



CITY OF BUCKEYE

REQUEST FOR PROPOSALS

RFP No. 2014-079

**LANDSCAPE MAINTENANCE AT
WATER AND WASTEWATER FACILITIES**

CONTACT PERSON

**Erin Gilbert, Purchasing Agent
Construction & Contracting Division**

egilbert@buckeyeaz.gov

(623) 349-6173

SCHEDULE OF EVENTS

Date Issued:	February 19, 2015
Mandatory Pre-Proposal Meeting:	March 3, 2015 from 11:00 a.m. to 12:00 p.m.
Mandatory 2 Day Site Visit:	March 3, 2015 from 1:00 p.m. to 4:00 p.m. March 4, 2015 from 1:00 p.m. to 4:00 p.m.
Last Day for Questions:	March 12, 2015 by 5:00 p.m.
Due Date & Time:	March 19, 2015 at 4:00 p.m.

PLEASE NOTE: IF RFP DOCUMENTS WERE DOWNLOADED FROM THE CITY OF BUCKEYE WEBSITE OR PROCURE AZ, PROPOSER IS RESPONSIBLE FOR OBTAINING ANY AMENDMENTS EITHER THROUGH UPDATES ON THE WEBSITE, THROUGH PROCURE AZ, OR BY CONTACTING THE CITY CONTACT PERSON.

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**SECTION I:
GENERAL INFORMATION**

The City of Buckeye Invites sealed proposals from qualified firms for the purpose of providing the Water Resources Department with routine landscape maintenance at the City's well sites, booster stations, and wastewater treatment plants. Landscape Maintenance includes but is not limited to weed control, tree and shrub trimming, cleaning, debris removal, scheduling of work, and extra or emergency response work. The locations of the sites are listed in the scope of work, **Section IV**.

Proposals are to be addressed and delivered to the **Buckeye City Hall, Attn: Erin Gilbert at 530 East Monroe Avenue, Buckeye, Arizona, 85326 on or before 4:00 P.M., Local Buckeye, Arizona Time, March 19, 2015**, at which time a representative of the City will announce publicly the names of those firms or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

A **Mandatory Pre-Proposal conference and 2-day site visit** will be held on **March 3, and 4, 2015. The Pre-Proposal conference will take place on March 3, 2015 from 11:00 a.m. to 12:00 p.m.**, local Buckeye, Arizona time at Buckeye City Hall, Council Chambers, 530 East Monroe Avenue, Buckeye, Arizona 85326. **The 1st day site visit will take place following the Pre-Proposal Conference from 1:00 p.m. to 4:00 p.m. The 2nd day site visit will be March 4, 2015 from 1:00 p.m. to 4:00 p.m.** Maps with directions and route to sites and will be provided at the Pre-Proposal Conference. The purpose of this conference and site visits will be to clarify the contents of this Request for Proposals in order to prevent any misunderstanding of the City's intention and desires. Any doubt as to the requirements of this Request for Proposals, or any apparent omission or discrepancy should be presented to the City's representative at this conference. The City's representative will then determine the appropriate action. If necessary, the City's representative will issue a written amendment to the Request for Proposals. Oral statements or instructions shall not constitute an amendment to this Request for Proposals. This Pre-Proposal conference and 2-day site visit is mandatory.

END SECTION I

**SECTION II:
PURPOSE OF THE RFP**

1. BACKGROUND

The City of Buckeye Water Resources Department requires routine landscape maintenance at well sites, booster stations, and wastewater treatment plants.

2. METHOD OF SELECTION

The intent of the City is to select one Contractor whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this Request for Proposals. The successful Contractor will have demonstrated exceptional qualifications.

3. REQUEST FOR PROPOSALS

The City will conduct a prequalification screening of all submitted proposals by a designated selection team. The prequalification screening process will identify those firms who, in the City's sole discretion, best meet the City's needs. **Section V** details the Criteria used for evaluations of submittals. The City reserves the right to reject any or all submissions.

4. NEGOTIATIONS

After a ranking of submittals, the City will offer the highest ranked firm a thirty (30) day exclusive negotiation period. In the event that there is an impasse in the Negotiations, or the City negotiators determine that a contract cannot be achieved, the City reserves the right to go to the next highest ranked firm. This process may continue through those firms on the final list until a contract is successfully negotiated. The City reserves the right to reject all proposals at any time, or to cease negotiations over a contract at any time.

END OF SECTION II

**SECTION III:
INSTRUCTIONS TO PROPOSERS**

1. You must address and deliver your proposal to City of Buckeye, Attn: Erin Gilbert, 530 E. Monroe Avenue, Buckeye, Arizona 85326, on or before the time and date set for closing.

Proposals should be in a sealed envelope marked:

Name of Proposer: _____
Title of Proposal: **Landscape Maintenance at Water and Wastewater Facilities**
RFP Number: **RFP No. 2014-079**
Due Date and Time: **March 19, 2015 at 4:00 P.M., Local Time**

No telephone, electronic, or facsimile proposals will be considered. Proposals received after the time and date for closing will be returned to the proposer unopened.

2. Proposals should be submitted as a document set, containing **one (1) clearly marked original** and **three (3)** additional copies. **(For a total of Four (4) submitted)**

3. You may withdraw your proposal at any time prior to the time and date set for closing. Proposals withdrawn after opening but prior to award, may be withdrawn in accordance with the City of Buckeye Procurement Code.

4. No department or office at the City has the authority to solicit or receive official proposals other than the City Construction and Contracting Division. All solicitation is performed under the direct supervision of the Manager of Construction & Contracting, City of Buckeye and in complete accordance with City of Buckeye Procurement Code.

