

September 18, 2023



TO: Prospective Bidders

FROM: Delayna Cambunga, Interim Procurement Supervisor

RE: Invitation for Bid-IFB #72023- GROUND MAINTENANCE

## **PART A GENERAL PROVISIONS**

### **MULTI-YEAR AGREEMENT FOR GROUNDS KEEPING MAINTENANCE AT VARIOUS FACILITIES FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY. 2 YEAR TERM WITH 2 POSSIBLE 1 YEAR EXTENSIONS, NOT TO EXCEED FOUR YEARS IN TOTAL.**

Please submit all question in writing, continuously from Sept 18th, 2023 to October 11th, 2023, to Delayna Cambunga, via mail to Housing Authority of the County of Monterey, 123 Rico Street, Salinas, Ca 93907 or via e-mail at [dcambunga@hamonterey.org](mailto:dcambunga@hamonterey.org). Questions will be responded to in writing and posted on the website at [www.hamonterey.org](http://www.hamonterey.org)

*This bid will be open to the public on September 18<sup>th</sup>, 2023. Applications may be mailed or submitted to the drop box at Housing Authority of the County of Monterey, on 123 Rico Street, Salinas, CA 93907.*

**BID DUE DATE: October 18th, 2023, at 5 P.M. Any bids received after 5:01 p.m. will not be considered. The chosen Bid will be notified on October 25th, 2023, by 5:30 pm. Bids must be marked with the ref#72023 on the front of the bid envelope to be submitted.**

#### **1. Scope of Work**

The Housing Authority of the County of Monterey is seeking a qualified Grounds Keeping Maintenance Company to provide routine maintenance to the various facilities mentioned as “Sites to be Maintained” in this Interest For Bid (IFB). The following list is what is needed to be maintained at these various locations identified. This request is for maintenance on a Bi-weekly basis.

##### **1) Mowing/ Trimming/ Edging/ Blowing:**

All turf areas will be mowed/cut throughout the year to maintain a neat and clean curb appeal except where indicated, or otherwise for the turf to remain healthy during stressful months. Mower clips are to be maintained sharp to provide a clean and efficient cut.

- Trimming of lawn areas which are not accessible by mowers will be trimmed with string trimmer at each service visit or as needed unless otherwise noted.
- An edger will be used on all established edges including sidewalks, patios, driveways, parking lots, etc.

##### **2) Bed Maintenance:**

Beds will be kept free of weeds, debris, leaves etc. Beds will be raked when needed to maintain clean curb appeal.

**3) Plant/Shrub Care:**

Trimming/pruning all bushes and shrubs throughout the year 4 inches off ground and away from building.

**4) Tree Care:**

Tree maintenance under 12 feet. Miscellaneous deadwood/ fallen branches will be removed from property upon discovery.

**5) Upkeep of Grounds:**

All lawn clippings and debris from work performed will be blown off from sidewalks, patios, black top areas, driveways, and all related common areas after each service visit, by means of blower, vacuum and or such device. Remove/dispose of all debris outside of the property accordingly.

**6) Weed Control/Prevention:**

By either chemical or physical means, removal of weeds from all flower beds, walkways, parking areas and all other common areas on the property as needed.

**7) Routine Maintenance:**

Routinely perform visual inspections of sprinklers system. Routine maintenance to all sprinkler system and timers including broken risers and sprinkler heads. Cost of parts can be invoiced separately.

**8) Seasonal Duties:**

Irrigation system: adjusting irrigation timer, weed control, including properties without turf/lawns, and tree care in anticipation of weather change.

**9) Grounds Keeper:**

Provide all transportation, labor, materials, chemicals, weed agents, fertilizer, debris removal tools, and equipment needed to perform the tasks required by the Housing Authority.

**10) Grounds Keeper Vendor and Labor Force:**

Vendor and labor to show proof of being bonded.

**11) Additional Ground Keeping Maintenance:**

All other scope of work outside of this contract must be approved in advance prior to performing any work in the form of a written submission, outlining the proposed work with an estimate.

**2. Pre-Contractual Expenses**

Pre-contractual expenses are defined as expenses incurred by prospective Bidders in:

- Preparing a proposal in response to this IFB
- Submitting IFB to the Housing Authority
- Any other expenses incurred by the prospective Bidders prior to the date of an executed contract

The Housing Authority shall not, in any event, be liable for any pre-contractual expenses incurred by the Bidders.

