Request for Quote

Maintenance Hayward Fire Stations

RFQ # 2307-092022

Proposal Due: **October 17, 2022 by 3:00pm PST**

Deliver to:
Bids@hayward-ca.gov
Rita Perez, Acting Purchasing Manager
City of Hayward
777 B Street (3rd Floor)
Hayward, CA 94541

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1. Cover Letter

The cover letter should be on company letterhead and include the following:

2. Contact & Customer Service
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Notice of RFQ

1. Objective

The City of Hayward is seeking an experienced and qualified contractor who is specially trained, experienced, and competent to perform Landscape maintenance in accordance with the terms, conditions, and specifications contained in this Request for Quote (RFQ).

The objectives for this proposal are to:

- Perform all aspects of landscape maintenance
- Always maintain fire stations in healthy attractive condition
- Perform services within reasonable timelines.

2. Goal

The goal of this RFQ is to provide quality landscape maintenance services to the Hayward fire department.

3. Submission

NOTE: Respondents will absorb all costs incurred in the preparation and presentation of their proposal.

Interested parties are invited to submit a proposal to demonstrate their qualifications to perform these services. All proposals shall be submitted in accordance with the format and information listed in this RFQ.

DUE DATE: Proposal submissions for this RFQ must be received via email no later than **October 17, 2022, by 3PM PST.**

Please email bids@hayward-ca.gov with copy to MSDLandscape@hayward-ca.gov and jason.livermore@hayward-ca.gov to:

1. Confirm your intent to bid,
2. Receive a complete list of questions asked by you and other vendors, along with the City's response, and
3. Submit your proposal.

Please note important proposal dates below:

Ref	Activity	Date
1	Issue RFQ	September 20, 2022
2	**In Person Walk Thru: Fire Station 1** 22690 Main St Hayward CA. 94541	**September 29, 2022, at 10:30AM**
3	Deadline: email RFQ Questions	October 3, 2022, at 3PM PST
4	**City provides RFQ questions answers via email**	**October 6, 2022, at 3PM PST**
5	Deadline: email RFQ proposal	October 17, 2022 at 3PM PST

****IT IS THE SOLE RESPONSIBILITY OF THE PROPOSING FIRM TO ENSURE THAT PROPOSALS ARE RECEIVED PRIOR TO THE CLOSING DATE AND TIME AS LATE BIDS WILL NOT BE ACCEPTED.**

Background

1. About the City of Hayward

With a population currently estimated at 158,937, Hayward is the third largest city in Alameda County. The city area includes sixty-one square miles lying between the eastern shore of the San Francisco Bay and the southern Oakland-Berkeley Hills.

The mayor is directly elected to a four-year term of office and serves as a voting member and the presiding officer of the City Council. The City Council includes six other members, each of whom is elected at-large to overlapping four-year terms. The Mayor and City Council serve as the legislative and policy-making body of the City government and appoint a City Manager, a City Clerk, and a City Attorney. The City Manager is the City's chief executive officer and appoints all other City staff. The City Manager is responsible for the daily administration of the city government and provides overall direction to all City departments.

Hayward provides a full range of services to its residents including law enforcement; fire prevention and protection; paramedic services; housing and economic development; land use development services and regulations; community planning; libraries; street construction and maintenance; landscape maintenance services; transportation planning; and contracted curbside recycling and refuse collection. In addition, the City operates and maintains facilities for water distribution, storm water, and sanitary sewer collection and disposal. The City also operates a general aviation airport, downtown parking facilities, a main and branch library, and a civic center. Park and recreation services are provided through partnership with the regional Hayward Area Recreational District (HARD), headquartered in the City. Grounds and areas fully maintained by the City include City hall and Main Library grounds, Downtown on B Street, South Mission Blvd. Greenway, Medians on Jackson, Foothill, Mission, Harder, Tennyson, Industrial Pkwy, Hesperian, A Street, D Street, Winton, Orchard Roundabout.

