



PROPOSER'S CONFERENCE

SMART GARDENING PROGRAM(BRC0000317)

August 11, 2022



PROPOSER'S CONFERENCE

Please use this link to access the
RFP:

- https://dpw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000317



PROPOSER'S CONFERENCE

Introductions

Dwayne Case, Contract Analyst – BRCD

Wilson Fong, Contract Manager – EPD

Katonya Turner, Contract Manager - EPD

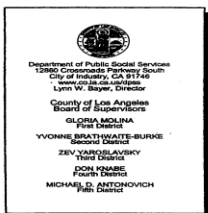


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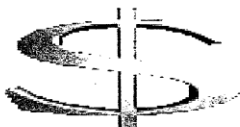
COUNTY'S GAIN/GROW PROGRAMS

Department of Public Social Services

West County
(310) 665-7500
San Gabriel Valley
(626) 927-2600
Central County
(323) 736-6301
South County
(310) 663-8000
Southeast County
(213) 681-5312
West San Fernando Valley
(818) 718-4201
Palmdale
(661) 575-8901
East San Fernando Valley
(818) 729-8800



**WANT TO
SAVE
TIME AND
MONEY**



**HIRING
HIGH-
QUALITY
WORKERS?**

GAIN SERVICES FOR EMPLOYERS "In Partnership With Local Business"



- ☆ Convenient Employment Resource
- ☆ Pre-Screening Available
- ☆ No Fees

We have a program that "works!"

HOW GAIN CAN HELP YOU SAVE TIME AND MONEY

Highly Qualified Workers

- GAIN evaluates each worker's skills and abilities before we recommend them to you.
- GAIN's job-ready applicants have a wide range of work skills.

Save Time and Energy

- GAIN provides only qualified applicants who meet your specific needs to save you time and money in personnel screening and advertising fees.
- GAIN's large workforce is prepared and available for interviews on short notice.

Eliminate Hiring Costs

- GAIN sends qualified applicants to your facility for you to interview.
- GAIN arranges job fairs with a large number of highly-qualified applicants for your evaluation.
- GAIN applicants are interviewed by you at NO COST.

Free Support Services

- GAIN is dedicated to working with you on an ongoing basis to meet all of your hiring needs.

With GAIN you get applicants who are:

- ✓ Enthusiastic and Hard-Working
- ✓ Dependable and Responsible
- ✓ Dedicated
- ✓ Eager to Learn and Follow Directions

CALL US TODAY AND SPEAK TO AN EXPERIENCED JOB DEVELOPER!




LOS ANGELES COUNTY



PROPOSER'S CONFERENCE

COUNTY'S LOCAL SMALL BUSINESS ENTERPRISE



**LOS ANGELES COUNTY
CONSUMER &
BUSINESS AFFAIRS**


BRIAN J. STIGER
Director

Small Business Services
133 N. Sunol Dr.
Los Angeles, CA 90083

(213) 881-3664
(855) 230-6430 (inside the County)
dcba.lacounty.gov

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Last Updated 4.13.17




FREE SERVICES
FOR LOS ANGELES COUNTY SMALL BUSINESSES

- Procurement Assistance
- Assistance to New Businesses & Startups
- Business Certifications
- Networking & Matchmaking Events
- Workshops on Government Contracting
- L.A. County Small Business Advocate
- Counseling & Resources

Serving Los Angeles County consumers and businesses since 1976.




OUR MISSION
To promote a fair and vibrant marketplace, we serve consumers, businesses, and communities through education, advocacy, and complaint resolution.



**LOS ANGELES COUNTY
CONSUMER &
BUSINESS AFFAIRS**

**Local Small
Business
Enterprise**

**LOS ANGELES COUNTY'S
CONTRACTING CONNECTIONS**



CERTIFY. CONNECT. GROW.



PROPOSER'S CONFERENCE

COUNTY'S LOCAL SMALL BUSINESS ENTERPRISE

LSBE PREFERENCE PROGRAM

What is the Local Small Business Enterprise (LSBE) Preference Program?

The Local Small Business Enterprise (LSBE) Preference Program boosts contracting opportunities for small businesses in L.A. County. Certified LSBEs receive a price preference which helps level the playing field for certified small businesses bidding on L.A. County solicitations.

Who is eligible to participate?