**3. Authority to Withdraw IFB and/or Not Award Contract**

The Housing Authority reserves the right to withdraw this IFB at any time without prior notice. Further, the Housing Authority makes no representation that any agreement will be awarded to any Bidders responding to this IFB. The Housing Authority expressly reserves the right to postpone the opening of the proposals for its own convenience and to reject any and all proposal in response to this IFB without indicating any reasons for such rejections(s).

#### **4. Pricing, Preparation of Forms & Notice of Award**

The prices quoted within this IFB shall be in effect for a period of twenty-four (24) months. Any resulting contract entered will be subject to review and extension on a year-to-year basis to a maximum of two years, if it is considered in the best interest of the Housing Authority.

All bids quoted shall be good for ninety (90) calendar days from the date this Invitation for Bids is opened. Bidders' Price Quotes for the job shall be submitted on the attached Bid Sheet (Attachment A) provided by the Housing Authority. The Bidder shall complete figures in ink or typewritten form. The Housing Authority will not accept calculations written in pencil or containing erasures. Bid form must be used to be considered.

However, mistakes may be stricken out & corrections inserted adjacent thereto and initialed in ink by the person having the authority to sign the Proposal. In the event where the extended price, and a discrepancy between the unit prices quoted, the unit price shall take precedence.

The contract award shall be a Delivery Order Contract issued by the Housing Authority, Procurement Department. The Housing Authority will then issue individual Purchase Orders from the Delivery Order Contract as requirements arise.

#### **5. Right to Reject Proposals**

The Housing Authority reserves the right to reject any or all bid proposals submitted. Any award made for these jobs quoted will be made to the Prospective Offerors and or Offeror which, in the opinion of the Housing authority, is best qualified to provide ground maintenance as required. Offerors' may be disqualified, and proposals rejected for any (but not limited to) of the following reasons:

- a. Failure to use the IFB Bid Sheet (Attachment A) furnished by the Housing Authority
- b. Lack of an authorized signature on the IFB Bid Sheet (Attachment A)
- c. Failure to properly complete the IFB Bid Sheet (Attachment A)
- d. Any suspected Collusion among Offerors
- e. Unauthorized alteration of the IFB Bid Sheet (Attachment A)

#### **6. Award Criteria**

Award of this IFB will be made to the Offeror with the lowest responsive and responsible offer. The Housing Authority will use all or some of the following factors to determine the lowest responsive and responsible Offeror or Offerors: price, conformity to specifications, offeror's financial capability to meet contract requirements, previous contract performance, availability of equipment, availability of products, past and present experience, delivery history, payment terms, other cost and objective factors which the Housing authority deems reasonable.

#### **7. Suspensions and/or Cancellation of Contract**

The contract agreement may be terminated by the Housing Authority at any time during the term of the contract agreement and without prejudice at any other remedy to which the Housing Authority may be entitled by law, in equity under the contract, if Contractor should:

- a. Be judged bankrupt, become insolvent or have a receiver of his/her assets or property appointed because of insolvency, make a general assignment of the benefits of creditors, suffer any judgment against him/her that remains unsatisfied.
- b. Fail to provide the required services under the contract agreement, violates any of the provisions of the contract agreement, does not follow the instructions of the Housing Authority

and fails to cure such default by not rendering satisfactory performance upon written notice from the Housing Authority within the time specified in such notice. Upon failure to cure deficiencies, within the specified time period, the Housing Authority shall have the right without further notice to the Contractor to terminate the contract for the following reasons:

1. The Contractor fails to meet the requirements of this contract as evident in the monthly reports and/or invoicing procedures, the Housing Authority may, at its option, terminate the balance of this contract by written notice of termination to the Contractor. Notice of such termination shall take effect immediately.
2. The contract may be terminated by mutual consent of the Housing Authority and the Contractor at any time during the term. Such termination shall be upon thirty (30 Days) written notice.
3. Written notice, as required to be given by the provision of the section, shall be deemed complete one (1) day after deposit in the United States Mail in the County of Monterey, postage pre-paid.
4. When notice is directed to the Contractor, it shall be at his/her address on file with the Housing Authority.

## **8. Assignment of Contractual Rights**

It is agreed that the successful Contractor shall not assign, transfer, convey or otherwise dispose of the contract or rights, title or interest in all or part, without the written consent of the Housing Authority.

