



**REQUEST FOR PROPOSAL
MOWING AND LANDSCAPE SERVICES
RFP# RCS02-24**

City of Lakewood
5050 Clark Avenue
Lakewood, CA 90712

I. INTRODUCTION

The city of Lakewood invites qualified landscape businesses to respond to this Request for Proposal (RFP) for Mowing and Landscape Services.

This RFP includes the scope of work to be performed along with insurance to be required of the selected Proposer. The proposals received will be used to determine which landscape business best meets the city's needs for mowing and landscape services. The city of Lakewood reserves the right to reject any or all proposals, to accept or to reject any one or more item of a proposal, or to waive any irregularities or informalities in the proposals.

Sealed proposals must be received up to, but no later than 3:00 p.m. on Monday, April 1, 2024. Proposals should be addressed to:

City of Lakewood
Attn: City Clerk
5050 Clark Ave.
Lakewood, CA 90712
Mowing and Landscape Services, RFP# RCS02-24

II. BACKGROUND

The city of Lakewood is located in Los Angeles County, about 23 miles southeast of downtown Los Angeles. Lakewood was incorporated on April 16, 1954 and encompasses 9.5 square miles. The city has an estimated population of 81,600 residents.

Since Lakewood's founding in the early 1950's, the city government has taken great pride in providing well maintained turf and landscape throughout its medians.

The city of Lakewood expects to enter into a three-year agreement. Services will begin on July 1, 2024 with the original term of the agreement valid through June 30, 2027.

III. PROJECT DESCRIPTION

1. Median Landscape and Turf Maintenance

Locations of Median Landscape and Turf Maintenance Services

	LOCATION	APPROX. SQ. FT.	
Del Amo Blvd. (Palo Verde Ave. to Pioneer Blvd.)			
1	Palo Verde Ave. to Knoxville Ave.	2,800 sq ft	
2	Knoxville Ave. to Studebaker Rd.	13,000 sq ft	
3	Jersey St. to Los Coyotes Diag. Synthetic turf and planters	800 sq ft	
4	Los Coyotes Diag. to Pioneer Blvd. Synthetic turf and planters	1,300 sq ft	
5	Los Coyotes Diag. to Pioneer Blvd. Synthetic turf and planters	740 sq ft	
6	Turn lane east of Pioneer Blvd.	700 sq ft	19,340 sq ft
Centralia St. north panels (Pioneer Blvd. to Bloomfield Ave.)			
7	Belshire Ave. to Claretta Ave.	5,250 sq ft	
8	Claretta Ave. to Hawaiian Ave.	5,300 sq ft	10,550 sq ft
Bloomfield Ave (Del Amo Blvd. to 215th St.)			
9	Turn lane south of Del Amo Blvd.	825 sq ft	
10	Del Amo Blvd. to Vandemere St.	3,200 sq ft	
11	206th St. to Lemming St.	5,700 sq ft	
12	Lemming St. to Walcroft St.	1,000 sq ft	
13	Walcroft St. to Centralia St.	1,000 sq ft	
14	Centralia St. to Gradwell St.	1,600 sq ft	
15	Gradwell St. to 214th St.	1,100 sq ft	
16	241th St. to 215th St. including turn lane	2,800 sq ft	17,225 sq ft
Pioneer Blvd (Del Amo Blvd. to Carson St.)			
17	Turn lane south of Del Amo Blvd.	700 sq ft	
18	Del Amo Blvd. To 205th St.	1,400 sq ft	
19	205th St. to 206th St.	1,000 sq ft	
20	207th St. to 208th St.	900 sq ft	
21	208th St. to Walcroft St.	850 sq ft	
22	Centralia St. to Massinger St.	1,600 sq ft	
23	Massinger St. to 214th St.	3,100 sq ft	
24	214th St. to 215th St.	575 sq ft	
25	215th St. to 216th St.	500 sq ft	
26	216th St. to Carson St. exluding turn lane	315 sq ft	
27	Turn lane north of Carson St.	520 sq ft	11,460 sq ft
		TOTAL	58,575 sq ft

