



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460
IN REPLY PLEASE
REFER TO FILE: **AS-0**

December 31, 2013

REQUEST FOR PROPOSALS – ADDENDUM 1 LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2013-PA014)

Thank you for attending the Proposers' Conference for the Landscape and Grounds Maintenance Services on December 17, 2013, and for your interest in the Request for Proposals (RFP).

Please note that the deadline to submit your proposals has been extended to **Thursday, January 9, 2014, at 5:30 p.m.**

The following revisions are made to the RFP. Added words are shown in **bold** and deleted language is ~~struck out~~:

A. ADDENDUM 1 TO LANDSCAPE AND GROUNDS MAINTENANCE SERVICES

1. Form PW-18, has been deleted in its entirety and replaced with **Form PW-18.1 (Enclosure A)**. Please use enclosed Form PW-18.1 (Enclosure A) when submitting your proposals.
2. Form LW-8, has been deleted in its entirety and replaced with **Form LW-8.1, Form LW-8.2, and Form LW-8.3 (Enclosure B)**. Please use enclosed Form LW-8.1, LW-8.2, and Form LW-8.3 (Enclosure B) when submitting your proposals.
3. Part 1, Request for Proposals, Section 1.V, Disabled Veteran Business Enterprise (DVBE) Preference Program on page 10 has been deleted and revised as follows:

V. Disabled Veteran Business Enterprise (DVBE) Preference Program

~~The County will give DVBE preference during the solicitation process to businesses that meet the definition of a Disabled Veteran Business Enterprise (DVBE), consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE is defined as: 1) A business which is certified by~~

~~the State of California as a Disabled Veteran Business Enterprise (DVBE); or 2) A business which is certified by the Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business (SDVOSB). Certified DVBEs must request the DVBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed.~~

~~In no case shall the DVBE Preference Program price or scoring preference be combined with any other county preference program to exceed eight percent in response to any county solicitation. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified DVBE.~~

~~Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov>.~~

~~Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov>.~~

- 1. The County will give DVBE preference during the solicitation process to businesses that meet the definition of a Disabled Veteran Business Enterprise (DVBE), consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE is defined as: 1) A business which is certified by the State of California as a Disabled Veteran Business Enterprise (DVBE); or 2) A business which is certified by the Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business (SDVOSB).**
- 2. Certified DVBEs must request the DVBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed.**
- 3. In no case shall the DVBE Preference Program price or scoring preference be combined with any other county preference program to exceed eight percent in response to any county solicitation.**

4. **Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified DVBE.**
5. **To request the Disabled Veteran Business Enterprise preference, Proposer must complete and submit the Request for Disabled Veteran Business Enterprise Consideration form in Form PW-18 with supporting documentation with their proposal.**

Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov>.

Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov>.

4. Exhibit A, Scope of Work, Section D.8, Work Description on page A.3 has been revised as follows:
 8. **Submit weekly maintenance inspection report to the Contract Manager **at least once a month**. See Section G, Maintenance Function Report and Form PW-2, Schedule of Prices.**
5. Exhibit A, Scope of Work, Section G, Maintenance Function Report on page A.30 has been revised as follows:

The Contractor shall maintain and keep current a weekly report that records all maintenance functions. All periodic, seasonal, additional work and weekly maintenance functions can be recorded on the same report as these tasks are performed based on the frequency outlined in Form PW-2, Schedule of Prices.

Refer to Exhibit F, for an approved format of the Report. Contractor shall use the form as applicable to each job location and obtain Contract Manager's approval prior to the start of the maintenance. The report shall be submitted to the Contract Manager as outlined in Section D.89.

6. Exhibit A, Scope of Work, Section K, Pass-Through Cost on page A.33 has been revised as follows:

County recognizes that during the term of this Contract, there may be needed repairs or modifications to the service locations resulting from accident, storm, neglect or other causes that are beyond the control of the Contractor and have not been identified elsewhere in this Contract. In order to be eligible for pass-through costs, the Contractor shall present the required scope of work to be performed and the cost to restore the landscape and/or irrigation to the original or improved state to the Contract Manager for consideration within 15 days of damage. The Contractor shall obtain Contract Manager's approval of the work to be performed and cost, in writing, prior to commencing of any work. Claims for payment of pass-through costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices.