## **9. Discounts**

Offers of prompt payment discounts may be taken into consideration during bid evaluation. The Offeror shall identify Prompt Payment Discount Terms in the space provided on the Bid Sheet (Attachment A). The Offeror shall compute all Prompt Payment Discount Terms from the date of delivery and or acceptance of the material, or the date of invoices receipt, whichever is later.

## **10. Compliance with Municipal, State, & Federal Laws**

All Offerors will comply with all municipal, state, and federal laws relative to conducting business including, but not limited to, licensing, labor and health laws. The laws of the State of California will govern as to the interpretation, validity, and effect of this bid, its award, and any contract agreement entered into.

## **11. Collusion**

Any evidence of agreement or collusion among Offerors and or Prospective Offerors, which restrains freedom of competition by agreement to fix bids and or prices, will render the offer of such an Offeror or Offerors null and void.

## **12. Late Bids**

Formal, advertised bids indicate a time by which all bids shall be received in the Procurement Department. All bids received by USPS mail are time-stamped upon receipt. Any bid received after the designated time and date shall be returned, unopened to the Offeror.

### **13. Bid Withdrawal**

Offerors may request withdrawal of a posted, sealed bid prior to the scheduled opening time and date, provided the request for withdrawal is submitted in writing to the Procurement Department. Requests for withdrawal, of a sealed bid, after the bid opening time and date shall be in written form. However, the Housing Authority reserves the right to withhold releasing any bids requested for withdrawal, until after the scheduled opening time and date for a period of thirty (30) calendar days.

### **14. Inconsistencies, Amendments, and Interpretations**

In the event of inconsistencies between the General Provisions and other bid terms and conditions contained herein, the General Provisions shall take precedence.

If during the bidding process it becomes necessary to revise any part of this bid, the Housing Authority shall provide a written amendment to all Prospective Offerors. The Housing Authority shall not be bound by any oral interpretation, clarification, or changes made in the written specifications, unless such interpretation, clarification, or change is provided to all Prospective Offerors in a written amendment from the Procurement Department.

### **15. Delivery Requirements**

The Offeror shall ensure that all material and supplies are delivered to the Housing Authority within two (2) calendar days after receipt of the purchase order from the Procurement Department.

### **16. Material Safety Data Sheet**

The Offeror shall submit to the Housing Authority, Procurement Department, copies of Material Safety Data Sheets (MSDS) for all chemical products.

### **17. Insurance Provision**

1. The Contractor agrees to indemnify, defend, and hold harmless the Housing Authority, its officers, agents, and employees, from and against any and all claims, demands, actions, damages, or judgements, including associated costs of investigation and defense arising in any manner from the Contractor's performance of this contract agreement.
2. Without limiting the foregoing in any way, the Contractor shall carry Commercial General and Automobile Liability Insurance in an amount not less than \$1,000,000 (\$1M) per occurrence combined single Bodily Injury and Property Damage coverage. The Contractor shall name the Housing Authority as an additional insured, this will ensure the Housing Authority is notified if the Contractor's insurance is cancelled for any reason.
3. The successful Contractor shall provide to the Housing Authority within (10) working days after contract award, Worker's Compensation Insurance, covering all of its employees' performing services on this project with a company satisfactory to the Housing Authority. The Workman's Compensation liability shall be \$1,000,000 (\$1M) per occurrence. The Contractor shall name the Housing Authority as an additional insurer; this will ensure the Housing Authority is notified if the Contractor's insurance is cancelled for any reason. The Contractor shall maintain Workman's Compensation insurance throughout the life of this contract agreement.

4. The Contractor shall ensure for all insurance provided above, that the policies providing insurance coverage cannot be cancelled except upon thirty (30) day written notification to the Housing Authority.

5. The Contractor agrees to provide to the Housing Authority ten (10) working days prior to commencement of the contract agreement evidence of the above insurance coverage. Any statements relieving the insurance company from notification liability of insurance cancellation not acceptable. The Contractor shall provide the certificates to Cecelia Heath, 123 Rico Street, Salinas, CA 93907.

**BID SHEET**



**APPENDIX A**

Appendix A outlines the specific service needs for each site; this outline does not exclude #8. *Seasonal Duties*, as exterior care and curb appeal is dependent on the needed adjustments during the change of seasons/weather.

