

IFB Title: *Landscaping Services*

IFB Number: *4/2 IFB 24/25-01*

# INVITATION FOR BID

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**COURT OF APPEAL, FOURTH APPELLATE DISTRICT,  
DIVISION TWO**

**REGARDING:**

Landscaping Services 4/2 IFB 24/25-01

Weekly landscaping services for the grounds of the Court of Appeal building located at 3389 12<sup>th</sup> Street, Riverside, CA.

**BIDS DUE:**

June 5, 2024 NO LATER THAN 2:00 P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

The purpose of this Invitation for Bid is to solicit and award a contract to a qualified selected service provider to provide landscaping services to the Court of Appeal, Fourth Appellate District, Division Two.

## **2.0 TERMS OF THE AGREEMENT**

The services are expected to be performed by the selected service provider between **July 1, 2024 and June 30, 2025 (“Initial Term”)** with four (4) possible consecutive one-year option terms, to extend the agreement under the same terms and conditions in effect for the Initial Term, not to exceed a total contract period of five (5) years. The consecutive one-year option shall be exercised at the discretion of the Court.

These option terms are defined as follows:

First Option Term:	July 1, 2025 through June 30, 2026
Second Option Term:	July 1, 2026 through June 30, 2027
Third Option Term:	July 1, 2027 through June 30, 2028
Fourth Option Term:	July 1, 2028 through June 30, 2029

## **3.0 DESCRIPTION OF SERVICES**

The Court seeks services of a person or entity with expertise in weekly landscape maintenance of the Court’s exterior grounds. Those who wish to submit a bid may attend the voluntary walk-through at the work location scheduled, Monday, April 22, 2024, at 9:00 A.M.

### **3.1 Turf Management:**

- Artificial turf portions are to be kept free of debris and clean. Protect seams from coming apart on all areas. Wash areas from chlorine deposits and report of any abnormalities to office management. Lightly vacuum periodically, if needed.
- Natural turf will be mowed on a weekly basis so that grass will not attain a height of more than three inches.
- Trimming around all trees, shrub and walkways will be done to maintain a manicured look.
- Blades will be sharpened monthly to maintain a clean cut.
- All walkways, driveways, roadways and the Court’s parking lot will be kept clean of clippings at all times (weather permitting).
- Debris not to be left in roadway(s).
- Contractor is to use blower to clean dirt and debris from parking lot and sidewalk weekly.

### **3.2 Shrub Bed Maintenance:**

- Depending on seasonal growth, all shrubs and bushes in Court premises and outside Court premises on 12<sup>th</sup> Street and Lime Street will be pruned or sheered to maintain the aesthetic qualities. Pruning is performed to keep shrubs in bounds of the bed and to encourage new growth.
- Shrub area where City Fire Equipment is located is to be kept clean, trimmed, and accessible at all times.
- Shrub area where City Water Pump is located is to be kept clean, trimmed, and accessible at all times.

- All vines including those that grow on north side of property are to be kept clean and trimmed so as not to interfere with the County parking lot adjacent.
- Bird of Paradise to be pruned in late winter or early spring and deadheaded whenever flower is dead.
- Pre-Emergent will be applied in Spring to prevent weed growth.
- Pre-Emergent and Post-Emergent will be applied on a regular basis or as Contractor determines appropriate for control.
- Weeding will be performed weekly while turf is being maintained. Weeding includes 12<sup>th</sup> Street and Lime Street planters.

**3.3 Ornamental/Shade Tree Maintenance (up to 4 inch caliber):**

- Pruning shall be performed as necessary to repair injury, remove dead wood, maintain plant's / tree's natural shape and produce more beautiful blooms.
- Prune annual overgrowth and reshape 10 Ficus trees in September.
- Prune bi-annual overgrowth and reshape 4 Queen Palm trees in March and September.
- Soil drench 10 Ficus trees for insect control in September.
- Prune Ficus Nitida trees on east and north side of parking lot.

