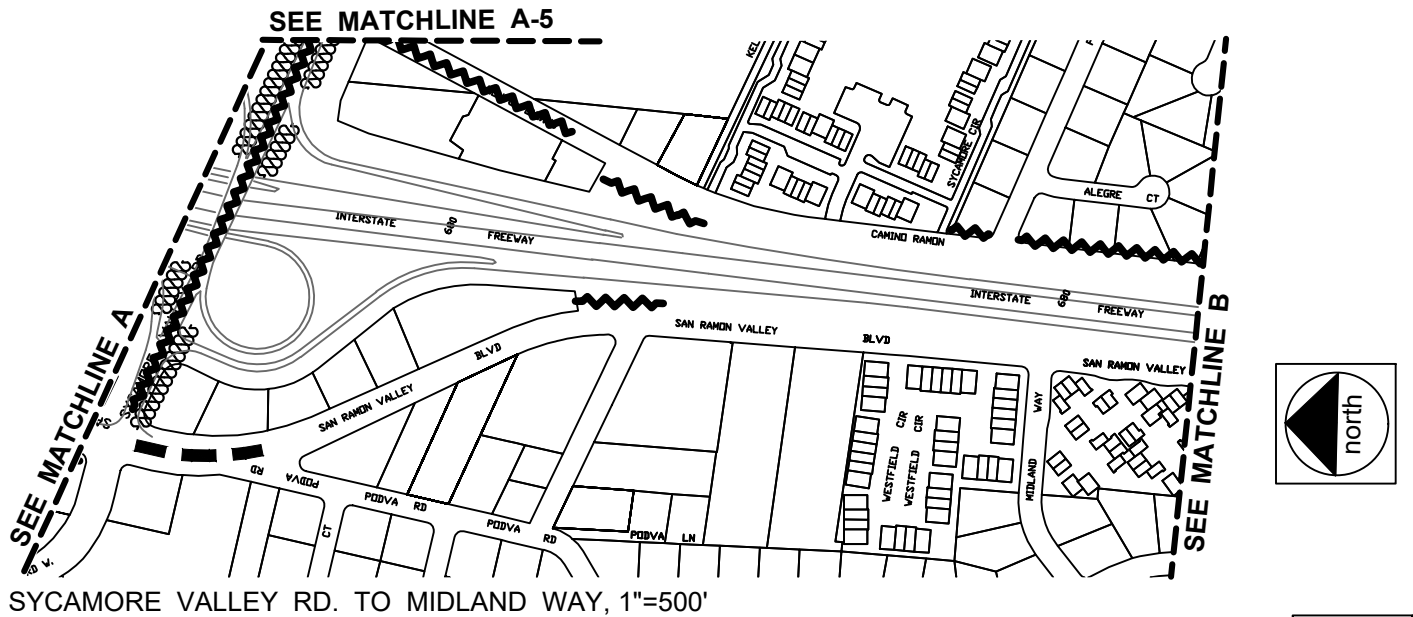
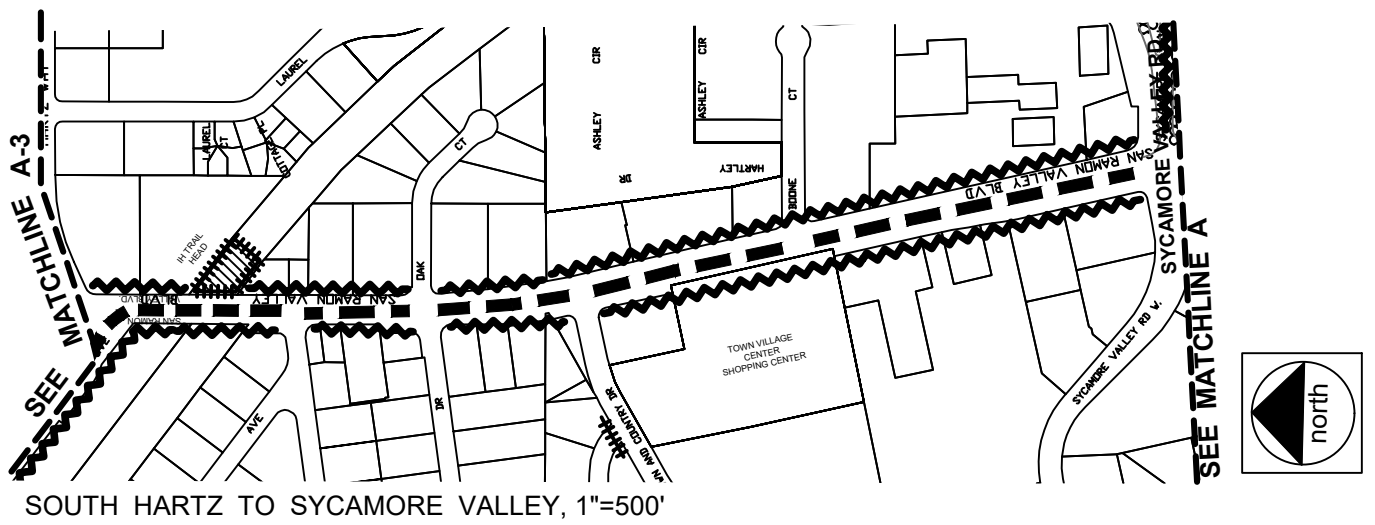
Roadside Landscape Maintenance, Contract Services

