



CITY OF REDDING

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. Box 496071, REDDING, CA 96049-6071

PURCHASING DIVISION

September 22, 2020

REQUEST FOR PROPOSALS
TO PROVIDE
PEST CONTROL SERVICES
TO THE CITY OF REDDING
(RFP #179112)

In accordance with the provisions of the Municipal Code of the City of Redding, proposals must be submitted to Purchasing Office, 3rd Floor of the City of Redding, located at City Hall, 777 Cypress Avenue, Redding, California 96001 **prior to 2:00 P.M., Tuesday, October 13, 2020**, for furnishing the City of Redding Pest Control Services, per the specifications, terms and conditions contained herein.

PROPOSALS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE ACCEPTED OR CONSIDERED.

Proposals submitted will be subject to the City's selection procedures for technical and/or professional consultants. Accordingly, final selection will be based upon overall capability to perform services and not exclusively upon cost of services.

A job walk of the City's largest facilities and/or inaccessible to the public sites will be held at 8:30 a.m. on Thursday, October 1, 2020, beginning at the front entrance to the Stillwater Wastewater Treatment Plant, 6475 Airport Road, Anderson. The job walk is expected to take most of the day. All other sites can be viewed by the Contractor at their convenience. Proposers are strongly advised to attend the job walk to acquaint themselves with any and all conditions at the site(s). Contractor by their own investigation and research shall acquire reasonable knowledge of all conditions affecting the work to be done and labor and material needed.

The said proposals will be opened at **2:00 P.M., on Tuesday, October 13, 2020**, in the Purchasing Office, 3rd Floor of City Hall, 777 Cypress Avenue, Redding, California.

The original proposal (unbound) and three (3) copies are to be submitted. Facsimile or electronic submission will not be accepted.

The cut-off date and time for receiving **questions regarding this RFP is 5:00 p.m. PST, on Friday, Monday, October 5, 2020**. All inquiries must be made in writing and may be submitted to the email address shown below.

The City of Redding reserves the right to reject any or all proposals, in part or in their entirety. In addition, the City will award any resulting contract in a manner consistent with the City Purchasing Ordinance.

THE CITY OF REDDING
Purchasing Division

Michelle Kempley, Buyer

mkempley@cityofredding.org

NOTE

If a potential bidder/proposer received this solicitation document through some means other than surface mail from the City of Redding (such as from the City of Redding Internet web site, or from another prospective bidder/proposer), it is the responsibility of the potential bidder/proposer to advise the assigned City of Redding Purchasing contact of its intention to submit a bid/proposal so that any addenda or other correspondence related to this solicitation will be sent to the potential bidder/proposer. When contacting the Purchasing Division, the bidder/proposer shall provide the solicitation number located on the cover page of this document. Transmittal of this information must be in writing, by U.S. Mail, fax, or e-mail. Transmittal of this information via telephone is not acceptable.

Please submit quote as directed in the quotation package. Forward to:

City of Redding
Purchasing Division
777 Cypress Avenue
Redding, CA 96001

Quotes must be received by the Purchasing Office **prior to 2:00 p.m. PST** on the date indicated below. Mailing envelope is to be clearly marked on the outside with the following notation:

**“Proposals for No. 179112; opening at
2:00 P.M., on Tuesday, October 13, 2020”**

Note: Signatures must be legible, indicating full first and last name.

The City of Redding
Purchasing Division

REQUEST FOR PROPOSAL
FOR FURNISHING
PEST CONTROL SERVICES
(Request No. 179112)

To: The City of Redding
Michelle Kempley, Buyer

Date _____

The undersigned _____ (Corporate Name of Contractor), agrees to furnish to the City of Redding, at the prices quoted below, in accordance with the specifications, terms, general conditions, and insurance requirements on file in the office of the Purchasing Division of the City of Redding, a copy of which is attached hereto and is made a part of this proposal:

GROUP I

Bid Group I consists of locations that will require servicing on a monthly basis.

NO.	CITY OF REDDING LOCATION	MONTHLY RATE	ANNUAL TOTAL
1.	Redding Muni Airport Terminal Building 6751 Woodrum Circle Redding, CA 96002	\$ _____	\$ _____
2.	Airport Restaurant (Peter Chu's) (Interior spraying on an agreed upon schedule) 6751 Woodrum Circle Redding, CA 96002	\$ _____	\$ _____
3.	Civic Center and Council Chambers 777 Cypress Avenue Redding, CA 96001	\$ _____	\$ _____
4.	Redding Library 1100 Parkview Ave. Redding, CA 96001	\$ _____	\$ _____
5.	Recreation Building 1250 Parkview Avenue Redding, CA 96001	\$ _____	\$ _____
6.	Enterprise Community Room, Enterprise Park 4000 Victor Ave. Redding, CA 96002	\$ _____	\$ _____
7.	MLK Center/Day Care 1815 Sheridan Avenue Redding, CA 96001	\$ _____	\$ _____
8.	Aquatic Center/Caldwell Park 44 Quartz Hill Rd. Redding, CA 96001	\$ _____	\$ _____

