



CITY OF SAN ANTONIO
FINANCE DEPARTMENT – PURCHASING DIVISION

REQUEST FOR COMPETITIVE SEALED PROPOSAL (“RFCSP”) 18-082
RFx NO.: 6100010327

**ANNUAL CONTRACT FOR TREE & PALM MAINTENANCE - BESD
& VARIOUS DEPARTMENTS**

Date Issued: SEPTEMBER 17, 2018

**BIDS MUST BE RECEIVED NO LATER THAN:
2:00 P.M. CENTRAL TIME, OCTOBER 19, 2018**

Proposals may be submitted by any of the following means:

- Electronic submission through the Portal
- Hard copy in person or by mail

Address for hard copy responses:

Physical Address:

Office of the City Clerk
c/o Municipal Records Facility
719 S. Santa Rosa
San Antonio, Texas 78204

Mailing Address:

Office of the City Clerk
P.O. Box 839966
San Antonio, Texas 78283-3966

For Hard Copy Submissions, Mark Envelope

“ANNUAL CONTRACT FOR TREE & PALM MAINTENANCE - BESD & VARIOUS DEPARTMENTS”

Proposal Due Date: 2:00 p.m. Central Time, October 19, 2018

RFCS No.: 6100010327, 18-082

Respondent's Name and Address

Proposal Bond: NO Performance Bond: NO Payment Bond: NO Other: NO

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: YES

DBE / ACDBE Requirements: NO

See Instructions for Respondents and Attachments sections for more information on these requirements.

Pre-Proposal Conference * YES

* If YES, the Pre-Proposal conference will be held on September 25, 2018 at 10:00 a.m. Central Time, at:
Riverview Towers, 11th Floor, Hill Country Conference Room, 111 Soledad St., San Antonio TX 78205

Staff Contact Person:

Marco A. Beltran, Procurement Specialist II, P.O. Box 839966, San Antonio, TX 78283-3966.

Email: marco.beltran@sanantonio.gov

SBEDA Contact Information: LUCY BARBOSA, 210-207-3922, LUCY.BARBOSA@SANANTONIO.GOV

002 - TABLE OF CONTENTS

002 - TABLE OF CONTENTS..... 2
003 - INSTRUCTIONS FOR RESPONDENTS..... 3
004 - SPECIFICATIONS / SCOPE OF SERVICES 12
005 - SUPPLEMENTAL TERMS & CONDITIONS 20
006 - GENERAL TERMS & CONDITIONS 24
007 - SIGNATURE PAGE 29
008 - STANDARD DEFINITION..... 30
009 - ATTACHMENTS 32

003 - INSTRUCTIONS FOR RESPONDENTS

PART A

Submission of Proposals.

Submission of Hard Copy Proposals. Respondent shall submit **one (1) COMPLETE** original signed in ink, **seven (7)** hard copies **WITH ONLY TABS and documents for General Information Form; Experience, Background and Qualifications; Proposed Plan, etc. (NO SBEDA, VOSB AND/OR PRICING TO BE INCLUDED in the 7 copies)** and one copy of the proposal on compact disk (CD) or flash drive containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, **ANNUAL CONTRACT FOR TREE & PALM MAINTENANCE - BESD & VARIOUS DEPARTMENTS, RFCSP 18-082, RFx: 6100010327**, on the front of the package. The name and address of Respondent, the due date for submission of proposals, RFCSP number and title of the solicitation shall be marked on the outside of the envelope(s). All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected.

Proposals must be received in the Office of the City Clerk no later than **2:00 p.m., Central Time, on October 19, 2018** at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the Office of the City Clerk by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

Office of the City Clerk
Attn: **ANNUAL CONTRACT FOR TREE & PALM MAINTENANCE - BESD & VARIOUS DEPARTMENTS, RFCSP 18-082, RFx: 6100010327**
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

Office of the City Clerk
Attn: **ANNUAL CONTRACT FOR TREE & PALM MAINTENANCE - BESD & VARIOUS DEPARTMENTS, RFCSP 18-082, RFx: 6100010327**
c/o Municipal Records Facility
719 S. Santa Rosa
San Antonio, Texas 78204

Proposals sent to the City by facsimile or email will not be accepted.

Submission of Electronic Proposals. Submit one (1) **COMPLETE** proposal electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Proposal Format. Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper. If submitting a hard copy, place proposal inside a three ring binder or other securely bound fashion. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper, or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and, in the case of hard copy submissions, printed one-sided. Margins shall be no less than 1" around the perimeter of each page. Websites or URLs shall not be submitted in lieu of the printed proposal or electronic submission through City's portal. **ORIGINAL and/or ELECTRONIC** proposals must include **ALL** the sections and attachments in the sequence listed in the RFCSP Section 003, Instructions for Respondents, Part B – Submission Requirements, and each section and attachment must be indexed and, for hard copy submissions, **ONLY REQUIRED SECTIONS AND ATTACHMENTS listed by asterisk (*) in Section 003, Instructions for Respondents, Part B – Submission Requirements, MUST** be divided by tabs and indexed in a Table of Contents page. For electronic submissions, whether through the portal or on a CD or flash drive, each separate section should be attached as a separate file. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the time and date set for submission of proposals, and submitted in the same manner as original proposals. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the original proposal is being withdrawn. For electronic proposals, a modified proposal will automatically replace a prior proposal submission. See below for information on submitting Alternate Proposals.

The City shall not be responsible for lost or misdirected proposals or modifications.

Respondents must sign the Signature Page on hard copy proposals and return the RFCSP document to City. For electronic proposals, Respondent's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes. Respondents are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Respondent's being held liable for the submission.

Certified Vendor Registration Form. If Respondent has not completed City's Certified Vendor Registration (CVR) Form, Respondent is required to do so prior to the due date for submission of proposals. The CVR form may be accessed at: <http://www.sanantonio.gov/purchasing/>. Respondents must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Correct Legal Name. Respondents who submit proposals to this RFCSP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFCSP as Attachment A, Part One.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of the Finance Department shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Alternate Proposals. Alternate proposals may be allowed at the sole discretion of City.