Project Overview

1. Site Amenities

SITE INVENTORY	QTY.	NOTES
FIRE STATION	7	ADDRESSES 1. 22690 Main St 94541 (510) 293-8611 2. 360 West Harder Rd 94544 (510) 293-8612 3. 31982 Medinah St 94544 (510) 293-8613 4. 27836 Loyola Ave 94545 (510) 293-8614 5. 28595 Hayward Blvd 94542 (510) 293-8615 7. 28270 Huntwood Ave 94544 (510) 293-5517 9. 24912 Second St 94542 (510) 293-8619
TOTAL LANDSCAPED AREA	7	All fire Stations 1,2,3,4,5,7,9 with a total of 36,736 Sq.Ft
UTILITY METERS	6	WATER METERS 1. unknown 2. 18439291 at front left side of driveway coming off Harder Rd 3. 16814954 at front of station nearest driveway in planter strip

		4. 4476175 at front of station in planter strip near driveway 5. 17734594 at front of station in sidewalk 7. 17398006 at back of station outside gate in sidewalk on Lustig Ct 9. No Meter
IRRIGATION CONTROLLERS	7	1. Station # 1 (Old Outdated Irritrol) needs to be replaced 2. Station # 2 (42) station Hunter I-Core with 6 stations in use 3. Station # 3 (42) station Hunter I-Core with 9 stations in use 4. Station # 4 (42) station Hunter I-Core with 7 stations in use 5. Station # 5 (42) station Hunter I-Core with 5 stations in use 6. Station # 7 (42) station Hunter I-Core with 7 stations in use 7. Station # 9 (8) Outdated Rainbird RC-4C
BACKFLOWS	7	1. Station 1 Serial # A04639 (1 Inch) 825 Y 2. Station 2 Serial # 4280327 (¾ inch Wilkins) 3. Station 3 Serial # 4387918 (1 inch Wilkins) 4. Station 4 Serial # 4476175 (1 Inch Wilkins) 5. Station 5 Serial # 4476179 (¾ inch Wilkins) 6. Station 7 Serial # I039031 (1 inch 825YA FEBCO) 7. Station 9 (no backflow or meter)

FIRE STATION	FREQUENCY	ITEMS
# 1 – 22690 MAIN ST	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	MOW SMALL TURF AREA TO RIGHT SIDE OF MAIN ST DRIVEWAY CONTROLLER IS LOCATED IN BACK OF STATION INSIDE CST GATE BEHIND GARBAGE BIN ENCLOSURE INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS.
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	25 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT

FIRE STATION	FREQUENCY	ITEMS
# 2 – 360 HARDER RD	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS. Controller located on short right side going thru access gate on Harder Rd.
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY. TRIM LARGE IVY FENCE LINE BACK QUARTERLY IN BACK OF STATION MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	20 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT.

FIRE STATION	FREQUENCY	ITEMS
# 3 – 31982 MEDINAH AVE	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS. IRRIGATION CONTROLLER IS LOCATED ON RIGHT SIDE OF STATION BEHIND GATE ON WALL SMALL TURF AREA SHALL BE MOWED ON A BI-WEEKLY BASIS LOCATED BEHIND GATE ON NORTH SIDE OF STATION
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	25 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT

FIRE STATION	FREQUENCY	ITEMS
# 4 – 27836 LOYOLA AVE	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS. IRRIGATION CONTROLLER IS LOCATED INSIDE GATE IN BACK BY LAWN ON NORTH WALL BY BACKDOOR TO KITCHEN SMALL TURF AREA SHALL BE MOWED ON A BI-WEEKLY BASIS LOCATED BEHIND GATE ON NORTH SIDE OF STATION
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A.
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	25 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT.

FIRE STATION	FREQUENCY	ITEMS
# 5 – 28595 HAYWARD BLVD	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS. IRRIGATION CONTROLLER IS LOCATED LEFT SIDE OF BUILDING OUTSIDE WEIGHT ROOM DOOR ON THE LEFT BY BBQ SMALL TURF AREA SHALL BE MOWED ON A BI-WEEKLY BASIS LOCATED BEHIND GATE ON NORTH SIDE OF STATION
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A.
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	25 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT.

FIRE STATION	FREQUENCY	ITEMS
# 7 – 28270 Huntwood Ave Fire station 7 also includes the landscaping at the Firehouse Clinic same as fire station	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS. IRRIGATION CONTROLLER IS LOCATED INSIDE ELECTRICAL ROOM ON LEFT SIDE OF STATION (NORTH) BY WORKOUT AREA BACK DOOR
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A.
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY. MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	50 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT.