NO.	CITY OF REDDING LOCATION	MONTHLY RATE	ANNUAL TOTAL
9.	Caldwell Recreation Center/Caldwell Park 56 Quartz Hill Rd. Redding, CA 96001	\$ _____	\$ _____
10.	Teen Center/Caldwell Park 40 Quartz Hill Rd. Redding, CA 96001	\$ _____	\$ _____
11.	North Valley Art League Bldg. 48 Quartz Hill Rd. Redding, CA 96003	\$ _____	\$ _____
12.	Senior Citizen's Hall 2290 Benton Drive Redding, CA 96003	\$ _____	\$ _____
13.	Diestelhorst Landing-Bldg. A (currently houses the Women's Refuge) 2280 Benton Drive Redding, CA 96003	\$ _____	\$ _____
14.	Diestelhorst Landing-Bldg. B (currently houses United Way) 2280 Benton Drive Redding, CA 96003	\$ _____	\$ _____
15.	Diestelhorst Landing-Bldg. C (currently the Grant Resource Center) 2280 Benton Drive Redding, CA 96003	\$ _____	\$ _____
16.	Old City Hall/SC Arts Council 1313 Market Street Redding, CA 96001	\$ _____	\$ _____
17.	Convention & Visitors' Bureau 777 Auditorium Drive Redding, CA 96001	\$ _____	\$ _____
18.	Corporation Yard (Includes all out buildings and interior spraying of the Records Center) 20055 Viking Way Redding, CA 96003	\$ _____	\$ _____
19.	Solid Waste Transfer/Recycling Facility (Includes Admin Bldg., Scale House, Marshaling Room, & Welding Shop) 2255 Abernathy Lane Redding, CA 96003	\$ _____	\$ _____
20.	Fire Hall #1 1335 Shasta Street Redding, CA 96001	\$ _____	\$ _____

NO.	CITY OF REDDING LOCATION	MONTHLY RATE	ANNUAL TOTAL
21.	Fire Hall #2 3485 Placer Street Redding, CA 96001	\$ _____	\$ _____
22.	Fire Hall #3 4255 Westside Road Redding, CA 96001	\$ _____	\$ _____
23.	Fire Hall #4 2605 S Bonnyview Road Redding, CA 96001	\$ _____	\$ _____
24.	Fire Hall #5 955 Hartnell Avenue Redding, CA 96002	\$ _____	\$ _____
25.	Fire Hall #6 4201 Oasis Road Redding, CA 96003	\$ _____	\$ _____
26.	Fire Hall #7 3772 Flight Ave. Redding, CA 96002	\$ _____	\$ _____
27.	Fire Hall #8 131 Churn Creek Road Redding, CA 96003	\$ _____	\$ _____
28.	Police Department 855 Cypress Ave. Redding, CA 96001	\$ _____	\$ _____
29.	Redding Power Plant Office 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____
30.	Rdg. Pwr./Main Power House Bldg. 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____
31.	Rdg. Pwr./Maintenance Shop and Office 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____
32.	Rdg. Pwr./Pond Pumping House, Oil Storage Bldg, & Warehouse. 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____
33.	Rdg. Pwr./Unit 5 Turbine Area (Includes Unit 5 Cooling Bldg., CO2 Fire Extinguisher Bldg., Chemical Feed Bldg., MCC Turbine Bldg., Feed Pump Bldg.) 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____