Hard Copy Alternate Proposals. Alternate proposals must be submitted in separate sealed envelopes in the same manner as submission of other proposals. Alternate proposals must be marked consecutively on the envelope as Alternate Proposal No. 1, 2, etc. Failure to submit alternate proposals in separate envelopes may result in rejection of a proposal.

Electronic Alternate Proposals. All alternate proposals submitted electronically are recorded with original proposals when submitted electronically.

Catalog Pricing. (This section applies to proposals using catalog pricing.)

The proposal will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Respondents shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a proposal is submitted. Respondent shall provide said catalog at the time of submission of its proposal. Manufacturers' catalogs may be submitted in any of the following formats: paper copy or CD ROM for proposals submitted on paper, or PDF file for proposals submitted electronically.

Respondents may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City's Purchasing & General Services Department.

Specified items identified herein, if any, are for overall proposal evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

Restrictions on Communication.

Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

Exceptions to the restrictions on communication with City employees include:

Respondents may ask verbal questions concerning this RFCSP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 10:00 a.m. Central Time, on October 10, 2018. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Marco A. Beltran, Procurement Specialist II
City of San Antonio, Finance Department – Purchasing Division
marco.beltran@sanantonio.gov

Questions submitted and the City’s responses to questions will be posted with this solicitation.

Respondents may provide responses to questions asked of them by the Staff Contact Person after proposals are received and opened. The Staff Contact Person may request clarification to assist in evaluating Respondent’s proposal. Such additional information must be provided within two business days from City’s request. Respondents may also respond to requests by the Staff Contact Person for best and final offers, which do allow respondents to change their proposals. Requests for best and final offers will be clearly designated as such. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City’s Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact, Lucy Barbosa, may be reached by telephone at (210) 207-3922 or by e-mail at lucy.barbosa@sanantonio.gov. *This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.*

If this solicitation contains DBE/ACDBE requirements, respondents and/or their agents may contact the Aviation Department’s DBE/ACDBE Liaison Officer for assistance or clarification with issues specifically related to the DBE/ACDBE policy and/or completion of the required form(s). Point of contact is Ms. Barbara Trevino, who may be reached via telephone at (210) 207-3592 or through e-mail at Barbara.Trevino@sanantonio.gov. Respondents and/or their agents may contact Ms. Trevino at any time prior to the due date for submission of bids. Contacting her or her office regarding this RFCSP after the bid due date is not permitted. If this solicitation contains DBE/ACDBE requirements, it will be noted on the Cover Page.

Respondents may contact the Vendor Support staff at (210) 207-0118 or by email at vendors@sanantonio.gov for assistance with vendor registration and submitting electronic bids.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council Agenda date, and a review of the solicitation process.

Pre-Submittal Conference.

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Respondents are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City’s responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Site Tours, if any, will begin at the conclusion of the conference.

This meeting place is accessible to disabled persons. Call the Staff Contact Person for information on the location of the wheelchair accessible entrance, or to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

Changes to RFCSP.

Changes to this RFCSP made prior to the due date for proposals shall be made directly to the original RFCSP. Changes are captured by creating a replacement version each time the RFCSP is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFCSP as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFCSP.

Preparation of Proposals.

All information required by the RFCSP must be furnished or the proposal may be deemed non-responsive and rejected. Any ambiguity in the proposal as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Line Item Proposals. Any proposal that is considered for award by each unit or line item must include a price for each unit or line item for which Respondent wishes to be considered. All proposals are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" proposal in the Supplemental Terms & Conditions.

All or None Bid. Any proposal that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" bid, a unit price left blank shall result in the proposal being deemed nonresponsive and disqualified from consideration. An "All or None" bid is one in which City will award the entire contract to one respondent only.

Delivery Dates. Proposed delivery dates must be shown in the proposal where required and shall include weekends and holidays, unless specified otherwise in this RFCSP. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the proposal. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption. The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Respondents must not include such taxes in proposal prices. An exemption certificate will be signed by City where applicable upon request by Respondent after contract award.

Description of Supplies.

Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Proposals submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with proposal response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with proposal specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.

Samples, Demonstrations and Pre-award Testing. If requested by City, Respondent shall provide product samples, demonstrations, and/or testing of items proposed to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of a proposal. All samples (including return thereof), demonstrations, and/or testing shall be at Respondent's expense. Samples will be returned upon written request. Requests for return of

samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

Estimated Quantities for Annual Contracts.

Designation as an “annual” contract is found in the contract’s title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Respondents shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Respondents shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by this RFCSP. No plea of ignorance by Respondent will be accepted as a basis for varying the requirements of City or the compensation to Respondent.

Confidential or Proprietary Information. All proposals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Interlocal Participation.

City may engage in cooperative purchasing with other governmental entities or governmental cooperatives (“Entity” or “Entities”) to enhance City’s purchasing power. At City’s sole discretion and option, City may inform other Entities that they may acquire items listed in this RFCSP. If this contract will be subject to cooperative purchasing, such fact will be indicated in the Supplemental Terms and Conditions portion of this RFCSP. Such acquisition(s) shall be at the prices stated in the proposal, and shall be subject to Respondent’s acceptance. Entities desiring to acquire items listed in this RFCSP shall be listed on a rider attached hereto, if known at the time of issuance of the RFCSP. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this proposal.

Respondent must sign and submit the rider, if attached to this RFCSP, with its proposal, indicating whether Respondent wishes to allow other Entities to use its proposal. Respondent shall sign and return any subsequently issued riders within ten calendar days of receipt. Respondent’s decision on whether to allow other Entities to use the proposal shall not be a factor in awarding this RFCSP.

Costs of Proposing. Respondent shall bear any and all costs that are associated with the preparation of the Proposal, attendance at the Pre-Submittal conference, if any, or during any phase of the selection process.

Rejection of Proposals.

City may reject any and all proposals, in whole or in part, cancel the RFCSP and reissue the solicitation. City may reject a proposal if:

Respondent misstates or conceals any material fact in the proposal; or

The proposal does not strictly conform to law or the requirements of the solicitation;

The proposal is conditional; or

Any other reason that would lead City to believe that the proposal is non-responsive or Respondent is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any proposal, such as failure to submit sufficient proposal copies, failure to submit literature or similar attachments, or business affiliation information.

Variations and Exceptions to Proposal Terms. In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variations or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.