SALINAS LOCATIONS

| Office Building | Service Needs  | Monthly Cost | Annual Cost |
|-----------------|--|--------------|-------------|
| 123 Rico St.    | Front: Lawns/ Sprinklers/Weed Control<br>Rear Lot: weed control/shrubs | \$           | \$          |

| East Salinas Family RAD | Service Needs                                 | Monthly Quote | Annual Quote |
|-------------------------|---|---------------|--------------|
| 312, 540 Williams Rd.   | Lawns/ Sprinklers                             | \$            | \$           |
| 24 N. Wood St.          | Bushes/ Lawns/ Sprinklers                     | \$            | \$           |
| 1415 Del. Monte Ave.    | Bushes/Lawns/ Sprinklers                      | \$            | \$           |
| 1259 Del Monte Ave.     | Bushes/Lawns/ Sprinklers                      | \$            | \$           |
| 1253 Del Monte Ave.     | Bushes/Ivy/ Lawns/ Sprinklers                 | \$            | \$           |
| 747,737 Mae Ave.        | Weed Control (No Lawns)                       | \$            | \$           |
| 1113 D St.              | Weed Control (No Lawns)                       | \$            | \$           |
| 780 Elkington Ave.      | Weed Control (No Lawns)                       | \$            | \$           |
| 775 Elkington Ave.      | Lawns/ Sprinklers                             | \$            | \$           |
| 1062 N. Sanborn Rd.     | Weed Control Only                             | \$            | \$           |
| 1058 Sanborn Rd.        | Weed Control/ Bushes/Shrubs                   | \$            | \$           |
| 1012 Sanborn Rd.        | Lawns/ Sprinklers                             | \$            | \$           |
| 1025-1039 Sanborn Rd.   | Weed Control Only                             | \$            | \$           |
| 1030 Rider Ave.         | Lawns/ Sprinklers                             | \$            | \$           |
| 1029 Rider Ave.         | Lawns/ Sprinklers                             | \$            | \$           |
| 1112 Alamo Way          | Lawn/ Bushes/ Sprinklers                      | \$            | \$           |
| 1111 Alamo Way          | Lawn/ Sprinklers/ Weed Control (front & back) | \$            | \$           |
| 1011 Laurel Dr.         | Lawns/ Sprinklers                             | \$            | \$           |
| <b>Total:</b>           |   | \$            | \$           |

| Salinas Family RAD | Service Needs  | Monthly Quote | Annual Quote |
|--------------------|--|---------------|--------------|
| 44 Natividad Rd.   | Lawn/ Sprinklers/ Weed Abatement to include behind buildings | \$            | \$           |
| 350 Casentini St.  | Lawns/ Sprinklers  | \$            | \$           |
| 1515-Wheeler Dr.   | Lawns/ Sprinklers/ Trees                                     | \$            | \$           |
| Total              |  | \$            | \$           |

| Salinas FLC         | Service Needs            | Monthly Quote | Annual Quote |
|---------------------|--------------------------|---------------|--------------|
| 209 California St.  | Lawns/ Sprinklers/ Trees | \$            | \$           |
| 30-54 La Posada Dr. | Lawns/ Sprinklers/ Trees | \$            | \$           |
| Total               |                          | \$            | \$           |

| Single Homes             | Service Needs   | Monthly Quote | Annual Quote |
|--------------------------|-----------------|---------------|--------------|
| 514 E. Alvin Dr.         | Front Lawn Only | \$            | \$           |
| 1569 Colusa Pl.          | Front Lawn Only | \$            | \$           |
| 13073 Aurthur St.        | Front Lawn Only | \$            | \$           |
| 1346-1348 Las Cruces Ct. | Front Lawn Only | \$            | \$           |
| 1073 Sherman Dr.         | Front Lawn Only | \$            | \$           |
| 18861 Hoover St.         | Front Lawn Only | \$            | \$           |
| 185320 Van Buren Ave.    | Front Lawn Only | \$            | \$           |
| 1744 Cherokee Dr.        | Front Lawn Only | \$            | \$           |
| Total                    |                 | \$            | \$           |

| Haciendas 1 & 2  | Service Needs                  | Monthly Quote | Annual Quote |
|--|--------------------------------|---------------|--------------|
| 245 Calle Cebu   | Lawn/Sprinklers/ Bushes/ Trees | \$            | \$           |
| 201, 205, 209, 213, 217, 229, 233, 221, 225, 237, 241 Calle Cebu | Lawn/ Sprinklers               | \$            | \$           |
| Total  |                                | \$            | \$           |

| Haciendas 3 & 4    | Service Needs                   | Monthly Quote | Annual Quote |
|--------------------|---------------------------------|---------------|--------------|
| 30-60 E. Rossi St. | Lawns/ Sprinklers/ Bushes/Trees | \$            | \$           |

