

CITY OF PACIFIC GROVE
DEPARTMENT OF PUBLIC WORKS
NOTICE INVITING SEALED BIDS FOR
CEMETERY HEADSTONE TRIMMING SERVICES AT THE EL CARMELO
CEMETERY

The City of Pacific Grove invites sealed bids for Headstone trimming Services at the El Carmelo Cemetery (Cemetery).

All bids submitted shall meet the following terms and conditions:

1. Bids shall be delivered to the office of the **Public Works, 2100 Sunset Drive, Pacific Grove, CA 93950, not later than 2:00 PM on Wednesday May 19, 2021**, at which hour and date all bids will be opened. Bids shall be submitted in a sealed envelope, and the outside of the envelope shall be clearly marked, **“SEALED BID FOR HEADSTONE TRIMMING SERVICES FOR THE EL CARMELO CEMETERY”**. It is the sole responsibility of the bidder to see that his bid is received in the proper time. Any bids received after the scheduled closing time will be rejected.

2. Any bidder may withdraw his or her bid, either personally or written request at any time prior to the scheduled closing time for receipt of bids, but no bidder may withdraw his or her bid for a period of thirty (30) days after the opening thereof.

3. All bids submitted shall include a completed “Proposal”, identifying unit costs. The work performed under this contract must conform to requirements of the project plans and specifications, which are included in the bidder package.

4. The contract will be awarded to the lowest responsible bidder (as defined in the City purchasing regulations) whose work, in the opinion of the City Council will best meet the requirements of the City of Pacific Grove. It is clearly understood by all bidders that said Council reserves the right to reject any and all bids and to waive informalities in said bids.

5. In accordance with the provisions of California Labor Code Sections 1770, 1773, 1773.1, 1773.2, 1773.6, and 1773.7, the current prevailing wages in Monterey County, California, as determined by the Director of the California Department of Industrial Relations as required to be paid to mechanics and laborers, employed directly upon the site of the work.

6. The contact person for technical questions concerning project specifications, the bid process and general project information should be directed to Daniel Gho, City of Pacific Grove Public Works Director via e-mail at dgho@cityofpacificgrove.org or by phone at (831) 648-5722 ext 4203.

Dated: 4/22/2021

DocuSigned by:

056C641716ED4E6...
Daniel Gho
Public Works Director

REQUEST FOR PROFESSIONAL SERVICES

TITLE: Request for proposal for El Carmelo Cemetery Headstone Trimming Services

I. General Information about City of *Pacific Grove*

Pacific Grove with a population of 15,545, shares borders with the Monterey Bay, the City of Monterey, the Pacific Ocean, and the Del Monte Forest. Pacific Grove is approximately 2.86 square miles and 55.2 miles in streets length.

The El Carmelo Cemetery (Cemetery) is located at Lighthouse & Asilomar Avenues across from the Pt. Pinos Lighthouse and has been part of Pacific Grove's history since the late 1800's.

We are known for our small-town hospitality and friendliness in a place we simply call "P.G." The City of Pacific Grove website is www.cityofpacificgrove.org

The City of Pacific Grove (hereinafter "City") hereby request proposals for Cemetery Headstone Trimming services (hereinafter "Project"). This Request for Proposal (RFP) describes the general rules for preparing and submitting proposals and the City's requirements for Cemetery headstone trimming services.

II. Description and Scope of Services Needed

The City of Pacific Grove (City) is seeking proposals to perform the following services:

1. Trim grass and weeds around all gravesite markers at the El Carmelo Cemetery in a manner and timing that maintains cemetery gravesites in pristine condition. There are currently approximately 10,000 markers on the Cemetery grounds, which comprises approximately 12.75 acres.
2. Remove all debris resulting from work performed.
3. Perform all work without the use of herbicides or pesticides.
4. Perform all work using the contractor's own materials, equipment and machinery. The use of gas powered leaf blowers are not allowed in the City of Pacific Grove.
5. Prepare and submit monthly billings to the City for work performed.

III. Requirements

The submitted proposal should include qualifications for facilitating the Scope of Work and experience.

a) The proposal must also include:

- Description of organizational structure, number and location of offices, and total number of professional staff. If sole proprietor, description of business affiliations.
- Project Experience: Narrative description, accompanied by a list of projects similar in scope to the one covered by this RFP.

- References

b) **Proposal Content Requirements**

All of the pages included in the Proposer Response Pages (Appendix A-1) shall be completed and submitted as part of the proposal. **FAILURE TO FULLY, ACCURATELY, AND LEGIBLY COMPLETE THE REQUIRED FORMS MAY RESULT IN REJECTION OF A PROPOSAL.**

The completed Appendix A-1 shall be incorporated into the subsequent agreement with the successful Proposer. Accordingly, the Proposer's responses are a critically important part of a legally binding agreement concerning the capabilities of the Proposer to provide the specified services for the City of Pacific Grove.

To be considered, proposals shall follow the format outlined in this section. Each proposal shall consist of the following sections:

1. Proposer Background Information
2. Proposal Summary
3. Scope of Services
4. Statement of Qualifications
5. Pricing Pages
6. Signature Page
7. Attachments

c) **Expected Timeline**

- RFP issued- April 23, 2021
- RFP closes- May 19, 2021 @ 2:00 pm
- Earlier completion of deadlines is acceptable.

d). **Addenda to the Request for Proposals**

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Agencies invited to respond.

IV. Submission of Proposals

Sealed proposals are being requested for Cemetery Headstone Trimming Services to the City of Pacific Grove, with all terms and specifications contained herein.