NO.	CITY OF REDDING LOCATION	MONTHLY RATE	ANNUAL TOTAL
34.	Rdg. Pwr/Unit 6 Exterior (total of 5 small buildings) 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____
35.	Rdg. Pwr/Battery Room (includes interior spraying) 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____
36.	Buckeye Water Treatment Plant 11501 Benson Drive Shasta, CA 96087 (Includes main bldg., the large shop, the backwash/generator bldg and (2) buildings on the filter deck) Provide 24 hour notice to Conrad Tona, 225-4192 or 225-4475	\$ _____	\$ _____
37.	Foothill Water Treatment Plant 3100 Foothill Blvd. Redding, CA 96001 (Includes (1) Operation's Bldg.,(1) Clarifier Bldg., (1) Electrical Tech's Shop, (1) Chlorine Bldg., & (1) Blower Bldg..) Provide 24 hour notice to Conrad Tona, 225-4192 or 225-4475	\$ _____	\$ _____
38.	Clear Creek Wastewater Treatment Plant 2220 Metz Road Redding, CA 96001 This location consists of 16 areas to be serviced: Main Control Bldg., Solids Bldg., Digester Bldg., Tech Shop, Chlorine Storage, Cept Bldg., Maintenance Bldg., Lift House, Pump House, Headworks Bldg, Blower Bldg., Lab, (3) MCC Buildings, Filter Bldg. Centrifuge Building, & Secondary Bldg.	\$ _____	\$ _____
39.	Stillwater Wastewater Treatment Plant 6475 Airport Road Anderson, CA 96007 This location consists of 7 areas to be serviced.	\$ _____	\$ _____
40.	Sunnyhill Lift Station 5100 Sunnyhill Lane Redding, CA 96002	\$ _____	\$ _____
41.	REU 3611 Avtech Parkway Redding, CA 96002	\$ _____	\$ _____

NO.	CITY OF REDDING LOCATION	MONTHLY RATE	ANNUAL TOTAL
42.	RABA 3333 South Market St. Redding, CA 96001	\$ _____	\$ _____
43.	RABA 1530 Yuba St. Redding, CA 96001	\$ _____	\$ _____
GROUP I MONTHLY TOTAL		\$ _____	
GROUP I ANNUAL TOTAL			\$ _____

GROUP II

Bid Group II consists of locations that will require servicing every two months (bi-monthly basis) starting December.

NO.	CITY OF REDDING LOCATION	BI-MONTHLY RATE	ANNUAL TOTAL
1.	West Central Landfill 14095 Clear Creek Rd. Igo, CA 96047 This location consists of scale house and main shop.	\$ _____	\$ _____
2.	Churn Creek Lift Station 2300 Goodwater Ave. Redding, CA 96002	\$ _____	\$ _____
3.	North Market Lift Station 971 North Market Redding, CA 96003	\$ _____	\$ _____
4.	Mary Street Lift Station 410 Overhill Dr. Redding, CA 96001	\$ _____	\$ _____
5.	Layton Road Lift Station 3505 Bechelli Ln. Redding, CA 96002	\$ _____	\$ _____
6.	Locust Street Lift Station 207 Locust St. Redding, CA 96001	\$ _____	\$ _____
7.	Venture Parkway Lift Station 5990 Venture Parkway Redding, CA 96002	\$ _____	\$ _____

NO.	CITY OF REDDING LOCATION	BI-MONTHLY RATE	ANNUAL TOTAL
8.	Clover Creek Clubhouse 3705 Shasta View Drive. Redding, CA 96001	\$ _____	\$ _____
GROUP II MONTHLY TOTAL		\$ _____	
GROUP II ANNUAL TOTAL			\$ _____

GROUP III

Group III consists of locations that will require servicing twice a year, **during the months of January and July**. These locations also require meeting a member of City staff at the location to gain access to the serviced area. Contact Clint Torrence at 339-7260 at least **forty-eight (48) hours in advance** to schedule.

NO.	CITY OF REDDING LOCATION	BI-ANNUAL RATE	ANNUAL TOTAL
1.	Airport 115kV Substation 2990 Sylvia Lane Redding, CA 96002	\$ _____	\$ _____
2.	Beltline Substation 4200 Oasis Road Redding, CA 96003	\$ _____	\$ _____
3.	Canby Substation 980 Industrial Street Redding, CA 96002	\$ _____	\$ _____
4.	College View Substation 2289 College View Dr. Redding, CA 96003	\$ _____	\$ _____
5.	East Redding Substation 2573 Abernathy Lane Redding, CA 96003	\$ _____	\$ _____
6.	Eureka Way Substation 4400 Eureka Way Redding, CA 96001	\$ _____	\$ _____
7.	Moore Road Substation 2163 Fleet Ct. Redding, CA 96001	\$ _____	\$ _____
8.	Oregon Street Substation 1205 Oregon Street Redding, CA 96001	\$ _____	\$ _____
9.	Redding Power Substation 17120 Clear Creek Road Redding, CA 96001	\$ _____	\$ _____

NO.	CITY OF REDDING LOCATION	BI-ANNUAL RATE	ANNUAL TOTAL
10.	Sulphur Creek Substation 314 Sulphur Creek Road Redding, CA 96003	\$ _____	\$ _____
11.	Texas Springs Substation 17455 Texas Springs Road Redding, CA 96001	\$ _____	\$ _____
12.	Waldon Street Substation 2383 Waldon Street Redding, CA 96001	\$ _____	\$ _____
13.	Main Power House Bldg. (Unit 4) 17120 Clear Creek Rd. Redding, CA 96001	\$ _____	\$ _____
GROUP III BI-ANNUAL TOTAL		\$ _____	
GROUP III ANNUAL TOTAL			\$ _____

GROUP IV

Group IV consists of two locations that will require servicing every quarter in **January, April, July, and October**. These locations also require meeting a member of City staff at the location to gain access to the serviced area. Contact the staff member noted for each location at least **forty-eight (48) hours in advance** to schedule.

