

BID PACKET FOR WEED ABATEMENT CONTRACTOR

TEMPLETON FIRE AND EMERGENCY SERVICES



Bids must include all components listed on bid form. Failure to do so will result in bid rejection.

All abatement work is to be completed by
June 30th 2017.

Bid form must be received by 4:00 pm Wednesday, May 24, 2017

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TEMPLETON COMMUNITY SERVICES DISTRICT

P.O. BOX 780 • 420 CROCKER STREET • TEMPLETON, CA 93465 • (805) 434-4900 • FAX: (805) 434-4820
www.templetoncsd.org

INVITATION AND BID FOR ONE-YEAR CONTRACT

BID NO. 2017-000

Sealed bids, subject to the conditions herein, will be received at the TCSD office until **4:00 p.m., on Wednesday, May 24th, 2017** and promptly thereafter be opened at the Templeton Community Service District Office, located at 420 Crocker Street, and read for the public project for furnishing the following services at various locations within the District. The term of the contract awarded may be **up to a period of 1 year**. The District reserves the right to award a contract for any term.

WEED/REFUSE ABATEMENT

Bidder-Contractor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Phone: **Work:** _____ **Cell:** _____

INSTRUCTIONS

The contractor must comply with the attached legal regulations and responsibilities. The District reserves the right to reject any or all bids and waive any irregularity or informality of any bids to the extent permitted by law. This bid includes large parcels (tractor work), small lots (hand work - weed eater), debris removal (hauling), designated flood control drainage maintenance and other designated District lots. The minimum time per job on any parcel or lot will be one-half hour. The fire chief or his authorized representative may exercise the authority to reject any work not considered satisfactory.

The attached bid sheet needs to be completed with the proposed rates. When bidding, your bid can be based on a flat rate or percentage. Whatever method, the price will be fixed.

The Award will be based on the combined total of the hand work & tractor work for one year.

Bidders shall contact the Templeton Community Service District office the day prior to bid opening to obtain any addenda information. Submittal of a signed bid shall be evidence that the bidder has obtained this information and that the bid is based on any changes contained therein.

MINIMUM EQUIPMENT REQUIREMENTS

Tractors: Two tractors, one for active service and another in reserve as a backup in the event of mechanical problems. Specifications include: four wheel drive with a 5’ cutting width mower (rotary or flail). Tractor will be required to have spark arrestors. Each tractor is to have a pressurized water extinguisher or water back-pump for fire extinguishment.

Weed Eaters: Two 25cc professional/commercial weed eaters with spark arrestors, including a straight and solid drive shaft.

Hauling: 10’ trailer.

PLEASE CONFIRM TRACTOR AND MOWER SIZE AND TYPE:

Tractor:

Brand: _____ Size: _____ HP: _____

Mower:

Type: Flail Rotary Size: _____

Weed Eaters:

Size: _____ cc

PLEASE BID ON THE FOLLOWING ITEMS:

Tractor mowing: \$ _____ tractor per 1/2 hr

Hand work: (2-person weed eater crew) \$ _____ entire crew per 1/2 hr

ADDITIONAL REQUIREMENTS

Photos:

Contractor must have a digital camera so that before and after photos can be taken of the lots abated. The photos are to include weeds abated or any other abatable material, as directed in the contractor's work order. **Before and after photos shall be taken from the exact place and direction, so as to include significant and identifiable landmarks and to confirm location. All photos must be identified by parcel number, with an easel or dry erase board in the photo with the appropriate Assessor Parcel Number (APN) indicated. The APN indicated on the board must be clearly visible for payment. You are responsible for all costs incurred to generate the required photos.** Pictures must be identified with the APN number followed by an "A" for after shot and "B" for before shot. Example: (APN #000-000-000-A & APN #000-000-000-B), organized by pairs and submitted on a CD.

Payment:

Calculated worksheets are to be submitted to the Fire Department as they are completed. All work orders must be turned in by July 03rd 2017.*

* The July dates may change from year to year based on County and District requirements. Actual date requirements for each year will be communicated to the contractor at least 60 days prior to the deadline.