Responsibilities for Turf Areas

- a. All turf areas are to be mowed weekly to maintain the height specified below with clippings mechanically mulched and the borders neatly edged.
- b. Trim around trees and sprinklers, keeping grass below weekly mowing height using a string trimmer.
- c. Trim around planters, mowing strips, street signs, and light standards.
- d. Mow to the following height: Bermuda and Adelaide grass are to be mowed at 1"; and Bluegrass, Rye and Fescue grass are to be mowed at 2".
- e. Irrigate as necessary to maintain proper growth rate and optimum appearance. Irrigation shall take place between 11:00 p.m. and 4:00 a.m. Each station shall not run more than 5 minutes per cycle. More than one cycle may be run per night. All cycle lengths shall be approved by the Director of Recreation and Community Services or department designee.
- f. Maintain lawn areas in a "weed-free" condition. For chemical control of broadleaf weed, Trimec/MCPPP shall be initiated on an as-needed basis to maintain a "weed-free" turf condition. This shall be the program for all turf grass areas.
- g. Aerate a minimum of once a year between March 1 and April 30. Aerate all turf by removing 1/2 " diameter by 3" deep cores of sod with an aerator machine at not more than 6" spacing.
- h. Turf shall be dethatched and debris removed once every three (3) years between September 1st and October 1st, using a "flail type" dethatching machine. Contact Director of Recreation and Community Services or department designee before commencing work.
- i. Fertilize four (4) times annually with Bandini 21-8-8 controlled release fertilizer or approved equal, using two pounds Nitrogen per 1,000 square feet, March, June, October and December. Notify the Director of Recreation and Community Services or department designee for permission before commencing work.
- j. Control pests, including rodents, snails, and diseases continuously to provide a healthy environment for plants and public. This is to be done on a continuing basis as required to eradicate the pest.
- k. Contractor shall rake up all trash and debris including leaves and/or pine needles prior to mowing, leaving no material behind.

Responsibilities for Shrubs Cover Areas

- a. All weeds shall be removed as they appear. A broad-spectrum pre-emergent weed control, such as Surflan, Belan, Ronstar or other approved chemical shall be applied per manufacturer's specifications to shrub beds and ground cover beds in April and October. Additional weed control shall be initiated as necessary to maintain a weed-free condition. This shall be done on a continuing basis with crews assigned as necessary to accomplish a "weed-free" site. The city prohibits the use of glyphosate.
- b. Morning Glory, dandelions, and other broadleaf weeds shall be treated immediately when observed by spot treating with Trimec or other chemical, as approved by the Director of Recreation and Community Services or department designee.
- c. Fertilize twice yearly with a rate of applications to be 2:5 pounds actual Nitrogen per 1,000 square feet with Bandini Camellia Food 5-10-5 or an approved equal in March and August.
- d. Agapanthus stalks shall be removed within two (2) weeks after blooming.

- e. Irrigate as required to maintain adequate growth and healthy appearance.
- f. Control pests, including rodents, snails and diseases continuously to provide a healthy environment for plants and public.
- g. It shall be the responsibility of the Contractor to keep the groundcover planters 2" below the curb and sidewalk to contain the water from the irrigation system. It is the responsibility of the new Contractor to lower the soil as needed and shall be included in the bid price.

General Landscape Conditions and Requirements

- a. All operations will be conducted by the Contractor to provide maximum safety to the public. At Contractor's own expense, Contractor will obtain and place signs, lights, barricades or other safety devices necessary to prevent accidents, injuries or damage consistent with the work Area Traffic Control Handbook (current edition) and shall meet all applicable OSHA requirements. No more than 1/4 mile of both sides of an arterial street may be coned off at any one time.
- b. Leaves, paper, weeds and other debris will be removed weekly from all landscaped areas and disposed of offsite daily.
- c. Contractor will clean roadways, curb, gutter and any other areas within the landscaped area to a standard acceptable to the Director of Recreation and Community Services or department designee. This shall include removal of weeds growing from contracted areas.
- d. The Contractor shall give notification of all "specialty type" maintenance operations to the Director of Recreation and Community Services or department designee 48 hours prior to each of these operations. "Specialty type" maintenance operations are defined as: fertilization, pre-emergent weed control, turf aeration, turf thatching, seeding, all pesticide application except spot treatment and other types of plant replacements. Non-notification is reason for the city to consider the "specialty type" maintenance not to have been done.
- e. Contractor will, as part of the agreement, furnish all materials to accomplish maintenance in accordance with the foregoing specifications and to supply proof of application and purchase of chemicals and fertilizers. Contractor is further required to stock items that are frequently used. These items, including irrigation parts which shall be of the same make and model as the original.
- f. Contractor is required to have immediate communication with their work crews at all times. Contractor is further required to provide City with a 24-hour emergency phone number for contact outside normal working hours. The response to an emergency call out by the Contractor shall not be more than one hour and shall be considered part of the normal agreement except problems caused by vehicle accidents or Acts of God.
- g. Contractor shall apply herbicides per State and County Codes and only when approved by the Director of Recreation and Community Services or department designee.
- h. Contractor shall replace or replant any ground cover, shrubs or trees damaged by the Contractor, or missing for any reason other than vehicle damage or Acts of God.
- i. All landscaping and irrigation work shall be done following the city's standards and specifications for planting and irrigation. These specifications shall be provided to the selected Contractor by the Director of Recreation and Community Services or department designee.

