

CITY OF PACIFIC GROVE

PUBLIC WORKS DEPARTMENT

**NOTICE INVITING SEALED BIDS FOR
TURF MOWING SERVICES AT THE CITY PARKS AND CEMETERY**

The City of Pacific Grove invites sealed bids for Turf Mowing Services at the City parks.

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 Thursday May 20, 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 TURF MOWING SERVICES FOR THE CITY PARKS". 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 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 will best meet the requirements of the City of Pacific Grove.

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. A Bidder's Package, including a bidder specifications, special requirements and a sample contract may be viewed and an electronic copy can be obtained at the Public Works Office, located at 2100 Sunset Drive, Pacific Grove, CA, 93950, (831) 648- 3181.

7. 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:
Daniel Gho
058C841718ED4E6

Daniel Gho
Public Works Director

Required Services, Technical Specifications, and Requirements

Description of Required Services and General Conditions

1. The work, in general, consists of mowing and edging turf in selected City parks and ball fields. The work shall include turf grass mowing, debris and grass clipping clean up, (no gas-powered leaf blowers are allowed in Pacific Grove) and cleanup of debris along adjoining sidewalks, hardscape areas, and streets where debris is evident from turf grass mowing.
2. The CONTRACTOR shall furnish all labor, materials, tools and equipment necessary for completion of said services set forth in this bidding packet.
3. All work performed, methods, and equipment used shall be in conformance with the Prevailing State and Federal Occupational Safety and Health Act (OSHA). Cost from delays and stoppages by OSHA inspectors or designated representatives, as a result of non-conformance, shall be solely borne by the CONTRACTOR.
4. The CONTRACTOR shall be required to comply with the City's insurance requirements upon award of contract. Contractor agrees and understands that the City does not provide Workers Compensation Insurance to, or on behalf of, the Contractor for the work/services performed, but that said taxes are the sole responsibility of the contractor. Contractor agrees to indemnify and defend City, its employees, and agents, from any and all claims, damages, and liability in any way occasioned by or arising out of the contractor's negligent performance and must provide proof of insurance.
5. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City. Contractor must possess a valid City of Pacific Grove Business License prior to execution of contract.

Technical Specifications

A. Personal/ Professional Appearances:

1. Contractor's employees are to wear clothing that is clearly visible stating the contractor's business name.
2. Contractor's employee must be professional and courteous to City employees and the public.

B. Equipment and Other Requirements:

1. Landscape/ turf maintenance commercial grade rotary mowers must be used. i.e. Zero Radius (Z-Mower), Grounds master front deck rotary mowers, or like brand, no larger than 48 inches, must be used at all parks. 21 inch commercial grade rotary mowers may be used for tie ins.
2. All clippings must be blown (no gas-powered blowers are allowed in Pacific Grove) off of sidewalks back into turf areas. Clippings in streets will need to be swept or raked into piles and hauled away.
3. Trucks and trailers and all other associated equipment must be provided by the contractor. Truck must be in proper working order and must display the company's name on the vehicle. Trailer for hauling must be large enough to haul equipment properly and safely, in a legal manner.

C. Mowing Standards:

1. All City Parks and ball fields are to be mowed every seven days (7) from March through October. Turf to be mowed twice monthly from November through February. All mowing schedules are to be weather related. **A list of the sites to be mowed along with Locations and Acreage is attached as Exhibit A**
2. Mowing of all turf areas may not commence until 8:00 am.
3. Mowing schedules will be provided by the Buildings & Grounds Division of the City of Pacific Grove's Public Works Department. Mowing schedules may be deviated from due to outside events. Forty-Eight (48) hour notice will be given to the contractor if schedules need to be altered.
4. Mowing heights:
 - a. City Parks and ball fields March through October- 1.5"
 - b. City Parks and ball fields November through February- 2"
5. Alternate mowing patterns must occur each week to prevent tire rutting.
6. Contractor must remove all trash and foreign objects from turfed areas prior to mowing. All debris from rodents must be removed and properly disposed of prior to mowing.
7. Contractor must use extreme care around trees, benches, garbage cans and landscape features in parks. Contractor must prevent turning mowers in ball field infields to prevent tire damage to infield materials. Contractor will rake out all tire damage occurring in the infields. All damages that occur to public or private property during scheduled maintenance will be the responsibility of the contractor to replace/repair damaged items with identical parts and materials.