Year-round abatements are paid by calculated worksheets and invoices.

Assurance:

The contractor will hold the District harmless from any failure or inability to prove that the work was completed. The contractor will hold the District harmless from any errors or omissions of the contractor, even where those errors or omissions are discovered past the date of payment for work performed.

Safety:

Safety equipment to be provided by contractor as required by the TCSD Fire Department. Each towing and/or crew vehicle must have installed, on board, one 2A10BC fire extinguisher and two round-point shovels. Each tractor must have installed, on board, one 2 1/2 gallon water extinguisher and one 2A10BC fire extinguisher. Prior to beginning work, the contractor must schedule an inspection of all equipment with the Fire Chief at the Templeton Fire and Emergency Services station 1 located at 206 5th St. Each tractor and weed eater must have spark arrestors, and be inspected for continuity.

License:

The contractor must obtain all licensing required to conduct business in the County of San Luis Obispo. The contractor will be required to sign an agreement with the TCSD. The agreement contains a wide variety of provisions including insurance requirements of the bidder.

Notification of District Staff:

The contractor must notify the weed abatement Fire Inspector when work is to begin on any of the non-compliant lots to be abated.

LEGAL REGULATIONS AND RESPONSIBILITIES TO THE PUBLIC

Contractor's Insurance:

The contractor shall not commence work under this contract until he/she has obtained all insurance required, and such insurance shall have been approved by the District as to form, amount, and carrier; nor shall the contractor allow any subcontractor to commence work in his subcontract, until similar insurance required of the subcontractor shall have been obtained and approved.

- (a) Worker's Compensation and Other Employee Benefits: District and contractor intend and agree that the contractor is an independent contractor of the District and agrees that contractor and contractor's employees and agents have no right to worker's compensation or other employee benefits. If any worker insurance protection is desired, the contractor agrees to provide worker's compensation and other employee benefits, where required by law, for contractor's employees and agents. The contractor agrees to hold harmless and indemnify the District for any and all claims arising out of any claim for injury, disability, or death of any contractor or contractor's employees or agents.

- (b) Public Liability and Property Damage Insurance: Contractor shall provide and maintain, during the life of this contract, such public liability and property damage insurance as shall protect the District, its elective and appointed boards, officers, agents, employees, contractor and any agents, and employees performing work from claims for damages for personal injury, including death, as well as from claims for property damage, which may arise from the contractor's or subcontractor's operations under this contract, whether such operations be by the contractor. Amounts of such insurance shall be as follows:
 - (1) Public Liability Insurance.
In an amount not less than \$1,000,000 for injuries, including, but not limited to, death, to any one person and subject to the same limit for each person, in an amount not less than \$500,000 on account of any one occurrence;

 - (2) Property Damage Insurance.
In an amount of not less than \$500,000 for damage to the property of each person on account of any one occurrence;

 - (3) Comprehensive Automobile Liability.
Bodily injury liability coverage of \$500,000 for each person in any one accident and \$1,000,000 for injuries sustained by two or more persons in any one accident. Property damage liability of \$500,000 for each accident;

 - (4) Worker's Compensation Insurance.
In the amounts required by law as set forth in section (a) above.

(c) Proof of Insurance:

Contractor shall furnish the District, concurrently with the execution hereof, with satisfactory proof of carriage of the insurance required, and adequate legal assurance that each carrier will give the District at least thirty (30) days prior notice of the cancellation of any policy during the effective period of this contract. The certificate or policy of liability insurance shall name the District as an additional insured with the contractor. Proof of insurance is to be submitted to the District Board Secretary. If the certificate or policy of liability insurance requires an endorsement, make sure the endorsement is attached.