Town of Danville

Date: October 10, 2019

Map #

A-5



ZONE A, SECTION 6

San Ramon Valley Road

Location Map

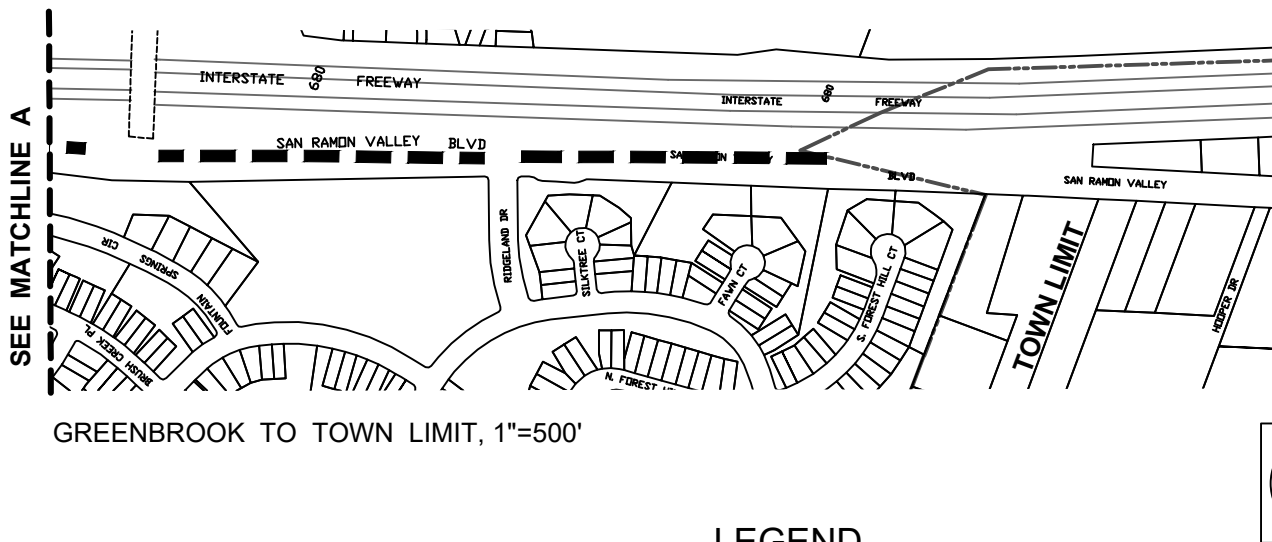
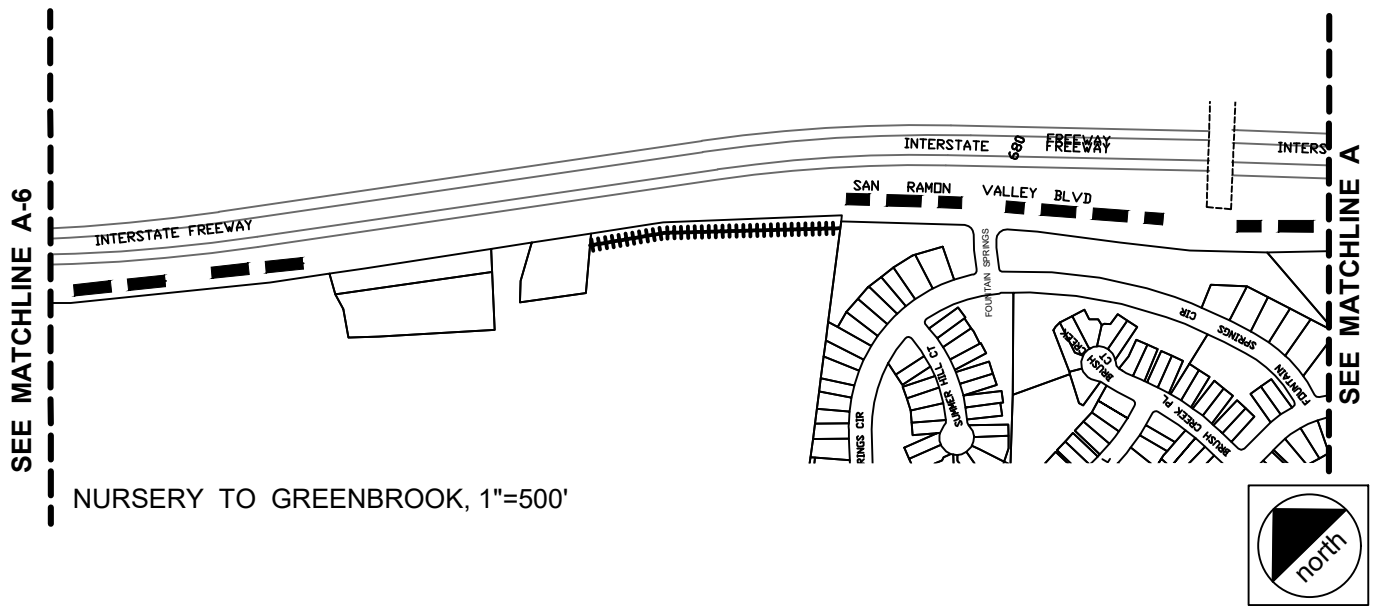
Roadside Landscape Maintenance, Contract Services