D. Irrigation

1. City personnel will be responsible for all irrigation practices at all parks and the ball fields.
2. The Contractor is responsible for any accidental irrigation breaks caused by the mower operator and will repair any damages occurring the same day of the incident with identical parts and materials. If damage to the irrigation system occurs, immediate notification needs to be reported to the City of Pacific Grove's Public Works Department, Grounds Division.
3. The Contractors operators will report any unusual activity or extreme wet areas to the City of Pacific Grove's Public Works Department, Grounds Division, immediately upon discovery. Wet areas are to be avoided.
4. Contractor's operators and/or supervisor will contact the City of Pacific Grove's Public Works Department, Grounds Division weekly throughout the months of March – October and bi-monthly throughout November –April to give status updates or report unusual activity.

E. Agronomics

1. The City of Pacific Grove's Public Works Grounds Division will manage all irrigation practices, fertilizer applications, aerification, and herbicide and pesticide application and reporting. City will give the contractor 48 hours' notice for any schedule disruption, or inability to mow.

**Exhibit A
Site List and Location**

Site	Turf Acreage	Location
17 Mile Drive Ball Park	1.25	17 Mile Dr. and Short Street
Berwick Park	1	Ocean view Blvd. and Carmel
Caledonia Park	.55	Caledonia and Central Ave
George Washington Ball Field	.4	17 Mile Drive and Melrose St.
Jewell Park	.65	Central Ave and Grand Ave
Lovers Point Park	1	17 th street and Ocean View Blvd
Morse/Platt Park	.44	Morse Dr. and Platt Ct.
Piedmont Ball Park/Arnett Park	.4	Moreland Ave. and Piedmont
Community Center	.15	Junipero Ave. and 14 th St.
Total Acreage	5.84	

Submittal Requirements

a. The proposal must include:

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

b. Proposal Content Requirements

- Title Page
- Table of Contents
- Experience and Qualifications
- Bid Schedule
- Reference List

c. Expected Timeline

- RFP issued- April 23, 2021
- RFP closes- May 20, 2021

Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, an addendum will be provided to all agencies invited to respond, and will be posted to the Bidders Packet.

Proposal Title Sheet for City of Pacific Grove for Turf Mowing Services for the City Parks and Ball Fields

Date: _____

I/We _____ the undersigned, do hereby propose to furnish the City of *Pacific Grove, California*, a Proposal for Turf Mowing, in accordance with all terms and specifications contained herein:

Attach one (1) copy of your proposal package.

Name of Firm: _____

Signature & Title: _____

Address: _____

Phone 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 Names of Company:

Total Number of Employees _____

References: List **at least three** (3) local agencies of same general size and billing numbers and frequency where the **same/similar services**, as stated **herein**, have been **provided**. (Note: lack of three comparable agencies will not disqualify proposer.)

LOCAL AGENCY NAME

Contact Person					Title
Address	P.O. Box	City	State	Zip	
Phone Number					Fax Number

LOCAL AGENCY NAME

Contact Person					Title
Address	P.O. Box	City	State	Zip	
Phone Number					Fax Number

LOCAL AGENCY NAME

Contact Person					Title
Address	P.O. Box	City	State	Zip	
Phone Number					Fax Number

PROPOSAL SCHEDULE

<u>Description</u>	Monthly Price	Total Amount
Mowing Charge March thru October	\$ _____ x 8 Months	\$ _____
Mowing Charge November thru February	\$ _____ x 4 Months	\$ _____
	Total Yearly Charge	\$ _____

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