FIRE STATION	FREQUENCY	ITEMS
# 9 – 24912 SECOND ST	WEEKLY	LITTER / GARBAGE AND WEEDS WILL BE ADDRESSED ON A WEEKLY BASIS. INSPECTION OF STATION FOR DEAD OR FALLEN TREES OR BRANCHES, SHRUBS AND DEAD VEGATATION AND REMOVAL OF FOUND ITEMS. INSPECT FOR VERTABRATE PEST PRESCENCE AND DAMAGE. NOTIFY CONTACT FROM HAYWARD FIRE DEPARTMENT jason.livermore@hayward-ca.gov
	BI-WEEKLY	INSPECTION, TESTING, AND MINOR REPAIRS OF IRRIGATION/SPRINKLER SYSTEM TO ASSURE PROPER PERFORMANCE AND TO CORRECT ANY PROBLEMS INCLDING CLEARANCE OF VEGATATION FROM SPRINKLER HEADS AND EMITTERS. IRRIGATION CONTROLLER IS TO THE RIGHT SIDE OF STATION JUST INSIDE ACCESS GATE ON BUILDING SMALL TURF AREA SHALL BE MOWED ON A BI-WEEKLY BASIS LOCATED TO THE RIGHT SIDE OF DRIVEWAY IN FRONT OF AND BEHIND BLACK METAL FENCE
	MONTHLY	REPORT PESTICIDE USE TO LANDSCAPE DIVISION INCLUDING APPLICATION OF TURF FERTILIZER CONTAINING TRIMEC. REFER TO ATTACHMENT A.
	QUARTERLY	ALL SHRUBS AND SMALLER TREES SHOULD BE TRIMMED BACK QUARTERLY TO KEEP SIDEWALK, WALKWAYS AND CURB CLEAR FOR PEDESTRIAN AND VISABILITY MAINTAIN VISIBILITY OF ALL SIGNS WITH CLEARANCE OF TREES AND SHRUBS 16-6-8 PLUS FERTILIZATION AND AREATION OF LAWN AREA TRIMEC COMPLETE FERTILIZER QUARTER 1,2, &4 25-5-5 COMPLETE FERTILIZER SLOW-RELEASE QUARTER 3
	YEARLY	20 YARDS DARK BROWM MULCH APPLIED EVERY YEAR BY NOVEMBER TREE PRUNING FOR STRUCTURE ALL TREES UNDER 25 FT. USING HAND METHODS SUCH AS CHAINSAW, HAND SAW, POLE SAW, AND POLE PRUNNERS NO ARIAL LIFT EQUIPMENT.

NOTE: ONE TIME HEAVY CLEANUP NEEDED AS FOLLOWS FOR EACH FIRE STATION # 1,2,4,5,9 TO GET UNDER CONTROL FOR MAINTENANCE		One Time Cleanup please quote separately # 1 - BACK OF BUILDING PARKING AREA BEFORE CST GATE RIGHT SIDE AROUND AND BEHIND SHRUBS AS WELL AS BEHIND GARBAGE BIN INCL # 2 – HEAVY TRIMMING OF OVERGROWN SHRUBS / BIRCH TREE AND REMOVAL OF DEAD ONE IN FRONT OF STATION WITH TRIMMING OF LARGE AND LONG IVY FENCE IN BACK OF STATION # 4 – HEAVY TRIMMING OF SHRUBS IN PLANTER STRIP IN FRONT AND SIDE OF STATION ON LOYOLA AND PANAMA AS WELL AS IN FRONT OF STATION BY BUILDING AND SIDE BY FENCE # 5 – FRONT OF BUILDING BY FLAG POLES WITH TRIMMING OF VERY LARGE SHRUB TO RIGHT SID3E OF DRIVEWAY ON HAYWARD BLVD # 9 – SEVERE AND HEAVY OVERGROWN IVY / SHRUBS WEEDS / TREE SUCKER GROWTH AND GARBAGE ALL AROUND PROPERTY

2. Proposed Scope of Services

The following is a list of services to be provided by the contractor:

The Contractor shall be responsible for complete maintenance of the irrigation system, including piping, wiring, irrigation heads, automatic valves, automatic controllers, batteries and other irrigation improvements. All irrigation parts and materials which are damaged or broken by the Contractor's negligence or misuse shall be repaired or replaced by the Contractor at their own expense.