**3.4 Fertilization:**

- Contractor to provide all labor and materials to fertilize lawn, shrubs, and ground cover to maintain proper nutrient levels and provide a consistent, healthy appearance.
- Three applications of fertilizer will be applied throughout the year or as needed.  
**Schedule is as follows:** 3 times a year: Spring, early Fall and late Fall.

**3.5 Notification to Court Regarding Potential Problems / Concerns Within the Landscaping:**

Contractor is to notify the Court in writing of any potential landscaping concerns e.g. irrigation issues, infestations, etc.

**3.6 Other Services:**

- Irrigation repairs
- Check irrigation system is working properly on a weekly basis.
- Treatment for rodents, snails, diseases or pests on lawns, trees or shrubs.
- Scalping or renovation of lawn areas.

**4.0 GENERAL CONDITIONS**

**4.1 Uniformed Staff:**

Contractor will provide uniformed staff overseen by the Contractor's onsite supervisors and/or area managers.

**4.2 Work Performed:**

All of the above work is to be completed in a good and workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost of materials or labor will be executed upon written orders. The COURT may use the attached Acceptance and Signoff Form to notify Contractor of the acceptance or rejection of the Services.

**4.3 Holidays and Rain:**

Thanksgiving, Christmas, New Years, Labor Day, Memorial Day and July 4 are recognized as holidays. If a Monday is rainy or a holiday occurs on that day, the services will be performed the following day, weather permitting, or the following Monday.

**4.4 Insurance Requirements:**

The Contractor is to supply the Court with a certificate of liability and/or workman's compensations within two (2) weeks of the award of contract.

**5.0 WORK HOURS**

Contractor will provide all landscaping maintenance at 3389 12<sup>th</sup> Street, Riverside, CA 92501. All services will be performed before 9:00 A.M. on the selected service day, Monday. If work to be performed on Tuesday following a holiday or rain, all services must be performed before 7:30 A.M. Workers may be on the property at 6:00 A.M. with prior written approval, unless otherwise specified.

**6.0 SERVICES NOT INCLUDED**

- Parking lot sweeping or litter pickup (except for debris from Contractor and weekly use of blower to clean lot).
- Correction of pre-existing conditions such as dead or dying plant material.
- Severe pruning of plants, such as wood shrubs, beyond level that existed at start of contract.
- Cleaning and/or repairing due to acts of vandalism, natural disasters or act of God e.g. rain, freeze, wind, fire etc.

**7.0 TIMELINE FOR THIS IFB**

The COURT has developed the following list of key events related to this IFB. All dates are subject to change at the discretion of the COURT.

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8.0

<b>EVENT</b>	<b>DATE</b>
IFB issued	<i>April 16, 2024</i>
Voluntary Walk Through	<i>April 22, 2024 @ 9:00 A.M.</i>
Deadline for questions	<i>April 26, 2024</i>
Questions and answers posted	<i>April 30, 2024</i>
Latest date and time bids may be submitted	<i>June 5, 2024 by 2:00 P.M.(PST)</i>
Evaluation of bids (estimate only)	<i>Week of June 10, 2024</i>
Notice of Intent to Award (estimate only)	<i>Week of June 10, 2024</i>
Execution of contract (estimate only)	<i>Week of July 1, 2024</i>
Contract start date	<i>July 1, 2024</i>
Execution of contract	<i>June 30, 2025</i>

**IFB ATTACHMENTS**

The following attachments are included as part of this IFB:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing IFBs (Non- IT Services)	These rules govern this solicitation.
Attachment 2: COURT Standard Form Agreement Terms and Conditions	If selected, the person or entity submitting a bid (“Bidder”) must sign the Bidder’s Acceptance of Terms and Conditions (the “Terms and Conditions”).
Attachment 3: Bidder’s Acceptance of Terms and Conditions	On this form, the Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.  <b>Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.</b>
Attachment 4: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
Attachment 5: Public Works Contracts and Prevailing Wage Laws	Bidder must complete the Prevailing Wage and Related Labor Requirements Certification.
Attachment 6: Payee Data Record Form	This form contains information the COURT requires in order to process payments and must be submitted with the bid.