5. The City reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes. During this discussion period, the City will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

6. The award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this Request for Proposals. Price, although a consideration, will not be the sole determining factor. No purchase order is issued with a proposer until a price is successfully negotiated and is approved by the City, as authorized by the City Council.

7. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Construction & Procurement Manager concurs, this information will not be considered public information. The City Manager is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.

8. Your proposal should be submitted in the format shown in **Section VI**. Proposals in any

other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.

9. The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The City also reserves the right to hold all proposals for a period of 60 days after the opening date.

10. Definitions

“May”: Indicates something that is not mandatory but permissible/desirable.

“Shall,” “Must,” “Will”: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as nonresponsive.

“Should”: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the City may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.

11. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions, and requirements in the specifications/scope of work.

12. All responses and accompanying documentation will become the property of the City at the time the proposals are opened.

13. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the City of errors or omissions relating to this Request for Proposals must be directed in writing to:

Erin Gilbert, Purchasing Agent
Construction & Contracting Division
City of Buckeye
530 E. Monroe Ave. Buckeye, Arizona 85326
Tel: 623-349-6173
Email: egilbert@buckeyeaz.gov

Requests must be submitted on a copy of the Proposer Inquiry Form included in **Section VIII** of this Request for Proposals. All formal inquiries must be submitted no later than **March 12, 2015 at 5:00 p.m. Local Time Buckeye, Arizona**. Failure to submit inquiries by this deadline may result in the inquiry not being answered. Note that the City will answer informal questions orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposals. Proposers shall not rely on any verbal responses from the City. If you have formal questions about any part of this Request for Proposals, which could result in a material issue or a formal amendment to this Request for Proposals, submit your questions on a Proposer Inquiry Form from **Section VIII** of this Request for Proposals.

14. The City shall not reimburse any proposer the cost of responding to a Request for Proposals.

15. The City believes that it can best maintain its reputation for treating service providers and suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Procurement Code of the City of Buckeye.

END OF SECTION III

**SECTION IV:
SPECIFICATIONS/ SCOPE OF WORK**

1.1 Project Description

The City of Buckeye Water Resources Department requires routine landscape maintenance at the City's well sites, booster stations, and wastewater treatment plants. Landscape Maintenance includes but is not limited to weed control, tree and shrub trimming, cleaning, debris removal, scheduling of work, and extra or emergency response work, and is more particularly set forth in the Scope of Work attached hereto as Exhibit (A). The locations of the sites are listed in the Scope of Work attached hereto as Exhibit (A). Site maps are provided in Exhibit (B).

1.2 Specifications

Specifications for landscape maintenance are listed in the Scope of Work attached hereto at Exhibit (A).

1.3 Qualifications

Minimum qualifications for candidates to be considered for constructing this project shall have:

- 1) Contractor is licensed AND registered with the State of Arizona.
- 2) Five (5) years of professional landscape experience.
- 3) Upon final negotiation of this contract, the Contractor must have or obtain a City of Buckeye Business License.

1.4 Project Timeline/Schedule

The City of Buckeye intends to award this procurement in a timely manner upon review of all proposals. Landscape Maintenance and any other elements of this purchase will be completed as described in your proposal.

END OF SECTION IV

**SECTION V:
EVALUATIONS**

MINIMUM QUALIFICATIONS

In order to be considered for evaluation, Contractor shall meet the following minimum qualifications:

1. Proposal submitted on or before the RFP closing date.
2. Proposal is in the format requested below.
3. Contractor is licensed to do business in the State of Arizona. Provide licensure information with your proposal.
4. Contractor has been in business for a minimum of five (5) years concurrently.

EVALUATION CRITERIA

In accordance with the City's Procurement Code, awards shall be made to the responsible Contractor whose Proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below (in their relative order of importance).

1. Summary of Firm & Experience (25 points)
2. References (20 points)
3. Method of Approach (25 points)
4. Cost (30 points)

Total points possible = 100

EVALUATION OF PROPOSALS

A team of employees and management professionals will evaluate the proposals. The written proposals will be reviewed based on the evaluation criteria provided above.

END OF SECTION V

**SECTION VI:
FORM OF PROPOSAL/ SPECIAL INSTRUCTIONS**

To facilitate direct comparisons, your proposal shall be submitted in the following format, listed in order, and index tabbed to match. Your proposal shall include, at a minimum, information requested below. If proposer fails to provide any of the requested information, with the exception of the mandatory proposal certification, the City may, at its' sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

A. SUBMITTAL AND REVIEW

1. **One (1) original and three (3) copies** of the prequalification information. Please note that these materials will not be returned.

2. The Arizona Public Records Act limits the City's ability to withhold prequalification and bid data. If a submittal contains any trade secrets that a submitter does not want disclosed to the public or used by the City for any purpose other than evaluation of the submitter's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a Public Records request is made for disclosure of data so classified, it will notify the submitter of such data so that the submitter will have an opportunity to legally challenge the City's obligation to disclose such information. In the event that the submitter has not filed a legal challenge in a court proceeding within ten days of notification of the request for public records, the City will disclose the information requested.

B. REQUEST FOR PROPOSALS CONTENTS

The Proposal shall contain, at a minimum, the following information in the following order:

Section 1: Summary of Firm, Experience, & References

SUMMARY OF FIRM & EXPERIENCE:

- Describe your company's experience, expertise, reliability and capability related to the services requested under this contract.
- Include a list of relevant services or contracts you have provided similar to the requirements of this solicitation.
- Using **Submittal Form 4 – Key Personnel**, Offeror shall provide the requested information for each of the key personnel who will be performing services pursuant to a resultant contract. Offeror shall also include resumes of key personnel.
- Provide a description/organizational chart of the relationship between specific key personnel and the specific tasks or assignments proposed pursuant to a resultant contract.
- If applicable, please complete **Submittal Form 6 - Subcontractors**.