TO THE DISTRICT PURCHASING AGENT

DATE: _____

In compliance with the above invitation for bid, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted, within 30 days of the date of opening, to furnish any or all of the items upon which prices are quoted, **for the effective contract period June 8th, 2017 through May 31st, 2018.**

Bidder: _____

By: _____
(Signature of authorized person)

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Work: _____ Cell: _____

IMPORTANT INSTRUCTIONS TO BIDDER

Bids must be sealed and addressed to:

**Templeton Community Service District
City Clerk - Bid No. 2017-004
420 Crocker Street
Templeton, CA 93465**

(One copy of this bid to be retained by the bidder)

TEMPLETON COMMUNITY SERVICE DISTRICT

Weed Abatement Contract 2017

	HOURLY RATES
2015 TRACTOR MOWING WORK RATE	\$ ½ Hr
2015 HAND WORK HOURLY RATE	\$ ½ Hr

*The Award will be based on the Combined Total of the Hand Work and Tractor Work for one year.

Bidder Signature: _____

PLEASE SUBMIT THIS PAGE ALONG WITH YOUR BID PAPERWORK

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TEMPLETON FIRE AND EMERGENCY SERVICES
2017 Weed and Rubbish Abatement

BID FORM

A contractor must bid on all items/equipment listed on bid form. Lots may require the use of a tractor, a hand mower, a weed-eater or a combination of any of the three. The contractor must comply with the attached *Legal Regulations and Responsibilities* and the *Requirements and Specifications*. Final acceptance of bids will be subject to evaluation and inspection of equipment to determine capability to perform work. This inspection will be conducted by the Templeton Community Services District Fire Chief or a designated representative.

The Templeton Community Services District reserves the right to reject any or all bids to the extent permitted by law. The Templeton Community Services District Fire Chief or designated representative can reject work not considered satisfactory.

All abatement work assigned to contractor must be completed by **June 30, 2017**.

ITEM	EQUIPMENT	FEE
A	Tractor with flail or rotary	\$ _____ per half-hour
	type mower plus operator	\$ _____ per hour
B	Weed-eater plus operator	\$ _____ per half-hour
		\$ _____ per hour
C	Laborer (hand work)	\$ _____ per half-hour
		\$ _____ per hour

Bidder-Contractor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business License number (Within SLO County): _____

Liability Insurance Verification Will Be Required

The Templeton Community Services District reserves the right to reject any or all bids to the extent permitted by law.

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TEMPLETON FIRE AND EMERGENCY SERVICES

Weed and Rubbish Abatement

REQUIREMENTS AND SPECIFICATIONS

- Contractor must present proof of liability insurance.
- Contractor (or their agent) must be able to perform in all areas and terrain within the Templeton Community Services District.
- Contractor (or their agent) must have all equipment available that is listed on the bid form and have it available for inspection prior to beginning any work.
- Contractor must notify the weed abatement Fire Inspector when work is to begin on any of the non-compliant lots to be abated.
- Contractor will be required to submit a “before and after” digital photo for each lot where work was done. The “before” photo will be taken to give a perspective of the work to be done; the “after” digital photo will be taken from the same point showing completed work. Both photos will be attached to the *Request of Payment Form* which must be submitted for payment.
- All worksheets, photos and other documents will be submitted electronically on a CD. All documents shall be created in software that is compatible with Microsoft Office 2013.
- A list of lots will be provided to the contractor on June 7th, 2017. Work can begin **no sooner** than June 7th, 2017 and be must be completed **no later** than June 30th, 2017.
- If a lot has been cleared prior to the contractor’s arrival, please indicate “No action required” on the *Request for Payment Form* and move to the next parcel.
- *All Requests for Payment Forms* will need to be completed with photos and returned to the Fire Department no later than June 30th, 2017.
- The Fire Chief or his representative will inspect and can reject work not considered satisfactory.
- Perform work only when weather is safe to do so: Consider extreme high temperatures, low humidity and high winds. Please contact the fire department, if you have questions.
- Clearance standards are noted on each *Request for Payment Form*, however mow/weed-eat to property lines and public roadways in and around all trees or large brush stands.

IF CONFRONTED BY PROPERTY OWNER/TENANT MOVE ON TO NEXT LOT AND CONTACT THE FIRE DEPARTMENT

FIRE CHIEF OFFICE
DISTRICT OFFICE

434-4911
434-4900