Changes to Proposal Form. Proposals must be submitted on the forms furnished, where forms are provided. Proposals that change the format or content of City's RFCSP will be rejected.

Withdrawal of Proposals. Proposals may be withdrawn prior to the due date for submission. Written notice of withdrawal shall be provided to the City Clerk for proposals submitted in hard copy. Proposals submitted electronically may be withdrawn electronically.

Proposal Opening. Proposals will be opened publicly and the names of the respondents read aloud at 2:30 P.M. on the day the proposals are due. Proposal openings are held at Purchasing & General Services, Riverview Tower, 11th floor, 111 Soledad, Suite 1100, San Antonio, Texas 78205. However, in accordance with state law, the contents will not be revealed until after the contract is awarded.

Evaluation and Award of Contract.

Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the responsible offeror whose proposal is determined to be the most advantageous to City, considering the relative importance of price and the other evaluation factors included in this RFCSP.

City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" proposal in the Supplemental Terms & Conditions.

A written award of acceptance (manifested by a City Ordinance) and Purchase Order furnished to Respondent results in a binding contract without further action by either party. Vendor must have the Purchase Order prior to incurring any costs for which the City may be liable.

City reserves the right to utilize historical usage data as a basis for evaluation of proposals when future usages are unable to be determined.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

Inspection of Facilities/Equipment.

Depending on the nature of the RFCSP, Respondent's facilities and equipment may be a determining factor in making the proposal award. All respondents may be subject to inspection of their facilities and equipment.

Prospective respondents must prove beyond any doubt to the City Purchasing Administrator that they are qualified and capable of performing the contract's requirements.

Prompt Payment Discount.

Provided Respondent meets the requirements stated herein, City shall take Respondent's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the proposal price, either per line item or total proposal amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in proposal evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the proposal price during proposal evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

Prohibited Financial Interest.

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in Section 2-52 of the Code of Ethics, from having a direct or indirect financial interest in any contract with the City. An officer or employee has a "prohibited financial interest" in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- a City officer or employee; his or her spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;
- an entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10 percent or more of the voting stock or shares of the entity, or (ii) 10 percent or more of the fair market value of the entity; or
- an entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

Pursuant to the subsection above, Consultant warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City. Consultant further warrants and certifies that it has tendered to the City a Contracts Disclosure Statement in compliance with the City's Ethics Code.

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

Unfair Advancement of Private Interests. Pricing and discounts contained in this contract are for use by City departments conducting City business. City employees may not use their positions to obtain special treatment or prices that are not available to the general public.

State of Texas Conflict of Interest Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together, either by mail or hand delivery, to the Office of the City Clerk. If mailing, mail to:

Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

If delivering by hand, deliver to:

Office of the City Clerk, c/o Municipal Records Facility, 719 S. Santa Rosa, San Antonio, Texas 78204

Do not include these forms with your sealed bid. The Purchasing Division will not deliver the forms to the City Clerk for you.

PART B

SUBMISSION REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Submission of Hard Copy Proposals. Respondent shall submit **one (1) COMPLETE** original signed in ink, **seven (7)** hard copies **WITH ONLY TABS and documents for General Information Form; Experience, Background and Qualifications; Proposed Plan, etc. (NO SBEDA, VOSB AND/OR PRICING TO BE INCLUDED in the 7 copies)** and one copy of the proposal on compact disk (CD) or flash drive containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, **ANNUAL CONTRACT - TREE & PALM MAINTENANCE - BESD & VARIOUS DEPARTMENTS, RFCSP 18-082, RFx: 6100010327**, on the front of the package. The name and address of Respondent, the due date for submission of proposals, RFCSP number and title of the solicitation shall be marked on the outside of the envelope(s). All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected.

If submitting electronically through City's portal, scan and upload these documents with your proposal. Each of the items listed below must be uploaded as a separate attachment, labeled with the heading indicated below.

TABLE OF CONTENTS

EXECUTIVE SUMMARY. The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM. Use the Form found in this RFCSP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFCSP as Attachment A, Part Two.

PROPOSED PLAN. Use the Form found in this RFCSP as Attachment A, Part Three.

*PRICE SCHEDULE. Use the Price Schedule that is found in this RFCSP as Attachment B.

CONTRACTS DISCLOSURE FORM. Use the Form in RFCSP Attachment C, which is posted separately or Respondent may download a copy at:

<http://www.sanantonio.gov/ethics/forcompliance/vendors-and-conflictof-interest-report>

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFCSP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

*SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM(S). Complete, sign and submit any and all SBEDA form(s), found in this RFCSP as Attachment E.

*VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSB) TRACKING FORM. Complete, sign and submit any and all VOSB form(s), found in this RFCSP as Attachment G.

CERTIFICATE OF INTERESTED PARTIES FORM. Respondent shall review information regarding Certificate of Interested Parties Form (Form 1295) provided in RFCSP Attachment H and submit Form 1295 as directed.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234). The form is available from the Texas Ethics Commission by accessing the following web address:

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 and submit it with your response to this solicitation.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in this RFCSP if awarded a contract in response to this RFCSP. Respondent shall also submit a copy of their current insurance certificate.

FINANCIAL INFORMATION. Submit a recent copy of a Dun and Bradstreet financial report, or other credit report, on Respondent and its partners, affiliates and subtenants, if any.

SIGNATURE PAGE. If submitting a hard copy proposal, Respondent must complete, sign and submit the Signature Page found in this RFCSP Section 007. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

ADDENDA. Sign and submit addenda, if any.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFCSP as Attachment L.

Respondent is expected to examine this RFCSP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all submissions received in response to this RFCSP. The City may appoint a selection committee to perform the evaluation. Each submission will be analyzed to determine overall responsiveness and qualifications under this RFCSP. Criteria to be evaluated will include the items listed below. The selection committee may select respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, respondents may be interviewed and re-scored based upon the same criteria. The City may also request information from respondents at any time prior to final approval of a selected respondent, or seek best and final offers from respondents deemed reasonably qualified for award. Final approval of a selected respondent is subject to the action of the San Antonio City Council.

Evaluation Criteria:

- A. Experience, Background, Qualifications (30 points)**
- B. Proposed Plan (30 points)**
- C. Price (20 points)**
- D. Small Business Economic Development Advocacy Program (SBEDA) Program – 20 pts.**

SBE Prime Contract Program – 10 pts.

