

CITY OF SAN LEANDRO
REQUEST FOR QUOTATION

SUBMIT BID TO: City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	FOR FURTHER INFORMATION CALL: Darryl Sweet, C.P.M. Purchasing Supervisor Tel (510) 577-3377 Fax (510) 577-3312 dsweet@ci.san-leandro.ca.us
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BID NO: 05-06.034	DATE MAILED: March 28, 2006	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 P.M. , Friday, April 21, 2006
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
	<p>Citywide Watering Various Street Trees, Plants and Islands</p> <p>Notice to Bidders</p> <p>The City of San Leandro shall receive bids for Citywide Watering on Friday, April 21, 2006 at 3:00 p.m. in the Finance Department, City Hall, located at 835 E. 14th Street, San Leandro, CA 94577.</p> <p>Bids shall be in accordance with the following specifications.</p> <p>A pre-bid conference is scheduled for Thursday, April 13, 2006 at 10:00 a.m. in the Public Works Service Center Conference Room. Potential bidders may use this time to ask specific questions related to the performance of this contract. These are public streets and are available for inspection and measuring at any time prior to bid opening.</p> <p>The contract period is from the week of May 1, 2006 through and including the week of November 27, 2006. If the contractor chooses the Tuesday/Friday schedule, the last day of the contract will be Friday, December 1, 2006.</p> <p>The Public Works Department, Trees Supervisor, at 510-577-3465, will be overseeing this contract.</p> <p>A City of San Leandro business license is required to be in place prior to the start of work, but not required to bid.</p> <p>The contract may be renewed by mutual agreement of both parties, and adjusted according to the SF BAY CPI (all urban consumers) for the prior April-April period.</p> <p>City will award bid in a manner which is in the best interests of the City.</p>		<p>\$ _____ Per week</p> <p>X 31 weeks</p> <p>\$ _____ Total Bid</p>

A California contractor's license is required for this work. No bid shall be accepted from a contractor who has not been licensed in accordance with Chapter 9, Division 3 of the Business and Professional Code.

The City Council has ascertained the general prevailing rate of wages applicable to the work to be done. A tabulation of the various classifications of work persons to be employed and the prevailing rate of wages applicable thereto is on file in the City Clerk's Office.

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The successful bidder shall submit a certificate of insurance showing compliance with the enclosed insurance requirements. This insurance shall be maintained at all times during the course of any resulting agreement. In addition, the successful bidder, and subcontractors of said bidder, shall have, or be required to obtain, a City of San Leandro business license, as well as any and all other applicable licenses and permits related to the performance of this contract.

The City may terminate the contract with or without cause by giving at least notice of 30 days to contractor.

The award will be made to the lowest responsible bidder satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

To bid, complete and return a copy of the Request and the other required forms, sealed in the enclosed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

Firm _____

Date: _____

Address _____

Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____

Title: _____



Darryl Sweet, C.P.M.
Purchasing Supervisor

**Citywide Watering
Various Street Trees, Plants and Islands
Bid 05-06.034**

SCOPE OF WORK

1. **SUMMARY:** The work is to provide all labor, materials, transportation and equipment necessary to perform watering at various locations as described in these specifications.
2. **SCOPE:** Furnish all labor, tools, equipment, materials, transportation and perform all operations necessary to water Boulevard street trees and potted plants in accordance with these specifications.
 - a) Work consists of watering trees and potted plants along major boulevards, various other streets and areas throughout the City of San Leandro.
 - b) Water, to be supplied by contractor, will be applied to each street tree and potted plant in such a frequency as to maintain proper health and vigor. Approximate amount of water should be five (5) to ten (10) gallons per tree, and approximately five (5) gallons per potted plant. Water is to be applied in such manner as to achieve a slow thorough soaking of each street tree, potted plant and island. Amount of water may change due to weather conditions.
 - c) Health and vigor of street trees and potted plants shall be determined by the City of San Leandro Landscape Supervisor and contractor. Any street tree or potted plants that die as a result of lack of water or excessive watering shall be replaced at the contractor's expense.
3. **QUANTITY:** There are approximately seventy (70) street trees, seventy-four (74) potted plants and two (2) islands. There may be some trees deleted and/or added to the list as they are removed and/or replaced.
4. **SCHEDULE:** Street trees and potted plants shall be watered May through November, twice per week. Contractor may choose either Mondays and Thursdays or Tuesdays and Fridays. Frequency is subject to change due to weather conditions.
5. **HOURS OF OPERATIONS:** Watering shall commence at approximately 3:00 a.m., beginning on East 14th Street. Contractor can start earlier if so desired. Work shall be completed in such manner as to cause the least amount of disruption to businesses.
6. **ORDER OF WORK:** Contractor shall follow this street order when watering: East 14th Street; Parrott; MacArthur Boulevard; Bancroft Avenue. Any street trees or potted plants blocked by parked cars or other obstacles shall be watered as scheduled.
7. **PAYMENT:** City will pay at the end of the month for the prior month's work.
8. **LOCATIONS:** As follow.