At any time during the performance of this Contract, the Contract Manager may request that the Contractor perform as-needed services in accordance with this Scope of Work and PW-2, Schedule of Prices. At the direction of Contract Manager, the Contractor shall provide a written estimate including labor, parts, and materials needed to perform the as-needed work. The hourly labor/unit rates quoted in the estimate shall be in accordance with the hourly rates listed in the Form PW-2, Schedule of Prices, As-Needed Services. The County will reimburse the Contractor for the cost of parts and materials, provided Contractor has obtained Contract Manager's prior written approval of Contractor's written estimate. The Contractor shall submit an invoice with attached applicable receipts for a particular job without markups. The County reserves the right to purchase parts and materials directly to be given to the Contractor to perform the installation at the hourly rates listed in the Form PW-2, Schedule of Prices, As-Needed Services. Upon Contract Manager's negotiation and written approval, the Contractor shall perform the As-Needed Services.

B. QUESTIONS AND ANSWERS TO LANDSCAPE AND GROUNDS MAINTENANCE SERVICES

The following answers are in response to the request for information and clarification submitted by attendees of the Landscape and Grounds Maintenance Services (2013-PA014) Proposers' meeting. Questions presented in this Addendum 1 represent the questions asked by the Proposer in the form and context as submitted.

1. **Question:** *Please clarify the "as-needed service" hourly rate.*

Response: Please see above Addendum 1, A.6.

2. **Question:** *Will the County consider extending the Bid Due Date?*

Response: The deadline to submit your proposal has been extended as noted on the first page.

3. **Question:** *What is included in the as needed pricing? All labor and material costs regardless of cost of materials? All labor costs plus materials to be reimbursed at cost? All labor costs plus materials to be reimbursed at cost plus mark up?*

Response: Please see above Addendum 1, A.6.

4. **Question:** *Please clarify the tree trimming/pruning requirements?*

Response: Please refer to Scope of Work Section F.6 Shrub/Hedge/Tree Pruning and Trimming.

5. **Question:** *What is included in the contractors responsibility for the irrigation system? In the RFP it states on Page A.18 that contractor shall be responsible for maintenance of the irrigation system downstream of the backflow. Is the contractor supposed to take this as maintenance of existing components (adjust nozzles etc...) and repair of broken components but excluding upgrade to new components?*

Response: Yes, please refer to Scope of Work Section F.15 Watering and Irrigation System for Contractor's responsibility. The Contractor shall be responsible for repair and replacement of existing irrigation components from downstream of the backflow device as listed in the Scope of Work Section F.15.b.5.

6. **Question:** *If upgrade to new components is included is this at contractor's expense for labor, plus reimbursement of cost of materials + mark up or wholly at the expense of the contractor?*

Response: The Contractor shall be responsible for repair and replacement of existing irrigation components. Upgrades may become necessary during the life of these contracts. If upgrades are needed, the hourly labor/unit rates shall be in accordance with the hourly rates listed in the Form PW-2, Schedule of Prices, As-Needed Services. The Contractor may pass-through the cost of parts and materials without markups. The County may purchase parts and materials directly and given to the Contractor to perform the installation at the hourly rates listed in the Form PW-2, Schedule of Prices. Please see above Addendum 1, A.6

regarding pass-through. Any determinations regarding the payment method of upgrade materials shall be made by the Contract Manager.

7. **Question:** *What is included in the contractor's responsibility for the trees?*

Response: Please refer to Scope of Work Section F.6. Shrub/Hedge/Tree Pruning and Trimming.

8. **Question:** *Hazard clearance, pedestrian clearance (7'), and vehicular clearance (14') for all trees in the contract area?*

Response: Yes, please refer to Scope of Work Section F.6. Shrub/Hedge/Tree Pruning and Trimming.

9. **Question:** *Hazard clearance, pedestrian clearance (7'), and vehicular clearance (14') as well as complete pruning (as needed) in the contract area?*

Response: Please see response to Question 8, above.

