

# Request for Proposal

Landscaping Services – Residential Single-Family Homes

*Pre-Offer Conference*

*Via WebEx*

*February 18, 2025*



# RFP Timeline

Written Inquiries Due

February 20, 2025, at 3:00 pm

Deadline for Submittals

March 10, 2025, at 2:00 pm

Contract Begins

May 1, 2025

# Important Item

Anything discussed today or at any point in time does not change anything in the RFP.

Only a formal written and issued addendum changes the RFP.

# Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at City Council Award
- All offerors must register at:  
<https://www.phoenix.gov/procure>
- All written inquiries are due **February 20, 2025, at 3:00 pm**
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- Businesses **must** be registered with the Arizona Corporation Commission (this is checked)
- Offeror must read the entire solicitation and accept all terms and conditions without exception

# Special Terms and Conditions

- Pricing
- Background Screening

# Insurance & Indemnification

- Please note the indemnification provisions within the solicitation
- Insurance requirements cover:
  - General Liability
  - Automobile liability
  - Worker's compensation
  - Professional liability
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days
- Send to the Procurement Division at [Hou.procurement@phoenix.gov](mailto:Hou.procurement@phoenix.gov)



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# Pre-requisites

- ▶ Must be in operation 3-years

# Term

- ▶ Commencing on or about May 1, 2025
- ▶ Five-Year period



# Scope of Work

## Residential Services :

- Residential cleaning and maintenance services shall be provided for the entire area of each Residence, including rights-of-way, alleys, and easements. Contractor shall visit each Residence during the month from assigned locations. All Residences are vacant single-family units. Contractor shall complete all cleaning and maintenance services, including, but are not limited to, vegetation control, trash pickup, removal of illegal dumping, rock harrowing, fence repairs and installation, tree maintenance and removal, curb and easement maintenance, sign repairs and installation, property inspections, pest control, and other related services associated with property maintenance. See Exhibit A for detailed specifications.

# Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Method of Approach</b> <p>A. Describe in detail the method of approach your firm will take to provide the services required for this contract.</p> <p>B. Provide a staffing plan to complete the services identified, which are comprised of full-time employees, unless the Proposal Offeror can demonstrate to the City the necessity of part-time staff. If a staffing plan contains part-time employees, please provide the rationale for the use of part-time staff.</p> <p>C. Present a quality control plan to be used by the Proposal Offeror to ensure the required services are provided as specified. The plan shall include an identified monitoring system covering all the services listed in the Scope of Work and methods for identifying and preventing deficiencies in the quality of services. Specifically, the following factors must be included in the plan:</p> <ul style="list-style-type: none"> <li>○ Activities to be monitored to ensure compliance with all contract requirements</li> <li>○ Monitoring methods to be used</li> <li>○ Frequency of monitoring</li> <li>○ Samples of forms to be used in monitoring</li> <li>○ Title/level and qualifications of personnel performing monitoring functions</li> <li>○ File of all monitoring results, including any corrective action taken</li> </ul> <p>D. Submit a proposed schedule for how your firm would complete the contracted areas if awarded the contract.</p> <p>E. Provide sample copies of reports, checklists, and other documents that you will provide to the City.</p> <p>F. Describe any existing or potential conflicts of interest or any other problems that exist or may arise in performing the services from any resulting contract</p>	Points Based	450 (45% of Total)

# Evaluation Criteria

2.	<b>Qualification and Experience</b> <p>A. Provide a statement of your firm's qualifications, abilities, experience, and expertise to provide the requested services. Include how many years your firm has been in business.</p> <p>B. Identify the senior and technical staff (including supervisor, team leads, spray technicians and irrigation technicians) to be assigned to the City that meet the certification and minimum experience requirements of this RFP. Staff identified in the proposal response may not be substituted without permission of the City.</p> <p>C. Does your company have all required Federal, State, and local certifications and licenses required for resulting contract? If no, please explain. Provide copies of current certifications and licenses.</p> <p>D. Has your company ever defaulted on a similar type of contract? If yes, please explain.</p> <p>E. Describe any added value your firm to be provided by your firm to the City.</p>	Points Based	300 (30% of Total)
3.	<b>Proposal Bid Pricing</b> Attachment H	Points Based	250 (25% of Total)