NO.	CITY OF REDDING LOCATION	QUARTERLY RATE	ANNUAL TOTAL
1.	Benton Landfill Gas Extraction Building (include interior spraying) Linden Avenue (end of) Redding, CA 96001 Contact: Solid Waste Manager, 224-6207	\$ _____	\$ _____
2.	Whiskeytown Power Plant At the base of Whiskeytown Dam (Approx. 2.5 miles from Visitor Center) Contact: Jim Rich, 245-7022	\$ _____	\$ _____
GROUP IV QUARTERLY TOTAL		\$ _____	
GROUP IV ANNUAL TOTAL			\$ _____

GROUP V

Hourly rate (from time of arrival on site) for any locations not specifically listed in Group I, Group II, Group III or Group IV (within a 20-mile radius of downtown Redding):

Rate per hour: \$ _____

The prices quoted herein are firm and are not subject to change. The City reserves the right to reject any or all proposals and to waive minor irregularities.

It is further agreed that this service will be performed during the contract period, November 1, 2020 through October 31, 2021. If mutually agreeable, with all prices, terms, and conditions remaining the same, the contract may be extended on an annual basis for two (2) additional one-year periods, through October 31, 2023.

The bidder hereby acknowledges that Addenda Nos. _____, _____, _____, to this bid have been received, if any (Bidder insert Addendum No. Of each Addendum received). Bidder understands failure to acknowledge any addenda issued may cause the bid to be considered non-responsive. Bidder may contact the Purchasing Division to confirm the number of addendums (if any), that have been issued.

Respectfully Submitted,

Mailing Address

Corporate Name of Bidder

City, State & Zip

Signature

Telephone/Fax

Print Name & Title

Email address

Structural Pest Control License No.

License Expiration Date

Shasta County Registration No.

Registration Expiration Date

CONTRACTOR INFORMATION STATEMENT

In order to demonstrate that the Contractor can properly fulfill the services of these specifications, the Contractor will furnish this Information Statement with his proposal. Failure to complete this form will result in the bid being considered non-responsive. The Bidder may submit supplemental information he feels is appropriate. The City may request additional information from the Contractor, as well as invite the Contractor to an interview before the City's selection committee.

Only Contractors with a demonstrated experience in pest control services of the type and magnitude proposed will be considered. The City of Redding will make the sole determination as to whether the Contractor is qualified. It is the intent of the City to make a selection on the basis of demonstrated competence and/or professional qualifications for the services required at a competitive price.

1. Name of Company _____.
2. Number of years your company has been in the business of pest control in Shasta County. _____ yrs.
3. How many years has your company been in business under the same name and management? _____ yrs.
4. Number of licensed applicators on staff: _____. If awarded this contract, will you need to hire additional licensed applicators? Yes _____ No _____. If yes, how many will you hire? _____.
 Number of licensed operators on staff: _____.
5. Specific Counties your company location services customers in. _____
 _____, _____, _____, _____
6. Provide a list of employees to be associated with this contract, if awarded to your firm, and the qualifications of each, including the manager, technicians, and accounting personnel.

Employee's Name	Title	License Held (if applicable)	Number of Years Employed in This Capacity by Your Company

7. Provide at least five (5) commercial accounts or governmental agencies of comparable size and scope that have contracted with your firm to provide pest control services on a monthly or bi-monthly basis in the last five years. The City of Redding reserves the right to contact and interview any and all references as submitted in response to this request.

	Business/Agency Name	Contact Person	Phone Number	Contract Time Period
1.				
2.				
3.				
4.				
5.				

CITY OF REDDING
SPECIFICATIONS FOR
PEST CONTROL SERVICE
(Request No. 179112)

1. SCOPE OF WORK

It is the intent and purpose of this specification to obtain pest control services for various locations as listed herein, and provide for an hourly contract rate for other locations not specifically listed.

The Contractor shall be required to provide adequately manned and equipped crews necessary to diligently pursue and complete the work described herein. The requirements described herein are considered the minimum required to reasonably meet the City of Redding's needs. Those industry standard or additional services required for pest control but not included herein shall be added by the Contractor. Those services added by the Contractor shall be clearly enumerated in the proposal. Cost for supplying the added services shall be included in the proposal price.

