



City of Lompoc

Request for Proposal RFP No. 2828 - Gull Abatement Services July 13, 2016

This is a request for proposal with a short open time. Proposals will be accepted under the attached specifications, at the office of the Purchasing and Materials Manager, 1300 West Laurel Avenue, Lompoc, California, until 2:00 p.m. on August 11, 2016. If further information is needed, contact Ray Ambler at (805) 875-8003.

Please **immediately complete the Contact Information Sheet** and fax to (805)735-7628 to be added to the list to receive all clarifications and addendums.

If you will hand carry the bid to our office, please give yourself at least an additional half-hour to pass through our new pedestrian security gate, located next to the flag pole, and be signed in as a visitor to the Purchasing Office.

The only authorized City contact will be the Purchasing Officer listed below or other contact through Purchasing Office Staff, from the original issue date through the contracting period. Interested bidders or their representatives are not allowed to communicate with City staff regarding this solicitation. If any bidder is found to be in violation of this provision, the City reserves the right to reject their proposal.

Late bid/proposal will be retained in file but not considered for award. The receiving time in the Purchasing Office will be the governing time for acceptability of bid/proposals. **Bid/proposals WILL be accepted by U.S. Mail or facsimile machine at (805)875-8633.**

A handwritten signature in black ink that reads 'Ray Ambler'.

Ray Ambler
Purchasing & Materials Manager

Dated:
Published:

Request for Proposals

The City of Lompoc is seeking a qualified bird depredation company for the purpose of seagull abatement at the Lompoc Landfill.

- Year one** will last six (6) months, beginning October 3, 2016, through March 31, 2017.
- Year two** will last six (6) months, beginning October 2, 2017, through March 30, 2018.
- Year three** will last six (6) months, beginning October 1, 2018, through March 29, 2019.
- The total number of hours per year is approximately 1040.

The hours of operation are eight (8) hours per day, beginning at 7:30am to 4:00pm, Monday through Friday. When the Landfill is closed due to a City observed holiday, the day will be made up the Saturday following the holiday. Holidays may include Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Jr. Day, and Presidents Day.

The City is requesting that all interested parties submit a proposal for an effective bird abatement program at the Lompoc Landfill to cover the (6) month period and their qualifications to provide such a program.

In your plan, please include the number and types of birds to be used in the abatement program, the number of personnel authorized to be on-site daily, copies of all license(s) required by the State of California, and all associated costs.

This program must be implemented by October 3, 2016.

The Solid Waste Division, has an education outreach program in place that is geared towards education the youth on topics such as recycling, protecting the environment and general landfill operations. We would like to incorporate bird abatement as a part of this program. Please indicate your willingness to participate in such activities.

Selection Criteria

The Services will be selected by a City Evaluation Committee on the basis of the following criteria:

Suitability of the Services to meet the needs of the City including (30%):

- · Staffing and Services Offered
- · Support Services Proposed

Vendor Experience and Qualifications (30%):

- · Qualifications and capabilities of the vendor and its personnel
- · References for current clients

Cost Proposal (30%)

- · Actual Service Costs
- · Payment discounts

Compliance with the RFP requirements and process specified in this section (10%):

- · The extent to which written proposal addresses items specified in Scope of Services section of this request, cost and merits of the proposed work program.

RFP Mandatory submittals

- Cover letter including any willingness to educate statement
- Gull Abatement Proposal/Plan
- References
- Cost Proposal
- Signature Page
- Copies of licenses required by the State of California

ATTACHMENT "A"

INSURANCE REQUIREMENTS



The City of Lompoc requires that you furnish and maintain current certificates of insurance for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

You must secure the following insurance coverage to protect the City from claims brought against the City, employees, authorized representatives, agents, or third parties.

1. **Worker's Compensation Insurance in an amount not less than \$1,000,000** per

occurrence as required by State of California statutes, and employer's liability insurance (including disease coverage). Insurer shall waive all rights of subrogation against the City, its employees, representatives, and agents.

