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Request for Proposals (RFP)  
Gardening Services at Fire Station 41  
Coastside Fire Protection District

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Prepared by:  
Jonathan Cox, Deputy Chief

November 2, 2020

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## **Introduction and Purpose of the RFP**

The Coastside Fire Protection District (District) seeks proposals from an individual or firm to provide weekly gardening services at Fire Station 41 for the District. The Board requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective and quality professional service to the District.

## **Requirements**

- Insurance coverage:
  - Automobile insurance;
  - Commercial general liability in the minimum amount of \$50,000; and
  - Workers' compensation insurance as required by California statutes.

## **Scope of Work**

The District seeks to retain an individual or firm to provide weekly gardening services at Fire Station 41 for the District during the next twelve (12) months.

## **Contractor will be required to perform the following on a weekly basis:**

- Remove weeds.
- Remove and dispose of trash and debris from garden and parking lots. All trash and green waste of a reasonable quantity may be disposed of utilizing bins at sites.
- Anything in excess of at site bins capacity shall be removed by the Contractor.
- Remove broken or damaged plant material.
- Keep plants trimmed and pruned.
- Trim plant material that has become a hazard (blocking driver's line of vision, pedestrian pathways, etc.)
- Inspect and treat, as needed, for disease and insect infestations.
- Check irrigation equipment for leaks, breaks, and malfunction and repair as needed.
- Check and maintain irrigation systems for efficient water application reducing overspray and eliminating all runoff from leaving the planted areas.
- Remove cobwebs and debris from building structures and signs.
- Remove graffiti or report it if unable to remove.
- Clear all driveways and parking areas of plant debris, including leaves.
- A pre-emergent herbicide shall be applied to all planter areas to prevent weed growth. Any weeds that occur thereafter shall be pulled by hand or sprayed with a post-emergent herbicide with each visit.

## **Response to the RFP**

Interested individuals or firms must submit proposals to the Coastside Fire Protection District, Attention Deputy Chief Jonathan Cox.

Proposals shall contain the following information:

- **Company Information**
  - Company Legal Name
  - Address
  - Phone
  - Email
- **Company Experience to Perform the Scope of Work**
- **Cost**

Provide pricing proposal.

### **Evaluation Process**

The Board reserves the right to select a responsive, responsible firm(s) on basis of “best value” that is most advantageous to the District. All firms who submit proposals will be notified of the selection results. Final approval of any selected firm is subject to the action of the Board to award a contract.

### **Questions**

Questions regarding this RFP shall be submitted in writing by e-mail to Coastside Fire Protection Deputy Chief Jonathan Cox. Verbal questions will NOT be accepted.

### **Timeframe**

The timeframe for this RFP is as follows:

- November 4, 2020 – RFP sent out by Fire District
- November 18, 2020 – Last date to submit questions to District
- November 20, 2020 – Last date to submit response to RFP
- December 7, 2020 2020 – RFP evaluation results provided by District for Award of Contract

### **Contact Information**

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1191 Main Street  
Half Moon Bay, California 94019  
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### **Confidentiality**

All information included in this RFP is subject to disclosure according to the California Public Records Law contained in California Code §§ 9-337 through 9-350. If you provide trade secrets, production records, appraisals, bids, or proprietary information please mark clearly that confidential business information.

**Disclaimer**

**THIS IS A REQUEST FOR PROPOSALS (RFP) ONLY.** It is intended to identify potential independent contractors who can provide weekly gardening services at Fire Station 41 for Coastside Fire Protection District. The information provided in this RFP is subject to change and is not binding on the District. The District has not made a commitment to procure any of the items discussed, and release of this RFP should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become District property and will not be returned.