Los Angeles County uses the same criteria to define local small businesses as the State of California's Department of General Services (DGS). Your business must:

1. Be independently owned and operated
2. Not be dominant in its field of operation
3. Have its main office in Los Angeles County for at least the last 12 months
4. Have owners (officers in the case of a corporation) who live in California and
5. With its affiliates, be either:
 - A business with 100 or fewer employees and an average annual gross receipts of \$15 million or less over the last three years.
 - A manufacturer with 100 or fewer employees

WHAT ARE THE BENEFITS?

Bid Preference:

LSBEs are eligible to receive a 15% bid price reduction or "preference" when bidding on certain goods and services solicitations from Los Angeles County.

LSBE Prompt Payment Program:

LSBEs receive payment within 15 days of receipt of an undisputed invoice for goods or services.

Exclusive listing on the County's Online Directory of certified LSBEs and be featured through DCBA's online networks

LSBEs will be placed on the vendor database of certified LSBE vendors and may be featured on DCBA's social media accounts.

Direct Access to Opportunity:

Attend networking events with County buyers and procurement staff, receive individualized counseling on how to find contracting opportunities and more

*The actual preference is calculated on the cost or price component of the lowest most responsible and responsive bid amount. The bid price reduction cannot exceed \$150,000. The 15% preference is used only to determine the lowest bidder or proposal and does not change the amount of contract award.

Note: The criteria to qualify for this preference program may change. For the most up-to-date information on program eligibility, please refer to the DCBA website.

HOW DO I APPLY?

Step 1: Register as a bidder and get small business certified by the DGS at <https://caleprocure.ca.gov/pages/> or get certified as a small business enterprise with the Los Angeles County Metropolitan Transportation Authority (Metro) at: <https://metro.gob2g.com/>

Step 2: Register as a Vendor with Los Angeles County at: <http://camisvr.co.la.ca.us/webvsn/>

Step 3: Call a Los Angeles County Department of Consumer and Business Affairs Small Business Counselor at (855) 230-6430 or (323) 881-3964 to get certified.

Purchases not eligible for LSBE Preference:

- National contracts
- Revolving fund (petty cash) purchases
- Purchase card (credit card) purchases
- Purchases less than \$5,000
- Contracts funded by Federal grants where there are conflict requirements for minority-owned or female-owned business participation



PROPOSER'S CONFERENCE

COUNTY'S DISABLED VETERAN BUSINESS ENTERPRISE



BRIAN J. STIGER
Director

Small Business Services
133 N. Sunol Dr.
Los Angeles, CA 90063

(323) 861-3964
(855) 230-6430 (inside the County)
doba.lacounty.gov

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Disabled Veteran Business Enterprise

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LOS ANGELES COUNTY



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COUNTY'S DISABLED VETERAN BUSINESS ENTERPRISE

DVBE PREFERENCE PROGRAM

What is the Disabled Veteran Business Enterprise (DVBE) Preference Program?

The Disabled Veteran Business Enterprise (DVBE) Preference Program is designed to enhance purchasing and contracting opportunities for businesses owned by disabled veterans. Certified DVBEs receive a 'preference' when bidding on L.A. County solicitations.

What are the benefits?

Bid Preference:

DVBEs are eligible to receive a 15% bid price reduction or 'preference' when bidding on certain goods and services solicitations from Los Angeles County.

Direct Access to Opportunity:

Attend networking events with County buyers and procurement staff to receive individualized counseling on how to find contracting opportunities and more.

Exclusive listing on the County's online directory of certified DVBEs and social media spotlight:

DVBEs will be placed on the vendor database of certified DVBE vendors and may be featured on DCBA's social media accounts.

PROGRAM REQUIREMENTS

Who is eligible to participate and how do I apply?

There is a two-step process to qualify for Los Angeles County's DVBE program:

Step 1: Your business must be certified by one of these departments:

- The U.S. Department of Veterans Affairs (VA), which certifies a business as a Service Disabled Veteran Owned Small Business (SDVOSB). For more information on the VA's certification process, visit <http://www.va.gov/osdbu/>
- State of California, Department of General Services (DGS), which certifies a business as a Disabled Veteran Business Enterprise (DVBE). For more information on the State's certification process, visit <https://caleprocure.ca.gov/pages/index.aspx>

Step 2: You must register as a vendor with with Los Angeles County.