Certified SBE firms (see *Small Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime CONTRACTORS proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive ten **10** evaluation criteria points, **and**

M/WBE Prime Contract Program – 10 pts.

Certified M/WBE firms (see *Minority/Women Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime CONTRACTORS proposing at least 51% M/WBE participation (Prime and/or Subcontractor) will receive ten **10** evaluation criteria points.

No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime CONTRACTORS through subcontracting to certified SBE or M/WBE firms.

004 - SPECIFICATIONS / SCOPE OF SERVICES

BACKGROUND:

The City of San Antonio (City) is soliciting proposals for a qualified contractor to perform general tree and palm maintenance and removal services on identified properties throughout the City. The contractor shall provide all labor, materials, and equipment necessary to perform the services as per the referenced specifications. Pruning and removal services will be performed on various species of trees and palms including, but not limited to, cedar elm, oak, pecan, walnut, cottonwood, Washingtonia, Canary Island, and sabal palms. These services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures, provide clear vision, and maintain or improve the overall health and structure of trees and palms on City property. The contractor will maintain a safe environment, provide care for aging canopies throughout public properties, and ensure clearances around structures and over parking areas, roads and other surfaces are adequately managed.

For historical solicitation information regarding the tree & palm maintenance contracts, Contractors may refer to the COSA website <http://www.sanantonio.gov/purchasing/SAePS.aspx> City Bidding and Contracting, Tabulations and Awards, Contract number 6100001017.

This RFCSP represents seven City departments which require tree and palm maintenance. The City has divided the department locations and formed three (3) separate Groups from which Respondents may choose to submit a proposal.

Contractors may submit a response for one Group or all three Groups, or any combination thereof, but must propose a price on every line item listed within a Group on Attachment B - Price Schedule. No partial proposal submission within Groups will be accepted. Respondents may submit a proposal response for Group 1 only, Group 2 only, Group 3 only, or for all three (3) Groups, or any combination thereof. It is not necessary or required to submit a response or bid on all three groups in order to be deemed responsive for a single group.

City may award a contract by Group number(s) possibly resulting in multiple service contracts under this solicitation. City may issue only one contractor award per Group.

4.1 GROUPS ACCORDING TO DEPARTMENT:

- Group 1 Building & Equipment Services Department (BESD) - **Services on a scheduled basis**
- Group 2 Aviation Department (AVI) – **Services on a scheduled basis**
- Group 3 Various Departments (Department Human Services-DHS, San Antonio Public Library-SAPL, San Antonio Fire Department- FIRE, Solid Waste Management Department- SWMD, San Antonio Metropolitan Health Department – SAMHD – **Services on an as-needed basis**

4.2 CONTRACTOR REQUIREMENTS:

- 4.2.1 Contractor submitting a proposal must be actively engaged in the field of arboriculture. Respondent must submit proof with the proposal response that the respondent has and will maintain the following accreditations throughout the term of this contract:
 - 4.2.1.1 TCIA – Tree Care Industry Association or;
 - 4.2.1.2 ISA – International Society of Arboriculture; and
 - 4.2.1.3 Tree Maintenance License issued by the City of San Antonio.
- 4.2.2 Contractor's personnel shall have a minimum of two (2) years of tree and palm maintenance and care work experience to complete the work specified herein. In addition, the contractor and their staff must be knowledgeable of and comply with the most recent and latest revision of the American National Standard for Arboricultural Operations – Safety Requirements, also known and referred to as ANSI Z133.1.
- 4.2.3 Contractor shall have at least one Certified or Accredited Arborist supervisor on staff to initiate large or complex projects and inspect work as needed on all service requests or as requested by the City Designated Department Representative or their designee, hereafter referred to as the CDDR. The Certified or Accredited Arborist must also be available to address questions on any service requests.
- 4.2.4 Contractor shall furnish all supplies, equipment, and vehicles needed to complete the specified work and meet all quality standards.
 - 4.2.4.1 All tools and equipment must be in proper and safe working order.
 - 4.2.4.2 In an effort to prevent the potential spread of disease, contractor shall disinfect all tools before pruning or removal work begins and in between each pruning or removal interval with a cleaning product/solution from an approved list provided by the CDDR.

4.2.4.3 The City reserves the right, prior to the award of this contract, and at any other time during the contract, to inspect the serviceability of any and all equipment which may be used by the respondent for work required in performance of this contract. City's inspection shall not, however, relieve Contractor from liability for injury or damage sustained by City or any third party.

4.3 WORK SCHEDULING AND HOURS:

4.3.1 Standard work hours shall be Monday through Friday from 7:00 AM to 5:00 PM. Any other time period, including weekends, must be authorized by the CDDR.

4.3.2 No machinery, including chain saws and chippers, shall be used between the hours of 7:00 PM to 7:00 AM except for emergency situations as approved by the CDDR.

4.4 SERVICE REQUEST TYPES:

4.4.1 **Emergency Services** - Pruning or removal services falling within this category shall occur year-round, as needed, and shall be completed within **36 hours** of CDDR's notification to Contractor. **In rare instances where an emergency service is considered a public safety hazard, the Contractor shall respond and be on site within 4 hours of City notification.** City will indicate to contractor that the requested service falls within this category (Emergency requiring 36 hour completion time or Emergency requiring 4 hour response time) at the time City requests this service. Emergency service requests may require the use of machinery, including chain saws and chippers, during non-standard work hours, but must be requested by the contractor and must be approved by the CDDR.

4.4.2 **Non-Emergency Services** - Pruning or removal services shall occur year-round, as needed, and **shall be completed within 30 calendar days** from the date of purchase order issuance. City will indicate to contractor in the purchase order that the requested services fall within this category.

4.4.3 Contractor shall be responsible for working directly with a CDDR to develop an annual schedule for palm maintenance all the locations within 30 days of contract award and annually thereafter. The annual schedule must be completed and delivered to CDDR representative by April 30th of each calendar year. Contractor's annual schedule shall include recommended trimming and pruning services, tree removal, and the costs for services in accordance with Attachment B, Price Schedule, and shall include the appropriate season in which the trees should be trimmed and pruned.