Contractor will furnish the necessary personnel, materials, and equipment to bring under control infestations of Branch 2 General Pests, including but not limited to, crickets, silverfish, rats, mice, ants, fleas, spiders, beetles, flies, stinging & biting pests, and roaches at all buildings and their adjacent grounds. This will include monthly, outside perimeter spraying, interior spraying when an infestation occurs, setting of rodent traps, or other bait boxes and adhesive traps, on an as needed basis, where necessary. All traps and/or bait boxes will be checked regularly. Contractor to remove all cobwebs on the exterior of the buildings to a height of 15 ft. before applying chemicals. Contractor to use only approved chemicals. When requested, Contractor will use dry bait for servicing.

When requested, spraying will be done after normal business hours at no additional charge. After hours is defined as before 8:00 a.m. and after 5:00 p.m., Monday through Friday and all day on weekends and City holidays. **When an infestation occurs, all interior areas that are employee occupied, will be sprayed after hours of the same business day the call for service was placed.** For example, if the City calls for service anytime between 8:00 a.m. and 5:00 p.m. due to an infestation in an occupied area, the Contractor shall make arrangements to spray that area after 5:00 p.m. that same day, or before 8:00 a.m. the following business day. Calls for service for infestations in unoccupied areas may be sprayed during normal business hours, within 24 hours after service call is placed.

Contractor will accomplish the above exterior spraying with a minimum of one service call each month at each location listed in Group I, bi-monthly for locations listed in Group II, biannually for locations listed in Group III, and quarterly for locations listed in Group IV. This service will include response to any extra callouts between regular visits, when necessary, at no additional expense.

Contractor shall provide a schedule (date and approximate time) of when the monthly service at each site will be performed.

For any other City owned property not listed herein, Contractor will provide pest control services at the contracted hourly rate (GROUP V). Locations sprayed at an hourly rate will have a thirty-day (30-day) guarantee. If necessary, Contractor will repeat spraying within the thirty-day (30-day) period at no additional charge.

Chemicals used by the Contractor will be selected and applied according to the best practices of the Pest Control Industry. **A Safety Data Sheet (SDS) for each chemical used shall be submitted with proposal.**

No service will be required of the Contractor with regard to fumigation or the control of termites or other wood destroying pests.

2. CONTRACTOR REQUIREMENTS

A telephone number shall be furnished to the City for use when requesting callout service. This number shall be promptly answered at all times during normal working hours by a person who will timely dispatch needed service persons (electronic methods for answering telephone calls will not satisfy this requirement). Failure to have a satisfactory answering service, promptly responding to calls requesting service or completing City work timely shall be cause for cancellation of the contract.

Contractor's place of business must be within a 20-mile radius of City Hall located at 777 Cypress Avenue, Redding. The Contractor shall provide service on a 7-day per week, 24-hour per day basis.

A one-person shop is not sufficient to maintain callout response. Therefore, businesses must be able to demonstrate that they have adequate staffing to successfully complete regular pest control service, and as needed callouts. Contractor shall furnish competent personnel under supervision, who have proven ability, expertise and performance records.

The Contractor shall be licensed by the State of California Department of Consumer Affairs Structural Pest Control Board for Branch 2 General Pests, and shall be registered with the Shasta County Agricultural Commissioner, and shall hold a City of Redding Business License. It is understood that all services given will be by a qualified applicator, working for a State-licensed operator. Contractor agrees to perform all work in compliance with local, State, and Federal laws pertinent to pest control activity and in accordance with the standards of the Pest Control Operators of California, Inc.

Contractor will hold the City of Redding harmless from any claims for damages of any kind whatsoever by any person occasioned by Contractor personnel's activities.

In addition to PPE required for Pest Control services, Contractor shall wear the following PPE, closed-toe shoes, long pants, safety glasses and hard-hat, while performing Pest Control Service at the following locations: Stillwater Wastewater Treatment Plant, Clear Creek Wastewater Treatment Plant, Foothill Water Treatment Plant, and Redding Power.

Contractor may be required to attend quarterly meetings with City staff to review Contractor's performance and the condition of the areas for which they are responsible for pest control. Dates and times of meetings to be set with Contractor. These quarterly meetings are not to substitute for Contractor's responsibility to perform services according to contract specifications.

3. RECORDS AND INVOICING

Contractor will keep legible, current, complete, and accurate records. Each service ticket (including those for extra callouts) shall be in duplicate (at a minimum) and shall indicate the location, date and time the service was rendered. Contractor will obtain signature of City employee on site at the service location and leave one copy of service ticket with that City employee. If no personnel are on site, then the service technician must return to the site within 24 hours and obtain an employee's signature. Locations that are exempted from this requirement are: Diestelhorst Landing Buildings A, B, C; Senior Citizens Hall, and the MLK Center. On a monthly basis, Contractor shall submit an invoice with a second copy of each service ticket attached, to Joey Forseth-Deshais, Parks & Facilities Manager - Building Maintenance, at the address below.

