



# Mandatory Bidders' Conference

## Landscape and Grounds Maintenance Services for Public Works Headquarters Complex (BRC0000252)

- **Contract Analyst:** Amber Turner [aturner@pw.lacounty.gov](mailto:aturner@pw.lacounty.gov)
- **Contract Manager:** Vikki Valles [vvalles@pw.lacounty.gov](mailto:vvalles@pw.lacounty.gov)

Tuesday, November 9, 2021, at 10:00 AM



# Agenda

## PART I

### CONTRACT HIGHLIGHTS

## PART II

### QUESTIONS – PLEASE USE THE CHAT FEATURE TO SUBMIT A QUESTION

## PART III

### CLOSING REMARKS & IMPORTANT DEADLINES

Deadline to Submit Written Questions:

**Tuesday, November 16, 2021, at 5:30 pm**



# Part I – Contract Highlights

- Estimated Annual Contract Amount
  - \$600,000
- Contract Term: Maximum Term of 4 years
  - Initial 1-year term and three additional 1-year renewal options.
- No Cost-of-Living adjustment



# Part I – Contract Highlights

## *Continued*

- **Minimum Mandatory Requirements**

- Please refer to IFB Notice, Page 4

**Subcontracting is not allowed for this service. If a bidder makes reference to a subcontractor or if a bidder includes a list of subcontractors to perform the work requested, the bid will be immediately disqualified.**

1. Bidder must be included in the Qualified Contractor List resulting from the RFSQ for Landscape and Grounds Maintenance Services (2014 SQPA001 - Formerly 2014 PA039).
2. Bidder must have a minimum of 3 years of experience providing landscape maintenance services.
3. Bidder's onsite supervisor assigned to this contract must have a minimum of 3 years of experience providing landscape maintenance services.



# Part I – Contract Highlights

## *Continued*

- **Minimum Mandatory Requirements**

- Please refer to IFB Notice, Page 4

4. Bidder must provide at a minimum the following number of staff as indicated below:

- a. Three onsite landscape maintenance workers for 8 hours per day, Monday through Friday
- b. One onsite landscape maintenance supervisor for 8 hours per day, Monday through Friday

**Please note that this is only the minimum number of landscaping workers, and bidders may prepare their bids and its price by assigning additional staff. The minimum number of onsite employees are depicted on Form LW 8. Bids submitted without showing these minimum number of landscaping workers will be rejected as nonresponsive.**



# Part I – Contract Highlights

## *Continued*

- **Minimum Mandatory Requirements**

- Please refer to IFB Notice, Page 4

5. Bidder must submit a copy of valid and active State Contractor's Class C 27, Landscaping Contractor License.

6. Bidder must hold a valid and active State of California Department of Pesticide Regulation Pest Control business license.

7. Bidder's employee assigned to this project must hold a valid and active State of California Agricultural Pest Control Qualified Applicator license.

8. Bidder must submit a copy of a valid and active arborist and/or horticulturist certification.



# Part I – Contract Highlights

## *Continued*

- **Minimum Mandatory Requirements**

- Please refer to IFB Notice, Page 4

9. Bidder must affirm they have battery-electric operated hand tools to provide the services under the Scope of Work or affirm they shall obtain battery electric operated hand tools to provide the services under the Scope of Work prior to the commencement of the contract.

**Note: The use of gas-powered hand tools to provide the services under the Scope of Work is prohibited.**

10. The contracted work in this IFB constitutes "public works" as defined in the California Labor Code Section 1720, requiring payment of prevailing wages pursuant to Section 13, Prevailing Wages, of the RFSQ. Bidders are required to pay prevailing wages as applicable to the contract work. Bidder and subcontractor(s), if any, performing prevailing wage work, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.



# Part I – Contract Highlights

## *Continued*

Bid Submission Deadline:

Monday, November 22, 2021 – 5:30 p.m. online via  
[BidExpress.com](https://www.bidexpress.com).

Use the website listed on page 1 of the notice for downloading documents pertaining to this solicitation.

Questions relating to this IFB must be submitted in writing to the analyst listed on page 7.





# Part I – Contract Highlights

## *Continued*

### Site Visits

Please note that site visits are not mandatory, however, **HIGHLY RECOMMENDED**. It is the bidders' responsibility to visit and familiarize themselves with the work location before submitting their bid.

Contact:

Vikki Valles, Monday through Thursday, 7 a.m. to 5 p.m.

[vvalles@pw.lacounty.gov](mailto:vvalles@pw.lacounty.gov)

(626) 458-7393



# Part I – Contract Highlights

## *Continued*

### **COUNTY PREFERENCE PROGRAM**

Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs

- Refer to Part I of the RFSQ.

Benefits?