4.4.4 **Extenuating Circumstances** – Work that is outside the normal routine maintenance as described in this contract, as determined solely by City, shall be labeled as extenuating circumstance and can be applicable to either Emergency or Non-Emergency Services. Work identified by City as extenuating circumstances shall be paid based on Item 7 of the Price Schedule. Extenuating circumstances also includes the complete excavation/removal of any tree and/or palm stumps below ground level that will allow for the planting of a replacement tree and/or palm in the same location. These tasks add time, effort, and resources that would not normally be associated with the work described in this contract. All work of this type shall be discussed with and approved by the City Forester or CDDR. The Price per Hour per Person shall include all trimming and removal services for trees or palms regardless of DBH.

4.4.5 For Extenuating Circumstances only, the City will reimburse Contractor for actual costs of any specialized equipment necessary for the job that is above and beyond the scope of a normal job. Contractor shall provide City with a list of the equipment and cost estimate prior to performing services. Such equipment is considered equipment that is not typically utilized on a day-to-day basis for tree care, and may include cranes, specialized loaders, etc., but does not include bucket trucks or lift platforms. The contractor will be required to provide proof of actual costs incurred, without any up charges, at the time Contractor submits its itemized invoice to the City for reimbursement. It is ultimately up to the City to decide whether equipment falls under the Extenuating Circumstances category 4.4.4.

4.4.6 Upon request by City department representative, a written report of all work performed shall be completed and turned in to the City department representative within one week of such request. The report must include the location, number of trees and/or palms receiving maintenance services, species identification, size Diameter at Breast Height (**DBH** - Diameter of trunk or stem at 4 ½ feet above ground), overall condition, and type of service performed. Contractor shall use the form shown as Attachment I - Tree and Palm Pruning Report.

4.5 INSPECTION OF WORK:

- 4.5.1 All work is subject to inspection while services are being performed and/or after the work is completed, and must meet the satisfaction of the CDDR.
- 4.5.2 The CDDR may stop any work that appears unsafe, does not meet current ANSI – A300 standards, pruning specifications outlined under the “Maintenance Pruning Standards”, or does not meet professional arboricultural quality standards. Work will not begin again until the safety and/or quality of work concerns of the CDDR are satisfactorily addressed. City’s failure to stop work shall not, however, relieve Contractor from liability for injury or damage sustained by City or any third party.
- 4.5.3 If, upon inspection of completed work, the Contractor does not meet current ANSI - A300 standards, pruning specifications outlined under the “Maintenance Pruning Standards”, or does not meet professional arboricultural quality standards, the Contractor must return to the site, within 1 business day, to address the concerns of the CDDR and rectify the concern to the satisfaction of the CDDR.

4.6 LICENSES AND PERMITS:

- 4.6.1 Contractor shall, at Contractor’s sole expense, procure all necessary licenses and permits required to conduct the work required under the terms of this contract including proper disposal of tree and/or palm debris.
- 4.6.2 It is the sole responsibility of the Contractor to obtain all necessary permits, lane closure permits, and any other required authorization to conduct tree/palm pruning and removal operations on any rights-of-way.
- 4.6.3 The City will reimburse Contractor for actual costs of any permit fees or lane or sidewalk closure fees charged by the City of San Antonio, including; barricade charges and off duty police traffic control fees.
 - 4.6.3.1 No up charges may be included.
 - 4.6.3.2 The contractor will be required to provide proof of actual costs incurred, without any up charges, at the time Contractor submits any itemized invoice to the City for reimbursement. Proof of costs must be legibly printed, properly identified and dated.
- 4.6.4 Contractor must coordinate Tree Ordinance rights-of-way with the City Arborist and may require mitigation.
- 4.6.5 A copy of the certifications and licenses shall be submitted with the proposal response.

4.7 SAFETY:

- 4.7.1 All equipment used and all work performed must be in full compliance with the most current revision of the American National Standards Institute Z-133.1 (Safety Requirements for Pruning, Trimming, Repairing, Maintaining, Remove Trees and for Cutting Brush) standards for worksite safety.
- 4.7.2 Contractor is responsible for pedestrian and vehicular safety and control within the worksite and shall provide the necessary warning devices, barricades, and ground personnel needed to give safety, protection, and warning to persons and vehicular traffic within the worksite.
- 4.7.3 Blocking or closing of public streets, sidewalks, or lanes shall be permitted ONLY when prior arrangements with the Right of Way Division of the Transportation & Capital Improvements Department have been made and approved. The Right of Way Division can be contacted at (210) 542-8921. For information on applying for a temporary street closure permit, copy and paste this City’s link into your internet browser:
<https://www.sanantonio.gov/Portals/0/Files/CIMS/Services/StrClsr%20Permit%20App%2001122016.pdf>
- 4.7.4 Contractor shall coordinate the work with the CDDR. The contractor is responsible for all costs.

4.8 CLEANUP AND WASTE DISPOSAL:

- 4.8.1 Contractor is responsible for cleanup and removal of all waste resulting from tree and/or palm pruning and removal operations before leaving the worksite for the day.
- 4.8.2 Contractor shall rake all lawn areas, sweep all streets and sidewalks, and remove all brush, branches, and logs from the site.
- 4.8.3 All waste material resulting from tree and/or palm pruning and removal should be disposed of properly at an approved brush recycling site agreed upon by the Contractor and the designated CDDR.
- 4.8.4 Worksite areas shall be left in a condition equal to that which existed prior to the commencement of tree and/or palm pruning and removal operations.
- 4.8.5 No waste shall be left overnight on work sites unless prior arrangements have been made with the designated CDDR.

4.9 TREE PRUNING SPECIFICATIONS:

4.9.1 The tree pruning will include one or more of the following types of pruning as necessary: crown cleaning, crown raising, and/or crown reduction. All pruning shall follow the latest ANSI - A300 pruning standards (Standard Practices for Tree Care Operations – Tree, Shrub and Other Woody Plant Maintenance). In an effort to avoid the spread of disease, Contractor shall disinfect all tools with a cleaning product/solution from a list approved by the CDDR before pruning or removal work begins and in between each pruning or removal interval. An overview of the work to be performed follows:

4.9.1.1 Crown Cleaning: Defined as the selective removal of dead, dying, diseased, broken, and weakly attached branches that are 1 inch or more in diameter and/or removal of one co-dominant stem or branch of structurally weak “V” crotches. Contractor shall pay special attention to bark and tell-tale signs of rot that may indicate structural weakness that could lead to failure. This practice should not take away from the overall shape of the tree.