Required Reporting and Meetings

- a. *Sprinkler Irrigation Audit Reports.* The Contractor will be obligated to furnish monthly sprinkler irrigation audit reports at the request of the Director of Recreation and Community Services or department designee. Controllers must be checked weekly to ensure their proper operation and any malfunctions shall be reported promptly to the Director of Recreation and Community Services or department designee. Non-working sprinkler heads, broken risers, stations failing to turn on or off as dictated, leaking valves, main line leaks, lateral line leaks, broken wires, or controller failing to keep time are all examples of irrigation failures. These failures shall be reported within 24 hours upon discovery and repairs or replacements made before 24 hours have passed, unless there is continuous leaking resulting in an erosion problem, in which case repairs shall be made immediately.
- b. *Hazard Reports.* The Contractor will be required to furnish hazard reports every two (2) weeks or as they occur. Requests for maintenance of any hazard will be made by service order to the Director of Recreation and Community Services or department designee.
- c. *Weekly Maintenance Schedules.* The Contractor will be required to furnish weekly maintenance schedules to include planned activities for all persons performing any function of the agreement.
- d. *Scheduled Meetings.* The Contractor will be required to meet monthly if requested by the Director of Recreation and Community Services or department designee.

2. Park Mowing Maintenance

Locations of Park Mowing Maintenance Service

<u>FACILITY</u>	<u>ADDRESS</u>	<u>APPROX. SQ. FT.</u>
Arbor Yard	5812 Arbor Road, Lakewood 90712	43,560
Biscailuz Park	2601 Dollar Street, Lakewood 90712	169,884
Bloomfield Park	21420 Pioneer Avenue, Lakewood 90715	653,400
Candleverde Park	2136 Denmead Street, Lakewood 90712	174,240
Bolivar Park	3300 Del Amo Boulevard, Lakewood 90712	409,464
Cherry Cove Park	2136 Denmead Street, Lakewood 90712	130,680
Del Valle Park	5939 Henrilee Street, Lakewood 90713	522,720
Mae Boyar Park	6701 Del Amo Boulevard, Lakewood 90713	348,480
Mayfair Park	5720 Clark Avenue, Lakewood 90712	784,080
Monte Verde Park	4626 North Shadeway Road, Lakewood 90713	174,240
Palms Park	12305 207th Street, Lakewood 90715	784,080
Rynerson Park	20711 Studebaker Road, Lakewood 90715	2,352,240
San Martin Park	5231 Ocana Street, Lakewood 90713	405,100
TOTAL		6,952,168

Responsibilities for Park Mowing Maintenance

- a. Lawn areas are to be mowed to height of 1-1 ½ inches from April through December and to a height of 1 inch from January through March with the exception of Rynerson Park and the Del Valle Park meadow areas. These areas will be cut at a height of 2 ½ inches throughout the year.
- b. Contractor shall immediately correct and/or report to the city any problem conditions which may tend to create unsafe or hazardous conditions within the public areas maintained by the Contractor.
- c. Contractor shall be held liable for any claim arising from failure to correct and/or report said conditions.
- d. Contractor shall use and furnish, at its own expense, all labor, equipment, and materials necessary for the satisfactory performance of the work set forth in the agreement.
- e. All areas mowed will be cleaned up on the same day the work is performed. Sweeping, vacuuming or blowing is permissible.
- f. Any public or private property or facilities damaged or altered in any way during the performance of the work by the Contractor shall be reported in writing to the Director of Recreation and Community Services or department designee and shall also be restored to its original condition.
- g. Contractor shall instruct employees to dress in appropriate apparel as approved by Director of Recreation and Community Services or department designee.