# Submittals

<b>Residential Monthly Service - includes labor, equipment, work outlined in the scope of work, and removal of trash and vegetation</b>	<b>Price</b>	<b>Unit of Measure</b>		
Resident Monthly Services Lot size 3492 - 7000 square foot	\$	Monthly		
Resident Monthly Services Lot size 7001 - 12388 square foot	\$	Monthly		
Initial Site Clean up if needed including debris	\$	Occurance		
<b>Ancillary Charges for Services not outlined in scope of work</b>	<b>Regular (Hourly)</b>	<b>Premium (Hourly)</b>		
Certified Landscaper/Groundskeeper Hourly Labor Rate	\$	\$		
Certified Arborist/Tree Worker	\$	\$		
Sprinkler/Irrigation Technician	\$	\$		
Trainee/Laborer Hourly	\$	\$		
Tractor with operator	\$	\$		
<b>Ancillary Trees, Plants, Shrubs, Annuals Planting, Pruning, and Removal not part of the regular services includes labor, equipment, and debris removal</b>	<b>Price</b>	<b>Unit of Measure</b>		
Tree, up to 5 Gallon Container Size, New and Installation (Arizona Nursery Association)	\$	Per Occurrence		
Tree, up to 15 Gallon Container Size, new and Installation (Arizona Nursery Association)	\$	Per Occurrence		
Tree, up to 24 Gallon Container Size, new and Installation (Arizona Nursery Association)	\$	Per Occurrence		
Tree, up to 36 Gallon Container Size, new and Installation (Arizona Nursery Association)	\$	Per Occurrence		
Tree, up to 48 Gallon Container Size, new and Installation (Arizona Nursery Association)	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Plants - 1 gallons, with Installation Plants, 1 gallon from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Plants - 5 gallons, with Installation Plants, 5 gallon from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Plants - Summer Annuals with Installation Summer Annuals (36-Plant Flats and 4" Pots) from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Plants Winter Annuals with Installation Winter Annuals (36-Plant Flats and 4" Pots) from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Shrubs - 1 gallons with Installation Shrub, 1 gallon from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Shrubs - 5 gallons with Installation Shrubs, 5 gallon from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Shrubs- 15 gallons with Installation Shrubs, 15 gallon from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Trees - 15 gallons, with Installation Trees, 15 gallon from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Trees - 24" Box, with Installation Trees, 24" Box from approved list	\$	Per Occurrence		
Plants, Trees, Shrubs, Annuals Optional Trees - 36" Box with Installation Trees, 36" Box from approved list	\$	Per Occurrence		
Pruning Optional (Non-Palm) includes cleanup and disposal	\$	Per Occurrence		
Palm Peeling Optional, Peeling, Shaving or Scaling Palm Peeling, Shaving or Scaling includes cleanup and disposal	\$	Per Occurrence		
Palm Tree Pruning Optional (Partial) includes cleanup and disposal	\$	Per Occurrence		
Palm Tree Pruning Optional, Complete (up to 2 year's growth) includes cleanup and disposal	\$	Per Occurrence		
Palm Tree Pruning Optional over 2 year's growth, includes cleanup and disposal	\$	Per Occurrence		
Remove, Replacement and Installation Optional Tree, 4" to 8" caliper Tree, up to 4" - 8" caliper	\$	Per Occurrence		
Remove, Replacement and Installation Optional Tree, Over 4" caliper Tree, over 8" caliper	\$	Per Occurrence		
Remove, Replacement and Installation Optional Tree, up to 4" caliper Tree, up to 4" caliper	\$	Per Occurrence		
Remove, Treat Stump 4" to 8" caliper Tree, up to 4" - 8" caliper	\$	Per Occurrence		
Remove, Treat Stump over 4" caliper Tree, over 8" caliper	\$	Per Occurrence		
Remove, Treat Stump, up to 4" caliper Tree, up to 4" caliper	\$	Per Occurrence		
Tree Grown Around Electrical Lines Optional Tree, 4" to 8" caliper Tree, up to 4" - 8" caliper	\$	Per Occurrence		



# Submittals

Tree Grown Around Electrical Lines Optional Tree, Over 4" caliper Tree, over 8" caliper	\$	Per Occurrence		
Tree Grown Around Electrical Lines Optional Tree, up to 4" caliper Tree, up to 4" caliper	\$	Per Occurrence		
<b>Decomposed Granite Price per Ton 3/8"</b>	<b>Price Tan</b>	<b>Price Gold</b>	<b>Price Brown</b>	<b>Price Red</b>
0 to 12	\$	\$	\$	\$
13 to 24	\$	\$	\$	\$
25 to 48	\$	\$	\$	\$
49 to 72	\$	\$	\$	\$
73 to 96	\$	\$	\$	\$
97 to 120	\$	\$	\$	\$
121 and up	\$	\$	\$	\$
<b>Decomposed Granite Price per Ton 1/4"</b>	<b>Price Tan</b>	<b>Price Gold</b>	<b>Price Brown</b>	<b>Price Red</b>
0 to 12	\$	\$	\$	\$
13 to 24	\$	\$	\$	\$
25 to 48	\$	\$	\$	\$
49 to 72	\$	\$	\$	\$
73 to 96	\$	\$	\$	\$
97 to 120	\$	\$	\$	\$
121 and up	\$	\$	\$	\$
<b>Decomposed Granite Price per Ton 1/2"</b>	<b>Price Tan</b>	<b>Price Gold</b>	<b>Price Brown</b>	<b>Price Red</b>
0 to 12	\$	\$	\$	\$
13 to 24	\$	\$	\$	\$
25 to 48	\$	\$	\$	\$
49 to 72	\$	\$	\$	\$
73 to 96	\$	\$	\$	\$
97 to 120	\$	\$	\$	\$
121 and up	\$	\$	\$	\$

- Labor Hourly Rate (Regular business hours and Premium)
- Replacement Costs
- Sign and Return

# BIDS

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## Submittal Requirements:



- E-mail attachment or in-person delivery
- Tab 1 Cover Letter with contact information
- Tab 2 Attachments A-J
- Tab 3 Signed Addenda



# Solicitation Transparency

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the designated procurement officer and not with any City Staff.

*Tonja A. Lepur*

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*602-495-0616*

[Hou.procurement@phoenix.gov](mailto:Hou.procurement@phoenix.gov)