4.9.1.2 Crown Raising/Clearance: Defined as the removal of lower branches to provide 8 feet of vertical clearance for pedestrian and bicycle traffic and 14 feet of vertical clearance for vehicular traffic. This will predominately be performed near sidewalks, trails, parking lots, and/or roads.

4.9.1.3 Crown Reduction: Defined as pruning to decrease the height and spread of a canopy that may encroach on or touch/rub against buildings, fences, or other structures.

4.9.2 All pruning shall stay within the following limits unless otherwise stated or agreed upon in writing by the CDDR.

4.9.2.1 No more than 25% of the foliage shall be removed.

4.9.2.2 Maintain a 2/3 canopy to 1/3 trunk ratio.

4.9.2.3 Maintain the aesthetic appeal of each tree according to the natural growth habit of the species being pruned. For example, a cedar elm should have a tight rounded crown and a live oak should have a lower spreading crown.

4.9.2.4 Contractor shall perform selective pruning all along the branch or main leader being pruned. Contractor shall leave secondary branches along the main branch/leader so as to maintain proper structure, stimulate taper, and improve strength.

4.9.2.5 Do not lion tail: Contractor shall not remove all (or an excessive amount) of the lower branches along a main limb while only leaving branches at the end creating the look of a lion’s tail. This puts all the weight at the end of a limb or branch and discourages tapering; both of which can increase the risk of failure.

4.9.2.6 No topping: Contractor shall not use heading cuts to completely remove a tree’s canopy.

4.9.2.7 If, while pruning a tree, the Contractor discovers a problem that suggests a tree should be removed, the Contractor shall notify the CDDR about the problem before resuming work.

4.10 PALM PRUNING SPECIFICATIONS:

4.10.1 Palm pruning will only include the removal of broken, dead, severely chlorotic, and dying fronds. Flowering and fruiting bodies may be removed if they pose a safety risk. In an effort to avoid the spread of disease, Contractor shall disinfect all tools with a cleaning product/solution from an approved list provided by the CDDR before pruning or removal work begins and in between each pruning or removal interval. An overview of the work to be performed follows:

4.10.1.1 Crown Cleaning: Defined as the selective removal of broken, dead, dying, diseased, and/or severely chlorotic fronds. This practice should not take away from the overall shape of the palm. Correctly pruned palms should have an oval or circular crown shape.

4.10.1.2 Flower and Fruit Removal: Palm flowering bodies, fruit, and loose petiole bases shall only be removed if deemed a safety hazard.

4.10.2 Contractor shall stay within the following limits for all pruning unless otherwise stated or agreed upon in writing by the CDDR.

4.10.2.1 Only broken, dead, dying, diseased, and/or severely chlorotic fronds shall be removed.

4.10.2.2 Maintain an oval or rounded canopy: no live, healthy fronds shall be pruned that initiate above horizontal positions of 3 and 9 o’clock.

- 4.10.2.3 If removal of green fronds is necessary for safety purposes (i.e. clear vision) or to prevent damage to City structures, Contractor shall not remove more green fronds than can be produced in a single year.
- 4.10.2.4 Maintain the aesthetic appeal of each palm according to the natural growth habit of the species being pruned.
- 4.10.2.5 Do not pineapple: Contractor shall not remove all (or an excessive amount) of the lower fronds that leads to just a few remaining fronds. This will lead to an extreme tapered sharpened pencil look that stresses the palm and will lead to a reduced lifespan.
- 4.10.2.6 No topping: Contractor shall not completely remove the top of the palm below the fronds.
- 4.10.3 If, while pruning a palm, the Contractor discovers a problem that suggests a palm should be removed, the Contractor shall notify the CDDR of the problem before resuming work.

4.11 TREE/PALM REMOVAL SPECIFICATIONS:

- 4.11.1 Trees and palms slated for removal are potentially diseased trees, so it is imperative that Contractor disinfect all tools with a cleaning product/solution from an approved list provided by the CDDR before any work begins (pruning or removals) and between each tree (pruning or removals) to prevent the potential spread of disease.
- 4.11.2 Contractor shall remove all stumps and ground out 2 inches below the adjacent soil level, and compact all ground soil to fill in the hole. The finished surface should be level with the existing surface.
- 4.11.3 If an oak tree is to be removed, then Contractor must paint all exposed trunks and roots with approved wound paint within 30 minutes to prevent oak wilt.
- 4.11.4 **All tree/palm removal shall be coordinated with the City Arborist and mitigated as required per the City's Tree Preservation Ordinance, Unified Development Code, Article V, Division 5, Section 35-523.**

4.12 SPECIAL CONDITIONS:

- 4.12.1 Contractor shall remove any foreign objects attached to trees such as rope, wire, nails, hoses, lumber and signs, at time of pruning.
- 4.12.2 Shrubs and vines that are impacting the tree within three feet of the tree trunk shall be cut as directed by the CDDR.
- 4.12.3 It is the responsibility of the Contractor to protect all overhead utilities and Contractor is responsible for all claims of damage to overhead utilities due to Contractor's operations.
 - 4.12.3.1 If any damage to overhead utilities occurs, then it is the responsibility of the Contractor to contact the appropriate entity with authority over said utility to remedy the situation.
 - 4.12.3.2 Contractor shall immediately inform the CDDR of any damage caused to overhead utilities.
 - 4.12.3.3 City may approve and grant extensions for delays that occur due to the utility company not performing work/repairs in a timely manner.
- 4.12.4 The CDDR may stop any unsafe practices, or work that does not meet the satisfaction of this contract or the CDDR. Contractor will not commence work until the safety and/or quality of work concerns of the CDDR are satisfactorily addressed.
- 4.12.5 All trees/palms and the type of work to be performed shall be identified by the CDDR.
- 4.12.6 Contractor must paint Oak wounds with wound paint approved by the CDDR within 30 minutes of pruning to prevent infection by oak wilt fungal organisms. If an oak tree is removed, then Contractor must paint all exposed trunks and roots with approved wound paint within 30 minutes to prevent infection or oak wilt.
- 4.12.7 Contractor shall be responsible for any and all damage to include: buildings, vehicles, surrounding foliage, equipment, signage, and lighting fixtures caused by Contractor's operations. All priority service damage (i.e. broken utility lines) caused by the Contractor must be reported to the CDDR immediately. Any non-priority service damages caused by the Contractor should be reported to the CDDR on the same day the damage occurs.
- 4.12.8 The City reserves the right to repair or replace any City structures, equipment, plant material, or other property damaged by Contractor. City may, at its option, provide Contractor with an opportunity to perform the repairs or replacements. If such an opportunity is provided and Contractor has not performed the agreed upon repairs/replacements to the satisfaction of the City within the agreed upon time frame, City may withdraw its approval for the Contractor to perform the repairs/replacements and such withdrawal constitutes a bona fide