Town of Danville

Date: October 10, 2019

Map #

A-6



LEGEND

- — — — — MEDIAN
- ||||| ROADSIDE
- ~~~~~ MONTHLY WEED ABATEMENT
- ~~~~~ ANNUAL WEED ABATEMENT
- ▨ TOWN MAINTENANCE AREAS

ZONE A, SECTION 7

San Ramon Valley Blvd.

Location Map

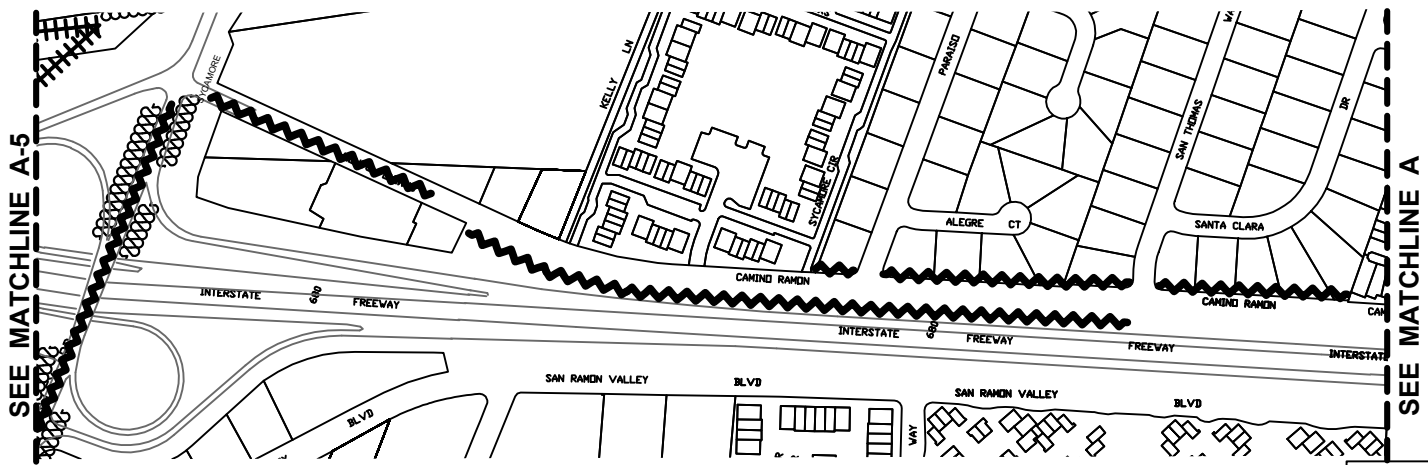
Roadside Landscape Maintenance, Contract Services