The Contractor as part of the maintenance shall inspect the irrigation system weekly. It is the Contractor's responsibility to ensure that the system is operating correctly and that there is adequate coverage. The Contractor is expected to thoroughly inspect and operate all components of the system at least once weekly and make **minor** repairs as needed. At the Manager's discretion, the Contractor may be required to provide 24-hour advance notice of scheduled irrigation maintenance.

Minor Repairs: Repair and maintain the irrigation system from lateral tees or elbow to sprinkler heads or emitters to include Replacement of damaged or malfunctioning heads, broken risers, damaged drip tubing or emitters, or other related parts of the irrigation system above the connection to the lateral line. It is the contractor's responsibility to identify the cause of the damage.

Major repairs: Major repairs to the irrigation system such as main line repairs, valves, pumps, electrical troubleshooting, and repair, etc. Will be considered extra work provided with advanced approval of the landscape manager or designee on a time and material basis as at the rate specified by the contractor in the RFQ bid sheet. There shall be no major irrigation repair undertaken until a quote has been provided and approval has been issued by landscape manager or designee. Report all major repair and irrigation issues immediately to landscape manager or designee and quote for repairs.

All irrigation heads shall be kept cleaned and adjusted to maximize coverage and minimize overspray onto the roadway. Adjustments shall include raising or lowering spray heads to avoid obstructions to the flow of water, repositioning drip emitters, adjusting flow of valves and heads, etc.

Contractor shall complete and send quarterly maintenance report attachment B to Jason.livermore@hayward-ca.gov and MSDLandscape@hayward-ca.gov

* Please note that specified areas include sleep grade, various terrain and will require handwork.

City of hayward Landscape Division is issuing RFQ for Hayward Fire Department. Hayward Fire Department Will Issue, fund, and coordinate maintenance after results of bid are sent. Vendors point of contact for payment and maintenance questions will be Jason.livermore@hayward-ca.gov

3. Desired Qualifications

Proposal Format

To ensure the fair and accurate consideration of all submissions, proposals must contain the following information.

1. Cover Letter

The cover letter should be on company letterhead and include the following:

i. Company name, address, phone and fax numbers.
ii. Designation of primary contact within the company who is authorized to answer questions regarding the assigned work, including their name, contact phone number and e-mail.
iii. Signature of an officer of the prime contractor. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.

2. Contact & Customer Service

Please describe all support services available from your company/business, specifically addressing the following issues:

i. Normal hours of availability
ii. Quality assurance program(s)
iii. Guaranteed response time
iv. Other support services

3. Reference and Experience

A list of three (3) references of current or past contracts for which the Contractor has performed or is performing work of similar type, scope, and complexity within the past five years. This list shall include the names, addresses, email addresses, and phone numbers of the contracting party as well as a description of services performed and the dollar amount of the contract. Upon further consideration of the Proposal, the City may request additional vendors.

4. Capacity to Perform the Work

Describe other major work commitments and/or capacity to perform the requested services. Projects completed within the past three years, particularly in Alameda, Contra Costa, Santa Clara or San Mateo Counties, are of particular interest.

5. Project Scope & Approach

Provide a detailed plan for providing the services as described in Exhibit A.

6. Prices

Prices for provision of services that are "all-inclusive" of all costs, including but not limited to supervision, equipment, overhead-profit and all required insurances as specified in this document.

7. Insurance

The proposal will include confirmation that the consultant has insurance for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability, and provide the policy limits where applicable. Selected vendor will be required to sign a Professional Services Agreement.

8. Current City Business License

The contractor selected for this project shall obtain or provide proof of having a valid City of Hayward business license.

9. Required Forms

Attach the following required forms:

i. Cover Letter
ii. Proposal
iii. Contactor Agreement
   1) Exhibit A. Scope of Work
   2) Exhibit B. Insurance
   3) Exhibit C. Certifications

Selection Process and Criteria

The City of Hayward will not award a contract based solely on price. The award will be in the best interest of the City and will be to a firm or firms whose overall proposal is rated as being in the City's best interest.

