



## QUOTATIONS FOR SMALL PURCHASES (QSP)

**QSP NO. 2017-013**

**Date: 12/19/2017**

**Project Description: Tree Trimming Service for Six (6) East County RAD Housing Sites**

**Location: Six (6) East County RAD Housing Sites**

## QSP INFORMATION AT A GLANCE

CONTACT PERSON FOR QUESTIONS/INTERPRETATIONS:	Robert Lane, Contracting Coordinator Procurement 5555 Arlington Ave. Riverside, CA 92504 Phone: (951) 343-5439 / Fax: (951) 688-6873 Email: <a href="mailto:rlane@rivco.org">rlane@rivco.org</a>
HOW TO OBTAIN THE QSP DOCUMENTS:	1. Access <a href="http://www.harivco.org">www.harivco.org</a>  2. Scroll down and select: QSP 2017-013: Tree Trimming Service for Six (6) East County RAD Housing Sites  3. Download the QSP
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE:	Quoter's must submit proposed pricing where provided on the last page of this form (Scope of Work & Form of Quote form) only. RCHC will accept the executed Scope of Work & Form of Quote form in person, by fax, email (preferred – scanned as a .pdf file) or by US Mail ONLY. RCHC will NOT accept proposed pricing verbally or by telephone.
SERVICE LOCATIONS:	Six (6) East County RAD Housing Sites
QSP DEADLINE (DUE DATE)	<b>January 4, 2017 at 4:00 PM</b>
NOTE: RCHC reserves the right to deviate from this timeline and/or modify the Scope of Work at any time!	<b>Notices of any such decisions or modifications will be located at: <a href="http://www.harivco.org">www.harivco.org</a></b>

**INTRODUCTION:** RCHC is seeking quotes from qualified, licensed and bonded entities to perform tree trimming at six (6) east county RAD sites.

- 1.0 **RCHC CONTACT:** All questions pertaining to this QSP shall be addressed to Robert Lane (hereinafter, the Contracting Coordinator or CC), 5555 Arlington Avenue, Riverside, CA 92504, Telephone: (951) 343-5439; Email: [rlane@rivco.org](mailto:rlane@rivco.org)
- 2.0 **APPLICABILITY:** By submitting a quote to RCHC, the firm or individual doing so (hereinafter, "the Quoter") is automatically agreeing to abide by all terms and conditions listed herein.
- 3.0 **RCHC RESERVATION OF RIGHTS:**
  - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by RCHC to be in the best interest of RCHC,



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in its sole and absolute discretion;

- 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a written notice within ten (10) calendar days to the apparent or successful Quoter;
  - 3.3 Determine the days, hours and locations that the successful Quoter shall provide the items or services called for in this QSP;
  - 3.4 Reject and not consider any quote that does not, in the opinion of the CC, meet the requirements of this QSP, including, but not necessarily limited to: incomplete quotes, offering of alternate items or services (not including "or equivalent" items), or non-requested items or services.
- 4.0 **QUOTER'S RESPONSIBILITY:** Each Quoter must carefully review and comply with all instructions provided herein, and those provided within any named attachments or addenda.
- 5.0 **PERFORMANCE PERIOD:** All work as described in the plans, specifications, and/or scope of work must be completed within **thirty (30) calendar days** after issuance of the Purchase Order (PO). Successful Quoter shall only perform services Monday through Friday, 8:00AM to 5:00PM unless Quoter has obtained written authorization from the CO to deviate from this schedule.
- 6.0 **DEADLINE:** Each Quoter shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, RCHC reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CC, it is in the best interests of RCHC to do so, in his sole and absolute discretion.
- 7.0 **QUANTITIES (if applicable):** All quantities entered within the preceding table (if applicable) and within the corresponding pricing items are for calculating purposes only. As may be further detailed herein, RCHC does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this QSP. RCHC shall retain one contractor only and shall retain the right to order from that contractor (successful Quoter), on a task order basis, any amount of services or items that RCHC requires during the ensuing contract period. This means that if RCHC decides that it is in its best interests to delete from the ensuing contract any quantities or work from the preceding table, then RCHC has the right, in its sole and absolute discretion, to do so at any time during the contract period.
- 8.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Quoter thereby agrees to "hold" and not increase the proposed quote during the term of this solicitation and for ninety (90) days thereafter.