**City of Redding
Joey Forseth-Deshais
Building Maintenance
P. O. Box 496071
Redding, CA 96049-6071**

4. ADD OR DELETE LOCATIONS

The City reserves the right to delete locations as necessary during the term of the contract and to add locations as necessary during the term of the contract at a price mutually agreeable to the City and to the successful contractor. If a mutually agreeable price cannot be achieved, the City has the right to seek service for the new site elsewhere.

5. CITY OF REDDING CONTACTS

Building Maintenance

Joey Forseth-Deshais, Parks and Facilities Manager (530) 224-6020
jforseth@cityofredding.org

Alli Lynch, Executive Assistant I (530) 224-6100
alynch@cityofredding.org

Purchasing

Michelle Kempley, Buyer (530) 225-4137
mkempley@cityofredding.org

6. JOB WALK

A job walk of the City's largest facilities and/or inaccessible to the public sites will be held at 8:30 a.m. on Thursday, October 1, 2020, beginning at the front entrance to the Stillwater Wastewater Treatment Plant, 6475 Airport Road, Anderson. The job walk is expected to take most of the day. All other sites can be viewed by the Contractor at his convenience. Proposer's are strongly advised to attend the job walk to acquaint themselves with any and all conditions at the site(s). Contractor by his own investigation and research shall acquire reasonable knowledge of all conditions affecting the work to be done and labor and material needed.

Dress for the site inspection shall include hart hat, safety glasses, closed-toe leather shoes and long pants. All site visitors shall follow all directions given by City personnel regarding safety.

Proposers attending scheduled job walk will earn extra points in the evaluation process for their attendance (see PROPOSAL EVALUATION). City Building Maintenance Staff will conduct the various site visits and answer any technical questions.

7. PROPOSAL EVALUATION

Proposals submitted will be subject to the City's selection procedures for technical and/or professional consultants. Accordingly, final selection will be based upon overall capability to perform services and not exclusively upon cost of services.

An Evaluation Committee will be established by the City of Redding to evaluate all proposals received in accordance with the evaluation criteria. The Committee will evaluate the Proposers based on the proposals, and if deemed necessary by the City, interviews may be conducted with the top one to three candidates. The following items (in no particular order of importance) will be used by the committee to assist in the ranking of the proposals:

- Contractor's background, experience, and stability of the company (20pts)
- The firm's record of successful service and support to accounts of comparable size and technicality (20pts)

- Staffing and staff experience (20pts)
- Client references (15pts)
- Attendance at all job walks (10pts)
- Reasonableness of Cost (15pts)

The City of Redding shall be the sole judge of the successful proposals hereunder. The City of Redding reserves the right to award a contract to other than the Proposer submitting the lowest total price and to negotiate with any or all Proposers. Proposers are advised that it is possible that an award may be made without discussion or any contact concerning the proposals received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the Proposer can submit to the City of Redding. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

CITY OF REDDING, CALIFORNIA

REQUEST FOR PROPOSALS GENERAL CONDITIONS

1. PUBLIC INFORMATION

All submitted proposals and information included therein or attached thereto shall become public record upon their delivery to the City. Proposals may be reviewed by outside interested parties after all proposals received for a particular project have been reviewed and the intended awardee has been selected.

By submission of a proposal, Consultant understands and agrees that the City of Redding is subject to the California Public Records Act (Cal. Gov. Code section 62500 et seq.), and that all or part of the proposal submitted by Consultant may be subject to disclosure therein regardless of whether the proposal or part thereof is marked as proprietary. The City reserves sole discretion to determine whether disclosure is necessary under State law, and Consultant hereby releases City from all liability relating to such disclosure. City shall have no obligation to litigate the issue of disclosure under the Act on behalf of Consultant.

2. RFP ADDENDA

The City of Redding reserves the right to amend, alter, or revoke this RFP in any manner at any time. At the City's sole discretion, modifications, clarifications, or additions will be distributed as an addendum to all known proposers. It is the responsibility of all interested parties to verify the existence of addenda (check Purchasing's website at www.cityofredding.org/PurchasingBids or call/ email the stated City contact).

3. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the vendor.

4. PROPOSALS

All proposals will be firm for a period of ninety (90) calendar days following the required date of submission unless an alternate time frame is stated in the Request for Proposal.

