



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President – Brian Dawson • Director – Mark Simon • Director – Chris Steele • Director - Ray Tetreault

REQUEST FOR PROPOSAL (RFP)

FOR

TREE CARE SERVICE

As Requested by

THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,
DISCOVERY BAY, CALIFORNIA

RFP No. 11-03

RFP SUBMITTAL DUE DATE: October 5, 2011
By 4:00 p.m.

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1. INTRODUCTION: GENERAL INFORMATION

1.1 Introduction

The Town of Discovery Bay Community Services District (the "District") is seeking a qualified firm (the "Contractor") to provide trimming and pruning services to various trees as identified on the Tree Maintenance – Service/Locations (Attachment "A"), all located in Discovery Bay, CA.

1.2 General Information

Interested and qualified tree care contractors who have successfully demonstrated their ability to provide similar services at comparable locations are invited to submit proposals for the services provided herein.

Qualified Contractors must possess a valid C27 California Contractors License and have a certified arborist on staff.

The Town may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The Town shall not be liable for any costs incurred in connection with the preparation and submittal of any proposal. The Town reserves the right to waive any informality in a submitted proposal.

The contract may be canceled or terminated at any time by the Town without cause, upon giving of at least thirty (30) days written notice to the contractor.

2. PROPOSAL REQUIREMENTS AND SUBMISSION INSTRUCTIONS

2.1 Submission Deadline

Proposal Due Date: **October 5, 2011, at 4:00 p.m.** local time. Proposals for the project shall be received by the Town's Office, Town of Discovery Bay CSD, 1800 Willow Lake Road, Discovery Bay, CA 94505, before the above date and time.

Proposals not received by the time and date indicated on the RFP will not be accepted.

The Town shall not be responsible for proposals that are mailed or shipped and not received by the due date and time specified above.

Proposals may be electronically submitted by facsimile or email. If by fax, please send proposal to (925) 513.2705; If by email, proposals shall be sent to fperez@todb.ca.gov.

2.2 Preparation and Content of the Proposal

The proposal price(s) must be shown on the attached "Proposal Cost Breakdown" sheet (Attachment B).

Contractor shall submit a cover letter which shall include the following points:

- Identity of Contractor including central address and telephone number
- A statement that the proposal is effective for the proposed start date of October 19, 2011.
- A statement that the Contractor will comply with all terms and conditions as stated in this RFP; or identification of any exceptions taken to any of the requirements including the contract attached hereto as Attachment "C".
- Identify and acknowledge that the Contractor has on staff a Certified Arborist, accredited and in good standing with the International Society of Arboriculture.

2.2 Preparation and Content of the Proposal (CONT.)

- Any other information which would be beneficial to the Town for the purposes of evaluating this proposal.

Contractor shall sign and return the "Acknowledgement" (Attachment "D") with the proposal.

Contractors shall carefully read the information contained in this RFP and submit a complete response to all requirements. Incomplete proposals will be considered non-responsive and subject to reject.

Receipt of an addendum of the RFP by a Contractor must be acknowledged by submitting the signed addendum with your proposal.

2.3 Background Information

The following information shall be obtained and reviewed by all proposers. This information is available as electronic PDF files from the Town. Acknowledgement of receipt and review of this information is required as part of the submitted proposal, see Attachment ("D"), Acknowledgement.

- 1) Tree Maintenance Service – Service/Location (Attachment "A")
- 2) Proposal Cost Breakdown (Attachment "B")
- 3) Sample - Contract (Attachment "C")

2.4 Site Visit

All Contractors are required to visit the sites prior to submitting a bid. Please contact Sue Heintl at (925) 634.1733 to schedule a site review with the District representative. The site visit must be completed prior to October 3, 2011.

2.5 Point of Contact

This Request for Proposal (RFP) is issued by the Town of Discovery Bay CSD (the "District"), which is the sole point of contact during the procurement process. Communications initiated by respondents to this RFP (the "Contractor") with members of the CSD Governing Body, employees of incumbent contractor or Town personnel, other than as coordinated by the Point of Contact, shall be grounds for Contractor disqualification. Any inquiries or requests during the procurement shall be submitted to the following Point of Contact in writing:

Town of Discovery Bay CSD
Attention: Fairin Perez, Parks & Landscape Manager
1800 Willow Lake Road
Discover Bay, CA 94505
(925) 634.1733 or 634.1131
fperez@todb.ca.gov

3. TERM / CONTRACT

3.1 Term of Contract

The contract will be a one-time maintenance service.

A copy of a sample contract is attached hereto as Attachment "C". Contractors are expected to review the document and provide any exceptions taken to the terms and conditions therein as part of their proposal to the Town.

4. SCOPE OF WORK

Contractor shall provide labor, materials and equipment to perform a one time tree service plan as outlined on the sheet titled Tree Maintenance – Service/Locations (Attachment "A").

5. EVALUATION OF PROPOSALS

Proposals will be evaluated on the Contractor's ability to provide services that meet the requirements set forth in the accompanying documents. The Town reserves the right to make such investigations as it deems necessary to determine the ability of the Contractor to provide services meeting a satisfactory level of performance in accordance with the Town's requirements. Interviews and presentations by one, several, or all of the Contractor's may be requested by evaluators if deemed necessary to fully understand and compare the Contractor's capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation.

Criteria used in the selection process will include, but may not be limited to, the following considerations:

Cost: To be considered cost effective, a proposal shall provide the required services at the lowest responsible cost to the Town.

Contractor's Experience: Of particular interest will be time in the industry and available, qualified staff to perform under this contract.

Contractor's Capability: Contractor's ability to accommodate Town schedule

Contractor's Understanding of the Work: Demonstration of the Contractor's understanding of the services, the expertise required to perform successfully under contract and the ability to comply with minimum specifications and frequencies.

6. MISCELLANEOUS

Proposals and any other information submitted by Contractors in response to this RFP shall become the property of the Town.

Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Town, at its option.

The Town makes no representations of any kind that an award of contract will be made as a result of this RFP, or subsequent RFP. The Town reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, and/or delete any item/requirements from this RFP when deemed to be in the Town's best interest.

A proposal may be modified or withdrawn in person at any time BEFORE the scheduled due date and time of proposals provided a receipt for the withdrawn proposal is signed by the Contractor's authorized representative. The Town reserves the right to request proof of authorization to withdraw a proposal.

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed.

The Town may, in the evaluation of proposals, request clarification from Contractors regarding their proposals, obtain additional material or literature, and pursue other avenues of research necessary to ensure that a thorough evaluation is conducted.

By submitting a proposal in response to this RPF, the Contractor accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by the Town.

Contractor acknowledges and accepts that any costs incurred from the Contractor's participation in this RFP process shall be at the sole risk and responsibility of the Contractor. Contractor will submit proposals at their own risk and expense.

The Town of Discovery Bay CSD expects the highest level of ethical conduct from Contractors including adherence to all applicable laws and local ordinances regarding ethical behavior.

If an agreement cannot be made with the highest qualified Contractor, the Town reserves the right to terminate negotiations with that party and enter into negotiations with the next selected Contractor.

Proposals may be modified by written notice provided such notice is received prior to the hour and date specified for receipt of proposals.

Acceptance of proposal is contingent upon the Contractor's certification and agreement by submittal of its offer, to comply and act in accordance with all provisions of the Town's Procurement Code.

Any explanation desired by the Contractor regarding the meaning or interpretation of specifications or any part of this Request must be requested in writing and received in the Town's Office not less than seven (7) days prior to due date of proposals. Oral explanations or instructions given prior to the opening of the proposal shall not be binding. The Town's Office shall issue any official explanations in writing or via email.