

September 14, 2022

TO: Prospective Offerors

RE: Request for Quotation (RFQ)  
LAVTA Landscaping Services Project 2022-09 (Low Quote)

The Livermore Amador Valley Transit Authority (LAVTA) is interested in obtaining quotes for the provision of landscaping services. Your firm is invited to submit a quote.

The successful vendor will be issued a purchase order, effective on or about December 10, 2022 for a period of three (3) years of service with two (2) option years. No other written notification of the award will be sent. The award will be based on the lowest quote received from responsive and responsible offerors as determined by LAVTA.

There is a Facilities Tour on September 28th at 10 am if you are interested in taking the tour please meet at LAVTA, 1362 Rutan Court, Suite 100, Livermore, CA.

Your quote must be received by the undersigned no later than **2:00 p.m. PST October 11, 2022**. Quotes may be hand delivered or sent by delivery services or mailed, addressed to the undersigned at Livermore Amador Valley Transit Authority, 1362 Rutan Court, Suite 100, Livermore, CA 94551, or faxed to the attention of the undersigned at (925) 443-1375. Quotes may also be delivered electronically via email to [tedwards@lavta.org](mailto:tedwards@lavta.org).

A complete quote must be submitted with the following required forms:

1. Price quote with Signature (pages 6-7)

A quote may be withdrawn by personal, written, or telegraphic request received from the bidder prior to the scheduled due date. No quote may be withdrawn for a period of 60 days after the opening date.

The Authority reserves the right, as the interest of the Authority requires, to postpone, accept or reject any and all quotes and to waive any informality in the quotes received.

If you have any questions relating to this solicitation, please contact me at (925) 455-7555.

Sincerely,

*/s/ Tamara Edwards*

Tamara Edwards  
Director of Finance

## **LANDSCAPE SERVICES**

Shall consist of a complete, regularly scheduled program (and as agreed upon with LAVTA) for maintaining the health and appearance of LAVTA's landscape and plantings. These services shall be carried out by trained service technicians(s) at all times. The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement. There are three sites:

1362 Rutan Court, Livermore, CA  
875 Atlantis Court, Livermore, CA  
2500 Railroad Avenue, Livermore, CA (please see special note below)

### **TRASH AND DEBRIS REMOVAL**

During routine maintenance visits the Contractor is responsible for removing all trash and debris collected, including landscape debris, from the property.

Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.

Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.

### **TREE AND SHRUB MAINTENANCE**

All shrubs and small trees (18 foot height maximum) will be pruned/trimmed during the correct season for the individual plant involved using good horticultural practices. Large tree pruning will be brought to the attention of LAVTA with recommendation for pruning by an arborist. All staking and guying will be performed as needed. Shrubs and trees will be fertilized two times a year – once in early spring and once in the fall using an all-purpose, balanced fertilizer for the soil type. Water basins will be maintained around young plants to allow an adequate water supply. Contractor will advise LAVTA and request approval for removal of shrubs and small trees which in Contractor's opinion needs to be removed because they have not survived or will not survive. Pre-emergent herbicide will be applied approximately two-three times a year.

Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to LAVTA. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.

All pruning debris is the responsibility of the Contractor. No debris may be disposed of onsite.

### **GROUND COVER, & BEDS**

Blowers will be used to clean sidewalks, curbs, and streets of organic materials caused by mowing or edging. Driveways and curbs will be edged to present a neat and groomed appearance.

Open ground between plants shall be kept weed-free using mechanical or chemical methods. All plant materials such as pine needles, leaves, etc. shall be removed from the ground covering mulch.

All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.

Litter and debris shall be removed during maintenance visits in order to ensure a neat appearance.

Soil surfaces shall be cultivated regularly.

Vines shall be removed from walls and supporting structures  
Ground cover type plants shall be removed. The only ground cover on the property should be rock and mulch.

Sign faces and windows shall be kept clear of encroaching growth.