5. DEVIATIONS

If there are any deviations from the specifications set forth herein, the bidder shall note the deviations in his proposal. Failure to note a deviation from the specifications may be grounds for rejection by the City of that particular proposal. Where deviations are noted, the City reserves the right to accept a proposal containing such deviations provided that, in the sole opinion of the City, the deviation or deviations so noted do not affect the overall capability of the alternative item or process proposed to perform the function for which it is to be acquired and such deviations result in lesser total cost to the City for the subject item or service.

6. WITHDRAWAL OF PROPOSAL

Any proposer may withdraw their proposal, either personally or by written request at any time prior to the scheduled closing time for the receipt of proposals. Such requests are to be directed to the Purchasing Division.

7. SELECTION PROCEDURES

Proposals submitted will be subject to the City’s selection procedures for technical and/or professional consultants. Accordingly, final selection will be based upon overall capability to perform services and not exclusively upon cost of services.

The City may make any investigation it deems necessary to determine the ability of a Proposer to carry out the obligations indicated in the Request for Proposal and the submitted Proposal. At the City’s sole discretion, the Proposer shall furnish to the City all information and data for this purpose if materials submitted by, or investigation of, any Proposer fails to satisfy the City that the Proposer is properly qualified to carry out the stated obligations.

The City of Redding reserves the right to accept the proposal that is in the best interest of the City. The City’s decision shall be final.

8. RIGHT TO REJECT PROPOSALS

The City reserves the right to reject any and all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any combination of items.

9. AWARD OF CONTRACT

The award of the contract, if it is awarded, shall be made on the basis of availability of budgeted funds and to a responsible Contractor who presents the best value to the City per Redding Municipal Code 4.20.040(C).

4.20.040(C) Procure for the city the needed quality in supplies, services and equipment that prove to be the best value to the city. Determination of best value may take into consideration additional elements beyond cost such as warranty, life cycle related costs, lead time, desired aesthetics, work experience as verified through references or work examples, vendor location, prior work with the city or other factors deemed relevant by the purchasing officer in the procurement of the needed supplies, equipment or work to be performed.

10. CITY OF REDDING BUSINESS LICENSE

The awarded Vendor/Consultant may be required to obtain a City of Redding Business License per [Municipal Code 6.02 – Business Licenses](#).

6.02.020 It is unlawful for any person to be engaged in business in the city without having a valid license from the city to do so, in compliance with any and all regulations contained in this chapter pertaining to the business, unless the person is exempt under the provisions of this chapter. No person who is an employee, or the direct representative of a licensee, shall be required to pay a license fee for doing any part of the work of the licensee.

The selected firm shall execute an agreement with the City within ten (10) working days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of the City. Failure of the selected firm to meet contract submission requirements (e.g. insurance) or failure to timely execute an agreement with the City may result, in the sole discretion of the City, a decision to select from the remaining proposers or to call for new proposals.

INSURANCE REQUIREMENTS

- A. Unless modified in writing by City’s Risk Manager, Contractor/Vendor shall maintain the following noted insurance during the duration of the Contract:

Coverage	Required	Not Required
Commercial General Liability	X	
Comprehensive Vehicle Liability	X	
Workers’ Compensation and Employers’ Liability \$1,000,000	X	
Workers’ Compensation Declaration Form		X
Garagekeepers \$500,000		X
Professional Liability (Errors and Omissions) \$1,000,000		X
Excess Liability Coverage \$1,000,000		X
Contractor’s Pollution Liability \$1,000,000/\$2,000,000 Aggregate	X	
Course of Construction (Value equal to contract amount)		X
On Hook \$1,000,000		X
Commercial Aircraft Liability \$5,000,000 per occurrence / \$500,000 per passenger		X
Auto Liability with MCS-90 endorsement for waste spills/cleanups		X

(Place an “x” in the appropriate box)

- B. Coverage shall be at least as broad as:

1. Insurance Services Office form number CG-0001, Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage; **Higher limits may be required on project over \$1,000,000 Check with Risk Management**
2. Insurance Services Office form number CA-0001 (Ed. 1/87), Comprehensive Automobile Liability Insurance, which provides for total limits of not less than \$1,000,000 combined single limits per accident applicable to all owned, non-owned and hired vehicles;
3. Statutory Workers’ Compensation required by the Labor Code of the State of California and Employers’ Liability Insurance in an amount not less than \$1,000,000 per occurrence. Both the Workers’ Compensation and

Employers' Liability policies shall contain the insurer's waiver of subrogation in favor of City, its elected officials, officers, employees, agents and volunteers;

