



TO: ALL PROSPECTIVE BIDDERS

DATE: February 9, 2021

Bid Manager: Eileen Alcanices, Management Analyst

Project Manager: James Lutz, Park & Golf Operations Manager

Bid Due Date: March 8, 2021 by 10:00 AM

PROJECT NAME: PM-21-025 Elk Grove Park Lake Water & Fountain Maintenance

REQUEST FOR WRITTEN BIDS

PROJECT LOCATION:

- Elk Grove Park: 9950 Elk Grove-Florin Road, Elk Grove, CA 95624

COSUMNES COMMUNITY SERVICES DISTRICT

The Cosumnes Community Services District is an independent special district focusing on essential quality of life services including parks and recreation, fire protection and emergency medical services. The CSD is comprised of three departments: Administrative Services, Fire, and Parks and Recreation.

The CSD serves the park and recreation needs of approximately 175,000 residents within a 157 square-mile jurisdiction that includes the City of Elk Grove and unincorporated areas of Sacramento County. Within the jurisdiction, the CSD maintains and operates 680 acres of parkland; 350 of acres of landscaped medians, corridors and greenbelts; three aquatic complexes; two community centers; five recreation centers; a skate park; three dog parks; 17 miles of trails and a nine-hole golf course.

LICENSURE REQUIREMENTS:

Each Bidder shall be a licensed contractor pursuant to the Business and Professions Code.

Bidders who are ineligible to perform work on a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code are prohibited from submitting a Proposal on this project.

SCOPE AND SCHEDULE OF SERVICES

It is the responsibility of each bidder to visit the project location to identify any issues that are out of the normal Scope and Schedule of Services set forth in the attached **Exhibit A**, incorporated herein by this reference.

Please direct all questions regarding the Scope of Work and Schedule of Services, in **writing** to James Lutz, Park & Golf Operations Manager at JamesLutz@csdparks.com. All questions are due to James Lutz by 10AM on February 22, 2021. All questions/answers will be posted to the yourcsd.com bid website by February 25, 2021.

PREVAILING WAGES

Bid must include prevailing wage. Wage rates can be located online at <http://www.dir.ca.gov/dlsr>. The successful Bidder shall comply with all applicable Labor Code provisions, including but not limited to, hours of labor, employment of apprentices and debarment of contractors.

CONTRACTOR REGISTRATION:

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the Bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. Complete and submit **Exhibit C** with Proposal Package.

LABOR COMPLIANCE:

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its proposal.

BID FORM

Contractor must submit a completed Bid Form (**Exhibit B**), Contractor Registration and Labor Compliance Form (**Exhibit C**) and proposed service schedule.

Proposals shall be submitted to the District via email or in person by no later than 10:00 AM on Monday, March 8, 2021.

Cosumnes Community Services District
Parks and Recreation Department
Eileen Alcanices
8820 Elk Grove Blvd.
Elk Grove, CA 95624
Phone: 916-405-7168
Email: EileenAlcanices@csdparks.com

Any submission to CSD by email, will receive a reply that the proposal has been received (during regular business hours). If a reply is not received please contact Eileen Alcanices at EileenAlcanices@csdparks.com

Incomplete proposals and proposals received after the time specified above will be returned. Proposals shall be valid for 90 calendar days after the time specified above.

AWARD OF CONTRACT

The District shall award the contract for the project to the bid that is deemed most advantageous to the District. The District may choose to award Part I and Part II to separate contractors. The Board of Directors of the Cosumnes Community Services District reserves the right to reject any or all proposals and to waive any informality in any Proposal.

INSURANCE

The Contractor must provide evidence of commercial general liability and professional liability insurance from an insurance company authorized to be in business in the State of California in an amount of not less than one million dollars (\$1,000,000) for each occurrence. Contractor will be required to provide an insurance certificate naming the CSD as additionally insured. Contractor must provide certificate showing active policies of automobile liability, commercial general liability and property damage insurance from an insurance company authorized to be in business in the State of California for the entire length of the contract. **The following statement must appear on the certificate:**

"Additional insured endorsement names the Cosumnes Community Services District its directors, agents or employees are included as additional insured."

PAYMENT

The prices paid for the various items in the bid proposal shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete the finished product as provided in these specifications. Compensation in full for items specified in the bid proposal shall include payment for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete the Services. Whenever it is specified that the Contractor is to do work or furnish materials of any class for which no price is fixed in the bid proposal, it shall be understood that the Contractor is to do such work or furnish such materials without extra charge or allowance or direct payment of any kind. The cost of doing such work or furnishing such materials is to be included in the price bid for such other items of work, as the Contractor may consider appropriate.

