

GSA/Procurement Services Oak Park Landscape Maintenance Services

SECTION 3.0

REQUIREMENTS/SCOPE OF WORK

The requirements described herein are based on the current level of service and are considered reasonable to meet the County's needs. Offeror having alternate proposals to meet these needs, may, after responding to the minimum requirements hereunder, offer alternate service levels for consideration by the County.

Please follow the instructions in Section 3.0 and complete necessary criteria in Section 3.0 – Requirements/Scope of Work Questionnaire Q- 23MR.

3.1 Cover Letter/Signature on Proposal

A cover letter, which shall be considered an integral part of the proposal, shall be signed by individual(s) who is/are authorized to bind offeror(s) contractually. The signature(s) must indicate the classification or position that the individual(s) holds.

The cover letter shall designate a person or persons who may be contacted during the period of evaluation with questions or contract issues. Include name(s), title(s), address(es), telephone number(s), fax number(s) and email address(es).

Upload Cover Letter through the Requested Information section of Bonfire.

3.2 Scope of Work/Narrative

Contractor shall furnish all supervision, labor, materials, equipment, transportation, etc., required to maintain the landscape in the areas designated herein in an attractive condition as specified herein throughout the contract period. All material and workmanship shall be of the highest quality possible. All material and workmanship are subject to review, approval, or rejection by the County of Ventura Public Works Agency (referred herein as County) at all times during the contract period.

The premises shall be maintained with nothing but the highest standards at no less than the frequencies set forth herein. The frequencies indicated herein are general requirements for the purposes of identifying overall maintenance frequencies. The specific site evaluation frequencies shall govern. In the event of any conflict or

inconsistency in the interpretation thereof, the County Contract Administrator shall resolve said conflict/inconsistency.

The premises shall be maintained with crisp, clean appearance, and all work shall be performed in a professional, workmanlike manner using quality equipment and materials. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage ground cover, or turf areas.

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Oak Park residents have high standard expectations that weekly landscaping services pay close attention to ensure that the community remains looking like an attractive “garden spot”. Expectations include sidewalk edging, removal of fallen leaves and pine needles, tree and shrub trimming, repairing broken irrigation components, weed and invasive plant removal, and replacement of dead plants, to name a few.

In a narrative format, please provide:

- A detailed description that clearly defines the methodology of the proposed plan for Landscape Services that will be utilized in the successful achievement of the RFP’s intended Scope of Work. State what services and/or materials are included in your proposed rates.
- Provide a list of all in-house landscaping services that your company will provide on a regular basis to CSA#4. List all personnel that hold professional certifications that will be assigned to CSA#4. Include how frequently the representative/manager will be on-site to monitor all work performed.
- Describe what your company thinks an Oak Park CSA#4 “garden spot” should look like, and how will your work crew supervisor and staff ensure that this is achieved on a weekly basis.
- Provide a description of how CSA#4 areas will be maintained as part of the

regular weekly routine. What will the crew do to ensure that at the end of the working day, all job sites look professionally maintained, attractive, clean and safe for pedestrians and motorists?

Upload narrative through the Requested Information section of Bonfire.

3.3 Term

The initial term of the contract will go through June 30, 2025, and continue for three (3) years upon award and by mutual agreement may be renewed for up to two (2) additional one-year periods.

Continuation of the contract is subject to the appropriation of funds for such purpose by the Board of Supervisors. If funds to effect such continued payment are not appropriated, County may terminate this project as thereby affected and Contractor will relieve the County of any further obligation therefore.

It is agreed that the services/materials to be furnished herein will be rendered in such time and quality as called for by the County of Ventura and that the prices quoted in the proposal will remain firm for the initial period of the awarded contract.

Any requests for reasonable price adjustments must be submitted, in writing, ninety (90) days prior to the contract annual anniversary date. Requests made less than 90 days in advance of the anniversary date will not be considerable.

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Requests for adjustments in cost of labor and/or materials must be supported by appropriate documentation/justification. If the County agrees to the adjusted price terms, the County shall issue written approval of the change.

However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.

Indicate acceptance or modification in Questionnaire Q- 23MR.

3.4 Environmental Purchasing Policy

a. It is the policy of the County of Ventura to purchase and use recycled products

whenever possible. The County of Ventura will favorably consider the selection of recycled –content and renewable materials, products and supplies over their non-recycled-content and non-renewable alternatives in cases where availability, fitness, health, operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better than, the non-recycled-content and /or non-renewable alternative.

Offerors able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in their proposals.

Recycled commodities means items that meet Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG). These can be located at <http://www.epa.gov.cpg.product.htm>.

"Recycled Material" means material and by-products which have been recovered or diverted from solid waste for the purpose of recycling. It does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Post-Consumer Recycled Material" means material and by-products which have served their intended end-use by a consumer and have been recovered or diverted from solid waste. It does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Environmentally preferable products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the

product.

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b. Reporting Requirements

The supplier shall report the total dollar and unit volume of recycled and non-recycled products supplied to each County department during the fiscal year.