Section 2: References:

- Using **Submittal Form 5 - References** provide the names, addresses, contact persons and telephone numbers of at least three verifiable business references, for which the Offeror is providing or has provided services similar to those described in this

solicitation.

Section 3: Method of Approach

- Provide an understanding of the needs of the City of Buckeye. Proposer shall describe proposed services as related to the Scope of Work and provide specifications.
- Describe your method of approach and proposed processes for performing the tasks required in this solicitation.
- Provide a timeline/transition plan describing how your company will begin providing the services requested under this contract.
- Provide information on recruiting, advertising, training, background checks, and other selection techniques to ensure an adequate number of qualified personnel.
- Describe the number of employees you would need to complete the tasks outlined in the Scope of Work and the approximate number of qualified personnel that the Offeror has on hand or access to draw from at any given time.
- Describe the nature of your company's relationship to your personnel, i.e. independent contractors, full time employees, etc.
- Any other information on innovative or unique methods used that distinguish the Offeror from other Offerors.
- Discuss your methodology in determining costs and your method of invoicing.

Section 4: Cost

Cost for the project shall be submitted on the provided **Submittal Form 1: Proposal/Offer** in **Section VII** of this RFP, and enclosed with your proposal. Cost shall be inclusive of all services related to the Scope of Work.

END OF SECTION VI

SECTION VII:

SUBMITTAL FORMS

PAGE NUMBER

Submittal Form 1: Proposal/Offer 11

Submittal Form 2: Proposal Inquiry Form..... 14

Submittal Form 3: Conflict of Interest Certification 15

Submittal Form 4: Key Personnel 16

Submittal Form 5: References 17

Submittal Form 6: Subcontractors..... 18



**SUBMITTAL FORM 1:
PROPOSAL / OFFER**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

Company Name _____

Item	Site	Amount per visit	# visits per year	Annual total for Site
1	Water Resources Building (423 Arizona Eastern Ave.) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly)		12	
WASTEWATER FACILITIES				
2	Sundance Water Reclamation Facility (21760 W. Watkins Rd.) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly)		12	
3	Tartesso Water Reclamation Facility (31550 W. McDowell Rd.) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly)		12	
4	Festival Ranch Water Reclamation Facility (18940 N. 287th Ave) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
WATER FACILITIES				
5	Festival Ranch Booster Station (20853 N. Desert Vista Blvd.) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
6	Festival Ranch Well #2 (26902 West Potter Drive) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly)		12	
7	Tartesso Booster Station (4023 North 296th Ave.) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Minor Tree & Shrub Trimming (Quarterly)		12	
8	Tartesso Well #2 (30040 West Tartesso Parkway) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
9	Well #12 (31877 West Yuma Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
10	Well #14 (1945 South Powers Butte Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
11	Buckeye Airport Well #1 (3000 S Palo Verde) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
12	Buckeye Airport Well #2 (3000 S Palo Verde) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
13	Hopeville Booster Station (289th Avenue and Yuma Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Remove Tree		12	
14	Farallon Well (6330 South 262nd Lane) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
15	Historic Buckeye Booster Station (623 Arizona Eastern Ave) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	



**SUBMITTAL FORM 1:
PROPOSAL / OFFER**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

Company Name _____

Item	Site	Amount per visit	# visits per year	Annual total for Site
16	EDR Storage Building/ Well #10 (615 Arizona Eastern Avenue) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
17	Water Resources Lot (512 North 4th Street) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
18	Sundance Booster Station (22900 West Yuma Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
19	Sundance Well #1 (2391 South Dean Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly)		12	
20	Sundance Well #2 (1939 South Dean Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Minor Tree & Shrub Trimming (Quarterly)		12	
21	Sundance Well #3 (22290 West Durango Street) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
22	Sundance Well #4 (21519 West Yuma Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
23	Sundance Well #7 (1380 South 220th Lane) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
24	Sundance Well #9 (22073 West Tonto Street) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
25	Tract A Booster Station (2049 South Rainbow Road) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
26	North Airport Booster Station (20501 W. Palm Valley Way) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly), Weed Removal Once per Year		12	
27	North Airport Road Well #2 (21209 West Palm Valley Way) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly), Tree & Shrub Trimming (Quarterly)		12	
28	Well #11 (609 South 4th Street) Pre-Emergent/Post-Emergent (October & May), Spot Treat (Monthly)		12	
	TOTALS			



**SUBMITTAL FORM 1:
PROPOSAL / OFFER**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

Company Name _____

Emergency/After-Hours Hourly Rates

Type	Response Time	Hourly Rate
Emergency Response Work/ Extra Work During Hours	2 Hours	
Storm Damage- During Hours	2 Hours	
Emergency- After Hours	2 Hours	

Company Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Phone Number: _____ Email Address: _____

Fax Number: _____ Website Address: _____

The undersigned proposer declares to have read and fully understand the Request for Proposals and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, vendor will contract to perform in accordance with the specifications and proposals. Said price is to include and cover all materials, labor, supervision, overhead, profit, and taxes to complete the job to the City's satisfaction.

Signature of Authorized Representative: _____

Date: _____



**SUBMITTAL FORM 3:
PROPOSAL CERTIFICATION/
CONFLICT OF INTEREST CERTIFICATION**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

City of Buckeye
Construction & Contracting Division
530 Monroe Avenue
Buckeye, Arizona 85326

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

() There is no officer or employee of City of Buckeye who has, or whose relative has, a substantial interest in any contract resulting from this request.