10. **Question:** *Hazard clearance, pedestrian clearance (7'), and vehicular clearance (14') as well as complete pruning (at the frequency specified in the Annual Frequency column on each price sheet) for each contract area?*

Response: Please see response to Question 8, above.

11. **Question:** *The above as well as removal of any downed limbs and trees.*

Response: Please see response to Question 8, above.

12. **Question:** *For each task the contractor must spend at minimum the time that is specified in for each task regardless of how long it takes. For example if the minimum time is 5 hours to mow and the contractor complete the mowing in 3 hours we must stay onsite for an additional 2 hours?*

Response: The Contractor shall submit a proposal and perform the minimum hours per item per frequency as indicated in the PW-2, Schedule of Prices. The hours and frequencies for each item listed in the PW-2, Schedule of Prices are estimates and the unit prices quoted, will apply to the actual quantities, whatever they may be. The minimum hours and frequencies are subject to change at any time during the contract period at the sole discretion of the Contract Manager. Any change in hours and frequencies will be provided to the Contractor in writing.

13. **Question:** *Are these times man hours or crew hours. For example if the minimum time is 6 hours and we utilize and 3 man crew we have to be onsite for 2 crew hours x 3 men = 6 man hours, or we have to have the 3 man crew onsite for 6 hours = 18 man hours?*

Response: The minimum hours per frequency listed in Form PW-2, Schedule of Prices is "man hours" or total employee hours. For example if the minimum hours is six hours the Contractor can utilize a three man crew for two hours which totals six hours or have one employee out there for six hours.

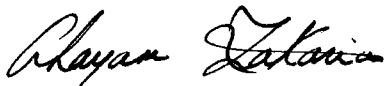
14. **Question:** *The stated purpose of this was to create more of a level playing field amongst bidders. If that is the case how does the county intend to track and enforce these minimum requirements for every task for every location to ensure that what is being asked is being followed by the awarded contractor?*

Response: Public Works will determine the need for, and provide, jobsite inspection. Public Works will evaluate the Contractor's performance of these tasks. Failure to perform contract work in accordance with the specifications listed in the Scope of Work, minimum hours, and frequencies listed on Form PW-2, Schedule of Prices will subject the Contractor to liquidated damages in accordance with Scope of Work, Section AA Performance Requirements and Liquidated Damages.

If you have questions concerning the above information, please contact Mr. Eric Fong at (626) 458-4077, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works



GHAYANE ZAKARIAN, Chief
Administrative Services Division

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bc: Road Maintenance (MacGregor w/o enc., Aka, Babich, Pan, Patel, Rockett)

REQUEST FOR DVBE PREFERENCE PROGRAM CONSIDERATION FORM

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to any County solicitation.

Information about the State's Disabled Veteran Business Enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov>.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations made be found in the Code of Federal Regulations, 38CFR 74 and is also available on the Veterans Affairs Website at: <http://www.vetbiz.gov>.

- ☐ **I AM NOT** a Disabled Veteran Business Enterprise certified by the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs.
- ☐ **I AM** certified as a Disabled Veteran Enterprise with the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Name of Firm:	County Webven No.
Print Authorized Name:	Title:
Authorized Signature:	Date:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

[illegible]

Comments/Notes:		Total Annual Salaries	\$	-
	(1) Vacations, Sick Leave, Holiday		\$	
	(2) Health Insurance ***		\$	
	(3) Payroll Taxes & Workers' Compensation		\$	
	(4) Welfare and Pension		\$	
	Total Annual Employee Benefits (1+2+3+4)		\$	-
	(5) Equipment Costs		\$	
	(6) Service and Supply Costs		\$	
	(7) General and Administrative Costs		\$	
	(8) Profit		\$	
	Total Annual Other Costs (5+6+7+8)		\$	-
	TOTAL ANNUAL PRICE		\$	-

- The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Date _____

[illegible]

Minimum Cost to Treat Individualized Environmental Heavy Metal Contamination

This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

Date

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2013-PA014)
FOR EAST LOS ANGELES MEDICANS**

[illegible]

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.