



TO: All Contractors

FROM: Cesar Rangel, PE, Public Works Director/City Engineer

DATE: April 25, 2024

SUBJECT: **ADDENDUM NO. 1** to the 2024 Tree Maintenance, Planting, and Removal Services RFP

This Addendum No. 1 is being issued for the Tree Maintenance, Planting, and Removal Services Request for Proposal ("RFP").

The intent of this Addendum No. 1 is to include the following revisions, additions, and/or deletions shall hereby be made a part of the RFP documents.

Section IV, Scope of Services:

Change Description of Work, Section 3, page 10 with the following:

3. High volume routine work may consist of annual tree maintenance cycles based on City tree inventory and desired level of service.
 - a. Tree trimming for most trees no frequently than every tree years.
 - b. Chinese Elm, **Sumacs** and Palm Trees are to be trimmed twice a year.
 - c. Mature Oak shall receive minimum work possible to maintain health and good condition and will be allowed to follow their natural form.

Exhibit C, Bid Item Sheet:

Replace Exhibit C, Bid Item Sheet with the revised attached, Attachment A. The revised Exhibit C, Bid Item Sheet must be submitted by the Contractor.

Section XII, Insurance:

Replace Section XII. Insurance with the revised section attached, Attachment B.

Listed below are the questions / inquiries received and the City's Responses:

1. What is the City's Budget?

Response: FY 23/24 Purchase Order for Tree Maintenance Services is \$90,000.00.

2. After contract is awarded, when would the Contractor start?

Response: Beginning July 1st, there is a 10-business day grace period for Contractor to commence work.

3. Mulch in the Bid Item Sheet is labeled as "UNITS: MONTH", is that subject to change?

Response: See revised Bid Item Sheet, Attachment A.

4. Does the city provide existing GIS information?

Response: The City is the transition to using ArcGIS.

5. Is it the Contractor's or the City's responsibility/ expense to acquire the Caltrans encroachment permits for lane closures?

Response: There is no expense to the Contractor for Caltrans encroachment permit as the City currently maintains annual permit under maintenance agreement. However, Contractor is responsible for proper traffic control setup and contacting Caltrans for work done on Caltrans right-of-way.

6. How many years is your general pruning cycle?

Response: As needed.

7. Are there any specific species, or areas that are pruned more frequently?

Response: Yes. Species that are pruned more frequently are elms, palms, and sumacs.

8. In the event that certain species of tree(s) that are traditionally trimmed annually are pruned less frequently: how will the contractor be compensated? Hourly labor rates?

Response: Awarded Contractor will be compensated at unit price per tree species.

9. The Bid Item Sheet has a quantity of 1 for every line item. How is the city evaluating which contractor provides the best value pricing to the city?

Response: The City will assess Contractor's proposal per VI. Selection Criteria. In addition, the City will be considering the unit prices for Sumacs, Chinese Elm, and Palms.

10. Please confirm that the unit price for Young tree maintenance is based on watering 1 tree 2 times per week for a period of 6 months.

Response: Yes. The information is correct.

11. Can you please revise the labor descriptions on the maintenance labor Rates sheet (Page 38). The classification that you have listed only apply to landscape maintenance contracts. Tree Maintenance contracts require wage determination Tree Maintenance (Laborer) and the labor classification are as follows:

- Senior Tree Trimmer
- Tree Trimmer
- Grounds Person

Response: See revised Bid Item Sheet, Attachment A.

12. In certain Industries and regions, companies are required to have a minimum Experience Modification Rating (EMR) before they can qualify for new contracts. Will the City require submitting the EMR along with the proper worker's comp certificate?

Response: The City will not require submittal of an EMR.

13. Are Bidders required to possess a Class D-49 Tree Service Contractors license or certification, for the duration of the Contract submission and throughout its execution?

Response: Yes. Bidders are required to possess Contractor's Classification D-49 and or classifications referenced in Section III of this RFP.

14. Given that traffic control is a significant aspect of this project, is a California state C-31 license required to undertake these responsibilities?

Response: The City will not require a California State C-31 license, however Contractor is to be held at full responsibility for traffic control, compliant with CA-MUTCD.

15. Would you kindly provide detailed information regarding the General Prevailing Wage Determinations and the travel and subsistence provisions applicable to the project based on the original Advertisement Date?

Response: It is the responsibility of the Contractor to identify the correct Prevailing Wage rates to be paid for all work.

16. Could you please specify the permissible work hours for the project? Additionally, we would appreciate clarification on whether there is a need for any work to be conducted on Sundays. This information is essential for precise labor cost calculations, especially concerning Sunday work and potential overtime.

Response: All scheduled work is to be done Monday – Thursday [7:30 AM – 4:30 PM]. All scheduled work done on Fridays is to be completed upon approval of Public Works Director. The City does not allow weekend work/ holiday work unless emergency work / call outs are required.

17. Can you confirm the availability of a temporary yard or access to facility for the storage of temporary equipment? If so, we kindly request information on the specific address of this facility. Accurate details in this regard are essential for estimating travel time labor costs.

Response: No. Access to facilities for temporary equipment is not allowed.