() The names of any and all public officers or employees of City of Buckeye who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification. In compliance with **Request for Proposals# 2014-079, for Landscape Maintenance at Water and Wastewater Facilities** in the City of Buckeye and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such good/services in accordance with the specifications/scope of work.

AMENDMENTS: Receipt of the following Amendments is acknowledged, and the provisions are included in this RFP:

Amendment No. _____ **Dated** _____

Firm Name: _____

Address: _____

City: _____, **State:** _____ **Zip:** _____

(Signature Required)

(Print name)

(Fax#)

(Print title)

(Federal Taxpayer ID Number)

(Date)



**SUBMITTAL FORM 4:
KEY PERSONNEL**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

OFFEROR NAME: _____

Answer all questions thoroughly. This form shall be completed for all key personnel in the administration of any resultant contract under this solicitation. A separate resume shall be attached to this form.

Employee Name

CURRENT INFORMATION

Position Currently Held in Firm:	
Years With Firm:	Years in Current Position:
Role Under this Contract:	
Years of Experience in Role Under This Contract:	Hours per Week of Employee's Time Dedicated to This Contract:

Will this candidate be assigned to work on this contract exclusively? If not, indicate the percentage of candidate's time that will be dedicated to this contract.

Identify the primary function(s) of the candidate in performing the services required by this solicitation.

List the candidate's job related training and education.

Describe the candidate's experience in performing the services required by this contract.



**SUBMITTAL FORM 5:
REFERENCES**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

OFFEROR NAME: _____

Offeror shall submit a separate Submittal Form 5 for a minimum of three (3) verifiable professional references to which the Offeror provided services similar in scope to those described in this solicitation.

REFERENCE INFORMATION

Company Name:		
Address:	Street Address	
	City, State, Zip	
Contact Information:	Contact Name:	Phone: ()
	Contact Email:	

DESCRIPTION OF SERVICES PROVIDED

Services Begin Date:	Services End Date:
Description of Services Provided: (Include similar services performed as those described in the Solicitation, and overall quality of job performance)	



**SUBMITTAL FORM 6:
SUBCONTRACTORS**

**CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING**
350 E. Monroe Avenue
Buckeye, AZ 85326

RFP No. 2014-079: Landscape Maintenance at Water and Wastewater Facilities

OFFEROR NAME: _____

The Offeror shall indicate all subconsultants that the Offeror will use to perform any portion of this solicitation's Scope of Work.

- If the Offeror will not subcontract any portion of this solicitation's Scope of Work and will be performing this solicitation's Scope of Work entirely with its own employees, then Offeror shall clearly indicate this by checking **NO** in the section below.
- If any subconsultants will be used, the Offeror shall clearly indicate this by checking **YES** in the section below and follow the instructions contained in that paragraph for identifying all subconsultants.

NO The above Offeror will not subcontract any portion of performance of any resultant contract under this solicitation.

YES The above Offeror will use the subconsultant(s) listed below in performance of any resultant contract under this solicitation.

- The Offeror shall list below each subconsultant's name and contact information, the certifications required of them (if any), their small business status, the type of service to be provided, and the amount of time or effort (as a percent of total contract performance) that the subconsultant will perform in relation to total performance of this solicitation's requirements. Additional pages may be used if necessary.
- The Offeror shall describe the quality assurance measures that the Offeror will use to monitor the subconsultant's performance.
- The City reserves the right to request any additional information deemed necessary about any proposed subconsultants.

SUBCONSULTANTS (If checked YES):

Please include all required information below or attach additional pages if necessary.

Name	Additional Information

**EXHIBIT A
TO
RFP#2014-079
LANDSCAPE MAINTENANCE
AT WATER AND WASTEWATER FACILITIES**

[SCOPE OF WORK]

See following Pages

City of Buckeye Water Resources
Water and Wastewater Facilities Landscape Maintenance
Locations, Square Footage and Scope of Work

GENERAL SCOPE OF WORK

1. Weed Control:

Routine weed control shall consist of area spraying, spot praying, hand weeding and removal in sufficient quantity to achieve a weed and grass free result.

- Pre-emergent and Post emergent herbicide shall be applied once in October and once in May, or as necessary to maintain the area in a weed free condition.
- Spot treatment must be applied on a monthly basis or as necessary to maintain the area in a weed free condition
- All chemical spraying must be performed in accordance with the State of Arizona Office of Pest Management's Rules and Regulations (azda.gov) this shall include all areas within the gated or fenced square footage of each facility and ten (10) feet around the outside perimeter as required.
- The Contractor shall use only properly certified and trained personnel and equipment for weed control and spraying. The Contractor is responsible for providing the name and phone number of their Qualifying Party to the overseeing City department.

Note: Weed and landscape maintenance 10 feet in and around potable water storage tanks, booster pumps manifold areas will need to be cleared manually (by hand without chemical assistance). Recharge basins located at the Tartesso Water Reclamation Facility will require removal of the first four (4) inches of soil to be removed as part of the initial clean up. Once completed monthly preventative maintenance will be provided.

2. Tree and Shrub Trimming:

- The Contractor shall be responsible for major pruning, topping, and thinning of all trees and shrubs. All horticultural techniques necessary to encourage and maintain healthy growth of trees and shrubs shall be carried out. This shall include all areas within the gated or fenced square footage of each facility and ten (10) feet around the outside perimeter as required. (See site locations and specifics below)
- The Contractor shall be responsible for damage to or destruction of any mature trees resulting from their performance in accomplishing the requirements of the contract. In the event of a disagreement as to the Contractor's cost liability for any mature tree replacement, the City shall make the final determination, based on a review of the circumstances causing the tree's destruction.
- The Contractor shall not be responsible for damage to, or destruction of, mature tree that are a result of vandalism or damage caused by others.

