

Request for Proposal

Landscaping Services – Commercial

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

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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

Commercial Ground and Landscape Services :

- Contractor shall keep all areas clean of weeds, debris, waste (dog/cat). dried/dead plants or parts of plants (leaves, fronds, branches, etc.) tumbleweeds, seedlings, and suckers. This is to included sidewalks, walls, and areas adjacent to the inside and outside of walls or anywhere debris has collected. All trees and shrubs shall be kept in such manner that they present a pleasing appearance and are not a sight or safety hazard. All areas shall be fertilized in accordance with the specification offered. Gravel areas shall be kept clean and raked in accordance with the specifications to be present a pleasing appearance. All irrigation systems shall be repaired and operating efficiently to insure health plants and turf. All turf areas shall be mowed, trim, cleaned and maintained according to the requirements.

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Method of Approach <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"> ○ Activities to be monitored to ensure compliance with all contract requirements ○ Monitoring methods to be used ○ Frequency of monitoring ○ Samples of forms to be used in monitoring ○ Title/level and qualifications of personnel performing monitoring functions ○ File of all monitoring results, including any corrective action taken <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.	Qualification and Experience <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.	Proposal Bid Pricing Attachment H	Points Based	250 (25% of Total)

Submittals

Commercial Service - includes labor, equipment, work outlined in the scope of work, and removal of trash and vegetation	Price	Unit of Measure
Commercial - Fillmore Garden April 1 to September 30 Monthly Services	\$	Monthly
Commercial - Fillmore Garden October 1 to March 31 Monthly Services	\$	Monthly
Commercial - Fillmore Garden Optional - Seeding Winter Lawn Over Seeding	\$	Monthly
Commercial - Fillmore Garden Optional Monthly Winter Grass October 1 to March 31 Monthly Services - With Winter Grass Installed	\$	Monthly
Commercial - Maryvale April 1 to September 30 Monthly Services	\$	Monthly
Commercial - Maryvale October 1 to March 31 Monthly Services	\$	Monthly
Commercial - Maryvale Optional - Seeding Winter Lawn Over Seeding	\$	Monthly
Commercial - Maryvale Optional Monthly Winter Grass October 1 to March 31 Monthly Services - With Winter Grass Installed	\$	Monthly
Commercial - Sunnyslope Manor April 1 to September 30 Monthly Services	\$	Monthly
Commercial - Sunnyslope Manor October 1 to March 31 Monthly Services	\$	Monthly
Commercial - Sunnyslope Manor Optional - Seeding Winter Lawn Over Seeding	\$	Monthly
Commercial - Sunnyslope Manor Optional Monthly Winter Grass October 1 to March 31 Monthly Services - With Winter Grass Installed	\$	Monthly
Commercial - Emmitt McLaughlin Community Center April 1 to September 30 Monthly Services	\$	Monthly
Commercial - Emmitt McLaughlin Community Center October 1 to March 31 Monthly Services	\$	Monthly
Commercial - Section 8 April 1 to September 30 Monthly Services	\$	Monthly
Commercial - Section 8 October 1 to March 31 Monthly Services	\$	Monthly
701 Buchanan Warehouse	\$	Monthly
Ancillary Charges for Services not outlined in scope of work	Regular (Hourly)	Premium (Hourly)
Certified Landscaper/Groundskeeper Hourly Labor Rate	\$	\$
Certified Arborist/Tree Worker	\$	\$
Sprinkler/Irrigation Technician	\$	\$
Trainee/Laborer Hourly	\$	\$
Tractor with operator	\$	\$
Ancillary Trees, Plants, Shrubs, Annuals Planting, Pruning, and Removal not part of the regular services includes labor, equipment, and debris removal	Price	Unit of Measure
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

Submittals

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, Remove, Replacement and Installation, Tree- 5 Gallon	\$	Per Occurrence		
Remove, Replacement and Installation Optional Tree, Over 4" caliper Tree, over 8" caliper, Remove, Replacement and Installation, Tree- 5 Gallon	\$	Per Occurrence		
Remove, Replacement and Installation Optional Tree, up to 4" caliper Tree, up to 4" caliper, Remove, Replacement and Installation, Tree- 5 Gallon	\$	Per Occurrence		
Tree Grown Around Electrical Lines Optional Tree, 4" to 8" caliper Tree, up to 4" - 8" caliper, Trees Around Electrical Lines, Each Tree	\$	Per Occurrence		
Tree Grown Around Electrical Lines Optional Tree, Over 4" caliper Tree, over 8" caliper, Trees Around Electrical Lines, Each Tree	\$	Per Occurrence		
Tree Grown Around Electrical Lines Optional Tree, up to 4" caliper Tree, up to 4" caliper, Trees Around Electrical Lines, Each Tree	\$	Per Occurrence		
Decomposed Granite Price per Ton 3/8"	Price Tan	Price Gold	Price Brown	Price Red
0 to 12	\$	\$	\$	\$
13 to 24	\$	\$	\$	\$
25 to 48	\$	\$	\$	\$
49 to 72	\$	\$	\$	\$
73 to 96	\$	\$	\$	\$
97 to 120	\$	\$	\$	\$
121 and up	\$	\$	\$	\$
Decomposed Granite Price per Ton 1/4"	Price Tan	Price Gold	Price Brown	Price Red
0 to 12	\$	\$	\$	\$
13 to 24	\$	\$	\$	\$
25 to 48	\$	\$	\$	\$
49 to 72	\$	\$	\$	\$
73 to 96	\$	\$	\$	\$
97 to 120	\$	\$	\$	\$
121 and up	\$	\$	\$	\$
Decomposed Granite Price per Ton 1/2"	Price Tan	Price Gold	Price Brown	Price Red
0 to 12	\$	\$	\$	\$
13 to 24	\$	\$	\$	\$
25 to 48	\$	\$	\$	\$
49 to 72	\$	\$	\$	\$
73 to 96	\$	\$	\$	\$
97 to 120	\$	\$	\$	\$

- 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.

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Contract Specialist II – Contracts and Procurement

602-495-0616

Hou.procurement@phoenix.gov