Failure to submit the revised Proposal Documents will result in the bid being rejected.

For any further information or clarification needed, please contact Manuel Armenta, Senior Public Works Inspector via email at marmenta@stantonca.gov.

Confirmation of receipt of all addenda is part of the Proposal. Failure to acknowledge receipt of all addenda may cause a bid to be deemed non-responsive.

By:

A handwritten signature in blue ink that reads "Cesar Rangel". The signature is written in a cursive style and is positioned above a horizontal line.

Cesar Rangel

Director of Public Works/City Engineer

Attachments:

- (A) Bid Item Sheet
- (B) XII Insurance



Attachment A

BID ITEM SHEET

Full Trim Services

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	XX Large 28.5" DBH & up	1	EA		
2	X Large 16.5" to 28" DBH	1	EA		
3	Large 8.5" to 16" DBH	1	EA		
4	Medium 4.5" to 8" DBH	1	EA		
5	Small 2.5" to 4" DBH	1	EA		
6	X Small 2" DBH or less	1	EA		
7	Queen - Mexican Fan - Windmill - King - Other 8.5	1	EA		
8	Queen - Mexican Fan - Windmill - King - Other 8 ft clear wood & down	1	EA		
9	Sumacs	1	EA		
10	Elm - Chinese	1	EA		

Subtotal:

Raising

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	XX Large 28.5" DBH & up	1	EA		
2	X Large 16.5" to 28" DBH	1	EA		
3	Large 8.5" to 16.5" DBH	1	EA		
4	Medium 4.5" to 8" DBH	1	EA		
5	Small 2.5" to 4" DBH	1	EA		
6	X Small 2" DBH or Less	1	EA		

Subtotal:

Full Tree Removal

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	XX Large 28.5" DBH & up	1	EA		
2	X Large 16.5" to 28" DBH	1	EA		
3	Large 8.5" to 16.5" DBH	1	EA		
4	Medium 4.5" to 8" DBH	1	EA		
5	Small 2.5" to 4" DBH	1	EA		
6	X Small 2" DBH or Less	1	EA		

Subtotal:

Palm Removal

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	Phoenix Canadensis 8.5 clear wood & up	1	EA		
2	Phoenix Canadensis 8 ft clear wood & down	1	EA		
3	Queen – Mexican - Windmill – King – Other 8.5 clear wood & up	1	EA		
4	Queen – Mexican - Windmill – King – Other 8.5 clear wood & up	1	EA		

Subtotal:

ADDITIONAL SERVICES – AS NEEDED

Mulch

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	Playground Mulch	1	CY		

Subtotal:

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
2	Engineered Wood fiber (EWF)	1	CY		

Subtotal:

Young Tree Maintenance

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	New trees (water 2 x week)	6	MONTH		

Subtotal:

Day Rate

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	Miscellaneous tree work/ clean ups	1	DAYS		

Subtotal:

Maintenance Labor Rates

Each worker performing Work under this Contract shall be paid at a rate not less than the prevailing wage as defined in Section 1771 and 1774 of the Labor Code. The prevailing wage rates are available online at <https://www.dir.ca.gov/dlsr>.

Each Contractor and Subcontractor must pay no less than the specified rates to all workers employed to work on the Tree Maintenance, Planting, and Removal Services. The schedule of per diem wages is based upon a working day of eight (8) hours. The rate of holiday and overtime work must be at least time and one-half.

For the purpose of this section of the agreement, all work being performed is maintained in nature. Please see below for description of work.

Description	Normal Business Rate	Emergency After-Hours Rate
Senior Tree Trimmer	\$	\$
Tree Trimmer	\$	\$
Grounds Person	\$	\$
Certified Arborist	\$	\$

Bidders understand twenty-four (24) hours, seven days per week (including holidays) emergency response is required within one (1) hour of notification by City.



Attachment B

I. INSURANCE

- A. The Contractor shall have Commercial General Liability insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits.
- B. The Contractor shall have Automobile Insurance for owned and non-owned automotive equipment in the amount of not less than \$1,000,000.
- C. The selected firm shall furnish the City a certificate evidencing Workmen’s Compensation Insurance with limits of no less than \$1,000,000 per accident and Comprehensive Professional Liability with limits no less than \$1,000,000 per occurrence. The City shall be named as the Additional Insured. Certificates of Insurance must be accompanied by the applicable endorsements for the specific insurance policy.
- D. A Certificate of Insurance or an appropriate binder shall bear an endorsement containing the following provisions:
- “Solely as respect to services done by or on behalf of the named insured for the City of Stanton, it is agreed that the City of Stanton, the Successor Agency of the City of Stanton, its officers, employees, and agents are all included as additional insured under this general liability policy, and the coverage(s) provided shall be primary insurance and not contributing with any other insurance available to the City of Stanton, its officers and employees, and its agents, under any third-party liability policy.”
- E. It is the Contractor’s responsibility to ensure that all sub-contractor’s comply with the following:
- Each sub-contractor that encroaches within the City’s right-of-way and affects (i.e., damages or impacts) City infrastructure must comply with the liability insurance requirements of the City. Examples of such sub-contractor work include soil sample borings, utility potholing, etc.