Storm Damage (four hour response, when required):

- The Contractor shall respond within two (2) hours of notification to handle damage/destruction to trees, shrubs, and ground cover due to storms.

3. Cleaning:

- All interior landscape materials shall be racked. The Contractor shall be responsible for the removal of all foreign material, debris, refuse (inclusive of, but not limited to trash, paper, cans, bottles, dead plants, etc.) found on the grounds. The Contractor shall provide all labor, supervision, transportation, equipment, tools and all effort necessary to make the required maintenance complete. This shall include all areas within the gated or fenced square footage of each facility and ten (10) feet around the outside perimeter as required.

4. Debris Removal:

- Upon completion of work, the Contractor is responsible for moving all debris, trimmings, materials, and equipment associated with the work performed. Debris shall not be placed into City trash containers. All trimmings and debris must be removed from the premises by the Contractor and is responsible for proper disposal.

5. Scheduling of Work:

- Contractor shall coordinate all maintenance scheduling with City of Buckeye's Water Resources representatives prior to the beginning of work for site access.

6. Extra Work and Emergency Response Work:

- The Contractor shall be prepared to respond to all landscape emergency call on a 24hour, 7 day per week basis. "Emergency Response Work" shall mean any work the City requests the Contractor to perform which is in response to an immediate hazard or other emergency as determined by the City. The Contractor must commence work within two (2) hours of receiving the City's request. Failure to respond shall be considered in default and repeated failures are subject to termination of work with the City. The Contractor shall provide the names and phone numbers and employees who will be assigned to respond to the after-hour "Emergency" situations.

SITE LOCATIONS AND SPECIFICS

ALL SITES SHALL REQUIRE:

- Pre-Emergent and Post-Emergent to be applied in October and May; and
- Spot Treatment to be applied Monthly

UNLESS SPECIFIED IN EXCLUSIONS, ALL SITES SHALL REQUIRE:

- Tree/Shrub trimming Quarterly

UNLESS SPECIFIED IN EXCLUSIONS, ALL SITES INCLUDE

- A ten (10) foot perimeter around all sides of the facility

ITEM	FACILITY NAME, ADDRESS, & APPROXIMATE SIZE	SPECIFICATIONS and INCLUSIONS	EXCLUSIONS
1	Water Resources Building Address: 423 Arizona Eastern Ave	<ul style="list-style-type: none"> • Approximately 3 trees on facility • 10 foot perimeter outside walls on all sides 	<ul style="list-style-type: none"> • None
WASTEWATER FACILITIES			
2	Sundance Water Reclamation Facility Address: 21760 W. Watkins Rd. Approximate Size: 480ft x 410ft (196,800sqft)	<ul style="list-style-type: none"> • Approximately 62 trees along perimeter, • 9 trees in the retention area (South side) • Weeds on East Side, 100 feet from the wall • 10 foot perimeter outside walls on all sides 	<ul style="list-style-type: none"> • None
3	Tartesso Water Reclamation Facility Address: 31550 West McDowell Road Approximate Size: 900ft x 660ft (594,000sqft)	<ul style="list-style-type: none"> • Approx. 1 tree on facility • Recharge basins located at the Tartesso WRF will require removal of the first four (4) inches of soil to be removed as part of the initial clean up. Once completed, monthly preventative maintenance shall be required • Pre & Post-Emergent and Spot treat around entire facility including the whole field up to the fence line. 	<ul style="list-style-type: none"> • Retention Basin
4	Festival Ranch Water Reclamation Facility Address: 18940 North 287th Avenue Approximate Size: 380ft x 461ft (175,180sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and Spot Treat Inside walls and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming

ITEM	FACILITY NAME, ADDRESS, & APPROXIMATE SIZE	SPECIFICATIONS and INCLUSIONS	EXCLUSIONS
WATER FACILITIES			
5	Festival Ranch Booster Station Address: 20853 North Desert Vista Blvd Approximate Size: 320ft x 320ft (102,400sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre-Emergent and Spot Treat Inside walls and 10 foot perimeter on West side of facility only 	<ul style="list-style-type: none"> • Tree/Shrub Trimming • 10 foot perimeter on North, South, and East sides (maintained by HOA)
6	Festival Ranch Well #2 Address: 26902 West Potter Drive Approximate Size: 146ft x 116ft (16,396sqft)	<ul style="list-style-type: none"> • Pre & Post-Emergent and Spot Treat inside walls only • Minor tree trimming only if brush hangs over the walls of the facility 	<ul style="list-style-type: none"> • 10 foot perimeter on all sides. (HOA owns and maintains)
7	Tartesso Booster Station Address: 4023 North 296th Avenue Approximate Size: 295ft x 285ft (84,075sqft)	<ul style="list-style-type: none"> • 1 tree on East side, minor tree trimming only if brush hangs over the walls of the facility • Pre & Post-Emergent and spot treat inside walls and 10 foot perimeter on South Side only, 	<ul style="list-style-type: none"> • 10 foot perimeter on East, North, and West sides (HOA owns and maintains)
8	Tartesso Well #2 Address: 30040 West Tartesso Parkway Approximate Size: 353ft x140ft (49,420sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside walls and 10 foot perimeter on South and North Sides Only •Excludes East and West sides 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
9	Well #12 Address: 31877 West Yuma Road Approximate Size: 60ft x 45ft (2,700sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
10	Well #14 Address: 1945 South Powers Butte Road Approximate Size: 110ft x 105ft (11,550sqft)	<ul style="list-style-type: none"> • No trees • There are shrubs and weeds outside the walls • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • None
11	Buckeye Airport Well # 1 Address: 3000 S Palo Verde Approximate Size: 100ft x 100ft (10,000 sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
12	Buckeye Airport Well # 2 Address: 3000 S Palo Verde Approximate Size: 100ft x 100ft (10,000 sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming

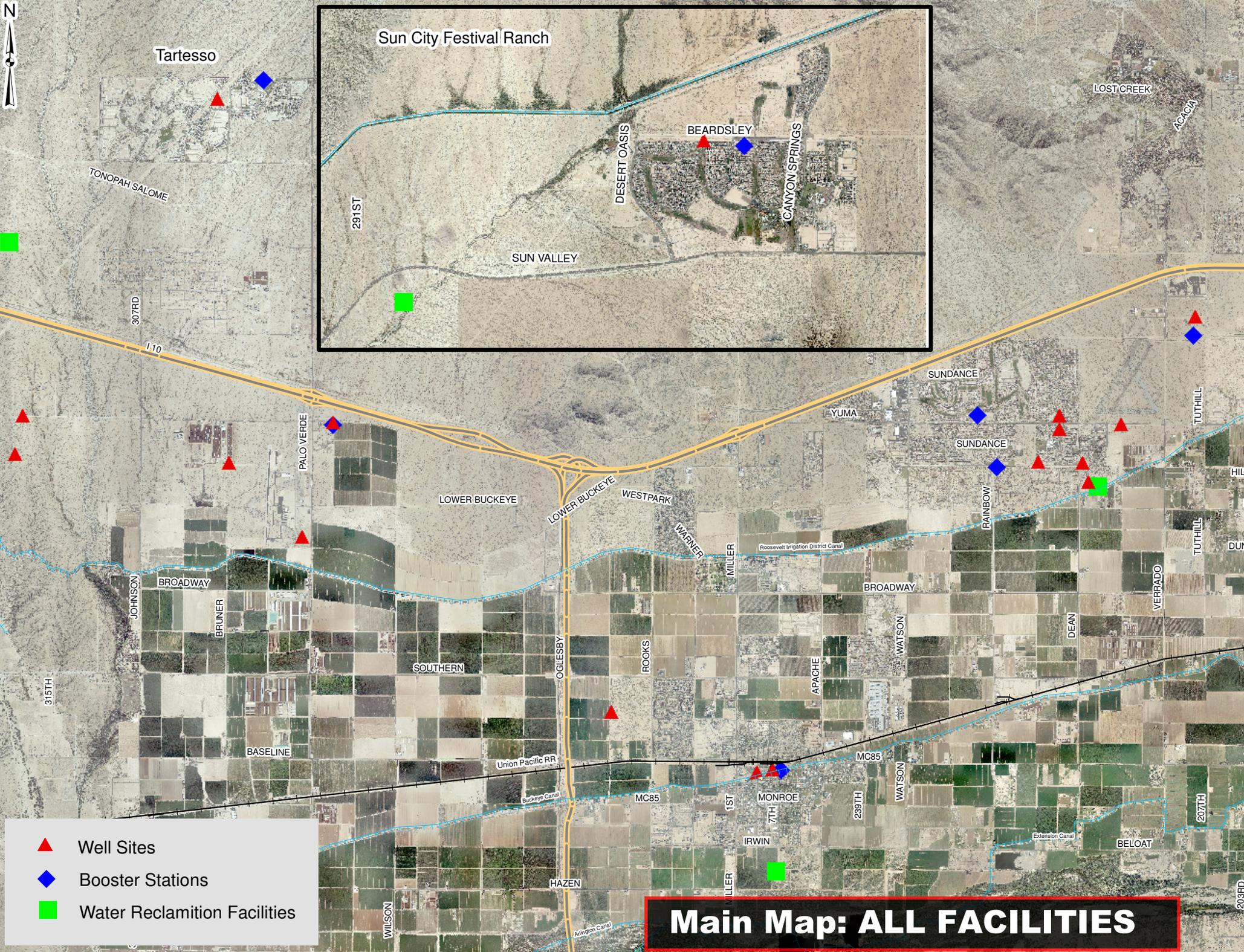
ITEM	FACILITY NAME, ADDRESS, & APPROXIMATE SIZE	SPECIFICATIONS and INCLUSIONS	EXCLUSIONS
13	Hopeville Booster Station Address: 289th Avenue and Yuma Road Approximate Size: 240ft x 130ft (31,200sqft)	<ul style="list-style-type: none"> • Initial cleanup required. • Remove tree • Pre & Post-Emergent and spot spray inside facility and 10 foot perimeter on South, North, and East sides. 	<ul style="list-style-type: none"> • Perimeter on West Side
14	Farallon Well Address: 6330 South 262nd Lane Approximate Size: 100ft x 110ft (11,000sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
15	Historic Buckeye Booster Station Address: 623 Arizona Eastern Avenue Approximate Size: 205ft x 146ft (29,930sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
16	EDR Storage Building/Well #10 Address: 615 Arizona Eastern Avenue Approximate Size: 240ft x 100ft (24,000sqft)	<ul style="list-style-type: none"> • Pre & Post-Emergent and spot treat 10 foot perimeter around all sides of building • Clean around old Well 	<ul style="list-style-type: none"> • None
17	Water Resources Lot Address: 512 North 4th Street	<ul style="list-style-type: none"> • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter around all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
18	Sundance Booster Station Address: 22900 West Yuma Road Approximate Size: 565ft x 325ft (183,625sqft)	<ul style="list-style-type: none"> • No trees or shrubs inside facility • Up to 5 trees on West side of facility, minor tree trimming only if brush hangs over the walls of the facility • Pre & Post-Emergent and spot treat inside facility only 	<ul style="list-style-type: none"> • Excludes 10 foot Perimeter: APS Substation on South Side, Private Property on North, East, and West sides
19	Sundance Well #1 Address: 2391 South Dean Road Approximate Size: 107ft x 101ft (10,807sqft)	<ul style="list-style-type: none"> • Approximately 5 trees on East and Southwest Sides of facility; • Shrubs and weeds • Pre & Post-Emergent and spot treat inside and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • None
20	Sundance Well #2 Address: 1939 South Dean Road Approximate Size: 140ft x 95ft (13,300sqft)	<ul style="list-style-type: none"> • Little shrubs on South Side retention area • Minor tree trimming if brush hangs into perimeter. 	<ul style="list-style-type: none"> • None