Town of Danville

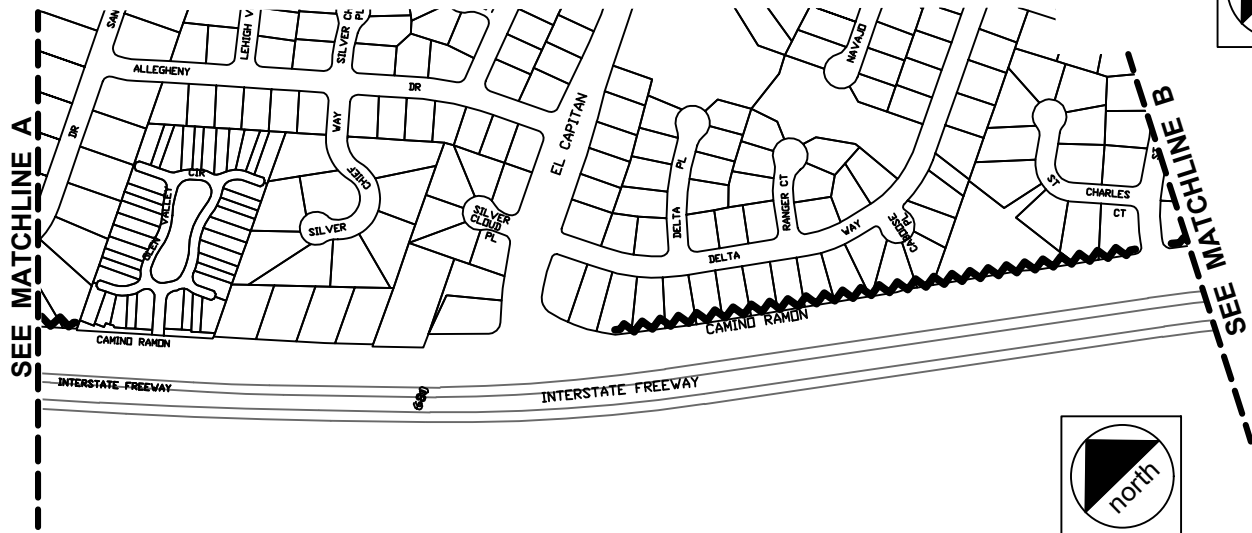
Date: October 10, 2019

Map #

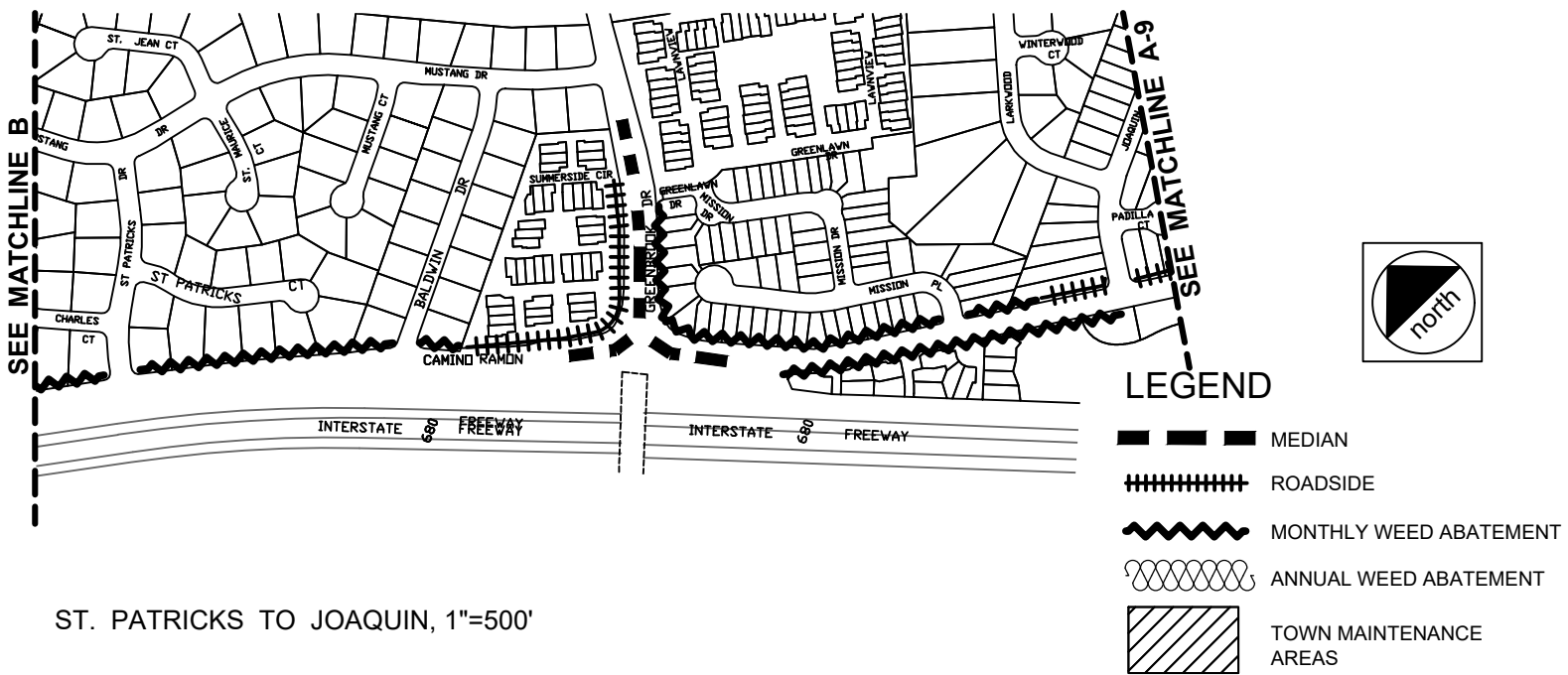
A-7



SYCAMORE VALLEY TO SAN THOMAS, 1"=500'