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### 9.0 CONTRACT AND AWARD CONDITIONS:

- 9.1 **PURCHASE ORDER (PO):** RCHC will procure the applicable goods or services by issuance of a PO (which shall have the same meaning as a "contract"). PO's will be issued on an as-needed basis only. By submitting a quote, the successful Quoter thereby agrees to confirm receipt of the PO in the manner directed by RCHC.
- 9.2 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CC, the award shall be made to the responsive and responsible Quoter that submits the lowest cost. The results of the solicitation will not be released until the contract is executed between RCHC and the lowest responsive and responsible Quoter.
- 9.3 **CONTRACT FORM:** By completing, executing and submitting the Scope of Work & Form of Quote form, (last page), the proposer is thereby agreeing to "abide by all terms and conditions pertaining to this QSP as issued by RCHC, in hard copy, including an agreement to execute the Sample Contract form or any other form substantially approved as to form and substance by RCHC." A copy of the Sample Contract form will be made available to any Quoter upon written request.
- 9.4 **SCOPE OF WORK:** All Technical Specifications or Scope of Work listed within the subject RCHC contract will generally be the same as listed within this QSP's Technical Specifications or Scope of Work & Form of Quote. Any Quoter that believes the listed Technical Specifications or Scope of Work are unreasonable or incomplete shall address such issues with RCHC CC or designee, in writing during the solicitation period, prior to the posted quote/bid deadline. Once the quote/bid deadline has passed, revision of the specifications set forth will not occur (no negotiations after the quote/bid submittal deadline!).
- 10.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to RCHC, may invalidate the quote submitted. Furthermore, RCHC shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 11.0 **QUOTE COSTS:** There shall be no obligation for RCHC to compensate any Quoter or prospective Quoter for any costs that he/she may incur in responding to this QSP.
- 12.0 **ALL INCLUSIVE:** Each quoted sum submitted shall include all costs, including but not limited to: sales tax, shipping, delivery, recordation, reprographic, mailings, inspections, and/or completion or assembly of the specified product or services at RCHC site or location, as specified within this QSP or on the PO issued. RCHC will not pay any additional costs above those quoted on the Scope of Work & Form of Quote form.



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- 13.0 **ASSIGNMENT OF PERSONNEL:** RCHC shall retain the right to demand and receive a change in personnel assigned by the successful Quoter to provide services to RCHC if RCHC believes that such change is in the best interest of RCHC and the completion of the work or provision of the items.
- 14.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The Successful Quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CC. Any purported assignment of interest or delegation of duty, without the prior written consent of the CC shall be void and may result in the cancellation of the PO or the contract with RCHC.
- 15.0 **RESERVED**
- 16.0 **LICENSING AND INSURANCE REQUIREMENTS:** Prior to award (but **not** as a part of the quote submission) the *Successful Quoter* will be required to provide the following proofs of insurance, **if applicable** to the Project and Quoter's profession and the Scope of Work to complete the Project:
- 16.1 **WORKERS' COMPENSATION:**  
If the Quoter has employees as defined by the State of California, the Quoter shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.
- 16.2 **COMMERCIAL GENERAL LIABILITY:**  
Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Quoter's performance of its obligations hereunder. Policy shall name RCHC as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.
- 16.3 **VEHICLE LIABILITY:**  
If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Quoter shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name RCHC as Additional Insured.



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### 16.4 PROFESSIONAL LIABILITY:

If Quoter is providing services or expertise that falls under a quasi-professional role, Quoter shall maintain Professional Liability Insurance providing coverage for the Quoter's performance of work, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Quoter's Professional Liability insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the performance period and Quoter shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or 3) demonstrate through Certificates of Insurance that Quoter has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

16.5 The Quoter shall possess all of the required state and local licenses, and certifications required to perform work of the type required by this QSP in the **State of California, County of Riverside**.

16.6 A copy of the Quoter's business license or certificate of qualification, allowing that entity to provide such services within the State of California.

### 16.7 LICENSE:

A copy of the bidder's license issued by the California Contractors State License Board (CSLB) allowing the bidder to provide the services detailed herein. To be considered, a potential bidder must have a "**D-49**" – **Tree Service** license, as required under provisions of Public Contract Code Section 3300, and the California Business and Professions Code Sections 7058 and 7059, for work covered in its bid when a bid is submitted. Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.

### 17.0 DOCUMENTS THAT APPLY TO THIS QSP:

17.1 Scope of Work (last page);

17.2 RCHC reserves the right to require the successful Quoter/contractor to utilize any form required by RCHC to complete the required work and by submitting his/her quote each Quoter/contractor agrees to do so at no additional charge.



