



CRA/LA

Building Communities with Jobs & Housing

The Community Redevelopment Agency of the City of Los Angeles
354 South Spring Street, Suite 500
Los Angeles, CA 90013

REQUEST FOR QUOTATION

FOR

**GENERAL LANDSCAPING/
WEED ABATEMENT SERVICES**

RFQT#: BP-08-804

Issue Date: **March 24, 2007**

Due Date:

11:59 PM, April 21, 2007

SECTION 01. DESCRIPTION

The Community Redevelopment Agency of the City of Los Angeles is requesting quotations from qualified and experienced firms to provide **GENERAL LANDSCAPING/WEED ABATEMENT SERVICES** on an "AS-NEEDED" basis for various CRA redevelopment projects. Initial term will be for fiscal year 2008 (July 1, 2007 - June 30, 2008) with four (4) one-year options to renew services. **Please see ATTACHMENT 1 for further information.**

SECTION 02. GENERAL INFORMATION & SUBMISSION INSTRUCTIONS

- Download Bid/Solicitation document
- Save file to your computer's hard drive
- Open file and complete forms in their entirety. Incomplete submissions may be rejected.
- SIGN the form electronically.
- Save the form and submit as an attachment via email. Email your response to: contract@cra.lacity.org
- Upon receipt of your response, CRA will send you an email as "proof of submission" to verify that your response has been received.

(NOTE: If you do not receive an email verifying CRA's receipt of your response within 72 hours after submission, contact the Contracts & Purchasing staff indicated below.)

NOTES

- If you are responding to multiple categories, please submit a separate response/bid for each category.
- If you are submitting supplemental information with your response:
 - File of 2 MB or less can be submitted via email with response
 - Other additional information/materials such as catalogs, work samples, etc. must be mailed to:
The Community Redevelopment Agency
354 South Spring St., Suite 500
Los Angeles, CA 90013
Attn: Records Department
Show RFQT number on all materials submitted by mail

Questions:

For questions related to this RFQT, please contact:

TONYA ROSS

Phone: **(213) 977-1845**

Email: tross@cra.lacity.org

SECTION 03. DELIVERY INFORMATION

N/A

Special Instructions:

Services may be requested at all CRA locations. A complete listing of all CRA offices can be obtained at: [CRA Location List](#)

SECTION 04. VENDOR CONTACT INFORMATION

VENDOR NAME

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

FAX

EMAIL ADDRESS

WEBSITE ADDRESS

CITY OF L.A. BUSINESS TAX REGISTRATION NO.

FEDERAL TAX ID #

(NOTE: See Section .07, Item 8 for further information.)

SECTION 05. VENDOR REFERENCES

Provide three (3) customer references for which your company has provided similar goods or services under a contract similar in scope to that described in this RFQT. (For each reference, provide Company Name, Street Address, City-State-Zip, Contact Person, Email address and Telephone Number).

Reference #1

Reference #2

Reference #3

SECTION 06. VENDOR QUESTIONNAIRE

Brief Summary of your Company: (If your company has more than one office location, provide information for the office submitting this response.)

Principal Line of Business:

Legal Form of Company: Partnership Non-Profit Corporation Joint Venture Sole Proprietorship

Year Business Started:

Number of Employees:

Number of Locations:

City of Los Angeles:

Los Angeles County:

Number of employees living within:

Does you have contracts with the City of Los Angeles? Yes No

If so, how many?

Provide a description of the City of Los Angeles Contracts held within the last 10 years:

SECTION 07. GENERAL CONDITIONS

1. LATE QUOTE: Vendor(s) responding to this RFQT shall ensure that their Quote is received by the CRA, on or before the date and time specified. Quotes received after the date and time specified shall be considered LATE, and shall not be considered for award unless one or more of the following conditions exist:

A. Quote was sent by Registered or Certified Mail, and postmarked not later than the third (3rd) calendar day before the date specified for receipt.

B. Quote was sent by email and it is determined by CRA that late receipt was due solely to mishandling by the CRA after receipt by the CRA and Vendor is able to provide a copy of CRA's email response acknowledging receipt of Vendor's quote.