SAN THOMAS TO ST. PATRICKS, 1"=500'



ST. PATRICKS TO JOAQUIN, 1"=500'

ZONE A, SECTION 8

Camino Ramon

Location Map

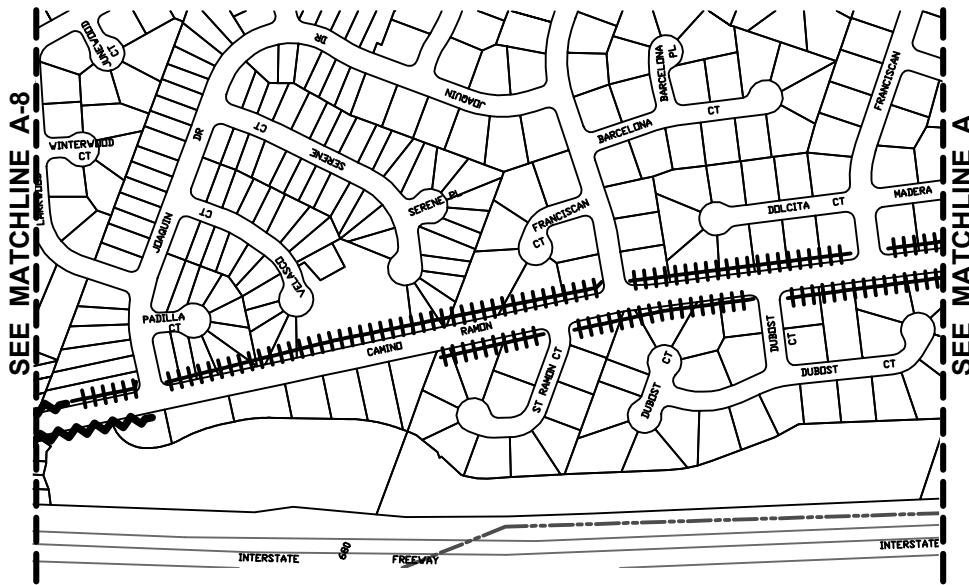
Roadside Landscape Maintenance, Contract Services