ITEM	FACILITY NAME, ADDRESS, & APPROXIMATE SIZE	SPECIFICATIONS and INCLUSIONS	EXCLUSIONS
21	Sundance Well #3 Address: 22290 West Durango Street Approximate Size: 105ft x 100ft (10,500sqft)	<ul style="list-style-type: none"> • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter on South and West sides 	<ul style="list-style-type: none"> • Excludes North and East sides; Excludes Drainage canal for HOA
22	Sundance Well #4 Address: 21519 West Yuma Road Approximate Size: 105ft x 105ft (11,025sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
23	Sundance Well #7 Address: 1380 South 220th Lane Approximate Size: 215ft x 110ft (23,650sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
24	Sundance Well #9 Address: 22073 West Tonto Street Approximate Size: 110ft x 122ft (13,420sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
25	Tract A Booster Station Address: 2049 South Rainbow Road Approximate Size: 266ft x 150ft (39,900sqft)	<ul style="list-style-type: none"> • No trees or shrubs • Pre & Post-Emergent and spot treat inside and 10 foot perimeter on North, East, and West sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming • 10 foot perimeter on South side vacant lot on South side
26	North Airport Booster Station Address: 20501 West Palm Valley Way Approximate Size: 490ft x 394ft (193,550sqft)	<ul style="list-style-type: none"> • Approx. 18 shrubs on East side • Remove weeds in retention basin approximately 1 time per year • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming
27	North Airport Road Well #2 Address: 21209 West Palm Valley Way Approximate Size: 160ft x 160ft (25,600sqft)	<ul style="list-style-type: none"> • Approx. 5 trees on South side perimeter • Shrubs and weeds • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • None
28	Well #11 Address: 609 South 4th Street Approximate Size: 50ft x 50ft (2,500sqft)	<ul style="list-style-type: none"> • Pre & Post-Emergent and spot treat inside facility and 10 foot perimeter all sides of facility 	<ul style="list-style-type: none"> • Tree/Shrub Trimming

**EXHIBIT B
TO
RFP#2014-079
LANDSCAPE MAINTENANCE
AT WATER AND WASTEWATER FACILITIES**

[SITE MAPS]

See following Pages



- ▲ Well Sites
- ◆ Booster Stations
- Water Reclamation Facilities

Main Map: ALL FACILITIES



Union Pacific RR

ARIZONA EASTERN

Water Resources Building



4TH

Buckeye Canal

Site 1: Water Resources Building



WATKINS

DEAN

218TH

RIPPLE

217TH
HESS

Sundance Well #1

Sundance WRF

Roosevelt Irrigation District Canal

Site 2 & 19: Sundance WRF & Well #1





Tartesso WRF



Site 3: Tartesso WRF



Festival Ranch WRF



Site 4: Festival Ranch WRF



BEARDSLEY

Sun City Festival Ranch



ROSS

ROSS

267TH

265TH

POTTER

POTTER

DESERT VISTA

IRMA

267TH

267TH

266TH

265TH

BURNETT

BURNETT

Site 5: Festival Ranch Poster Station



BEARDSLEY

Sun City Festival Ranch 2



ROSS

POTTER

Site 6: Festival Ranch Well #2



Tartesso Booster Station

AMELIA

FAIRMOUNT

INDIANOLA

TARTESSO

Site 7: Tartesso Booster Station



301ST

ROCKMOUNT
SHEILA

INDIANOLA

CLARENDON

WELDON

COLUMBUS

Tartesso Well #2



BRUNER

CRITTENDEN

VALINOR

302ND

SHEILA

TARTESSO

141662

WHITTON

301ST

300TH

Site 8: Tartesso Well #2

MITCHELL



BUCKEYE HILLS

YUMA

Well #12

Well #14

POWERS BUTTE

Site 9 & 10: Well #12 & Well #14





YUMA

YUMA
290TH
H1

290TH
H1

H1882

PAPAGO

PIMA
H1062

PIMA

COCOPAH

■ Airport "A"

PALO VERDE

BUCKEYE AIRPORT ENTR

LOWER BUCKEYE

BUCKEYE AIRPORT

■ Airport "B"