Mowing Schedule

- a. All lawn areas are to be mowed a minimum of 46 times per year. Prior to mowing, all trash and foreign material is to be removed from lawn areas.
- b. Schedule will be agreed upon by the Director of Recreation and Community Services or department designee and the Contractor, depending on seasonal growing conditions. The mowing schedule shall be a plan approved by the Director of Recreation and Community Services or department designee. The hours during which the work shall be performed shall be at the discretion of the Contractor, with the approval of the Director of Recreation and Community Services or department designee. Hours of performance shall be Monday through Friday, 7:30 a.m. to 4:30 p.m. Work shall not occur on weekend or holidays recognized by the city.
- c. Contractor may be required to submit reports as requested by the Director of Recreation and Community Services or department designee concerning mowing schedules and other related matters.

Disposal of Materials

Contractor shall dispose of all refuse and trimming collected by hauling them to legally established dumps. Transfer points for storage of refuse and trimming must be approved by the Director of Recreation and Community Services or department designee.

Equipment

All mowing equipment shall be kept in proper adjustment and blades maintained in a sharp condition. Machinery and equipment used by the Contractor shall be clean and well maintained at all times so as to ensure proper operation. Equipment shall be subject to inspection and approval by the Director of Recreation and Community Services or department designee. The city may require the Contractor to clean equipment after use on the job site to prevent the transference of persistent weeds from one area to another.

IV. TERMS OF AGREEMENT

1. Term Length

Contractor will agree to provide required mowing and landscape service under an agreement for a term commencing July 1, 2024 through June 30, 2027. The agreement may be renewed by the city with the concurrence of the Contractor for any successive one-year term, unless sooner terminated per the agreement.

2. Payment

For and in consideration of the mowing services performed by the Contractor, the city agrees to pay the Contractor on a monthly basis upon submission of an invoice to the Director of Recreation and Community Services or department designee for approval.

3. Compliance with Fair Employment Practice Act

Contractor will be required to comply with the in accordance with Section 1735 and 1777.6 of California Labor Code, and the California Fair Employment Practice Act (Sections 1410-1433) that in the hiring of common or skilled labor for the performance of any work under agreement or any subcontractor hereunder, Contractor, material suppliers and vendors will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

4. Inability to Provide Service

Where inclement weather, in the opinion of the Director of Recreation and Community Services or department designee, prevents adherence to the regular mowing schedule for two or less days in a given week, the areas so affected shall be mowed within the following one-week period from the date of the scheduled mowing without the interruption of the regular schedule. Contractor shall perform all extra work required by such inclement weather without additional charge. When any holiday or observance as specified in the Government Code of the State of California occurs on a regularly scheduled mowing day, and mowing is not completed in observance of the holiday, the subject area shall be mowed within two (2) days of the regularly scheduled day without interruption in the regular mowing schedule. In the event the agreement is prevented from completing the scheduled mowing because of reasons other than inclement weather, agreement shall be required to complete these services, so deferred, prior to the next regular scheduled date, or give the city credit for work not performed at the rate specified in the Contractor's bid proposal.

5. Contractor's License

The Contractor shall maintain a valid C-27 Contractor's License issued by the State of California.

6. Insurance Requirements

Without limiting Contractor's indemnification of the city of Lakewood, and prior to commencement of any agreed upon work, Contractor shall obtain, provide and maintain at its own expense during the term of the agreement, policies of insurance of the type and amounts described below and in a form satisfactory to AGENCY.

- a. General liability insurance. Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$3,000,000 per occurrence, \$5,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.
- b. Automobile liability insurance. Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with agreed upon work to be performed under the agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.
- c. Professional liability (errors & omissions) insurance. Contractor shall maintain professional liability insurance that covers the services to be performed in connection with the agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of the agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by the agreement.
- d. Workers' compensation insurance. Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance, with limits of at least \$1,000,000.
- e. Contractor shall submit to the city, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the city, its officers, agents, employees and volunteers.
- f. Umbrella or excess liability insurance. Contractor shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability.

V. Request for Information

Any questions relative to the RFP should be directed to Abel Andrade, Parks Superintendent via email AAndrade@lakewoodcity.org. RFIs will be posted with responses at <https://www.lakewoodcity.org/about/econdev/business/bids.asp>. RFIs received after Thursday, March 21, 2024 will not be considered. All responses will be provided by Thursday, March 28, 2024

VI. Proposal Requirements

No RFP shall receive consideration by the city of Lakewood for RFP # RCS02-24 unless made in accordance with the following instructions:

1. RFP Form for Mowing and Landscape Services Form

- a. Proposers must complete and provide the Request for Proposal Form for Mowing and Landscape Services which is included in this document. The proposal must be signed in the name of the Proposer and must bear the signature in longhand of the person or persons duly authorized to sign the bid on behalf of the Proposer. A Proposer's failure to sign the required forms may result in rejection of the proposal.

