REQUEST FOR PROPOSAL

Landscape Maintenance Service for El Rio Health (1)

Service Locations:

1. "Manning I" 450 W Paseo Redondo, Tucson, AZ 85701	**2.** "Manning II" 450 W Paseo Redondo, Tucson, AZ 85701
3. "Congress Adult" 839 W Congress, Tucson, AZ 85745	**4.** "Congress PEDS" 839 W Congress, Tucson, AZ 85745

Proposal deadline and time	July 10, 2020 4:00 p.m. (Arizona Time)
Submit proposal via email at: **Or by regular mail at:** **(5 five sealed hard copies)**	Virginiab@elrio.org cc: MarkH@elrio.org 450 W. Paseo Redondo Tucson, Arizona 85701 Attn: Virginia Blackman
Submit all your questions by June 25, 2020 at:	Virginiab@elrio.org cc: MarkH@elrio.org
Pre-bid tour **(Mandatory)**	June 23, 2020 Time and location to be posted on our website.
Pre-proposal conference **(Mandatory)**	June 29, 2020 2:00 p.m. – 4:00 p.m. Manning House Ballroom A 450 W. Paseo Redondo Tucson, AZ 85701.

**Dates are subject to change at the discretion of El Rio Health*

***If there're questions after the Pre-Conference call, contact Virginiab@elrio.org cc: MarkH@elrio.org*

SUMMARY OF PROJECT

El Rio Community Health is pleased to announce our RFP for Landscape Maintenance. Below you will find a brief description of our organization, what we are looking for and a breakdown of what we have listed to be our minimal requirements.

SCOPE OF WORK

1. Vegetative maintenance program to promote, maintain overall health and development of site gardens and grounds. Program shall be used as a guide for weekly maintenance crew members, up-dated monthly contractor foreman and submitted to the Facilities Manager for review and evaluation of action items needing attention. Weekly crews shall bring to the Facilities Manger attention of any immediate issue regarding vegetation and irrigation through direct contact and follow-up in written format as par to the crews' weekly maintenance reports.

A. All landscape shall be maintained in a natural appearance with shrub, accent and ground cover plantings being trimmed quarterly as indicated within the maintenance program developed by contractor and approved by El Rio Health.

B. No shearing of vegetation shall occur unless specifically identified within the program.

C. Trim all ground cover away from paving, lawns and planted areas. Trim top growth of ground cover by-yearly or as indicated with program approved by client.

D. Prune all shrubs quarterly by thinning, shaping and elevating to promote healthy plant formation and natural appearance as indicated within the program. Pruning must be within growth space of trees and shrubs less than 15 feet high.

E. Trees shall not be trimmed more than once a year to allow proper development and growth of trunk and canopy development. Trees shall be evaluated and thinned to reduce interior cross branching, deadwood, mistletoe and non-structural sound limbs within the tree. Trees shall not be lifted more than 1/3 of the width of the canopy to reduce sun damage to trunk and sucker growth due to poor maintenance practices. Trimming may occur throughout the year however is preferred December through February or dormant period. Trimming shall be under 15 feet in height.

F. Every 5 years – trees shall be evaluated for significant trimming for growth over and above 15 feet in height and contracted by a certified arborist professional tree service company that may or may not be in association with maintenance company contract.

G. Owner may direct maintenance grounds to trim or prune a specific tree that may have been damaged in weather event or negatively impact the user groups.

H. Turf areas shall be maintained weekly with proper edging, mowing and fertilizing to promote growth and development of turf species. Over-seeding and transition from Bermuda shall occur late September and late April as directed within the program.

I. Contractor is responsible to maintain the growth and development of all site vegetation on site with vegetation lost to be replaced at their own expense with like species per site program.

J. Contractor shall provide a unit cost for installation of new vegetation for 1 gallon, 5 gallon and 15-gallon trees for site enhancement and replaced upon management request and approval for areas previously depleted of vegetation.

2. Maintenance of irrigation system

A. The landscape contractor is to provide an initial report on the condition of the irrigation system during the first month of the contract. Report shall identify the following: Controller, stations (zones) and type (drip, bubbler, spray etc.), run time, days running, type of vegetation being irrigated of each zone and general location of each zone. Contractor may utilize previously approved plans as reference material and track with a controller chart of the system.

B. The irrigation system is to be maintained by the landscaping contractor to ensure a balanced watering system to reduce waste and promote proper irrigation. Any repairs and replacements of worn parts or damage not caused by the landscaping contractor will be repaired at El Rio's expense with El Rio's consent. Damage to the system caused by the landscaping contractor will be repaired at the landscaping contractor's expense.

C. All irrigation work, repairs, replacements and\or add-ons must be approved by the Facilities Manager.

D. Controller shall be adjusted seasonally to monthly adjusting to changes in weather conditions unless controller has integrated automatic Evapotranspiration (ET) capabilities.

E. Contractor shall run stations monthly and walk grounds to review station performances at minimum identify any deficiencies and repair as part of the maintenance program. Weekly review of site vegetation should provide crews of any concerns of a faulty valve or developing issue between monthly review.

3. Weed control and common areas maintenance

A. Weed control will be part of this agreement. The use of manual weeding and Round Up Herbicide will be used to control weed growth. The use of Pre-emergent herbicides will be included for servicing this property and first application available to be applied the 1st month and every six (6) months after the contract has been executed.