C. Only Quote received

6. APPEAL OF AWARD: Vendor may appeal non-selection of award. Appeals shall be in writing, setting forth the reason(s) for the appeal, and submitted to the CRA's Director of Administrative Services within three (3) calendar days after notification of proposed award. A Hearing will be provided not sooner than five (5) calendar days after receipt of the request for Hearing, unless waived in writing by the Vendor. "NO SHOW" by Vendor at the hearing shall deem the appeal canceled. After the close of the Hearing, the Director of Administrative Services shall make a determination with respect Vendor's basis for the appeal and modify the award. CRA reserves the right to reject all quotes. The determination of the Director of Administrative Services, in accordance with the CRA's Executive Management and/or Board of Commissioners, as applicable, is final.

2. VENDOR DISCOUNT: Vendor agrees to offer the CRA any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this Purchase Order which meet the discount terms.

Note: The word Vendor refers to any person, firm, organization, etc., awarded a Purchase Order/Contract by the Agency.

7. DELIVERY INSTRUCTIONS FOR GOODS/COMMODITIES: Unless otherwise stated in Section 03., all orders/shipments are expected to be delivered to: Community Redevelopment Agency, 354 South Spring Street, Suite 300 – Central Receiving, Los Angeles, CA. Deliveries are accepted between the hours of 9:00 a.m. - 11:00 p.m. and 1:00 p.m. - 3:00 p.m., Monday through Friday. Inside delivery to Central Receiving on the 3rd floor of CRA's Central Office is required. The building does not have a freight elevator and pallets will not fit in the passenger elevator assigned for deliveries. NOTE: Sub-purchase orders issued by various CRA Departments under this quote may require special delivery instructions. No parking validations for deliveries – cost of parking is the responsibility of the vendor.

3. QUANTITIES: The quantities stated herein are estimates of the CRA's annual requirements based upon prior history of purchases. Vendor agrees to furnish more or less than the estimates in accordance with the CRA's actual needs as they occur throughout the term of the annual purchase order contract period at the unit price(s) quoted.

8. CITY OF LOS ANGELES - BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER: The City of Los Angeles Business Tax Ordinance (Article 1., Chapter 2., Section 21.00 of the Los Angeles Municipal Code) requires Vendors to obtain and maintain a Business Tax Registration Certificate (BTRC). Vendor shall not allow any such certificate to be revoked or suspended for the term of any Annual Purchase Order or Contract.

If Vendor does not currently have a City of Los Angeles Business Tax Registration Certificate (BTRC), it must be obtained prior to award of any Annual Purchase Order or Contract.

Contact the City Clerk Tax and Permit Division at (213) 978-1521 or Room 201, City Hall, for compliance details. Vendor must comply with this requirement if awarded an Annual Purchase Order or Contract by CRA.

4. SPECIFICATION CHANGES: If provisions of the Quotation documents restrict Vendor from quoting, Vendor may request in writing that the specifications be modified. Such request must be received by the Director of Administrative Services at least three (3) working days before the due date of the response. Any addendum of approved changes in the specifications will be posted on the CRA's web site. Barring such approval by ADDENDUM, specification changes are not acceptable, except inadvertent error(s), by the CRA.

5. QUOTATION PERIODS AND WAIVER OF INFORMALITIES: Quotes shall be subject to acceptance by the CRA for a period of 120 days from the date submitted. The CRA reserves the right to reject any and all quotes, and to waive any informality in said quotes.

SECTION 08. SELECTION CRITERIA

The CRA will evaluate all quotations received in response to this RFQT based on the following non-prioritized criteria:

- Qualifications/Skills/Demonstrated Experience
- Compliance with the requirements set forth in this RFQT
- Proposed cost/fee schedule
- Delivery times (if applicable)
- Customer references
- Overall responsiveness to RFQT

SECTION 09. CRA CONTRACTING POLICY REQUIREMENTS

If your firm is awarded a Purchase Order or Contract, your firm will be required to comply with the following terms and conditions and policy requirements. Final award will be subject to your firm's acceptance and compliance with: [\(Click link to review each policy\)](#)

- [Terms and Conditions](#)
- [Insurance Requirements](#)
- [Equal Opportunity/Affirmative Action Policies](#)
- [Living Wage Policy & 2006/2007 Living Wage Rates](#)
- [Contractor Responsibility Policy](#)
- [Service Contractor Retention Policy](#)
- [Equal Benefits Policy](#)

SECTION 10. VENDOR CERTIFICATION OF QUOTATION

The undersigned certifies that this quotation is firm 120 days after submission of quotation, and in accordance with the terms and conditions of **RFQT No. BP-08-804**. If accepted and an Annual Purchase Order is awarded, prices quoted shall remain firm for duration of the initial Purchase Order or Contract.

