

INVITATION TO BID
for
LANDSCAPE MAINTENANCE SERVICE

For
418 Santa Fe Place
Villa Santa Fe Senior Complex

By
HOUSING AUTHORITY OF THE
CITY OF SANTA BARBARA

808 Laguna Street
Santa Barbara, CA 93101

Rob Fredericks, Executive Director/CEO

Date Issued: August 10, 2017

Mandatory Job Walk: August 22, 2017

Due Date for Proposals: August 31, 2017

The Housing Authority of the City of Santa Barbara (HACSB) invites qualified independent contractors to submit bids for landscape maintenance services for its Villa Santa Fe property.

Scope of Work

HACSB is seeking a new landscape maintenance provider for its Villa Santa Fe senior complex located on the Mesa in Santa Barbara. This is a 107-unit apartment complex located on 8.21 acres. The new landscaping assignment is targeted to commence on October 1, 2017.

A key area of focus in the evaluation of the IFB is for the Respondent to provide evidence that Respondent has expertise necessary to maintain all of the properties' sprinkler and irrigation systems. This has been a problematic area for HACSB in the past, which is why it will receive special attention. This is particularly critical as water conservation is important during the drought we are currently experiencing. In addition to providing HACSB with evidence of experience in general landscape maintenance, each Respondent must demonstrate the following required skills:

- Experience in all aspects of irrigation system operations and maintenance, including good understanding of various brands of irrigation controllers;
- Capability of performing water audits; and
- In-depth training (as demonstrated by certifications/diplomas) in irrigation system installation, operations and/or maintenance.

The complete scope of work is detailed in Attachment A. Each firm must demonstrate its ability to meet the requirements of this scope of work.

Description of Property

Attachment B provides further information on the property and shows the minimum number of worker hours that HACSB expects to provide this service.

Content of Bid Proposal

HACSB is soliciting competitive Bids from qualified firms with a demonstrated track record of providing the required services. HACSB urges all interested parties to carefully review the requirements of this Bid. Bid Proposals should contain, at a minimum, Attachment C which shall be filled in by the Respondent. Respondents should also include any other items that they think would be useful in HACSB's assessment of their Bid proposal. Bid Proposals should demonstrate:

- How the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s);
- The Respondent's capacity and readiness to perform the scope of work immediately upon execution of a contract with HACSB;
- For Respondents that have not worked with HACSB, the proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services and contact information for client references of Respondent.
- Respondent shall provide a bid of the monthly fixed price they propose for this service. Contractor should take note that HACSB is requiring that Contractor perform the minimum amount of hours per week at the property. Bids shall be on a per month basis and shall be flat rated (each month shall be the same amount regardless of seasonal changes).

Selection Process

HACSB will evaluate the Bid proposals and determine the best firm. HACSB will evaluate each Bid proposal based on the criteria outlined above, including the results of reference checks. A variety of factors will be taken into consideration in the selection of contractors and HACSB reserves the right to not necessarily select the lowest bidder. HACSB only contracts with vendors that are qualified to perform the work at the sole discretion of HACSB. HACSB reserves the right not to award a contract to anyone at the sole opinion and discretion of HACSB. HACSB may, from among a range of proposals, select an offer of services that best meets its needs and requirements and may interview/negotiate with any number of firms. Once selected, the successful Respondent will enter into a firm fixed-priced contract agreement with HACSB to perform the required scope of work for the selected property.

HACSB anticipates the selection of landscape maintenance contractors based on the following schedule:

Procurement Schedule

Date	
August 10, 2017	Invitation for Bid (IFB) issued and available.
August 22, 2017	Contractors who intend to submit a bid proposal must be at a mandatory job walk on 8-22-2017 at 3:00 PM at 418 Santa Fe Place.
August 31, 2017	Proposals due by 1:00PM PST
September 7 th , 2017	Target date for selection of contractor.
October 1 st , 2017	Contract effective

Potential bidders should ask any questions they have by the end of the job walk at 3:00 PM on August 22, 2017. Any question or answer that materially impacts the information contained in the IFB will be clarified by a written addendum or amendment, which will be sent to all contractors who attend the job walk.

Contract Requirements

The successful Respondent will enter into a contract or purchase order with HACSB under terms and using a form acceptable to HACSB. It is anticipated that any contract which is awarded will be for a term of two (2) years. Contractors are responsible for compliance with the HACSB contract and all applicable local and federal regulations by themselves and by any subcontractors.

Contractors must obtain the minimum insurance requirements, including workers' compensation insurance and show evidence of such coverage.

- 1) General Liability – \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- 2) Automobile Liability – \$1,000,000 per accident for bodily injury and property damage
- 3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance

The General Liability and Automobile Liability policies must list the Housing Authority of the City of Santa Barbara and Villa Santa Fe Apartments, LP as an Additional Insured.

Proposal Submittal

ALL PROPOSALS MUST BE RECEIVED BY: August 31, 2017 AT 1:00 PM (PST)

Proposal must include all copies of HACSB bid documents as attached and executed by the contractor. Proposals are to be submitted in writing to:

Miguel Garcia, Project Coordinator
Housing Authority of the City of Santa Barbara
808 Laguna Street
Santa Barbara, CA 93101
(805) 897-1080

Proposals received later than the date and time specified will be rejected or deemed non-conforming. HACSB assumes no responsibility or liability for late delivery or receipt of responses. All questions or request for documents pertaining to this quotation shall be addressed to the aforementioned. By submitting a bid, the bidder is agreeing to abide by all terms and conditions listed herein.