## **IRRIGATION SERVICES**

Contractor shall provide expertise and all labor to water all areas as required. The irrigation system will be checked, tested, and adjusted periodically for proper watering amounts and area coverage, using the least amount of water necessary throughout the year. This includes irrigation controller box settings. Repairs will be an additional cost to LAVTA except in the event that damage to the system was a direct cause of Contractor's actions. All repairs must be approved by LAVTA prior to effecting repairs. Watering amounts and soil penetration will be monitored to allow the proper amount of water to wet the root systems of the plants.

Damages which occur as a result of the Contractor's own labor, shall be repaired by Contractor at Contractor's expense, within 48 hours.

The system shall be thoroughly evaluated at the time that the Contractor begins work on the property. This evaluation, along with cost estimates to bring the system to acceptable working conditions, shall be given in writing to LAVTA. This evaluation should include an irrigation map showing the number of sprinklers and types and which controller it is attached to. The cost of this evaluation shall be included in the Scope of Work, but any necessary repairs shall be at LAVTA's expense, if approved.

The Contractor shall present repairs and maintenance requirements to LAVTA immediately. LAVTA shall be financially responsible to replace and repair time clocks and related valves on a timely basis. Invoices presented without the proper authorization will not be accepted or paid. Contractor shall at no additional cost, fully cooperate and respond to assist and repair malfunctioning sprinkler systems on Monday through Friday from 8:30am to 4:30pm.

Contractor must also include a full irrigation check prior to winter and in the spring, on an annual basis.

## **PEST CONTROL**

Insect, disease and weed problems will be reasonably controlled using the proper pesticide for the diagnosed pest problem. Large tree pest control will be handled by an arborist at an additional cost to LAVTA. Weeds will be physically and/or chemically controlled on a regular basis to provide a proper appearance.

## **DRIVEWAY/SIDEWALK VEGETATION/WEED ABATEMENT**

All vegetation and weeds growing in concrete areas shall be kept vegetation/weed-free using mechanical or chemical methods.

## **GENERAL**

All materials will be an additional charge to LAVTA with the exception of fertilizer, pesticide/herbicide products, and hauling.

Any major damage resulting from vandalism, theft, or natural causes will be corrected at an additional cost to LAVTA. Damage resulting from the negligence of the Contractor will be corrected at no charge to LAVTA.

The Contractor shall establish and maintain an effective communication system with LAVTA.

Contractor employees will conduct themselves in a professional and courteous manner. There will be at least one English speaking landscape foreman or laborer on site each visit. Contractor's employees must wear attire that identifies contractor name.

Monthly Quality Assurance walk through will be conducted by Contractor, with a report sent to MV Field Maintenance.

## **Railroad Avenue Property**

During the first year of the contract a portion of the Railroad Avenue Property will be going through a landscaping makeover, that portion of the property will be maintained by the company awarded the contract for that project for a period of six months and the landscape maintenance contractor should not do any work in that area during that time. Specific dates will be given once that contract is awarded.

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
QUOTE FORM**

**Landscaping Services RFQ #2022-09**

<i>Services Description</i>	<i>Total Amount PER MONTH</i>
Landscaping Services meeting or exceeding Scope of Work specifications as stated in Request for Quote #2022-09 Year 1 (December 10, 2022-December 9, 2023)	\$
Landscaping Services meeting or exceeding Scope of Work specifications as stated in Request for Quote #2022-09 Year 2 (December 10, 2023-December 9, 2024)	\$
Landscaping Services meeting or exceeding Scope of Work specifications as stated in Request for Quote #2022-09 Year 3 (December 10, 2024-December 9, 2025)	\$
Landscaping Services meeting or exceeding Scope of Work specifications as stated in Request for Quote #2022-09 Year 4 (December 10, 2025-December 9, 2026)	\$
Landscaping Services meeting or exceeding Scope of Work specifications as stated in Request for Quote #2022-09 Year 5 (December 10, 2026-December 9, 2027)	\$

SIGNED: The undersigned certify that we sign this Quote Form with full and proper authorization to do so.

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Name of Individual, Partner or Corporation

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Address

City, State and Zip Code

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Telephone Number

Fax Number

E-Mail

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Authorized Signature

Title

Date

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Authorized Signature

Title

Date

\*If Contractor is a corporation, two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Contract may be executed by a single officer or a person other than an officer provided that evidence satisfactory to LAVTA is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's by laws).