Site 11 & 12: Airport Wells



YUMA



290TH

289TH

YUMA

Hopeville Booster Station

290TH

290TH

PAPAGO

Site 13: Hopeville Booster Station



SOUTHERN

PLEASANT

261ST

HASAN

261ST

T. RYAN

261ST

263RD

262ND

BURGESS

Farallon Well



NOVAK

262ND

LEODRA

262ND

Site 14: Farallon Well

CORONADO



Union Pacific RR

Historic Buckeye Booster Station

ARIZONA EASTERN



Buckeye Canal

ARIZONA

Site 15: Historic Buckeye Booster Station



ARIZONA EASTERN

Water Resources Building



EDR Storage Building



8

9

10

Buckeye Canal

Site 16: EDR Storage Bldg & Well #10

- City Wells
- Water Resources Building
- EDR Storage Building



4TH

Buckeye Canal

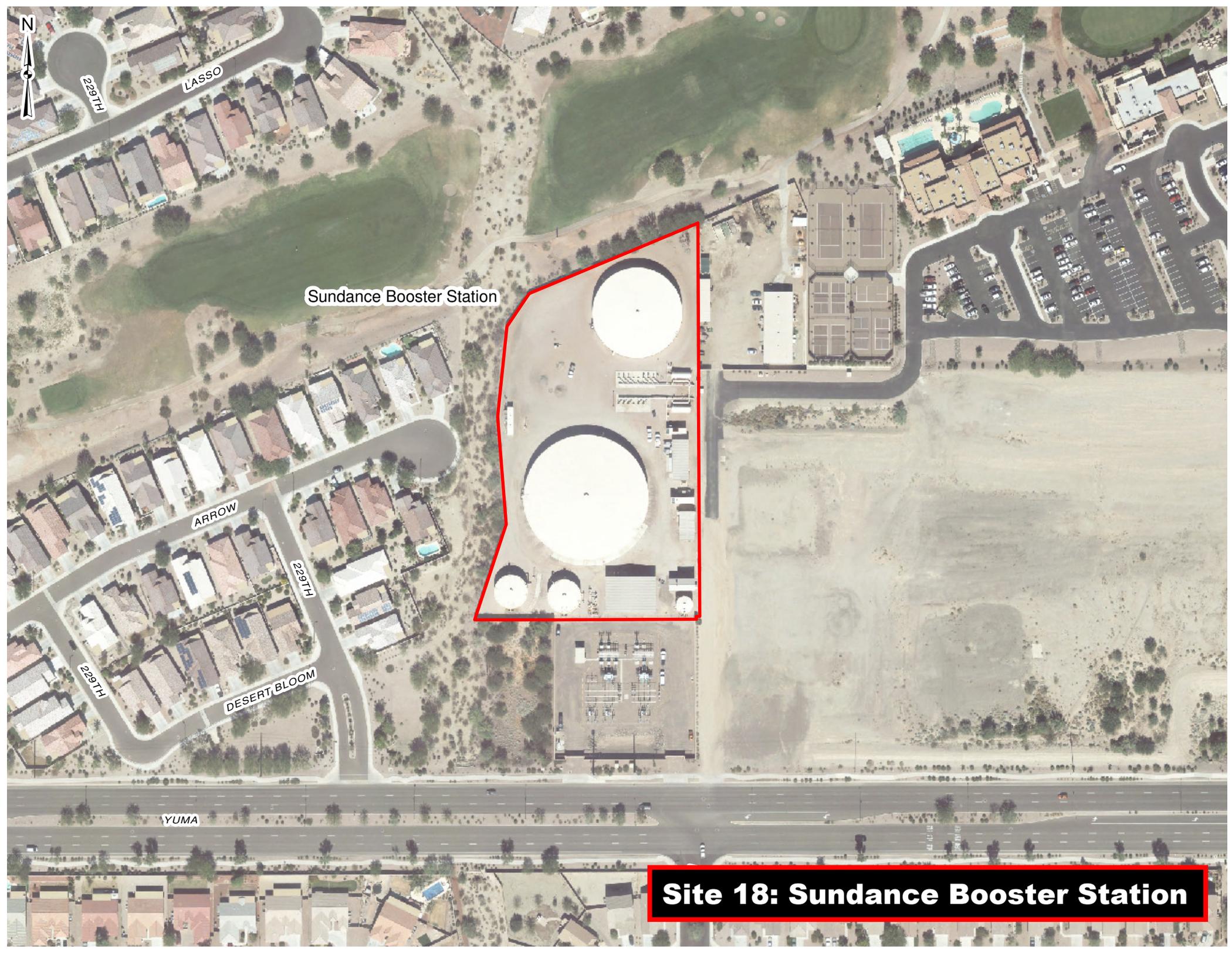
Water Resources Lot

NARRAMORE

4TH

Site 17: Water Resources Lot





Sundance Booster Station

Site 18: Sundance Booster Station



219TH

219TH

HOP I

SUNDANCE

CASEY

Sundance Well #2



218TH

HILTON

DEAN

Site 20: Sundance Well #2



Sundance Well #3



222ND

HOP I

223RD

Site 21: Sundance Well #3



YUMA



Sundance Well #4

Site 22: Sundance Well #4



YUMA

WINDMILL VILLAGE

221ST

YAVAPAI

Sundance Well #7

221ST

PIMA

221ST

PAPAHO

220TH

219TH

SONORA

SONORA

220TH

PIMA

219TH

Site 23: Sundance Well #7

SONORA



TONTO

221ST

TONTO

220TH

TONTO

220TH

DESERT BLOOM

WINDMILL VILLAGE



Sundance Well #9

YUMA

221ST

Site 24: Sundance Well #9



Tract A Booster Station

Site 25: Tract A Booster Station



North Airport Road Well #2



North Airport Booster Station



Site 26 & 27: North Airport Booster Station & Well #2



ARIZONA EASTERN

4TH

Well #11

Buckeye Canal

Site 28: Well #11