EXHIBIT A– PAGE 1 of 3
SCOPE AND SCHEDULE OF SERVICES

DESCRIPTION OF LAKE

Elk Grove Park Lake is located in Elk Grove Park, 9950 Elk Grove-Florin Rd, Elk Grove, CA. The reported lake capacity is approximately 8 million gallons. Water from the lake is utilized for irrigation purposes. The California Department of Fish and Game stocks the lake with catchable size trout and catfish. The lake is one of the most focal points in the park and is specifically highlighted during the Strauss Festival in July and the Giant Pumpkin Festival in October. The Sacramento Model Boat Club utilizes the lake for their model boat activities. Swimming, wading, and recreational watercrafts are not permitted in the lake. The lake is home to a variety of birdlife. Potential organic intrusion sources originate from birdlife and run-off from adjacent fertilized turf areas.

PART I – LAKE WATER MAINTENANCE

SCOPE OF WORK:

1. Aquatic weed populations shall be kept at a level whereas their presence is not detectable by an unaided observation.
2. Service level for Lake Water Maintenance shall be no less than bi-weekly (every two weeks). Additional service may be required if aquatic weed population exceeds acceptable levels or excessive debris build-up occurs on the east end of lake surface and/or bed. Historically, bi-weekly lake service has provided the expected results. Service during the winter months (December - February) may be reduced to once per month if not detrimental to lake appearance and/or health.
3. Contractor shall remove debris (paper products, bottles, cans) from the lake surface at every servicing. Contractor may utilize non-motorized vessel to access debris out of reach of the shoreline (e.g., aluminum-boat). Debris may be disposed of in an on-site dumpster designated by Project Manager.
4. Contractor shall provide Project Manager a written report that details: date of service, time of service, technician performing services, services performed, chemicals applied, and amount of chemicals applied. The District will provide the Contractor a "Lake Inspection Form". The Lake Inspection Form shall be turned in after each service.
5. Contractor shall notify Project Manager immediately if an urgent condition is observed that jeopardizes the health and/or appearance of the lake.
6. Historically aquatic weed control has been achieved by the application of shading chemicals and biological controls. In bid, specify proposed chemicals to be added. Materials, timing, rate of application and application shall be applied or supervised by a State of California licensed Qualified Applicator.
7. Contractor to provide District with SDS sheet for all chemicals prior to use.
8. Contractor is prohibited from utilizing aquatic herbicides without written approval from the Project Manager. The use of aquatic herbicides would only be considered as a worst-case/last-ditch effort to eradicate a potentially detrimental aquatic weed outbreak. Historically, aquatic herbicides have not been used and/or required in the Elk Grove Park Lake.
9. Contractor shall schedule service to assure that the lake is clear of visible aquatic weeds and debris during the Strauss Festival in July and Giant Pumpkin Festival in October.

EXHIBIT A– PAGE 2 of 3
SCOPE AND SCHEDULE OF SERVICES

PART II – FOUNTAIN (3) MAINTENANCE

SCOPE OF WORK:

1. Three (3) lake fountains will be serviced quarterly.
2. Service to include: pulling each fountain, disassembling, de-scaling, pressure washing, cleaning the can, de-tangling cords and any fishing line, ensuring the fountains are functioning properly, reassembling and floating the fountains, anchoring them properly and reconnecting the power.
3. Contractor shall provide Project Manager a written report that details: date of service, time of service, technician performing services, and detailing any problems or issues found.
4. Contractor to identify problems and/or issues the fountains may have and provide repair recommendation and quote for needed repairs.
5. Contractor to provide schedule of service for fountains. Include how long each fountain will be removed for inspection and cleaning and whether all three fountains will be temporarily out of service concurrently.

ADDITIONAL REQUIREMENTS:

1. Contractor vehicles shall be clearly marked with the company name and contact information clearly legible.
2. Contractor vehicles shall be in good working condition with no visible damage that would promote a negative image to park users.
3. Contractor employees shall wear uniforms with company name and employee name clearly visible.
4. Contractor employees are not permitted to smoke while on District Property.

SPILL CONTROL

Contractor must have a hazardous materials spill control kit on site during the entire project. Re-fueling and/or chemical mixing activities shall not result in spillage into any waterway or on land. In the event of a hazardous material spill, the contractor shall call 9-1-1 immediately followed by a call and written report to the Project Manager.

PROJECT HOURS

- Permitted project work hours shall be Monday – Friday 7:00 A.M. to 5:00 P.M.
- No work shall be permitted on weekends and/or legal holidays without approval from the Project Manager.

BID PRICING

- Contractor shall provide a monthly rate for maintaining Elk Grove Park lake water and a quarterly rate for maintaining the 3 lake fountains at Elk Grove Park, as per Part I and II of this Scope and Schedule of Services on the **Exhibit B** Bid Form.
- At time of review, if Contractor does not feel the lake meets described standards as stated in this Request for Written Bid, Contractor may include cost of materials and labor within the monthly bid quote to bring lake up to standards.

EXHIBIT A– PAGE 3 of 3
SCOPE AND SCHEDULE OF SERVICES

SCHEDULE OF SERVICE:

- The initial term of this contract is twelve (12) months. The District reserves the option to extend the contract for up to two (2) additional twelve (12) month periods upon the same terms and conditions as provided in the contract. The Contractor can propose a price increase if desired. The Contractor should include a cost schedule for Year 1, 2 and 3 on the Lump Sum Bid Form (**Exhibit B**).
- Contract will commence April 2021.