**9.0 SUBMISSIONS OF BIDS**

**9.1** Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.

**9.2** The Bidder must submit its bid in two parts, the non-cost information and the cost information.

- a. The Bidder must submit **one (1) original and three (3) copies** of the non-cost information. The original must be signed by an authorized representative of the Bidder. The non-cost information (including all copies thereof) must be submitted to the COURT in a single sealed envelope, separate from the cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.
- b. The Bidder must submit **one (1) original and three (3) copies** of the cost information. The original must be signed by an authorized representative of the Bidder. The cost information (including all copies thereof) must be submitted to the COURT in a single sealed envelope, separate from the non-cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.

**9.3** Bids must be delivered by the date and time listed on the coversheet of this IFB to:

*Court of Appeal, Fourth Appellate District, Division 2  
AnnDee Smith, Assistant Clerk/Executive Officer  
3389 12<sup>th</sup> Street, Riverside, CA 92501*

**9.4** Late bids will not be accepted.

- 9.5 Only written bids will be accepted. Bids must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Bids may not be transmitted by fax or email.

## 10.0 BID CONTENTS

10.1 Non-Cost Information. The following must be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.

- a. Bidder's name, address, telephone and fax numbers, and federal tax identification number. Note that if Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Name, title, address, telephone number, and email address of the individual who will act as Bidder's designated representative for purposes of this IFB.
- c. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Bidder has provided similar goods. The COURT may check references listed by Bidder.

## 10.2 Acceptance of the Terms and Conditions.

- a. On Attachment 3, the Bidder must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, or other modification.
- b. If exceptions are identified, the Bidder must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
- c. **Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.**

## 10.3 Certifications, Attachments, and other requirements.

- Bidder must include the following certifications in its bid:
  - a. Bidder certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
  - b. Bidder certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Bidder would provide to the COURT are not related to products or services that are the reason the Bidder must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")
  - c. Bidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (a) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (b) a certificate of registration issued under Revenue and Taxation Code section 6226.

- d. Bidder must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its bid.
- e. If (i) Bidder is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this IFB will be performed in California, proof that Bidder is in good standing and qualified to conduct business in California.

**10.4 Cost Information. The following must be included in the cost information.**

- A detailed line-item budget showing total cost of the proposed services. Budget shall include rate per hour and number of hours per service.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

**11.0 OFFER PERIOD**

A Bidder's bid is an irrevocable offer for ninety (90) days following the bid due date. In the event a final contract has not been awarded within this period, the COURT reserves the right to negotiate extensions to this period.

**12.0 EVALUATION OF BIDS**

The bids will be publicly opened *April 16, 2024* at [www.courtinfo.ca.gov/4dca.htm\\_Division\\_2](http://www.courtinfo.ca.gov/4dca.htm_Division_2).

The COURT will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder meeting specifications.

The COURT may conduct interviews with Bidders to clarify aspects of their bids. The interview process may require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the COURT’s offices. The COURT will not reimburse Bidders for any costs incurred in traveling to or from the interview location. The COURT will notify eligible Bidders regarding interview arrangements.

If a contract will be awarded, the COURT will post an intent to award notice at [www.courtinfo.ca.gov/4dca.htm\\_Division\\_2](http://www.courtinfo.ca.gov/4dca.htm_Division_2).

**13.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

One copy of each bid will be retained by the COURT for official files and will become a public record. The Public Contract Code requires that bids be publicly opened and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in its bid.

**14.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

*“The COURT has waived the inclusion of DVBE participation in this solicitation.”*

**15.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Bidder to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the COURT to receive a solicitation specifications protest is: *June 5, 2024*. Protests should be sent to:



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*Court of Appeal, Fourth Appellate District, Division 2  
Manuel A. Ramirez, Presiding Justice  
3389 12<sup>th</sup> Street  
Riverside, CA 92501*

***End of IFB***