- For more information on the County's vendor registration process, visit <http://camisvr.co.la.ca.us/webvsn/>
- During the registration process, you will be asked to provide your information from your VA or DGS certification.

**Need help certifying? Contact our Small Business Services.
Call (323) 881-3964 or
visit dcba.lacounty.gov**

ADDITIONAL INFORMATION

Community Business Enterprise Program: Disabled Veteran Owned Businesses certified by DCBA will automatically qualify for inclusion in the Community Business Enterprise (CBE) program to avoid having to apply for two separate programs. The County's CBE listing is an invaluable resource used by many County departments, public agencies, private-sector prime and subcontractors to meet subcontracting goals.

Purchases not eligible for DVBE Preference:

- National contracts
- Revolving fund (petty cash) purchases
- Purchase card (credit card) purchases
- Purchases less than \$5,000
- Contracts funded by Federal grants where there are conflict requirements for minority-owned or female-owned business participation

*The actual preference is calculated on the cost or price component of the lowest most responsible and responsive bid amount. The bid price reduction cannot exceed \$150,000. The 15% preference is used only to determine the lowest bidder or proposal and does not change the amount of contract award.

Note: The criteria to qualify for this preference program may change. For the most up-to-date information on program eligibility, please refer to the DCBA website.



PROPOSER'S CONFERENCE

COUNTY'S SOCIAL ENTERPRISE



BRIAN J. STIGER
Director

Small Business Services
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(323) 861-3964
(855) 250-6493 (inside the County)

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Last Updated 4.13.17



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Social Enterprise

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COUNTY'S SOCIAL ENTERPRISE

What is the Social Enterprise Preference (SEP) Program?

The Social Enterprise Preference Program was designed to increase contracting opportunities for enterprises whose primary purpose is to enhance Los Angeles County through economic, social, and environmental sustainability.

Who is eligible to participate?

Your enterprise may qualify for certification if the principal place of business is located in Los Angeles County, or you have a major office located in Los Angeles County; and meet any one of the following criteria:

- Has been in operation for at least one (1) year providing transitional jobs, including access to supportive services¹ to a transitional workforce² employing at least 51% of a transitional workforce;
- Is certified as a B Corporation by B Labs or is incorporated as a Benefit or Social Purpose Corporation with the State of California; or
- Is certified Green by a city government located within Los Angeles County; or
- A business whose primary purpose is the common good as demonstrated through a published mission statement and whose principal business activity is directly related to accomplishing that stated social mission.

What are the benefits?

Bid Preference:

SEs are eligible to receive a 15% bid price reduction or 'preference'³ when bidding on certain goods and services solicitations from Los Angeles County.

Exclusive listing on the County's Online Directory of certified LSBEs and be featured through DCBA's online networks

SEs will be placed on the vendor database of certified SE vendors and may be featured on DCBA's social media accounts.

Direct Access to Opportunity:

Attend networking events with County buyers and procurement staff, receive individualized counseling on how to find contracting opportunities and more

How do I apply?

Step 1: Your business must be certified/registered by any of these organizations:

- B Lab Corporation, which certifies businesses as a B Corporation. For more information on the B Labs process, visit <https://www.bcorporation.net/become-a-b-corp/how-to-become-a-b-corp>
- California Secretary of State, where businesses can register their business entity as a Benefit or Social Purpose Corporation. For more information on the process, visit <http://www.sos.ca.gov/>
- City of Santa Monica, which offers a Green Business Certification. For more information, visit: <http://www.smgbc.org/>
- City of Los Angeles, which offers a Green Business Certification. For more information visit: <http://www.greenbizla.org/sign-up>

Step 2: Register as a vendor with Los Angeles County.

- For more information on the County's vendor registration process, visit: <http://camisvr.co.la.ca.us/web/en/>
- During the registration process you will be asked to provide your mission statement, a description of your programs, services, and responses to questions that provide further detail on your social impact.

Purchases not eligible for SE Preference:

- National contracts
- Revolving fund (petty cash) purchases
- Purchase card (credit card) purchases
- Purchases less than \$5,000
- A contract for which federal, state, or local laws may limit or prohibit application of a Social Enterprise Preference

¹ Supportive services include, but are not limited to: counseling services, individual case management, pre-employment job readiness training, daily on-the-job monitoring of participants, provision of unsubsidized competitive employment opportunities, assistance in applying for, obtaining, and maintaining unsubsidized competitive employment.