Factors to be considered in the selection process include:

1. Quality & thoroughness of the proposal;
2. Experience and past performance in completing projects of a similar type, size and complexity;
3. A reasonable timeline based on general conditions and project objectives;
4. Demonstrated capacity to deliver high-quality work within a preset timeline and budget;
5. The quality of example materials and any presentation requested by involved city officials;
6. Cost & budget proposal;
7. References; and
8. Any other considerations deemed pertinent by the City.

1. Selection Process

A review committee will evaluate all responses to the RFQ that meet the submittal requirements and deadline. Submittals that do not meet the requirement or deadline will not be considered. The review committee will rank the proposals and then may arrange for on-site interviews with staff if necessary.

The City reserves the right to request additional information or materials from bidding parties if necessary to determine the winning proposal.

Likewise, the City reserves the right to accept or reject any or all proposals, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any informality in the proposals. The City of Hayward retains the right at its sole discretion to select a contractor.

All proposals submitted in response to this RFQ become the property of the City and public records and, as such, may be subject to public review.

The City reserves the right to cancel or revise any section of this RFQ prior to the date proposals are due including, but not limited to: selection procedures, submittal date, and submittal requirements. If the City cancels or revises the RFQ, all interested firms will be notified. The City also reserves the right to extend the date by which proposals are due.

NOTE: The City will not pay costs incurred by the proposer during this process. All costs shall be borne by the proposer.

2. Discretion and Liability Waiver

The City reserves the right to exercise discretion and apply its judgment with respect to any qualifications submitted.

The City reserves the right to reject any or all submittals, either in part or in their entirety, or to request and obtain, from one or more of the businesses submitting, supplementary information as may be necessary for City staff to analyze the qualifications pursuant to the contractor/consultant selection criteria contained herein.

The City may require contractors/consultants to participate in additional rounds of discussions, negotiations, or more refined submittals before the ultimate selection of a contractor/consultant is made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial qualifications.

End of Proposal

Attachment A

CITY OF HAYWARD
EXHIBIT A

Please complete and send this form to: ***Landscape Maintenance Division, 16 Barnes Ct., #3, Hayward, CA 94544*** at the end of each month. If no chemicals are applied, enter "***no application***." See sample entries in gray-shaded lines below

_____
Contractor

_____
Month

Date of Application	Location	Product Trade Name	Common Name	Class	Manufacturer/Company	Amount Applied	Unit (gal/oz/lb)	EPA/Cal-Reg #	Target Pest
01/01/12	Landscape outside Utility Building @ 24499 Soto Road	Pendulum	pendimethalin	Dinitroaniline	BASF	6	oz	524-475	Weeds
02/01/12	Median on Jackson between Santa Clara and Soto	Roundup Pro	glyphosate	Glycine	Monsanto	2	gal		Weeds

IPM_Contractor Monthly Reporting Form

Attachment B

QUARTERLY CHECK LIST: (Circle One) MARCH JUNE SEPTEMBER DECEMBER	
	Trim shrubs (keep trimmed away from sidewalk, walkways, and curb for pedestrian traffic)
	Maintain visibility of all signs with clearance of trees and shrubs
	Inspection of all fire stations for dead or fallen trees or branches, shrubs and dead vegetation and removal of found items.
	Inspection of all fire stations for vertebrate pest presence and damage notify contact from Hayward fire department jason.livermore@hayward-ca.gov
	Maintain tree clearance of pathways, walkways and sidewalks 6'6" and roadways 13' Annually
	Review irrigation program on all fire station programs and note changes
	Assure proper programming for the season/ weather conditions
	Inspection of all fire stations for condition of turf and add any recommendations to contractor's notes.
	Inspect and test all irrigation systems for proper performance add any deficiencies and recommendations over $500 to contractor's notes.
	Assess company's work and condition of all fire stations
	Application of complete fertilizer March and September Biannually
	Monthly pesticide reports have been emailed too: **MSDLandscape@hayward-ca.gov** jason.livermore@hayward-ca.gov
	Contractors notes
	List program modification's done to controllers
	List any irrigation modifications if needed.
	Extra work needed and quote number
	List landscape problems such as tree/plant disease, soil compaction, pest infestation and/or problematic water conditions.
	EMAIL Maintenance Checklist to: jason.livermore@hayward-ca.gov **MSDLandscape@hayward-ca.gov**