Town of Danville

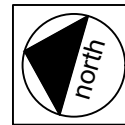
Date: October 10, 2019

Map #

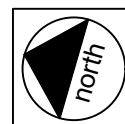
A-8








JOAQUIN TO FRANCISCAN, 1"=500'



FRANCISCAN DR. TO TOWN LIMIT, 1"=500'



LEGEND

-  MEDIAN
-  ROADSIDE
-  MONTHLY WEED ABATEMENT
-  ANNUAL WEED ABATEMENT
-  TOWN MAINTENANCE AREAS

ZONE A, SECTION 9

Camino Ramon

Location Map

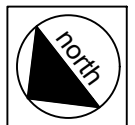
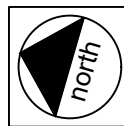
Roadside Landscape Maintenance, Contract Services

Town of Danville

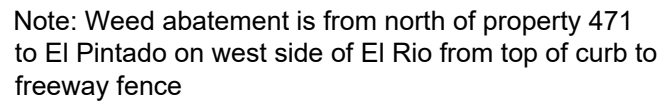
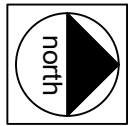
Date: October 10, 2019

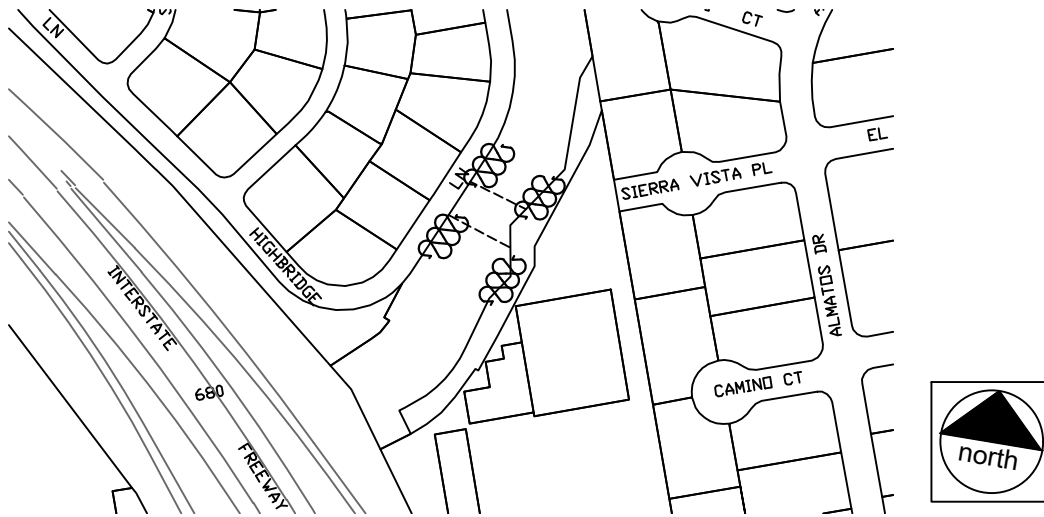
Map #

A-9

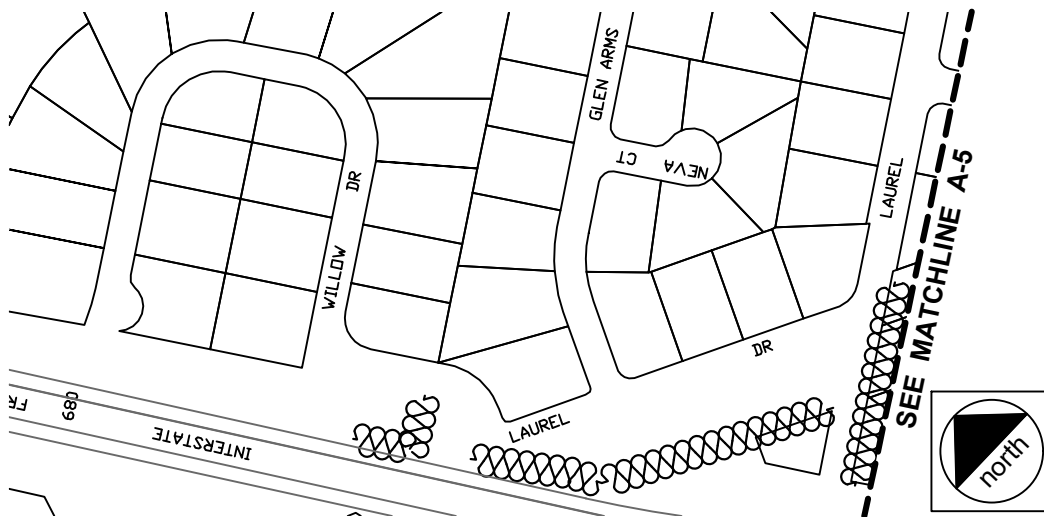


A-10

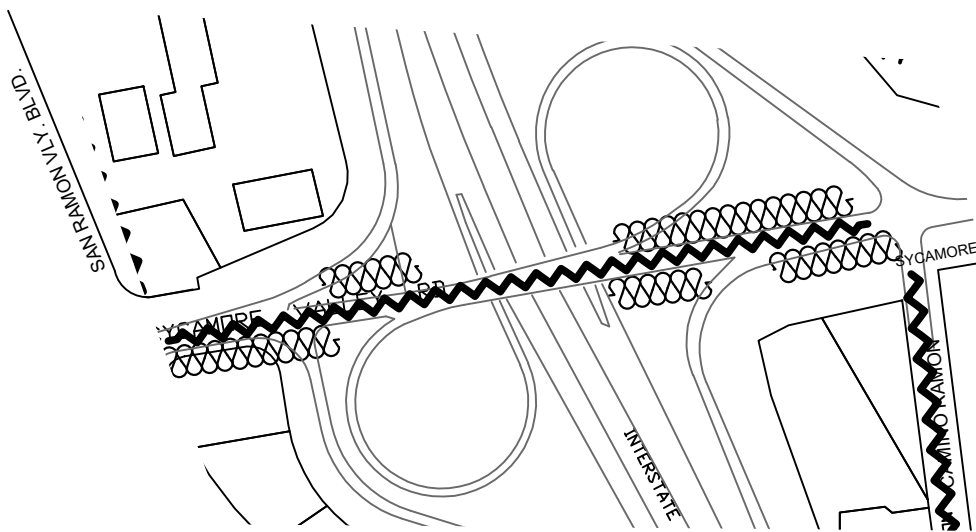
Map # **A-11**



HIGHBRIDGE, 1"=300'



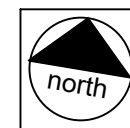
CORNER OF WILLOW AND LAUREL DRIVE, 1"=300'