Executed at on this day of

City/State Date Month Year

COMPANY NAME YOUR NAME TITLE

AUTHORIZED SIGNATURE

Please submit your quote to provide CRA with equipment, materials and labor to perform
GENERAL LANDSCAPING/WEED ABATEMENT SERVICES
 on an "as-needed" basis throughout Fiscal Year 2008 (July 1, 2007 thru June 30, 2008).

**NOTE: Firms may quote on all or portions of this RFQT
 AWARD OF PURCHASE ORDER MAY BE MADE TO ONE OR MORE VENDORS**

I. The contractor shall be required to provide equipment, materials and labor to perform general landscaping services (grounds maintenance, etc.) and other related services at the request of the CRA's Central Maintenance Department. Locations indicated may not be an "all inclusive" listing of CRA-owned properties requiring general landscaping and other related services. Services shall be performed at various locations for CRA-owned properties, as listed, but not limited to the following locations:

A. Watts Towers Cultural Crescent
 Watts Redevelopment Project Area
 1758 Santa Ana Blvd. (between Graham & Wilmington)
 Los Angeles, CA

1. General landscaping services (mowing and haul away all debris) on a monthly basis including fertilization services three (3) times a year.

Monthly Rate:

Fertilization: (per treatment)

2. Weed abatement services for planters are required twice a month including fertilization services two (2) times year.

Monthly Rate:

Fertilization: (per treatment)

General landscaping services/weed abatement services including mowing and hauling away debris on an as-needed basis.

B. Watts Train Station
 Watts Redevelopment Project Area
 1686 E. 103rd Street (103rd & Grandee)
 Quarterly Fee:
 Los Angeles, CA

Initial Clean-Up Fee:

Quarterly Maintenance:

C. Watts Temporary Parking Lot
 Watts Redevelopment Project Area
 Between Graham & Wilmington
 Los Angeles, CA

Initial Clean-Up Fee:

Quarterly Maintenance:

D. North Hollywood Project Site
 5623 & 5637 Elmer
 11115 McCormick
 Los Angeles, CA 91601

Initial Clean-Up Fee:

Quarterly Maintenance:

E. 13574 Foothill Blvd.
 Sylmar, CA

Initial Clean-Up Fee:

Quarterly Maintenance:

F. 607-611 Pioneer St. – LA Harbor
 Wilmington, CA

Initial Clean-Up Fee:

Quarterly Maintenance:

G. Sanford Lot
 Eastside of Sanford between E & F Streets
 Wilmington, CA

Initial Clean-Up Fee:

Quarterly Maintenance:

II. Submit your firm's quote to provide equipment, materials and labor to perform general landscaping maintenance services for the Angel's Knoll Park located at the corner of 4th and Hill Street in the Bunker Hill Project Area on a monthly basis.

Initial one-time maintenance services shall include the following:

1. Trimming of trees and shrubbery with an emphasis on trees and shrubs that provide cover for illegal activity (except bougainvilleas).
2. Inspect/replace missing/dead/terminally ill London Plane trees planted along Hill Street.
3. Inspect/replace any missing tree-well covers. Tree well covers should be re-leveled to eliminate safety hazards.
4. Connect 2" drainpipe from catch basin to sidewalk curb line (adjacent to MTA Red Line Portal).
Clean and inspect all drainage systems.
5. Grade and prepare exposed dirt sections in park and at base of park near Hill Street and re-cover with Decomposed Granite.

Initial One-Time Fee:

6. Prepare a fencing plan and provide cost estimates to completely enclose the park area.

Cost proposal:

General landscaping services to be performed on a bi-monthly basis shall include mowing, weeding and edging of the upper level of the property up to the fenced area along the slope.