2. **Automobile Liability Insurance** with coverage for any vehicle including those owned, leased, rented, or borrowed. This insurance shall have an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than **\$500,000 per occurrence** combined single limit for bodily injury and property damage.

3. **General Liability Insurance** including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverages. This insurance shall be on a commercial insurance, occurrence form with an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be **not less than \$1,000,000** per occurrence combined single limit for bodily injury and property damage.

4. **You must provide evidence the insurance policy names the City and its officers, employees and representatives as additional insureds or a separate endorsement naming them as additional insureds** referencing your name and policy number. Examples of such endorsements are ISO CG 25 04 11 85, ISO CG 25 03 11 85, ISO CG 25 01 11 85.

5. The insurance policies described above shall include the following provisions or have

added by endorsement:

a. The **coverages shall be primary**, and no other insurance or self-insurance such as may be utilized by the City shall contribute to a loss under these policies.

b. The policies shall not be canceled or materially altered without **30-days' prior written notice** to the City.

6. The insurers utilized shall conform to the following terms:

a. Insurers shall have at least an "A-" policyholder's rating and a "VII" financial rating in accordance with the most current Best's Key Rating Guide.

b. Vendor shall furnish the City, within ten (10) calendar days of receiving Notice of Award, or a Request for Insurance letter, and not less than two (2) working days prior to the commencement of the work, with adequate certificates of insurance and with original endorsements affecting coverage as will demonstrate that the provisions and/or requirements of this section have been complied with.

Please send insurance certificates to:
City of Lompoc, Purchasing Division
1300 West Laurel Avenue; Lompoc, CA 93436
Fax: (805) 735-7628 or via email to
t_hernandez@ci.lompoc.ca.us

For more information, please call (805) 875-8000

Attachment B

Cost Proposal Format

Hours		\$ per hour	Extended Total Cost
	Year One 2016-17 Hours per six month period Hours per week _____ Falconers # _____		
	Year One 2017-18 Hours per six month period Hours per week _____ Falconers # _____		
	Year One 2018-19 Hours per six month period Hours per week _____ Falconers # _____		
Total extended cost for three years			\$

Attachment C
City of Lompoc, Bidder References (Complete and Return)

List and describe fully three contracts performed by your firm which demonstrate your ability to provide the services included with the scope of the bid specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name: _____

Contact Individual: _____

Phone No: _____

Address: _____

Contract Amount: _____

Year: _____

Description of Supplies, Equipment, or Services Provided:

Reference No. 2

Customer Name: _____

Contact Individual: _____

Phone No: _____

Address: _____

Contract Amount: _____

Year: _____

Description of Supplies, Equipment, or Services Provided:

Reference No. 3

Customer Name: _____

Contact Individual: _____

Phone No: _____

Address: _____

Contract Amount: _____

Year: _____

Description of Supplies, Equipment, or Services Provided:

PROPOSAL SIGNATURE FORM
(Complete & return)

Responding to a Request for Proposal the undersigned proposer agrees to provide professional services in accordance with the specifications.

All information submitted by proposer, including signatures, must be original. Copies will not be accepted. The representations herein are made under penalty of perjury.

We hereby certify that:

- That this proposal was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- That this proposal is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- That we have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other proposer or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.

We hereby offer to sell the City of Lompoc the above material and/or service at the prices shown and under the terms and conditions printed hereon or attached or referenced.

(Please type or print)

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

ADDRESS

NAME AND TITLE (PLEASE PRINT)

CITY, STATE AND ZIP CODE

E - MAIL ADDRESS

PHONE NUMBER

WEB PAGE

FAX NUMBER

DATE

General Terms and Conditions

The sole point of contact in the City for purposes of this RFP is the Procurement Officer. All communications regarding this solicitation are to be made solely through the Procurement Officer or his/her designee. Only information communicated by the Procurement Officer or his/her designee shall be the official position of the Department. Questions regarding this solicitation must be directed in writing to the Procurement Officer or the designee.