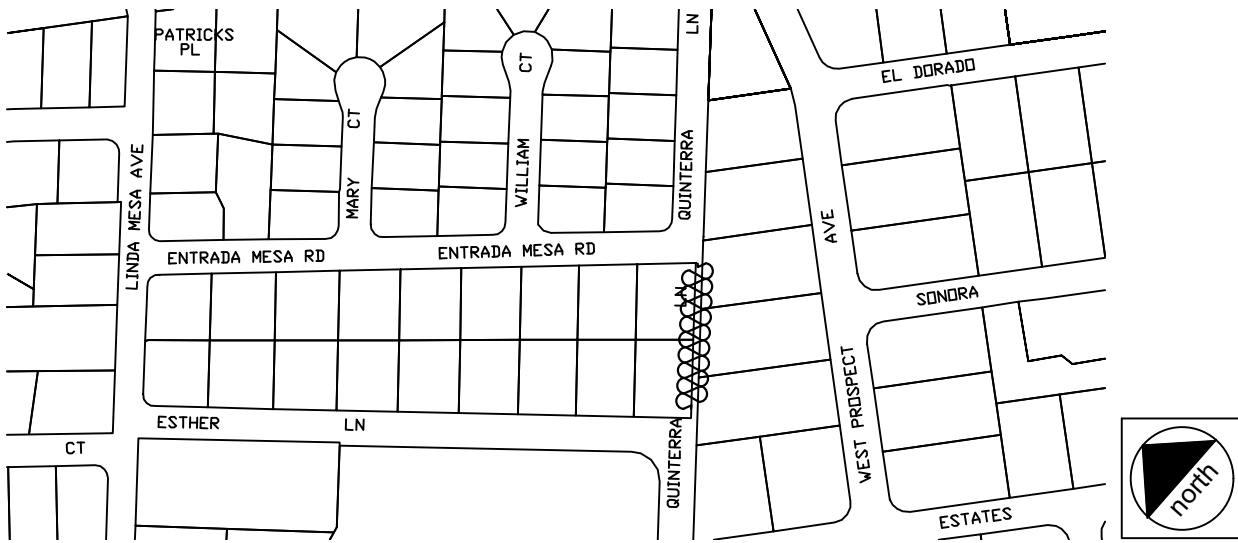


SYCAMORE VALLEY ROAD OVERPASS, 1"=300'

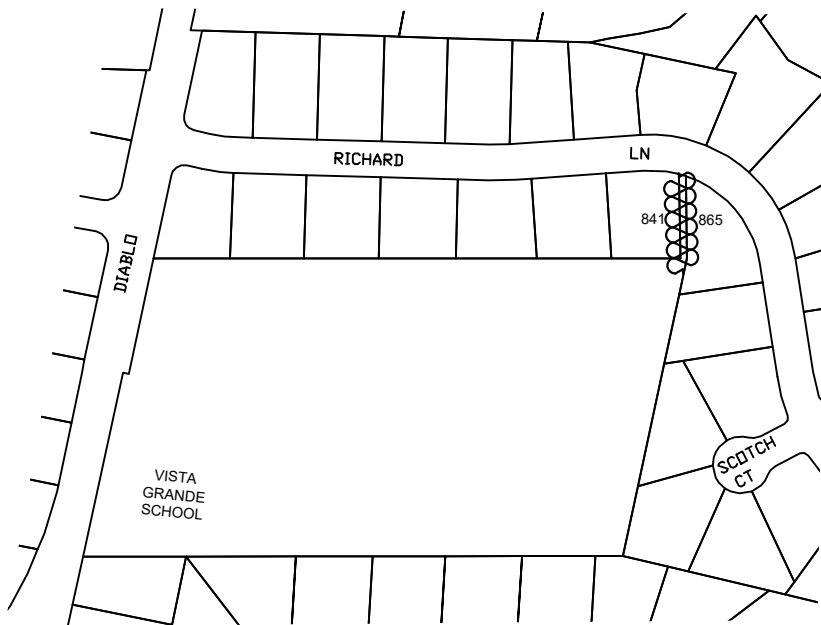
LEGEND

- MEDIAN
- ROADSIDE
- MONTHLY WEED ABATEMENT
- ANNUAL WEED ABATEMENT
- TOWN MAINTENANCE AREAS

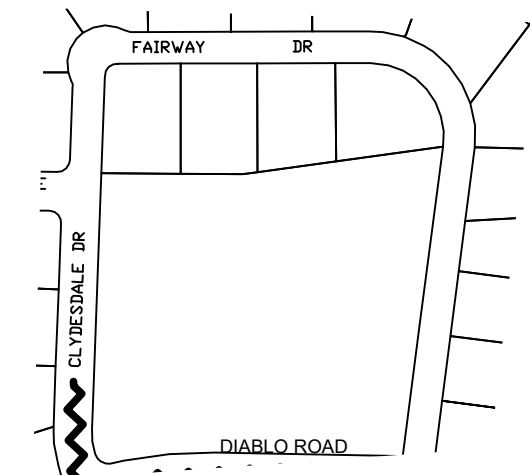




ESTHER LANE (QUINTERA), 1"=300'








RICHARD LANE (BETWEEN 841-865, to Vista Grande School), 1"=300'



CLYDESDALE DRIVE 1"=300'

LEGEND

-  MEDIAN
-  ROADSIDE
-  MONTHLY WEED ABATEMENT
-  ANNUAL WEED ABATEMENT
-  TOWN MAINTENANCE AREAS

ZONE A, SECTION 13 Esther Lane, Richard Lane & Clydesdale Dr.

Location Map

Roadside Landscape Maintenance, Contract Services

Town of Danville

Date: October 10, 2019

Map # **A-13**