4. Garagekeepers Liability, \$500,000 for vehicles in the care, custody, and control of the Contractor/Vendor.
 5. Professional Liability (Errors and Omissions) Insurance, appropriate to Contractor/Vendor's profession, against loss due to error or omission or malpractice in an amount not less than \$1,000,000. **To be used for Professional Services Contracts**
 6. Course of Construction Insurance providing coverage for all "risks" of loss in the amount of the completed project value. **To be used when items are stored unprotected and could be damaged and/or trenches and performing construction related work (digging up of asphalt).**
 7. Contractor Pollution Liability, in the amount of \$1,000,000, to include but not limited to coverage for bodily injury, property damage and cleanup arising from pollution conditions created by the contractor or encountered during work at job site. Coverage must apply to cleanup, damage or injury that occurs on, or that originates from, the site. **To be used when work is being done in and around waterways (including storm drains) or potential of hazardous waste spills. Also, whenever hauling hazardous materials. Required on all construction projects over \$1,000,000 regardless of location to waterways.**
 8. Aircraft Liability: \$5,000,000 per occurrence for bodily injury, personal injury and property damage. Policy is to have a minimum sublimit of \$500,000 per passenger. **If Commercial Aircraft Liability insurance or other form with a general aggregate limits is used, the general aggregate limit shall be equal to the required occurrence limit.**
 9. On-Hook Coverage insuring vehicles in tow for limits sufficient to cover any auto physical damage or a combined single limit of one million (\$1,000,000).
 10. Automobile Liability, owned, non-owned and hired, including MCS-90 endorsement for waste spills and cleanup.
- C. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected officials, officers, employees, agents and volunteers; or the Contractor/Vendor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
- D. The General Liability shall contain or be endorsed to contain the following provisions:

1. City, its elected officials, officers, employees, and agents are to be covered as additional insured as respects liability arising out of work or operations performed by or on behalf of Contractor/Vendor; premises owned, leased or used by Contractor/Vendor; or automobiles owned, leased, hired or borrowed by Contractor/Vendor. The coverage shall contain no special limitations on the scope of protection afforded to City, its elected officials, officers, employees, agents and volunteers.
 2. The insurance coverage of Contractor/Vendor shall be primary insurance as respects City, its elected officials, officers, employees, agents and volunteers. Any insurance or self-insurance maintained by City, its elected officials, officers, employees, agents and volunteers, shall be in excess of Contractor/Vendor's insurance and shall not contribute with it.
 3. Coverage shall state that the insurance of Contractor/Vendor shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 4. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be canceled except after thirty (30) calendar days' prior written notice has been given to City. In addition, Contractor/Vendor agrees that it shall not reduce its coverage or limits on any such policy except after thirty (30) calendar days' prior written notice has been given to City.
- E. Insurance is to be placed with insurers with a current A.M.Best's rating of no less than A-VII.
- F. Contractor/Vendor shall designate the City of Redding as a Certificate Holder of the insurance. Contractor/Vendor shall furnish City with certificates of insurance and original endorsements effecting the coverages required by this clause. Certificates and endorsements shall be furnished to: Risk Management Department, City of Redding, 777 Cypress Avenue, Redding, CA 96001. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City's Risk Manager prior to the commencement of contracted services. City may withhold payments to Contractor/Vendor if adequate certificates of insurance and endorsements required have not been provided, or not been provided in a timely manner.
- G. The requirements as to the types and limits of insurance coverage to be maintained by Contractor/Vendor as required this Contract, and any approval of said insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor/Vendor pursuant to this Contract, including, without limitation, provisions concerning indemnification.

- H. If any policy of insurance required by this Section is a “claims made” policy, pursuant to Code of Civil Procedure § 342 and Government Code § 945.6, Contractor/Vendor shall keep said insurance in effect for a period of eighteen (18) months after the termination of this Contract.

- I. If any damage, including death, personal injury or property damage, occurs in connection with the performance of this Contract, Contractor/Vendor shall immediately notify City’s Risk Manager by telephone at (530) 225-4068. No later than three (3) calendar days after the event, Contractor/Vendor shall submit a written report to City’s Risk Manager containing the following information, as applicable: 1) name and address of injured or deceased person(s); 2) name and address of witnesses; 3) name and address of Contractor/Vendor’s insurance company; and 4) a detailed description of the damage and whether any City property was involved.

NOTE: The City of Redding uses the online insurance program PINS Advantage. Once you have been awarded a contract with the City of Redding you will receive an email from the City of Redding’s online insurance program requesting you to forward the email to your insurance provider(s). Please see attached flyer regarding PINS Advantage.

Contractor’s insurance agent shall furnish the City with certificates of insurance and original endorsements effecting coverage required by this clause through the City’s online insurance program PINS Advantage. All endorsements are to be received via the online PINS Advantage program and approved by the Risk Management Department before the project commences.