B. Application of herbicides will be EPA approved and will be applied using applicable standards.

C. Contractor is to pick up any trash that may be found in the developed common areas of this complex including the parking area.

D. Contractor will pick up all animal feces.

4. Pest and disease control

A. Spray insecticide or fungicide as needed to maintain and reasonable control of pests and disease.

B. Identify pest and disease within weekly and monthly report.

Fertilization

5. Fertilize all trees, ground cover and shrubs once a year with an appropriate nitrogen-release fertilizer. Submit preferred fertilizer and breakdown N, P, K with trace nutrients and application rates per species. Citrus shall receive citrus fertilizer -times a year around the following dates Valentines, Memorial and Labor Days.

Cleanup

A. Sidewalks and Parking lot will be cleaned up, free of trash. Weeds in curb areas will be removed and curb edges cleaned of trash and debris.

B. Cleanup and dispose of all debris, trimmings and branches as generated. Rake ground cover \ shrub areas and remove debris.

C. All debris will be removed by the landscaping contractor at the landscaping contractor's expense.

Additional Scope of Work:

A. Manning I and Manning II: Also, maintain the Freeway Wall and the dirt vacant lot on the campus weekly. Including the Round About driveway located on the East of Manning I weekly.
B. Congress Adult: This includes the community garden on the campus weekly.

General Information

1. Quotes can be sent via e-mail, regular mail, or hand delivered to the address above and will be included in a sealed envelope marked with the project title and name and address of the Offeror. The "signature page" must also be included with the Quote. The sealed envelope must state "SEALED QUOTE ENCLOSED."

2. Late submissions will not be considered unless it is determined that it was caused by El Rio Health mishandling of the documents. All other late submissions will be returned unopened.

3. The Offeror and all subcontractors employed by Offeror shall have all certifications, licenses, insurance and/or registrations required under the laws of the State of Arizona. All workers are required to have the right to work in the United States. The selected Offeror will procure and maintain, during the life of the contract, liability insurance in an amount of not less than $1,000,000 each occurrence. The selected firm will furnish copies of Certificates of Insurance to El Rio showing the coverage, limits of liability, covered operations, effective dates and dates of expiration naming El Rio Health, its agents and employees as additional named insured.

4. The Offeror agrees if he/she is awarded the contract, that he/she will deliver the goods/services at the prices set forth in the submitted quote.

5. The Offeror shall provide background check information on any persons allowed on El Rio property. The El Rio Facility Manager shall deny access to workers with a history of spousal, elder or child abuse and anyone who has been incarcerated for theft or drug abuse.

6. All workers in the employ of the Offeror working on El Rio properties shall have fluency in the English language.

7. Quotes will be opened on the due date and time specified on the request cover sheet by the Materials Department. This is not a public opening and contractors are not invited to attend. Quotes received on time will be opened in the presence of one or more witnesses and the name and address of Offeror will be recorded.

8. All information, except that marked as confidential, may become public information at the time the project is awarded. Offerors may request in writing non-disclosure of confidential data. Such data should accompany the quote, be readily separable from the quote in order to facilitate possible public inspection. Please mark each sheet in red letters "Confidential." A request that states that the entire quote be kept confidential will not be accepted.

9. El Rio reserves the right to award this project and to accept the quote that is in the best interest and provides the best value for El Rio. El Rio reserves the right to reject any and all quotes or any part thereof.

10. The final agreement (Contract) will be signed by El Rio Health and the successful Offeror and returned within an agreed timeframe after the date of the Notice of Award. No agreement will be effective until it has been fully executed by all the parties thereto.

11. The final agreement (Contract) may be modified by El Rio with the approval of the Offeror.

12. This Request For Quote constitutes the entire agreement between the parties with respect to its subject and will not be modified, altered or amended in any way except as provided for in this Request.

EVALUATION/SELECTION

1. Upon receipt and opening of proposals, El Rio Health Center will determine the responsiveness of each applicant prior to its evaluation by the Selection Committee.

2. A Selection Committee will evaluate each responsive proposal on the basis of demonstrated competence and qualifications for the type of service required and shall be based on the weighted evaluation criteria listed below.

3. Final rankings will be based upon an average tabulation of all individual committee members' rankings. Interviews may be conducted with the top respondents and may include service/product demonstrations. El Rio Health Center reserves the right to contact references other than, and in addition to, those furnished by the respondent.

4. A contract awarded as a result of this solicitation shall be awarded to the responsible Offeror whose proposal represents the best value and is in the El Rio Health Center's best interest.

5. All criteria, i.e. the committee members' rankings as well as the proposal that offers the best value, knowledge and is the most qualified, will be considered in determining the final award.

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from El Rio Health to determine the best value. A bidder can receive a maximum of 100pts:

- Company Information and Past Experience (20%)
- Key personnel and Experience with Non-Profits/Fiscal Sponsors/Donor Funded Entities (20%)
- Transition proposal (10%)
- Exposure Analysis (10%)
- Services (15%)
- Fees (20%)
- References (5%)

SIGNATURE PAGE
SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE

Company Name:	
Address:	
City, State, Zip:	
Telephone Number:	
Fax Number:	
Arizona Tax ID:	
Federal Tax ID:	
Applicable Arizona License Number(s):	
Contact Person for Clarification of Proposal Response:	
Name & Title of Individual Authorized to Sign for Firm:	
Email Address:	
Signature of Authorized Individual and date.	

(A completed copy of this page must be included with the proposal)