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18.0 **TECHNICAL SPECIFICATIONS OR SCOPE OF WORK (TS/SOW):** RCHC is seeking quotes from qualified, licensed and bonded entities to provide tree trimming services at the RAD housing sites listed herein:

Dr. Clair S. Johnson Apartments 91-400 Seventh Street Mecca, CA 92254
Quinto Del Sol Apartments 13580 – 13604 Don English Way Desert Hot Springs, CA 92240
Thermal II Apartments 56690 – 56720 Polk Street Thermal, CA 92274
Thermal I Apartments 87015 – 87045 Church Street & 56640 – 56690 Polk Street Thermal, CA 92274

Aladdin Villas 45-909 Aladdin Street Indio, CA 92201
Corregidor Manor Apartments 34-355 Corregidor Drive Cathedral City, CA 92234

- 18.1 Prospective quoter's are highly encouraged to visit each site to account for the variety of trees.
- 18.2 Contractor to trim and thin out two hundred forty-eight (248) trees across six (6) RAD housing sites.
- 18.3 Contractor to bring the heights of all trees down approximately 10' to 20' depending on the type of tree and direction from the RCHC representative.
- 18.4 Contractor to ensure that the heights of all trees be between 10' and 15'.
- 18.5 Contractor to ensure all tree branches shall not extend within 3' horizontally from building walls or roof edges.
- 18.6 All tools, materials, and equipment shall be provided by the contractor and must meet all local applicable safety requirements. A parking space will be made available for contractor's container if needed for materials and equipment. RCHC assumes no responsibility for the loss or damage to the contractor's equipment, tools or materials stored at the job site.
- 18.7 Contractor shall furnish sufficient personnel with the technical knowledge and experience necessary to complete the work.



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- 18.8 All work shall be performed in accordance with local safety standards and recognized safe practices.
- 18.9 Contractor to ensure proper removal of all debris and all other components from the site and shall provide a cleared site free of all debris, contractor equipment, etc. RCHC refuse containers will not be allowed to be used for disposal of contractors waste.
- 18.10 Field Verification: Contractor is responsible to field verify existing conditions and promptly notify RCHC if discrepancies in and omissions from the plans, specifications or other contract documents are found in the field, including unforeseen conditions that may affect the successful completion of the project and/or work.
- 18.11 Contractor will perform a final walk-through inspection with a RCHC representative before the project will be considered complete and finished.
- 19.0 **RECAP OF ATTACHMENTS:** It is the responsibility of each Quoter to verify that he/she has downloaded the following attachments pertaining to this QSP, which are hereby reference included as a part of this QSP:

Attachment	Attachment Description
A	Form of Quote (pages 08 & 09)

~~~~~**ACTION REQUIRED ON PAGE 08**~~~~~



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**FORM OF QUOTE**

Each Quoter shall submit his/her quote on this form only, which shall be completed, executed and returned to RCHC as detailed herein. All fields below are **required**.

\*Contract will be awarded to the lowest responsive and responsible Quoter, and the most advantageous to RCHC, in its sole and absolute discretion.

The undersigned Quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned Quoter agrees to abide by all terms and conditions pertaining to this QSP as issued by RCHC, in hard copy, including an agreement to execute the Sample Contract form or any other form substantially approved as to form and substance by RCHC.

**COMPLETED BY:** (NOTE: The penalty for making false statements in bids/offers is prescribed in 18 U.S.C. 1001.)

|                     |                                    |                          |
|---------------------|------------------------------------|--------------------------|
| Print Name          | Title                              | Email                    |
| Signature           | Date                               | Telephone Number         |
| Company Name        | Address (Street; City; State; Zip) |                          |
| CSLB License Number | Expiration Date                    | CSLB License Designation |

~~~~~**CONTINUED ON PAGES 09**~~~~~





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| # | Address:   | Trees: | Price: |
|---|--|--------|--------|
| 1 | Dr. Clair S. Johnson Apartments<br>91-400 Seventh Street<br>Mecca, CA 92254                          | 80     |        |
| 2 | Aladdin Villas<br>45-909 Aladdin Street<br>Indio, CA 92201   | 66     |        |
| 3 | Quinto Del Sol Apartments<br>13580 – 13604 Don English Way<br>Desert Hot Springs, CA 92240           | 42     |        |
| 4 | Corregidor Manor Apartments<br>34-355 Corregidor Drive<br>Cathedral City, CA 92234                   | 33     |        |
| 5 | Thermal I Apartments<br>87015 – 87045 Church Street & 56640 – 56690 Polk Street<br>Thermal, CA 92274 | 13     |        |
| 6 | Thermal II Apartments<br>56690 – 56720 Polk Street<br>Thermal, CA 92274                              | 14     |        |

**Total Price:**