HACSB Reserves the Right to:

- Reject any or all bids, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by HACSB to be in its best interest.
- Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice.
- Determine the days, hours and locations that the successful bidder shall work within to provide the services called for in this solicitation.
- Reject and not consider any bid that does not, in the opinion of HACSB, meet the requirements of this solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services.
- To make an award to the same bidder (aggregate) for all items; or
- To make an award to multiple bidders for the same or different items.
- At the end of the term, extend the contract with successful contractors for up to 2 additional years.

Bidder's Responsibility: Each bidder shall carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.

Expense Associated with Proposal Submission: All expenses involved with the preparation and submission of proposals to HACSB shall be borne by the Offeror.

Attachment A

Scope of Work for Landscape Maintenance Service

Each contractor selected will be responsible for all of the following services described in this Attachment A:

General Landscape Maintenance

- Ensure lawns, hedges, ground cover, vines and shrubs are maintained properly: mowed, edged, trimmed, watered, fertilized and healthy at all times and free of diseases and insects. Note: Currently No Lawn watering due to the drought.
- Ensure weeds are consistently removed to maintain a well-kept appearance at a property.
- Ensure that trees/branches up to 15' in height are consistently maintained: trimmed in a professional manner, dead or wilted palm fronds and branches removed and hauled away; branches/leaves should not touch buildings.
- Maintain a clear path of travel to all utilities: Gas, Water, Fire Extinguishers, and Back flows, they must be visible from a distance.
- Fertilize lawns three (3) times per year (provide proposed schedule and amount of usage per property). When the City lifts the no lawn watering.
- Kikuyu lawns shall be thinned out (thatched) and aerated annually.
- Fertilize all shrubs once a year (provide proposed amount of usage per property).
- Provide deep root feeding annually to all trees.
- Deep root water all trees as necessary.
- Spread free mulch from the "County Dump" in planting areas as necessary.
- Ensure trash, debris and dead plant material are picked up and removed from planting beds, sidewalks, parking lots, etc.
- Ensure grounds are swept and debris caused by mowing, edging, trimming, etc. is cleaned up after maintenance is performed.
- Ensure all cuttings, clippings, etc. generated from maintenance work is recycled in green waste containers or hauled away from the site each time maintenance is performed at Contractors expense.
- Ensure dead or missing plants are identified and replaced as necessary to keep property in a well-kept and aesthetically pleasing condition – plants will be provided by the owner upon request – current design shall be maintained unless contractor consults with owner and obtains written direction to change plant type.
- At Villa Santa Fe, include the frontage landscape along Cliff Drive. Also include the hillside next to the recreation room and Santa Fe Place.

Irrigation Maintenance

- Ensure irrigation system is functioning correctly and efficiently and repair or replace broken valves, regulators, controllers, sprinkler heads, drip lines or irrigation lines as necessary. Parts will be provided by the owner or may be purchased by the contractor with prior approval from owner with a twelve percent (12%) maximum mark-up on parts. All parts shall be of like manufacturer and model as existing parts on property.
- Ensure that irrigation system controllers are adjusted appropriately – irrigation systems should be checked consistently

- **IMPORTANT NOTE:** Ensure all staff working on any property are fully knowledgeable and capable of using, programming and repairing the onsite irrigation control system.
- Adjust watering landscape areas based on City regulations, especially during droughts.

Other Grounds/Property Maintenance

- Clean/sweep all common balconies walkways and stairways.
- Ensure the dumpster/trash area is maintained in clean and sanitary condition.
- Ensure recycling and trash cans are kept in a clean and sanitary condition; wash as necessary.
- Ensure all catch basins, site drains and swales are clean and clear of debris.
- Clean all single story rain gutters of debris as needed for proper drainage.

Various Requirements

- **Gas powered leaf blowers may not be used at any time.** Electric and cordless leaf blowers may not be used within 250 feet of a residential zone before 9:00 A.M. or after 5:00 P.M.
- No pesticides may be applied; if needed, provide organic products only. Contractor must provide the appropriate Material Safety Data Sheet (MSDS) for any product used prior to each application and a minimum of four (4) days written notice to owner.
- Prefer that traps are used for gopher control
- Regular communication between the contractor and the owners' authorized representatives is required. Once the contractor is selected, clearer instructions will be provided about HACSB's expectations for who to communicate with and how often.
- A formal walk-through/inspection of the properties that the contractor is responsible for will be scheduled every 2 months. The purpose of these inspections will be to facilitate communication, ensure quality standards are being met and answer any questions the contractor may have.

Additional Services:

Contractors may bill for additional services only after prior approval from HACSB. The following services are outside of the maintenance scope of work included in the above monthly fee:

- Repair/replace irrigation main water lines or leaks therein.
- Replacement of plants or new approved plantings.
- Special projects outside their scope of work.
- Contractor to provide an hourly rate that will be charged for this extra work approved by HACSB.

Attachment B

Property Addresses

**409-419 Santa Fe Place
1433-1443 La Vista Del Oceano
1420-1430 Cliff Drive**

Contractor must perform a minimum of 80 man hours per week

Monday through Friday

Attachment C

Questionnaire

1. Please provide names and years of experience of staff expected to perform on Housing Authority properties:

2. Please provide the years your company has been in business and any licenses (with numbers) your company holds:

3. Please provide the specific training and experience that your company has in irrigation installation, operations and maintenance. Please be specific (e.g. brand and controller models you have worked with). Please attach any certificates and diplomas demonstrating such training.

4. Please provide the names and contact information of client references that HACSB can contact to discuss the quality of your service: