



**REQUEST FOR PROPOSALS
(RFP)
FOR
LANDSCAPING SERVICES
24RFP009**

Released: February 23, 2024

**280 South Decatur Boulevard
Las Vegas, NV 89107**

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SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (“Health District”) requests proposals from experienced and qualified landscape maintenance companies with proven expertise in irrigation/water management, landscape management, pest control, soils, and fertilizers to maintain property in a scheduled and professional manner at two facilities in Las Vegas, Nevada (“Project”).

B. Entity Information

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving more than 2.4 million residents and safeguarding the public health of more than 42 million visitors to Las Vegas annually.

The Health District’s mission is, “To assess, protect, and promote the health, environment, and well-being of Southern Nevada communities and visitors.”

The Southern Nevada District Board of Health (Board) is the Health District’s governing body vested with jurisdiction over all public health matters within Clark County Nevada.

C. Funding

Any awarded contract will be subject to the availability of funding and shall be immediately terminated if any funding budgeted for the contract is withdrawn, limited, or impaired.

D. Anticipated Contract Type

The contract type will be a firm-fixed priced contract.

E. Anticipated Contract Term

The anticipated contract term shall be for one (1) year with four (4) optional one (1) year extensions. The Health District reserves its right to modify the initial contract term.

F. Ethics in Public Procurement

It is unlawful for any vendor to offer, or any Health District employee or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of an RFP.

SECTION II - SCOPE OF SERVICES

A. Project Description

The maintenance of Health District locations requires knowledge of and experience in the full range of landscaping activities including irrigation systems operation; tree, shrub and ground cover trimming and edging; fertilization; soil deficiency remediation; weed abatement; and pest control. Irrigation systems operations include installation, maintenance, modification, and repair of various irrigation components such as controllers, valves, sprinkler heads and drip nozzles. The selected contractor (hereinafter "Contractor") will work closely with Health District's Facilities Department.

B. Project Locations

1. 280 South Decatur Blvd., Las Vegas, Nevada 89107
2. 700 Martin Luther King Blvd., Las Vegas, Nevada 89106

C. Contractor Responsibilities

1. Contractor shall furnish all labor, services, materials, and equipment necessary to maintain the landscaping at both locations and shall adhere to all safety and personal protective equipment requirements.
2. No later than one week after the contract start date, Contractor shall inspect, test, and evaluate the irrigation systems. Contractor shall document and submit to Health District all identified deficiencies and the recommended repairs. Upon acceptance of the irrigation systems, Contractor shall maintain the systems during the contract as specified.

a. Bi-weekly Landscaping Maintenance:

Contractor shall maintain landscaping at both locations in an attractive condition, preferably on either Saturday or Sunday. If work must be performed Monday through Friday, work must start at 6:00 a.m. Work must not interfere with clients or employees parking or walking to building entrances. 280 South Decatur opens to the public at 8 a.m. Monday through Thursday, and employees arrive as early as 6:00 a.m. 700 Martin Luther King opens at 8:00 a.m. Monday through Friday.

b. Irrigation:

- 1) Contractor shall maintain irrigation systems in good working order. Contractor shall recommend in writing repair and/or replacement of timers, main and lateral lines, and valves as needed. Approved repairs will be executed via a separate purchase order.
- 2) Contractor shall adjust sprinklers and drip systems to ensure adequate coverage and no run-off or overspray. Health District shall approve adjustments to irrigation controllers.
- 3) Contractor shall check and set all irrigation timers and valves to comply with the Southern Nevada Water Authority watering schedule.
- 4) Contractor shall inform Health District of all vandalism to irrigation control clocks and backflow devices. Health District shall determine needed action.
- 5) Contractor shall maintain all battery-operated clocks.
- 6) Health District shall repair all irrigation leaks occurring under asphalt and concrete walkways.

c. Freeze Protection:

Contractor shall protect all back-flow assemblies from freezing.

d. Parking Lot/Driveway/Sidewalk:

Contractor shall clean and police for trash all landscape areas during bi-weekly schedule.

e. Fertilization:

Contractor shall fertilize plants at least two (2) times per year.

f. Weed Abatement:

Contractor shall keep all rock and shrub areas free of weeds. Contractor shall control weeds by pulling, cutting, and spraying as appropriate. Contractor shall apply pre- and post-emergence herbicides that meet EPA and/or Nevada standards as needed. However, Contractor shall not spray during windy conditions.

g. Plant/Shrubbery Care:

Contractor shall trim plants/shrubs as needed to always maintain a neat appearance. Major trimming shall occur only during March or April and September or October. All desert plant material shall be selectively pruned as needed. Contractor shall regularly inspect all plants for disease and insect damage and treat as needed at no additional charge. Contractor shall remove from the locations all plant trimmings and dead plant material. Replacement of any dead plant material shall be invoiced based on plant size and type per RFP at Contractor's proposed rates.

h. Trees and Palms:

- 1) Contractor shall prune all trees as needed to eliminate low growth, obscured signage or lighting, cross branches, and sucker growth. Major pruning shall occur during the dormant season.
- 2) Contractor shall prune all trees 12 feet and over up to 12 feet high to ensure no obstruction to vehicles and pedestrians. Health District shall preapprove pruning above 12 feet.
- 3) Contractor shall thin once per year in November all trees 12 feet and under to encourage proper branching and growth.
- 4) Contractor shall trim all palms as needed to always maintain a neat appearance.
- 5) Contractor shall maintain all guy wires and stakes to protect trees/palms from wind damage. Contractor shall remove all stakes when no longer needed.

i. New Plantings:

Contractor shall submit a quote for any new plantings not included in this RFP or in any resulting contract. Contractor's quote shall include all plant materials, nutrients, and additional irrigation parts needed. Approved plantings shall be executed via a separate purchase order.

j. Color Beds/Seasonal Color:

Contractor shall maintain (pinch-back and clean) all color beds during bi-weekly schedule. Contractor shall fertilize with a general-purpose liquid fertilizer all color beds on a six-week schedule depending on soil and plant condition. Contractor shall change seasonal flowers with Health District written approval.

k. Pest Control:

Contractor shall furnish and apply pesticides and insecticides (either liquid or granular) necessary to control pests. Contractor shall handle all chemicals and pesticides in accordance with all applicable federal, state, and local laws and regulations and label requirements. Contractor shall provide Health District with all Safety Data Sheets prior to starting work.

l. Trash Removal:

Contractor shall remove all litter and debris including trimmings and leave the locations in clean and satisfactory condition on all scheduled service days.

m. Emergency/Other Services:

Contractor shall be available as needed for service calls for repairs due to inclement weather or random events. Such service calls shall be executed via a separate purchase order.

n. Emergency/Other Services:

Upon request Contractor shall inspect the locations with Health District and shall correct all defective and/or unsatisfactory work to Health District's satisfaction.

o. Warranty

Contractor warrants that the goods and services provided under this RFP and any resulting contract will conform to applicable specifications, instructions, drawings, data, and samples, will be merchantable and of good material and workmanship and free from defects, and will be fit and sufficient for the purposes intended. Contractor shall guarantee all workmanship, materials, and equipment provided for a period of one (1) year after the final acceptance of the equipment or materials or for the length of the current manufacturer's warranty, whichever is longer. Warranty will not be extended due to acts of vandalism, extreme acts of nature, nor the refusal to authorize treatment of needed plants with herbicide and/or insecticide.

D. Additional Contractor Responsibilities

1. Health District shall provide Contractor any devices, such as badges, necessary to access locations. Contractor shall compensate Health District for the cost to replace any lost or damaged device.
2. Contractor shall always maintain a 24-hour emergency contact and telephone number.
3. Contractor's staff shall always wear clothing that identifies them as Contractor's employees (i.e., bearing Contractor's name and/or logo) and perform work in a safe and professional manner.
4. Contractor shall submit invoices by the 15th of each month to be paid within 30 days.

E. Insurance

Prior to the commencement of a contract, Contractor shall provide a copy of its insurance certificate from an insurer licensed to do business in the State of Nevada indicating coverage for the Project Locations at the following required minimum limits:

General Liability:

Bodily Injury: \$1,000,000 each occurrence

Property Damage: \$1,000,000 each occurrence

Combined Single Limit of \$1,000,000

Aggregate of \$2,000,000

The insurer shall give Health District thirty (30) days written notice of cancelation or change in coverage. The insurance certificate must state that the insurer will notify Health District by registered mail of the cancelation (by insurer) or expiration of the insurance policy not less than 30 days before the expiration or cancellation is effective.

Auto Liability Insurance:

Insurance shall cover owned and non-owned vehicles used by Contractor with policy limits of not less than \$1,000,000 for any one occurrence and \$1,000,000 aggregate for damages for all occurrences.

Workers' Compensation:

Coverage in compliance with the State of Nevada requirements.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

RFP Release	02/23/2024
Mandatory Site Visits	03/07/2024
Deadline to Submit Questions	03/14/2024
Deadline to Disseminate Questions and Answers	03/21/2024
Deadline to Submit Proposals	04/11/2024
Evaluations Completed	04/18/2024
Notification of Intent to Award	04/25/2024
Contract Start Date	07/01/2024

B. Authorized Contact

1. The RFP Authorized Contact is Kevin Bratcher. All questions about this RFP from RFP Release to Notification of Intent to Award shall be directed only to the Authorized Contact at procurement@snhd.org. No other person, unless authorized in this RFP or by written addendum issued by the Authorized Contact, has the authority to respond to questions about this RFP.
2. Communication about this RFP with anyone associated with the Health District other than the Authorized Contact is prohibited. Proposals will be rejected for noncompliance with this prohibition.

C. Mandatory Pre-Proposal Site Visits

1. Mandatory pre-proposal site visits will occur on **03/07/2024**, at:
 - a. **8:00 a.m. PST** at 280 South Decatur Blvd., Las Vegas, Nevada 89107
 - b. **9:00 a.m. PST** at 700 Martin Luther King Blvd., Las Vegas, Nevada 89106
2. Complete [Attachment A - Mandatory Site Visit Form](#) and email it to procurement@snhd.org by **2:00 p.m. PST on 03/05/2024**.
3. Attendance at both site visits is mandatory. Attendees must sign-in at both sites. Proposals received from Proposers who do not attend both site visits will be rejected as nonresponsive.

D. Questions

Written questions about this RFP including questions that may arise during site visits must be emailed to procurement@snhd.org by **2:00 p.m. PDT on 03/14/2024**. Indicate “**24RFP009 Landscaping Services**” in the email subject line. All written questions and answers will be posted to [the Health District’s Public Notices website](#) by **5:00 p.m. PDT on 03/21/2024**.

E. Proposal Submission

Email one (1) PDF file to procurement@snhd.org. Indicate “**24RFP009 Landscaping Services**” in the subject line. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will not be accepted.

F. Deadline to Submit Proposals

Proposals must be received by **2:00 p.m. PDT on 04/11/2024**. Proposals received after **2:00 p.m. PDT on 04/11/2024** will be rejected as late.

SECTION IV - INSTRUCTIONS TO PROPOSERS

A. Proposer Requirements

To be able to submit a proposal, Proposer must have:

1. Maintained a place of business in Clark County, Nevada for at least three (3) years.
2. Performed work like this RFP within the past three (3) years.
3. Access to all necessary equipment and the organizational capacity and technical competence to properly and expeditiously do the work required in this RFP.
4. A documented safety program with a history of satisfactory performance.
5. All licenses and insurance required per the State of Nevada, Clark County, and this RFP.
6. Local Emerging Small Businesses (ESB) are encouraged to submit a proposal. Obtain details about the ESB program at <https://goed.nv.gov/programs/emerging-small-business-esb/>.

B. Proposal Preparation and Submission

Fully answer all questions and provide all required information and documentation as follows:

1. Cover Letter

Provide a cover letter containing the RFP number, name, and issue date; your firm's name, address, phone number and website URL; your firm's authorized representative's name, address, phone number and email address; and a statement of interest including why your firm is most qualified.