**EXHIBIT B – PAGE 1 of 2
BID**

TO: CSD PROJECT MANAGER

THIS PROPOSAL IS SUBMITTED BY: _____
(Firm/Company Name)

Re: Elk Grove Park Lake Water & Fountain Maintenance

1. The undersigned Bidder proposes and agrees, if this Proposal is accepted, to enter into an agreement with the Cosumnes Community Services District to perform and furnish all services as specified or indicated in the Scope and Schedule of Services and in accordance with all other terms and conditions of the signed agreement.
2. In submitting this Bid, Bidder represents: (a) Bidder has reviewed the Scope and Schedule of Services; and (b) Bidder has visited the Site and performed all tasks, research, investigation, reviews, examinations, and analysis and given notices, regarding the Project and the Site;
3. In response to the Request for Written Bid for the Project referenced above, the undersigned Bidder hereby proposes to the Cosumnes Community Services District to perform the Project Services for the **prices written below** and to furnish all supplies, materials, labor, labor supervision, tools and equipment, and to perform all operations necessary to provide full and Project Services per the attached Scope and Schedule of Services.

PART I – LAKE WATER MAINTENANCE

Year 1 - Monthly Price	\$
Year 2 - Monthly Price	\$
Year 3 - Monthly Price	\$

PART II – FOUNTAINS (3) MAINTENANCE

Year 1 - Quarterly Price	\$
Year 2 - Quarterly Price	\$
Year 3 - Quarterly Price	\$

Bidder agrees that this Bid constitutes a firm offer to District which cannot be withdrawn for ninety (90) days from and after the Reply-By date, or until a contract is fully executed by the District and a Bidder, whichever is earlier.

**EXHIBIT B – PAGE 1 of 2
BID**

- 4. **Bidder to provide a proposed schedule of services** for Part I and II.
- 5. **Bidder to provide a proposed listing of shade chemicals** for Part I.
- 6. The undersigned Bidder understands that District reserves the right to reject this Bid, or to award Part I and Part II to separate contractors.
- 7. Notice of Award or request for additional information may be addressed to the undersigned Bidder at the address set forth below.
- 8. The undersigned Bidder acknowledges that District has reserved the right to delay or modify the commencement date. The undersigned Bidder further acknowledges District has reserved the right to perform independent work at the Site, the extent of such work may not be determined until after the reply-by date, and that the undersigned Bidder will be required to cooperate with such other work in accordance with the requirements of the Contract Documents.

CONTRACTOR INFORMATION

Company/Firm Name _____

Address _____

Telephone () _____ Fax () _____

Email Address _____

Contractor's License Number: _____ Expiration Date: _____

Contractor's License Classification: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____	_____
Signature of Bidder	Submitted Date
_____	_____
Print Name	Title

**Exhibit C
Contractor Registration and Labor Compliance Form**

THIS PROPOSAL IS SUBMITTED BY: _____

Project: PM-21-025 ELK GROVE PARK LAKE WATER & FOUNTAIN MAINTENANCE

CONTRACTOR REGISTRATION:

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LABOR COMPLIANCE:

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

Contractor

Department of Industrial Relations Registration Number: _____

Contractors State License Board/Certificate Number: _____

Project Manager/Contact for project

Email Address: _____

First Name: _____

Last Name: _____

Title: _____

Work Phone: _____

Estimate which classifications or type of worker will be employed by the contractor for this project:

- | | |
|---|--|
| <input type="checkbox"/> ASBESTOS | <input type="checkbox"/> BOILERMAKER |
| <input type="checkbox"/> BRICKLAYERS | <input type="checkbox"/> CARPENTERS |
| <input type="checkbox"/> CARPET/LINOLEUM | <input type="checkbox"/> CEMENT MASONS |
| <input type="checkbox"/> DRYWALL FINISHER | <input type="checkbox"/> DRYWALL/LATHERS |
| <input type="checkbox"/> ELECTRICIANS | <input type="checkbox"/> ELEVATOR |
| <input type="checkbox"/> MECHANIC | <input type="checkbox"/> GLAZIERS |
| <input type="checkbox"/> IRON WORKERS | <input type="checkbox"/> LABORERS |
| <input type="checkbox"/> MILLWRIGHTS | <input type="checkbox"/> OPERATING ENG |
| <input type="checkbox"/> PAINTERS | <input type="checkbox"/> PILE DRIVERS |
| <input type="checkbox"/> PIPE TRADES | <input type="checkbox"/> PLASTERERS |
| <input type="checkbox"/> ROOFERS | <input type="checkbox"/> SHEET METAL |
| <input type="checkbox"/> SOUND/COMM | <input type="checkbox"/> SURVEYORS |
| <input type="checkbox"/> TEAMSTER | <input type="checkbox"/> TILE WORKER |