dispute under the Texas Prompt Payment Act. The Contractor will then be assessed the cost and must pay that sum within 30 days, or City may withhold said costs from Contractor's payment.

4.12.9 Any tree or palm that cannot be trimmed/maintained from the ground level or accessed from a bucket truck will require climbing. No spikes are allowed for climbing, unless the service is for removal of the tree or palm.

4.1210 **Respondents are encouraged to visit the facility locations, listed on Attachment K, to become familiar with the amount of labor, materials, and equipment that may be required in the performance of the work under this contract PRIOR to submitting their proposal. Respondent shall carefully examine the specifications in this RFCSP and, if necessary, secure from the City any additional information that may be a requisite to a clear and full understanding of the work. Respondents shall submit all questions in writing, in accordance with Section 003 – Restrictions on Communication, to Marco A. Beltran at marco.beltran@sanantonio.gov. City's official response to questions will be addressed via an addendum.**

4.13 CRIMINAL BACKGROUND CHECKS

- a. At its own expense, Contractor shall conduct and coordinate statewide criminal background checks on all employees responsible for performing contractual services prior to beginning work. Contractor's employees must not have had any criminal convictions within the past 3 years for a felony, or for public lewdness, indecent exposure, prostitution or promotion of prostitution. Contractor is required to maintain proof of background checks.
- b. Contractor shall obtain proof that all personnel assigned to City facilities have had a criminal background check prior to their assignment. The proof shall be provided to the City representative upon request.
- c. Contractor shall remove an employee from service under this contract should Contractor become aware that the employee has been convicted of a crime as described above.
- d. Contractor shall retain all employee records, including criminal background checks, for the retention period stated in section 006 - General Terms and Conditions, and make them available to City as stated in that section.

4.14 DESCRIPTION:

Group 1 – BESD

ITEM 1. TREE TRIMMING, NON EMERGENCY SERVICES	TOTAL ESTIMATED ANNUAL QUANTITY
DESCRIPTION	
1A. Trees 6" – 9.9" DBH (diameter at 4.5 feet from the ground)	150 Each
1B. Trees 10" – 13.9" DBH (diameter at 4.5 feet from the ground)	40 Each
1C. Trees 14" – 17.9" DBH (diameter at 4.5 feet from the ground)	20 Each
1D. Trees 18" – 21.9" DBH (diameter at 4.5 feet from the ground)	15 Each
1E. Trees 22" – 25.9" DBH (diameter at 4.5 feet from the ground)	12 Each
1F. Trees 26" – 29.9" DBH (diameter at 4.5 feet from the ground)	10 Each
1G. Trees 30" and greater DBH (diameter at 4.5 feet from the ground)	10 Each
ITEM 2. TREE REMOVAL, NON EMERGENCY SERVICES	
2A. Trees 6" – 9.9" DBH (diameter at 4.5 feet from the ground)	15 Each
2B. Trees 10" – 13.9" DBH (diameter at 4.5 feet from the ground)	15 Each
2C. Trees 14" – 17.9" DBH (diameter at 4.5 feet from the ground)	10 Each
2D. Trees 18" – 21.9" DBH (diameter at 4.5 feet from the ground)	9 Each
2E. Trees 22" – 25.9" DBH (diameter at 4.5 feet from the ground)	10 Each
2F. Trees 26" – 29.9" DBH (diameter at 4.5 feet from the ground)	5 Each
2G. Trees 30" and greater DBH (diameter at 4.5 feet from the ground)	5 Each
ITEM 3. TREES - EMERGENCY SERVICES	
3A. Hourly charge for emergency work, price per person per hour	75 Hours

ITEM 4. PALM PRUNING, NON-EMERGENCY SERVICES

- 4A. Palms less than 20 feet in height 1 Each
- 4B. Palms 20 feet or greater in height 1 Each

ITEM 5. PALM REMOVAL, NON-EMERGENCY SERVICES

- 5A. Palms greater than or equal to 10' in height 1 Each

ITEM 6. PALMS - EMERGENCY SERVICES

- 6A. Hourly charge for emergency work, price per person per hour 1 Hour

ITEM 7. EXTENUATING CIRCUMSTANCES

- 7A. Hourly charge for extenuating circumstances work, price per person per hour 80 Hours

Group 2 – AVIATION

ITEM 1. TREE TRIMMING, NON EMERGENCY SERVICES
DESCRIPTION

TOTAL ESTIMATED ANNUAL QUANTITY

- 1A. Trees 6" – 9.9" DBH (diameter at 4.5 feet from the ground) 25 Each
- 1B. Trees 10" – 13.9" DBH (diameter at 4.5 feet from the ground) 25 Each
- 1C. Trees 14" – 17.9" DBH (diameter at 4.5 feet from the ground) 33 Each
- 1D. Trees 18" – 21.9" DBH (diameter at 4.5 feet from the ground) 39 Each
- 1E. Trees 22" – 25.9" DBH (diameter at 4.5 feet from the ground) 22 Each
- 1F. Trees 26" – 29.9" DBH (diameter at 4.5 feet from the ground) 28 Each
- 1G. Trees 30" and greater DBH (diameter at 4.5 feet from the ground) 1 Each