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MARINA LOCATIONS

| Pueblo Del Mar    | Service Needs   | Monthly Quote | Annual Quote |
|-------------------|---|---------------|--------------|
| 17th Regiment Ct. | Lawns/ Weed abatement /<br>Ivy control/ Sprinklers/<br>Bushes | \$            | \$           |
| Kwajalein Ct.     | Lawns/ Weed abatement /<br>Ivy control/ Sprinklers/<br>Bushes | \$            | \$           |
| Total             |   | \$            | \$           |

CASTROVILLE LOCATIONS

| Castroville FLC      | Service Needs                | Monthly Quote | Annual Quote |
|----------------------|------------------------------|---------------|--------------|
| 11429 Salinas Street | Lawns/ Sprinklers/<br>Bushes | \$            | \$           |
| 11575 Speegle St.    | Lawns/ Sprinklers/<br>Bushes | \$            | \$           |
| Total                |                              | \$            | \$           |

MONTEREY LOCATIONS

| Oak Grove       | Service Needs            | Monthly Quote | Annual Quote |
|-----------------|--------------------------|---------------|--------------|
| 1100 Second St. | Lawns/ Sprinklers/Bushes | \$            | \$           |

| Portola Vista     | Service Needs                                | Monthly Quote | Annual Quote |
|-------------------|--|---------------|--------------|
| 20 Del Monte Ave. | Lawns/<br>Sprinklers/Bushes/ Weed<br>control | \$            | \$           |

| Casanova          | Service Needs                               | Monthly Quote | Annual Quote |
|-------------------|---|---------------|--------------|
| 800 Casanova Ave. | Lawns/ Sprinklers/Weed<br>Abatement/ Bushes | \$            | \$           |

| Montecito/Watson   | Service Needs                        | Monthly Quote | Annual Quote |
|--------------------|--------------------------------------|---------------|--------------|
| 242 Montecito Ave. | Lawns/ Sprinklers/<br>Bushes         | \$            | \$           |
| 531 Watson St.     | Lawns/ Sprinklers/ Weed<br>Abatement | \$            | \$           |
| Total              |                                      | \$            | \$           |

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SOUTH COUNTY LOCATIONS

| Los Ositos                    | Service Needs                                    | Monthly Quote | Annual Quote |
|-------------------------------|--|---------------|--------------|
| 1083 Elm St.<br>Greenfield Ca | Lawns/ Sprinklers/ Weed<br>Abatement/ Bushes     | \$            | \$           |
| 48 C. St Gonzales Ca          | Lawn/ Sprinklers/ Weed<br>Control/ Tree trimming | \$            | \$           |
| Total                         |  | \$            | \$           |

| Casa Santa Lucia  | Service Needs    | Monthly Quote | Annual Quote |
|---|------------------|---------------|--------------|
| 8 <sup>th</sup> St. 115, 117, 133,<br>109, Gonzales Ca                | Front Lawn Only  | \$            | \$           |
| 9 <sup>th</sup> St. 125, 116, 122,<br>117, Gonzales Ca                | Front Lawns Only | \$            | \$           |
| 10 <sup>th</sup> St. 4, 2, 15, 16,<br>18, 20, 25, 35,<br>Gonzales, Ca | Front Lawns Only | \$            | \$           |
| Alta St. 824, 836,<br>846, 924, Gonzales<br>Ca                        | Front Lawns Only | \$            | \$           |
| Belden St. 724, 746,<br>800, 822, 900, 922,<br>Gonzales Ca            | Front Lawns Only | \$            | \$           |
| Total   |                  | \$            | \$           |

| Chualar FLC                    | Service Needs     | Monthly Quote | Annual Quote |
|--------------------------------|-------------------|---------------|--------------|
| 24487 Grant St.,<br>Chualar Ca | Lawns/ Sprinklers | \$            | \$           |

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| Aggregated Total from All Site Locations | Monthly Cost | Annual Cost |
|--|--------------|-------------|
| Total:                                   | \$           | \$          |

Prompt Payment Discount Terms (if applicable):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

The above signed representative, upon acceptance of an agreement, agrees to furnish the following landscaping services as per the Housing Authority County of Monterey, IFB for Landscaping Contract at the prices indicated herein for a period of twenty-four (24) month.

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