2. Limitations

- a. Notwithstanding any other provision of the RFP, the city reserves the right to reject all proposals.
- b. Terms and conditions of an agreement are subject to final approval by the city's legal counsel.
- c. The Proposer understands and agrees that the city will have no financial responsibility for any costs incurred by the Proposer in responding to this RFP.

3. Submission of Proposal

- a. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of all the terms and conditions hereinafter set forth in the RFP unless otherwise expressly stated in the proposal.
- b. Proposals should be presented in a professional manner. Illustrations may be included but must be sized to 8 ½" x 11" paper.
- c. No electronic or facsimile proposals will be accepted.
- d. All proposals become the property of the city and, once a successful Proposer is identified or all proposals are rejected, shall be deemed public records.
- e. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs the proposal. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

4. Selection Process

After an initial review of the proposals submitted, the city may elect to conduct an interview process, of some oral proposals and the city's discretion, to allow Proposers to present their proposals. If so, the city shall arrange the time and place and inform all Proposers.

5. Proposal Submittal Deadline

- a. Proposers should submit one (1) original and four (4) print copies for initial evaluation purposes.
- b. Proposals must be submitted in a sealed envelope with the title "Mowing and Landscape Services, RFP #RCS02-24" on the front along with the Proposer's name and address.
- c. Proposals are to be received by the city of Lakewood's City Clerk, 5050 Clark Avenue, Lakewood, CA 90712 on or before Monday, April 1, 2024 at 3:00 p.m.
- d. No proposals will be accepted after that time. Proposals received after the deadline will be returned to the Proposer and will not be considered.
- e. It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including professional mail carrier services.

6. Terms of Withdrawal

Proposers' authorized representatives may withdraw proposals only by written request received by the City Clerk's office before the RFP submittal Deadline. After that time, Proposers may not withdraw their proposals for a period of ninety (90) days from the proposal Submittal Deadline. At no time may the successful Proposer(s) withdraw their proposal.

VII. Rejection of RFP

The city reserves the right to reject any proposal, all proposals, or any part of a proposal. The city reserves the right to reject the proposal of any Proposer who previously failed to perform adequately for the city or any other government agency. The city expressly reserves the right to reject the proposal of any Proposer who is in default on the payment of taxes, licenses, or other monies due the government (Federal, State or County).

VIII. Disposition of Proposals

All responses to this RFP accepted by the city of Lakewood shall become the exclusive property of the city. Upon opening, all proposals accepted by the city shall become a matter of public record and shall be regarded as public information, with the exception of those elements of each proposal which are identified by the preparers as business or trade secrets and plainly marked a “trade secret,” “confidential” or “proprietary.” Each element of a proposal that an applicant desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the city in any way whatsoever. The California Public Records Act requires disclosure despite the preparer’s request for confidentiality, and the city shall not, in any way, be liable or responsible for the disclosure of any such records or part thereof.

IX. Award of Agreement

- a. The city shall award an agreement to the Contractor that provides the lowest responsible proposal, meets the needs of the city and has the capability of providing the services requested to the city.
- b. The city reserves the right to award an agreement to one vendor or multiple vendors. Providing a proposal with all or nothing clauses or limitations may preclude the vendor from receiving an agreement for any requested service.
- c. Upon request of the city, a Proposer shall submit promptly to the city satisfactory evidence showing the Proposer’s financial resources, the Proposer’s experience in the type of work required by the city, the Proposer’s organization available for the performance of the agreement and any other required evidence of the Proposer’s qualification to perform the proposed agreement. The city may consider such evidence before making its decision awarding the proposed agreement. Failure to submit evidence of a Proposer’s responsibility to perform the proposed agreement may result in rejection of the proposal.
- d. The city reserves the right to check references of other agencies which have contracted with Proposer in the past, to ensure reliability of Proposer for like services rendered to other agencies.
- e. The Proposer to whom the agreement is awarded shall be required to enter into a written agreement with the city in a form approved by the city’s attorney. The Proposer’s submitted proposal, in whole or in part, may be incorporated into and made a part of any final agreement.