- Price reduced by 15% of the lowest proposed price, up to \$150K (evaluation only)

To apply: DBCA website

<http://dcba.lacounty.gov>



# Part I – Contract Highlights

## *Continued*

### **Bid Format and Content Requirements**

- On page 5 of the notice: Bidder shall complete and sign all appropriate forms listed in this IFB and should highlight how they meet all the minimum requirements as outlined in the Minimum Requirements set forth in the RFSQ and IFB. Bidders are required to submit copies of any required licenses and certifications.

### **Bid Submission**

- **Please note Hard Copies of Bids WILL NOT be accepted.**
- Bids must be submitted electronically using BidExpress.com



# Part I – Contract Highlights

## *Continued*

### **General Conditions of IFBs are outlined in the RFSQ**

**Please note** - Wages, materials, and other costs: We would like to highlight that it is the responsibility of the bidder to calculate the bid price to take into consideration a possible escalation of wages, materials, fuel prices, and other costs during the contract period. The board, county, public works, district(s), or director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the contractor for the work performed during the contract period. (Listed in the RFSQ)



# Part I – Contract Highlights

## *Continued*

### Pass/Fail Review

- On page 5 of notice: Bids will be reviewed on a Pass/Fail basis concerning the items listed under section A, Bid Submission Requirements, of this IFB Notice.

### Evaluation Criteria

- On page 7 of notice

### Proposed Price(100 Points)

Lowest proposed price will receive the highest score



# Part I – Contract Highlights

## *Continued*

### Award of the Contract

The Board is the ultimate decision-making body to award, or not award, a contract.

### Protest Policy

Please see original RFSQ



# Part I – Contract Highlights

## *Continued*

### Table of Forms & Attachments

Forms PW-2.1 through PW-21.1 and LW-2.1 through LW-8.4

All Forms included in the IFB are to be completed and submitted with your bid.



# Part I – Contract Highlights

## *Continued*

**Forms PW-2.1 through PW-2.4** (Pages 15-18 of IFB document)  
Fill out instructions

### Item A

	LOCATION	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	PUBLIC WORKS HEADQUARTERS COMPLEX		12	
ITEM A TOTAL ANNUAL PRICE				





# Part I – Contract Highlights

## *Continued*

### Forms PW-2.1 through PW-2.4 (Pages 15-18 of IFB document)

Fill out instructions

#### Item B

	ON-CALL SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	ON-CALL LANDSCAPE MAINTENANCE WORKER		300	
2	ON-CALL IRRIGATION TECHNICIAN		200	
3	ON-CALL ARBORIST		100	
4	ON-CALL LANDSCAPE MAINTENANCE SUPERVISOR		200	
ITEM B TOTAL PRICE FOR ON-CALL SERVICES				
TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HQ COMPLEX FOR INITIAL TERM (ITEM A + ITEM B)				



# Part I – Contract Highlights

## *Continued*

### **Forms PW-2.1 through PW-2.4**

Please note that monthly cost, hourly rates, as well as the total price, are to include all bidder's administrative, labor, supervision, material, transportation, taxes, equipment, and supplies costs to deliver the requested service. It is understood that where quantities are shown, they are but only estimates, and unit prices will apply to actual quantities, whatever they may be.



# Part I – Contract Highlights

## *Continued*

### **Forms LW-8.1 through LW-8.4** (Pages 41-44 of IFB document)

Fill out instructions

Please refer to IFB document for reference while the filling out instructions are explained.



# Part I – Contract Highlights

## *Continued*

## Part II

- Sample Agreement
- Exhibit A - The Scope of Work
- Exhibit B - Standard Contract Terms & Cond.  
Please see original RFSQ  
Insurance Requirements, Section 5 of RFSQ:
  - \$2 million General Liability
  - \$1 million Automotive
  - \$1 million Workers Comp.



# Part I – Contract Highlights

## *Continued*

## Part II

- Sample Agreement
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  - \$1 million Workers Comp.



# Part I – Contract Highlights

## *Continued*

## Part II

### Additional Exhibits:

- Exhibit F.1** Performance Requirements Summary
- Exhibit G.1** Bid Submission Instructions
- Exhibit H** Public Works Headquarters Wellness Garden Concept Plan
- Exhibit I** Public Works Headquarters Renovations Photos
- Exhibit J** Public Works Headquarters Indoor Plant Locations
- Exhibit K** Nesting Bird Avoidance Procedures Verification Form
- Exhibit L** Public Works Site Map
- Exhibit M** Planting Plan
- Exhibit N** Planting Legend and Notes
- Exhibit O** Headquarters Landscape Trash Disposal Green Waste Recycling



## Part II – Questions

Please submit all questions through the chat feature  
Or to my email: [aturner@pw.lacounty.gov](mailto:aturner@pw.lacounty.gov)





## Part III – Closing Remarks

### Recap of important dates and deadlines:

- The deadline to submit questions to me is Tuesday, November 16, 2021.
- Bid submission date is Monday, November 22, 2021, by 5:30 p.m.
- If there are no further questions, I declare this conference closed. Thank you for attending.

Thank you!