City of Lompoc
Ray Ambler, Purchasing & Materials Manager
1300 West Laurel Avenue
Lompoc, CA 93436

1. The Issuing Office must receive proposals by 2:00 p.m. on the date indicated above.
2. An award is final only upon approval by the appropriate office of the City of Lompoc and execution on behalf of the City. State.
3. The Department reserves the right to amend this solicitation at any time prior to the proposal due date. If it does become necessary to amend any part of this solicitation, the Procurement Officer will furnish an addendum to all registered proposers. All amendments will be identified as such and will be sent by mail, and facsimile machine.
4. The Department may cancel this solicitation as provided by Lompoc City Code reject all proposals submitted in response when this action is determined to be in the City's best interests.
5. The Department reserves the right to accept or reject all proposals, in whole or in part, and to waive or permit cure of minor irregularities.
6. Proposals should be prepared simply and economically, providing a straight forward, concise description of the Offerors ability to fulfill the requirements of this solicitation. The Department is not responsible for any expenses incurred by Offerors in preparing and submitting proposals in response to this solicitation.
7. All proposals shall be typewritten or written legibly in ink and all proposals shall be signed in ink as specified.
8. Should a vendor find discrepancies in the specifications or contract provisions included in this solicitation, or should there be doubt as to the meaning or intent of any section or subsection herein, the vendor should request clarification from the Procurement Officer. Failure to request a clarification prior to the due date will be a waiver of any claim by the vendor for expenses made necessary by reason of later interpretation of the contract documents; Offerors will be bound to the Department's interpretation.
9. All prices must be firm for 90 days from the date of the proposal opening & be inclusive. Upon award, prices will be in effect for the term of the contract.
10. All proposals submitted by Seller to Proposer should be submitted upon the attached proposer's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein.
11. The issuance of this proposal request creates no obligation on the part of the City and the City reserves the unconditional right at its option to either reject all proposals or waive any irregularities or informalities therein.
12. Prompt payment discounts of 20 days or longer will only be considered when comparing proposals, however, if you offer any prompt payment discounts, please indicate this on your proposal.
13. Awards will be made to realize the

General Terms and Conditions

greatest savings to the City and may not necessarily be the lowest proposal especially where services are of the utmost importance.

14. Submission of a signed proposal will be interpreted to mean that the proposer has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
 15. All time limits stated are of the essence and must be complied with. Any proposals received after closing time stipulated will be returned unopened.
 16. LAWS GOVERNING CONTRACT: The contract shall be in accordance with the laws of the State of California and the ` of Santa Barbara, California is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.
 17. ENTIRE AGREEMENT: Any Agreement resulting from this RFP will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:
 - A) Purchase Order
 - B) CITY's Request for Proposals
 - C) Attachment A
 - D) CONTRACTOR's Proposal
 22. Time of Bid Submission: Bids or Proposals shall be submitted so as to be received in the office designated in the invitation for bids not later than the exact time set for opening of bids. Lompoc City Code Section 2603.E. reads "Bid Opening. No bid shall be considered which has not been received at the place, and at or prior to the time, stated in the invitation for bids." The official time clock for this bid
- will be the U. S. Naval Observatory (USNO):
<http://www.time.gov/timezone.cgi?Western/d/-5/java>
- Solicitations opening at 2:00 P.M. PST will be considered late at 14:00:01 PST and will not be accepted or considered. The Purchasing and Materials Manager Agent or his representative designated as the bid opening official shall decide when the time set for bid opening has arrived, and so shall declare to those present. She (or he) shall then personally and publicly open all bids received prior to that time, and when practicable shall read them aloud.



City of Lompoc

"Registered Proposer Information Sheet"

RFP No. 2828–Gull Abatement
Opening Date: August 11, 2016

Please immediately complete and fax this page to (805) 735-7628 to be added to the list to receive all clarifications and addendums.

Complete this form (print or type your information). Fax the completed sheet to (805) 735-7628.

Company Name

Signature of Authorized Representative

Name of Proposer

Name & Title (please print)

Street Address

E-Mail Address

City, State, Zip Code

Telephone Number

Date

Facsimile Number

Web Page Address