Monthly Rate:

General landscaping maintenance of lower level parkways on 4th street.

Additional cost per month:

General landscaping of shrubbery to be performed once a month including weeding, turning soil, trimming and edging as needed.

Monthly Rate:

Provide fertilization treatment three (3) times per year.

(Fertilizer should include sufficient minerals, nitrogen and other basic nutrients to maintain a vibrant green color throughout the year.)

Fertilization:

per treatment

Additional cost for regular fumigation for rodents.

Per fumigation:

How many times per year would this area need to be fumigated?

III. Provide your Firm's Price Quote to provide Weed Abatement Services in the Monterey Hills Project Area located between Monterey Road and Via Marisol streets, Los Angeles, 90042, as defined on the parcel numbers below for on a one-time annually service.

Scope of Services:

Weed Abatement Services shall comply with the Los Angeles County Fire Codes.

Block/Parcel numbers are as follows:

| | |
|--------------------------------|--|
| Via Colina | B/P A3, N3, N4, A5 B/P B2, B3, B4, N5 |
| Via Marisol | B/P S, A4, N20 |
| Monterey Road & Pullman Street | B/P F4, F5, N12, N13, N14, N15 |

Cut weeds down to 2' in height.

Trim all trees to 6' from ground.

Trim branches if less than 6' from ground.

Remove all debris collected in culverts.

Cut down and remove all Yucca trees and clean-up debris in the areas disclosed in walk-thru.

Provide proper containment, transportation and disposal of all debris collected at the Monterey Hills Project Area in accordance with applicable environmental statues.

TOTAL COST FOR SERVICES:

Any additional costs:

Parcel map available upon request.

Landscaping Contracting License Number:

IV. In providing services herein, Vendors shall use Best Management Practices that include the proper handling, storage and disposal of materials to prevent pollutants from entering the ocean through the storm drain system. For services provided within the City of Los Angeles, adhere to the City's curbside yard waste recycling, place clippings and pruning waste in approved containers for pickup, or take clippings to a landfill that composts yard waste. Vendors shall not blow or rake leaves into the street, gutter or storm drains and shall use its best efforts in using organic or non-toxic fertilizers.

ADDITIONAL CHARGES

Indicate if there are any additional charges not addressed herein which CRA could incur:

PAYMENT TERMS

Payment Terms: The vendor quotes the following payment terms: CRA's standard payment terms are "net 30 after receipt of invoice".

If your firm provides a discount for early payment, please indicate: % discount for payment within days.

RENEWAL OPTIONS

Renewal Option: State if your firm will grant the CRA the option to renew any annual Purchase Order or Contract awarded under the same terms and conditions, subject only to price changes which can be justified, e.g. increases in manufacturer's published prices, etc.

RENEWAL YEAR 1 INDICATE IF RENEWAL OPTION IS GRANTED FOR 1st ADDITIONAL YEAR, July 1, 2008 – June 30, 2009: Yes No

PRICE INCREASE SHALL NOT EXCEED % DURING THE FIRST RENEWAL PERIOD.

RENEWAL YEAR 2 INDICATE IF RENEWAL OPTION IS GRANTED FOR A 2nd ADDITIONAL YEAR, July 1, 2009 – June 30, 2010 : Yes No

PRICE INCREASE SHALL NOT EXCEED % DURING THE SECOND RENEWAL PERIOD.

RENEWAL YEAR 3 INDICATE IF RENEWAL OPTION IS GRANTED FOR A 3rd ADDITIONAL YEAR, July 1, 2010 – June 30, 2011: Yes No

PRICE INCREASE SHALL NOT EXCEED % DURING THE THIRD RENEWAL PERIOD.

RENEWAL YEAR 4 INDICATE IF RENEWAL OPTION IS GRANTED FOR A 4th ADDITIONAL YEAR, July 1, 2011 – June 30, 2012: Yes No

PRICE INCREASE SHALL NOT EXCEED % DURING THE FOURTH RENEWAL PERIOD.

Please use this attachment to provide other supplemental information to demonstrate the full range of services offered by your firm:

A large, empty rectangular box with a thin black border, intended for providing supplemental information. The box occupies most of the page below the instruction text.