One (1) hard paper copy of sealed Proposals must be received by May 19, 2021 no later than 2:00pm. **Late Proposals will not be accepted.**

All sealed Proposals must be plainly marked in the lower left hand corner, "**SEALED BID FOR HEADSTONE TRIMMING SERVICES FOR THE EL CARMELO CEMETERY**" and sent to the following address:

City of Pacific Grove
Public Works Department
2100 Sunset Drive
Pacific Grove, CA 93950

The technical point of contact for this project is Daniel Gho, Public Works Director. He can be reached via email at dgho@cityofpacificgrove.org

V. Evaluation and Selection Process

The City will make every attempt to evaluate the proposals quickly.

VI. Contract

The contracted firm will be required to sign a contract with the City relating to the work to be performed. The City anticipates entering into a multi-year agreement.

VII. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

VIII. Acceptance of Proposal Content

The contents of the proposal of the successful Contractor may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in a contract may result in cancellation of the award and such Contractor may be removed from future solicitations.

IX. Reference Checks

The City of Pacific Grove reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments

X. General Conditions of RFP

- a) The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- b) The City intends to recommend award of a contract, if necessary, to the City Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence performance of the services offered and the total price of the proposal not less than 30 days from the deadline for submission of proposals.
- c) The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- d) The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- e) Unless otherwise stated, invoices are to be submitted to the Finance department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.

- f) Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- g) The contract for the services described in the RFP should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- h) Unless otherwise specified all costs listed are firm for the term of the contract.
- i) Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- j) Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- k) Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposers, bidders, or any person or firm responding to a Request for Information.
- l) All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California.

APPENDIX A-1 FORM 2, Page 1 of 6	PROPOSER RESPONSE PAGES PROPOSER BACKGROUND INFORMATION
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A. Company Information

Company Name: _____

Local Address: _____

Telephone Number (Voice): _____

Telephone Number (Fax): _____

Headquarters: _____

Address: _____

Telephone Number (Voice): _____

Telephone Number (Fax): _____

Contact Person: _____

Title: _____

Location: _____

Telephone Number (Voice): _____

Telephone Number (Fax): _____

E-mail Address: _____

APPENDIX A-1 FORM 2, Page 2 of 6	PROPOSER RESPONSE PAGES PROPOSER BACKGROUND INFORMATION
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B. Company Background

1. How many years has the company actively conducted similar services specified in this RFP? _____ Years

2. Location of office from which service will be provided to the City of Pacific Grove. _____

3. How many years has the office that will provide services to the City been open?
_____ Years

4. How many employees does the company have?
 - a. Nationwide: _____ Employees
 - b. Office serving the City: _____ Employees
 - c. Service/technical personnel
in office serving City: _____ Employees
 - d. Total number of clients currently
supported by office that will serve
the City: _____ Clients

B. Company Background (continued)

5. Please complete the following information for projects similar to the scope of services described in this RFP. Services for other municipal or governmental agencies are highly desirable. The City reserves the right to contact any of the Proposer's clients as deemed necessary during the evaluation process.

PLEASE SUBMIT A COMPLETE LIST OF AT LEAST SIX (6) CLIENTS.

Client List

	Agency Name	Address of Agency	Agency Population	Contact Name	Phone Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

C. References

Complete the following information for a minimum of three (3) contracts in which Proposer has provided a similar scope of service during the past five (5) years. Proposer’s role in the contracts must have been either a prime contractor or the sole service provider. References may or may not be reviewed or contacted at the discretion of the City. The City reserves the right to contact references other than, and/or in addition to, those provided by the Proposer. The City shall not provide information received from references to the Proposer.

Reference 1

City/Agency/Company Name:	
Address:	
Contact Person:	
Title:	
Telephone Number:	
Type of Services Performed:	

Date Contract Started:	
Date Contract Ended:	
Names of Current Staff who Worked on Contract and Their Respective Roles:	

C. References (continued)

Reference 2

City/Agency/Company Name:	
Address:	
Contact Person:	
Title:	
Telephone Number:	
Type of Services Performed:	
Date Contract Started:	
Date Contract Ended:	
Names of Current Staff who Worked on Contract and Their Respective Roles:	

C. References (continued)

Reference 3

City/Agency/Company Name:	
Address:	
Contact Person:	
Title:	
Telephone Number:	
Type of Services Performed:	
Date Contract Started:	
Date Contract Ended:	
Names of Current Staff who Worked on Contract and Their Respective Roles:	

PROPOSAL SCHEDULE

<u>Description</u>	Monthly Price	Total
Trimming Charge	_____	_____

CONTRACTORS License No. _____, Class _____, Expiration Date, _____

**Proposal Title Sheet for City of Pacific Grove
Cemetery Grounds Maintenance Services**

Date: _____

I/We _____ the undersigned, do hereby propose to furnish the City of *Pacific Grove, California*, Cemetery Grounds Maintenance Services, in accordance with all terms and specifications contained herein:

Attach one (1) copy of your proposal package.

Name of firm: _____

Signature and title: _____

Address: _____

Telephone number: _____

Fax number: _____

Contractor shall answer to the following questions by circling the appropriate response or completing the blank provided:

Company Profile:

Is your firm? (Please circle one)

- | | | | |
|----|---------------------|-----|----|
| A. | SOLE PROPRIETORSHIP | YES | NO |
| B. | PARTNERSHIP | YES | NO |
| C. | CORPORATION | YES | NO |

List legal name(s) of company:

Total number of employees _____