This report shall be submitted each year, for the fiscal year ending June 30th, by August 15th. Reporting format and content requirements are shown in Exhibit II.

Describe the procedure your firm would use or implement to fulfill the requirements/goals in this section. Provide information regarding your firm's green procurement initiatives relative to the County's sustainability efforts. Identify what your company, and/or your suppliers are doing to reduce waste, increasing recycling efforts and protect the environment.

Include your response in Requested Information, Questionnaire Q- 23MR.

3.5 Use of Anticoagulants

On March 22, 2005, the County Board of Supervisors enacted a policy that limits the use of certain anticoagulant rodenticides on County-owned and/or maintained properties.

Anticoagulant agents such as brodifacoum, bromadiolone, diphacinone, and difethialone are commonly used in rodenticides for the control of roof rats, Norway rats, field mice, gophers, and other rodents. These poisons are known to cause the inadvertent death of animals that are not the intended targets by moving up the animal "food chain" through the ingestion of rodents that have consumed a rodenticide. The end result is the unintentional poisoning of wild and domesticated animals.

The County hereby expects, to the extent possible, that contractors involved in any kind of rodent abatement or use of the above-mentioned chemicals adhere to the above-mentioned policy.

Include list of rodenticides to be used in the performance of this contract in Requested Information, Questionnaire Q- 23MR.

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3.6 Waste Management

The County's goal is to recycle as much material as possible during demolition and the demolition schedule has been planned to maximize the amount of recycling, reuse, and salvage that can be achieved during demolition.

The County requires the Contractor to recycle, reuse, and salvage as much material as possible. The demolition schedule may be planned to allow for selective removal and sorting of materials.

The Contractor is responsible for removing and reusing, recycling, or salvaging all other materials associated with the demolition of the buildings, pavement, vegetation, utilities, and any other site improvements.

The Owner desires that this Project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors shall be employed.

The Contractor shall provide on-site instruction of appropriate separation, handling separation, handling, and recycling, salvage, reuse and return methods to be used by all parties at the appropriate stages of the Project.

The County requires the Contractor to submit a waste-handling plan detailing how the waste streams will be separated and managed.

Include your plan in Requested Information, Questionnaire Q- 23MR.

3.7 Billing

Contractor will submit an itemized monthly statement, in arrears, in duplicate, referencing the assigned blanket purchase order number.

Itemization will include, but not limited to:

- 1) Rate, as applicable

- 2) Total amount
- 3) Service dates
- 4) Personnel paid
- 5) Supplies
- 6) Cost of supplies

County reserves the right to inspect and audit Contractor's billing procedures and records.

Indicate acceptance or modification in Questionnaire Q- 23MR.

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3.8 Quality Assurance

Work performed must be of the highest quality. Performance standards must be monitored and met.

Offerors will provide, with their proposal, a detailed quality assurance program, e.g. random sampling, validated complaints, unscheduled inspections, etc., which Offeror will utilize to monitor the landscaping services proposed.

Offerors will include a formal method of reporting offered for use by County to report contract performance satisfaction and/or dissatisfaction.

Include your response in Requested Information, Questionnaire Q- 23MR.

3.9 Exclusivity

The County is under no obligation to request, utilize or employ any certain extent or number of services, nor is the County restricted, by reason of this contract, from employing personnel for County's incidental needs by contracting with other contractors/suppliers.

Indicate acceptance or modification in Questionnaire Q- 23MR.

3.10 Safety Measures

Contractor will take all necessary precautions for the safety of employees on the work site and will erect and properly maintain at all times, as required by job conditions and

progress of the work, all necessary safeguards for the protection of the employees and public.

Please explain your company's safety measures in Requested Information,

Questionnaire Q- 23MR.

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3.11 Hazardous and Toxic Substances

Manufacturers and distributors are required by the federal "Hazardous Communication Standard" ("29 CFR 1910.1200) to label each hazardous material or chemical container, and California Hazard Communication Regulation Section 5194 of Title 8, California Administrative Code (T8CAC) to provide Material Safety Data Sheets to the purchaser. Contractor must comply with these laws and must provide the County with copies of the Material Data Sheets five (5) days prior to performance of services or contemporaneous with delivery of services.

Indicate acceptance or modification in Questionnaire Q- 23MR.

3.12 Secured Areas (if applicable)

Access to secured areas will be controlled by County personnel who will accompany landscape personnel.

Indicate acceptance or modification in Questionnaire Q- 23MR.

3.13 Materials and Equipment

Contractor will furnish and maintain in good working condition all the necessary materials and equipment. All materials and equipment must be safe for the environment and safe for use by the employee.

Indicate acceptance or modification in Questionnaire Q- 23MR.

3.14 Inspections

The County's Contract Administrator shall conduct regular/random inspections of the premises to ensure compliance with the work required by this contract.

Extra work authorized by the County Contract Administrator will also be inspected on a

regular basis and performed to the standards of the County.

The Contractor's supervisor shall be available, upon request, for inspections with the Contract Administrator.

Indicate acceptance or modification in Questionnaire Q- 23MR.