² A transitional workforce consists of under-employed or hard to employ persons that may be homeless, formerly incarcerated or those who either have not worked for an extended period of time or face significant barriers to employment

³ The actual preference is calculated on the cost or price component of the lowest most responsible and responsive bid amount. The bid price reduction cannot exceed \$150,000. The 15% preference is used only to determine the lowest bidder or proposal and does not change the amount of contract award.

Note: The criteria to qualify for this preference program may change. For the most up-to-date information on program eligibility, please refer to the DCBA website.



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- No changes or modifications to the RFP will be made at this meeting
- Changes and modifications to the RFP must be authorized by Public Works Management in writing
- We will send out any changes that are made as an Addendum



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- Deadline to submit Form PW-11 – **Thursday, August 25, 2022**
- Deadline to submit written questions via email - **Thursday, August 18, 2022**
- Response to written questions will be provided - **Tuesday, August 23, 2022**
 - Available on:
<http://pw.lacounty.gov/brcd/servicecontracts>.
- Deadline to submit proposals – **Monday, August 29, 2022**



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PART I: CONTRACT HIGHLIGHTS, REQUIREMENTS, AND PROCESSING INFORMATION



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- Estimated annual amount - \$1,950,000
- <https://pw.lacounty.gov/contracts/Opportunities.aspx>
- Proposal due – Monday, August 29, 2022, by 5:30 via www.bidexpress.com or as electronic proposals via universal serial bus (USB) or compact disc (CD)



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

1. Proposing entity or its managing employee(s) and/or subcontractor(s), if any, must have a minimum of three years of experience in any of the following fields with emphasis on waste reduction: solid waste recycling, solid waste management, or solid waste education.



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

2. Proposing entity must identify a minimum of two qualified instructors in their proposal who will be assigned to this contract, if awarded. Subcontractors may be used to meet this minimum requirement. Instructors must meet at least one of the following qualifications:
 - a. Hold a Master Gardener Certification from the University of California Master Gardener Program or other Master Gardener programs recognized by the American Horticultural Society; or



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

- b. Have 2 years of experience in instructing for smart gardening programs; or



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

- c. Have completed a minimum of 25 units of college courses in the following fields: biology, plant sciences, landscape architecture, environmental engineering, and environmental science, or other fields related to practices promoted by the Smart Gardening Program, such as drought-tolerant landscaping, xeriscaping, integrated pest management, or soil biology. Proposer shall provide a copy of transcript to verify completed courses and required units.



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

3. Proposing entity or its managing employee(s) and/or subcontractor(s), if any, must have knowledge of online applications and software, including
 - a. Have a minimum of 1-year experience in conducting online webinars.
 - b. Experience in creating shareable files through cloud applications for viewing and editing by the County and contractor.



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

4. Proposing entity or its employee(s) and/or subcontractor(s), if any, must hold a valid and active California issued Contractor Classification C-27 Landscaping license.

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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

5. The contracted work in this RFP 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 RFP. Please note that the services requested in this Contract may include both prevailing wage and nonprevailing wage work. Proposers are required to pay prevailing wages as applicable to the contract work.



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Request for Proposals, Part 1, B. Minimum Mandatory Requirements

Proposer and **its subcontractors 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.**



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Jury Service Program

The resultant Contract from this RFP will be subject to the requirements of the County's Contractor Employee Jury Service Ordinance (Jury Service Program, County Code, Chapter 2.203).

The Jury Service Program requires Contractors and their Subcontractors, if any, to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than 5 days of regular pay for actual jury service.