TREES			
LOCATION	No	TYPE	REFERENCE POINT
E. 14 th Street	1	Sycamore	BayFair Drive
E. 14 th Street	1	Sycamore	Burger King
E. 14 th at Bristol	1	Sycamore	Auto Shop
E. 14 th on Joaquin	1	Sycamore	Bank of America
E. 14 th on Lillian	1	Magnolia	McDonald's
308 E. 14 th Street	1	Sycamore	
1389 E. 14 th Street	1	Sycamore	
1427 E. 14 th Street	1	Sycamore	Starbucks D/W Sushi rest.
1585 E. 14 th Street on Parrott	1	Sycamore	
1717 E. 14 th Street	1	Sycamore	2B's bar
1936 E. 14 th Street	1	Sycamore	
13780 E. 14 th Street	1	Sycamore	7-11
13847 E. 14 th Street	1	Sycamore	Make U-turn at Hospital
14278 E. 14 th Street	3	Sycamores	Convenience Store
14278 E. 14 th Street (new 2004)	1	Sycamore	Convenience Store
15035 E. 14 th Street	1	Sycamore	Make U-turn from Burger King
15094 E. 14 th Street	1	Sycamore	
15206 E. 14 th Street	1	Sycamore	
15335 E. 14 th Street (in front)	1	Sycamore	
184 Callan	1	Tristania	Apts N/T Longs Parking lot
56 Chumalia	1	Mayten	Condo
Davis and Kelly	1	Pear	
250 Dutton	2	Hackberry	In front of school
Across street from 1291 Hays	1	Pear	McDonald's driveway
1333 Hays	3	C-Myrtles	Old office store
1400 Joaquin	1	Sycamore	Around corner of BofA
129 West Joaquin	1	Sycamore	
1992 Lewelling	2	Sycamores	
MacArthur at Victoria	1	Sycamore	Charles Church
MacArthur at Victoria	1	Sycamore	
550 MacArthur	1	Sycamore	
951 MacArthur	1	Sycamore	
1005 MacArthur	1	Sycamore	Next to Quick Stop
Marina at Alvarado	1	Sycamore	
900 Marina	1	Sycamore	
1050 Marina	1	Sycamore	
1066 Marina on Eveleth	1	Sycamore	
1300 Block of Marina	1	Sycamore	
Parrott at Washington (northside of bank)	1	C-Myrtle	
PW Service Center		Eucalyptus	Fenceline
Siempre Verde	3	C-Myrtles	
Right on Sunnyside; Right on Breed	4	Hackberry	
Teagarden – 2600 block	1	Tristania	
Thrasher	1	Sycamore	
Washington at Juana	1	Pear	
Washington – between Parrott & Thornton	7	C - Myrtles	B of W on both sides of street
1500 Washington on West Juana	1	C - Myrtle	
14333 Wicks	1	Laurel	Old Kodak Bldg.
14472 Wicks	3	Pears	North of Terminia
14755 Wicks	3	Mayten	

ISLAND LOCATIONS

Island: Farnsworth / Corvallis

Island: Floresta / Monterey

POTTED PLANT LOCATIONS

ADDRESS	NUMBER OF POTS
581 East 14 th Street	1
596 East 14 th Street	2
601 East 14 th Street	2
608 East 14 th Street	2
1301 East 14 th Street	1
1322 East 14 th Street	1
1350 East 14 th Street	1
1371 East 14 th Street	1
1379 East 14 th Street	1
1415 East 14 th Street	1
1427 East 14 th Street	1
1475 East 14 th Street	1
1480 East 14 th Street	1
1505 East 14 th Street	1
1515 East 14 th Street	1
725 MacArthur Blvd.	1
709 MacArthur Blvd.	1
1005 MacArthur Blvd.	1
1051 MacArthur Blvd.	1
1097 MacArthur Blvd.	2
1101 MacArthur Blvd.	1
1107 MacArthur Blvd.	1
1225 MacArthur Blvd.	1
1245 MacArthur Blvd.	1
1273 MacArthur Blvd.	1
379 Bancroft	1
395 Bancroft	2
505 Bancroft	1
Safeway Store - Bancroft	2
572 Bancroft	1
579 Bancroft	1
590 Bancroft	2
599 Bancroft	1
600 Bancroft	2
625 Bancroft	1
642 Bancroft	1
645 Bancroft	1
680 Bancroft	1
685 Bancroft	1
555 Dutton	1
580 Dutton	1
593 Dutton	1
600 Dutton	2
1098 Estudillo	1

POTTED PLANTS - contiuned	
114 West Joaquin	1
San Leandro Marina	20

CONTRACTOR REFERENCES

The Bidder shall list the facility owner, location, contact person and phone number for all installation references completed in the past two years, comparable in size and scope to the referenced project.

Facility Owner	Location	Contact	Phone #

Name of Bidder: _____

Acknowledgment: _____

(Sign and return with bid)

LIST OF SUBCONTRACTORS

The Bidder shall list the name, address, and telephone number of each subcontractor to whom the Bidder proposes to subcontract portions of the work.

Subcontractor's Name	Place of Business (Address and Phone)	Description of Portion of Work Subcontracted

Name of Bidder: _____

Acknowledgment: _____

(Sign and return with bid)

SPECIAL PROVISION

I hereby affirm that the firm submitting this bid is a licensed California contractor, No. _____, expiration date _____ and the license is in full force and effect. This representation is made under the penalty of perjury. Any bid not containing this information, or a bid containing information, which is subsequently proven false, shall be considered non-responsive and shall be rejected.

Name of Bidder: _____

Acknowledgment: _____

(Sign and return with bid.)

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - A. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001.)
 - B. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 "any auto" and endorsement CA 0025.
 - C. Worker' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.

2. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - A. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - B. Automobile liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - C. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and Employers Liability Limits of \$1,000,000 per accident.

3. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insure shall reduce or eliminated such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

A. General Liability and Automobile Liability Coverages.

- i. The City, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of the protection afforded to the City, its officers, officials, employees or volunteers.
- ii. The Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self -insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- iv. The Contractor's insurance shall apply separately to each insured against whom claim is made or suite is brought, except with respect to the limits of the insurer's liability.

B. Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the City.

C. All Coverages.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, returned receipt request, has been given to the City.

5. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VIII.
6. Verification of Coverage. Contractor shall furnish City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

7. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.