2. General Requirements

- a. Complete and submit [Attachment B - Proposal Form](#).
- b. Complete and submit [Attachment C - Price Form](#).
- c. Provide a copy of your Nevada business license.
- d. Complete and submit [IRS Form W-9](#).
- e. Provide an affirmative statement that Proposer, its officers, and its affiliates are not excluded or debarred from doing business with any government agency.
- f. Provide an affirmative statement that Proposer, its officers, and its affiliates are independent of and not related to Health District or its operations.
- g. Provide an affirmative statement that no conflict of interest exists between Proposer, its officers, and its affiliates and Health District or its operations.
- h. Provide a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Health District or of its governing or advisory boards may have in the Proposer or in this RFP.
- i. Disclose all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Proposer, its officers, and its affiliates in the past five (5) years.
- j. Disclose all complaints filed with any state regulatory bodies or professional organizations against Proposer, its officers, and its affiliates.
- k. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. Health District reserves its right to reject any proposed alternative.

3. Experience and References

- a. Describe your firm's experience with projects of similar size and scope.
- b. Describe how your firm performs quality work and communicates with clients. For example, do you provide customers documentation or monthly reports detailing when fertilizer and herbicide/pesticides were applied, when and which trees were trimmed/pruned, when irrigation system was repaired or parts were replaced, etc.
- c. Describe how your firm handles customer complaints or problems.
- d. Provide at least three (3) verifiable references for similar work performed within the last three (3) years. Provide company name, address, number of years serviced, monthly contract dollar amount, description of work, contact's telephone number and email address.

4. Proposed Schedule

Provide year 1 schedule of work including date, day of the week, and start time.

C. **Proposer Representations**

Proposers are expected to examine all RFP documents including addenda. Failure to do so will be at Proposer's risk. By submitting a proposal, Proposer represents and/or certifies that:

1. Proposer has read and understands this RFP and asserts that its proposal is made in accordance therewith and constitutes a firm offer for a period of 120 calendar days from proposal due date.
2. Proposer has visited the project locations and is familiar with the local conditions under which the work will be performed.
3. Proposer acknowledges receipt of addenda per [Attachment B - Proposal Form](#).
4. Proposer shall comply with the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and regulations issued pursuant to those acts.
5. Proposer has read and shall comply with [the Health District's Code of Conduct](#).
6. Proposer certifies that it has not communicated with any employee or member of the Health District in a manner that might provide Proposer an advantage over any other Proposer, and that its price was derived independently and without collusion.

D. **General Conditions**

1. Interpretation or Correction of Solicitation Documents

- a. Proposer shall promptly notify the Authorized Contact in writing of any ambiguity, inconsistency, or error, which it may discover in the solicitation documents and/or to request clarification or interpretation of the solicitation documents by the Deadline to Submit Questions, except if related to addenda issued after this deadline.
- b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to [the Health District Public Notices website](#). Proposer shall be responsible for ensuring that its proposal reflects all addenda.

2. Responsible Proposer

A responsible proposer is one who submits a responsive proposal and has the capability in all respects to fully perform the contract requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance.

3. Responsive Proposal

A responsive proposal is one that conforms in all material respects to the RFP requirements. Health District reserves its right to waive any technicality, irregularity, or informality in determining a proposal's responsiveness.

4. Rejection and Cancellation

Health District reserves its right to reject any proposal that does not conform to the RFP requirements. Health District reserves its right to reject any or all proposals and to cancel this RFP for any or no reason.

5. Modification or Withdrawal of Proposal

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

6. Proposal Costs

Health District will not reimburse Proposers for costs incurred to prepare or submit a proposal.

7. No Guaranteed Contract

This RFP neither creates an offer nor commits Health District to award a contract.

8. Limited Contract

Health District reserves its right to contract for less than all services specified herein.

9. Exclusivity

Nothing in this RFP or any resulting contract precludes Health District from obtaining services like those specified herein from other sources.

10. Public Records

Health District is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to Health District are considered public records open to inspection and copying by any person. Proposal must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked "confidential" or "proprietary" or that contains materials so marked may be returned to Proposer and not considered for award. Health District will produce documents provided by any Proposer pursuant to a public records request and will not be liable for disclosure of any Proposer's documents or information.