**Due date to request a Jury Service Program exemption –
Wednesday, August 24, 2022**



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County Preference Program

- Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE)
- Business must complete certification prior to requesting a preference in a solicitation
- Preference Programs price or scoring preference shall not be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation
- Apply for certification: <http://dcba.lacounty.gov>



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Proposal Format and Content Requirements

1. Title page
2. Table of Contents
3. Letter of Transmittal
4. Support Documents for Corporations and Limited Liability Companies
5. Experience
6. Work Plan
7. Quality Assurance Program
8. Subcontractors
9. Insurance
10. Forms List
11. Subcontractors' Forms List
12. Additional Information



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Proposal Submission

- Hard copies will not be accepted
- Submit electronically via BidExpress – www.bidexpress.com or USB or CD via Public Works Headquarters
- Due date: Monday, August 29, 2022, by 5:30 pm



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PW-2 Schedule of Prices

Task	Description	Unit	Unit Price	Quantity	Amount per Year (Unit Price x Quantity)
1	Instruction Workshops				
a	Workshops	ea	\$ _____	50	\$ _____
b	Webinars	ea	\$ _____	60	
c	Workshops-Bilingual	ea	\$ _____	10	
d	Webinars-Spanish	ea	\$ _____	10	
2	Community Outreach				
a	Sponsorship Plan (not to exceed \$20,000/yr) (Refer to SOW Pg. A.4 for Task Details)	Lump sum/ year	\$ _____	1	\$ _____
b	Outreach Plan (not to exceed \$50,000/yr) (Refer to SOW Pg. A.5 for Task Details)	Lump sum/ year	\$ _____	1	\$ _____
c	Certification Program (not to exceed \$25,000/yr) (Refer to SOW Pg. A.6 for Task Details)	Lump sum/ year	\$ _____	1	\$ _____
3	School and Community Events				
a	Instructor	hr.	\$ _____	200	\$ _____
b	Assistant	hr.	\$ _____	200	\$ _____
c	Haul Vehicle	Per day	\$ _____	10	\$ _____
4	Maintenance				
a	Maintenance – Garden Demonstration Sites	qtr.	\$ _____	4	\$ _____
5	Urban Greening				
a	Landscaper	hr.	\$ _____	500	\$ _____
b	Laborer	hr.	\$ _____	2,000	\$ _____



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PW-2 Schedule of Prices

6	Program Supplies			
a.1	Compost Bin ("Redmon 8000 Green Culture")	ea	\$ _____	1,000
a.2	Worm Bin ("Wriggly Wranch")	ea	\$ _____	1,000
a.3	Worms, species = Eisenia fetida	lb	\$ _____	520
a.4	Bedding	ea	\$ _____	1,000
b.1	Hand Cultivator	ea	\$ _____	100
b.2	Hand Spade	ea	\$ _____	100
b.3	Watering Can	ea	\$ _____	250
b.4	Vegetables (variety)	flat	\$ _____	50
b.5	Herbs (variety)	flat	\$ _____	50
b.6	Seed Packets	ea	\$ _____	5,000
b.7	Raised Bed ("Naturallyards": 4' x 8' x 11")	ea	\$ _____	160
b.8	Planting Soil @ 1.5 cubic feet per bag	bag	\$ _____	1,600
c	Storage	qtr	\$ _____	4
d	Delivery	hr	\$ _____	1,000
7	Reports			
a	Monthly Meeting/Report	ea.	\$ _____	12
b	Final Report (Not to exceed \$12,000)	ea.	\$ _____	1
A. TOTAL PROPOSED ANNUAL PRICE (Sum of Tasks 1a → 8b)				



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PW-2 Schedule of Prices

Total Proposed Annual Price from Item A above. Price must match Item A above	For 2 Years	Contract's Initial Two-Year Base Term Price (Total Proposed Annual Price from Item A above x 2)
A. TOTAL TWO-YEAR BASE TERM PRICE		
\$ _____	x2	\$ _____



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Insurance Requirements

Commercial General Liability

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

Automobile Liability

Bodily injury and property damage:	\$1 million
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Workers Compensation and Employers' Liability:	\$1 million
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PART II: COMMENTS FROM THE DIVISION REP ON SCOPE OF WORK AND PERFORMANCE REQUIREMENTS



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PART III: Q & A

Please submit your questions via the show conversation or chat tab. All questions will be answered as an addendum accessed here:

<https://pw.lacounty.gov/contracts/Opportunities.aspx>



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PART IV – DEADLINES

- Deadline to submit Form PW-11
Thursday, August 25, 2022
- Deadline to submit written questions via email
Thursday, August 18, 2022
- Deadline to submit Jury Service Exemption
Wednesday, August 24, 2022
- Deadline to submit proposals
Monday, August 29, 2022, 5:30pm



PROPOSER'S CONFERENCE

Contact Information

Dwayne Case

dcase@pw.lacounty.gov

(626) 458-2575

Thank you