11. Disqualification of Proposers and Rejection of Proposals

Proposers may be disqualified, and proposals may be rejected for many reasons including:

- a. Proposer is determined to be not responsive or responsible.
- b. Providing incorrect or false information.
- c. Failing to comply with submission instructions.
- d. Altering or failing to use or sign any RFP form.
- e. Failing to submit information and/or documents required per this RFP or as requested.
- f. Failing to acknowledge receipt of addenda.
- g. Evidence of collusion among Proposers.
- h. Demonstrated poor performance on previous contracts.
- i. The quality of services, materials, equipment, or labor offered does not conform to this RFP.
- l. Misrepresentation in any form (proposal, RFP forms, interviews, etc.).

SECTION V - EVALUATION AND SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Score
Experience	30
Commitment to quality and communication with client	25
Price	20
References	15
Proposed schedule (day of week/start time)	10

B. Clarification, Site Visits, Interviews, and Presentations

1. The Health District reserves its right as it deems necessary or appropriate to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves its right to base its decision solely on written proposals, irrespective of any other interactions with or information obtained from Proposers as referenced in the preceding paragraph B.1.

C. Selection

1. The proposal selected for award, if any, will be the proposal that is most beneficial regarding Proposer's experience, qualifications and capabilities and cost, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within sixty (60) calendar days, at its sole discretion, the Health District shall either formally terminate discussions with the selected Proposer and begin discussions with another Proposer, or cancel the RFP, or reissue the RFP.
3. Any awarded contract will be presented to the Board for consent.

ATTACHMENT A
Mandatory Site Visits Form

The mandatory pre-proposal site visits will occur on **Thursday, 03/07/2024**, at:

- **8:00 a.m. PST** at 280 South Decatur Blvd., Las Vegas, Nevada 89107
- **9:00 a.m. PST** at 700 Martin Luther King Blvd., Las Vegas, Nevada 89106

To attend the mandatory site visits, complete and email this Form to procurement@snhd.org by **2:00 p.m. PST on 03/05/2024**. The Authorized Contact will reply to the contact emails provided.

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

Contact Email: _____

Attendee #1 Name: _____

Attendee #1 Title: _____

Attendee #1 Phone: _____

Attendee #1 Email: _____

Attendee #2 Name: _____

Attendee #2 Title: _____

Attendee #2 Phone: _____

Attendee #2 Email: _____

ATTACHMENT B Proposal Form

Provide the following information. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this RFP including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein at the price per [Attachment C - Price Form](#).

Company name:	
Company address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers’ names, titles and number of years providing landscape services:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Nevada business license number:	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications/requirements?	Yes No

Signer acknowledges receipt of the following addenda. Indicate “N/A” if no addenda were issued:

Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____

Authorized Signature: _____ Date _____

Printed Name and Title: _____

Phone: _____ Email: _____

ATTACHMENT C
Price Form

The undersigned, as an authorized representative of the company named below, offers to furnish all labor, materials, equipment, subcontractors, insurance, overhead and associated costs (taxes, freight, travel, etc.) to provide the services specified herein at the **firm-fixed prices** indicated below.

<u>Description</u>	<u>Firm-Fixed Price</u>
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Bi-Weekly Maintenance:

280 South Decatur Blvd.	\$ _____
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700 Martin Luther King Blvd.	\$ _____
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Total Price per Month	\$ _____
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Total Price per Year	\$ _____
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After-Hour Service Call Rate:

Weekday	\$ _____
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Weekend	\$ _____
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Holiday	\$ _____
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New Planting:

Tree (24" Box)	\$ _____
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Tree (15 Gallon)	\$ _____
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Shrub (15 Gallon)	\$ _____
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Shrub (5 Gallon)	\$ _____
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Shrub (1 Gallon)	\$ _____
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Seasonal Flowers:	\$ _____
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Company Name: _____

Authorized Signature: _____ Date _____

Printed Name and Title: _____

Phone: _____ Email: _____