ITEM 2. TREE REMOVAL, NON EMERGENCY SERVICES

- 2A. Trees 6" – 9.9" DBH (diameter at 4.5 feet from the ground) 1 Each
- 2B. Trees 10" – 13.9" DBH (diameter at 4.5 feet from the ground) 1 Each
- 2C. Trees 14" – 17.9" DBH (diameter at 4.5 feet from the ground) 1 Each
- 2D. Trees 18" – 21.9" DBH (diameter at 4.5 feet from the ground) 4 Each
- 2E. Trees 22" – 25.9" DBH (diameter at 4.5 feet from the ground) 1 Each
- 2F. Trees 26" – 29.9" DBH (diameter at 4.5 feet from the ground) 1 Each
- 2G. Trees 30" and greater DBH (diameter at 4.5 feet from the ground) 1 Each

ITEM 3. TREES - EMERGENCY SERVICES

- 3A. Hourly charge for emergency work, price per person per hour 1 Hours

ITEM 4. PALM PRUNING, NON-EMERGENCY SERVICES

- 4A. Palms less than 20 feet in height 90 Each
- 4B. Palms 20 feet or greater in height 1 Each

ITEM 5. PALM REMOVAL, NON-EMERGENCY SERVICES

- 5A. Palms greater than or equal to 10' in height 1 Each

ITEM 6. PALMS - EMERGENCY SERVICES

- 6A. Hourly charge for emergency work, price per person per hour 1 Hour

ITEM 7. EXTENUATING CIRCUMSTANCES

- 7A. Hourly charge for extenuating circumstances work, price per person per hour 1 Hours

Group 3 – VARIOUS LOCATIONS

ITEM 1. TREE TRIMMING, NON EMERGENCY SERVICES	<u>TOTAL ESTIMATED ANNUAL QUANTITY</u>
<u>DESCRIPTION</u>	
1A. Trees 6" – 9.9" DBH (diameter at 4.5 feet from the ground)	226 Each
1B. Trees 10" – 13.9" DBH (diameter at 4.5 feet from the ground)	81 Each
1C. Trees 14" – 17.9" DBH (diameter at 4.5 feet from the ground)	65 Each
1D. Trees 18" – 21.9" DBH (diameter at 4.5 feet from the ground)	23 Each
1E. Trees 22" – 25.9" DBH (diameter at 4.5 feet from the ground)	106 Each
1F. Trees 26" – 29.9" DBH (diameter at 4.5 feet from the ground)	37 Each
1G. Trees 30" and greater DBH (diameter at 4.5 feet from the ground)	63 Each
ITEM 2. TREE REMOVAL, NON EMERGENCY SERVICES	
2A. Trees 6" – 9.9" DBH (diameter at 4.5 feet from the ground)	8 Each
2B. Trees 10" – 13.9" DBH (diameter at 4.5 feet from the ground)	10 Each
2C. Trees 14" – 17.9" DBH (diameter at 4.5 feet from the ground)	8 Each
2D. Trees 18" – 21.9" DBH (diameter at 4.5 feet from the ground)	6 Each
2E. Trees 22" – 25.9" DBH (diameter at 4.5 feet from the ground)	2 Each
2F. Trees 26" – 29.9" DBH (diameter at 4.5 feet from the ground)	1 Each
2G. Trees 30" and greater DBH (diameter at 4.5 feet from the ground)	1 Each
ITEM 3. TREES - EMERGENCY SERVICES	
3A. Hourly charge for emergency work, price per person per hour	12 Hours
ITEM 4. PALM PRUNING, NON-EMERGENCY SERVICES	
4A. Palms less than 20 feet in height	6 Each
4B. Palms 20 feet or greater in height	4 Each
ITEM 5. PALM REMOVAL, NON-EMERGENCY SERVICES	
5A. Palms greater than or equal to 10' in height	1 Each
ITEM 6. PALMS - EMERGENCY SERVICES	
6A. Hourly charge for emergency work, price per person per hour	4 Hour
ITEM 7. EXTENUATING CIRCUMSTANCES	
7A. Hourly charge for extenuating circumstances work, price per person per hour	86 Hours

005 - SUPPLEMENTAL TERMS & CONDITIONS

Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract and terminate on December 31, 2021.

Renewals.

At City's option, this Contract may be renewed under the same terms and conditions for TWO (2) additional ONE (1) year periods. Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.

Temporary Short Term Extensions.

City shall have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month to month basis, not to exceed three months. Said month to month extensions shall be in writing, signed by Director, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore.

Temporary Contract Pending Award of Contract by City Council:

Occasionally, the City has a need for goods or services prior to the date set for the San Antonio City Council to consider a contract for award. If such a situation arises with regard to this solicitation, and if City intends to recommend Vendor's bid to the City Council for award of a contract, City may require Vendor to provide goods or services prior to the date set for City Council to consider the bid for award of a contract. City shall provide Vendor advance written notice if such occasion arises.

In such event, City's written notice shall constitute acceptance of Vendor's bid and shall result in a temporary contract to provide goods and/or services until City Council considers and awards the contract contemplated in this solicitation. The total expenditure under the temporary contract shall not exceed \$50,000. The temporary contract shall begin on the date set forth in City's written notice and shall terminate when the total expenditure reaches \$50,000, or upon subsequent written notice from City, whichever shall occur sooner. Should City Council authorize award of a contract to Vendor pursuant to this solicitation, said award shall automatically terminate the temporary contract upon the effective date of the newly awarded contract.

During the term of the temporary contract, all goods or services shall be provided in accordance with the terms and conditions contained in this solicitation, with the exception of the Original Contract Term, which is modified as indicated above for the temporary contract.

Acceptance of Vendor's bid for the purposes of award of a temporary contract does not constitute award of the full contract with the Original Contract Term. Such a contract may only be awarded by the San Antonio City Council by passage of an ordinance. Neither does award of a temporary contract obligate City to recommend Vendor's bid for award to the City Council, or guarantee that the City Council will award the contract to Vendor.

Change Orders.

Notwithstanding anything stated to the contrary in Section 006 – General Terms & Conditions, in order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, and quantity of work to be performed, materials, equipment or supplies to be furnished must be in writing and conform to the requirements of City Ordinance 2011-12-08-1014, as hereafter amended.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

Insurance.

A) Prior to the commencement of any work under this Agreement, Vendor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City's Finance Department, which shall be clearly labeled "Annual Contract for Tree & Palm Maintenance – BESD & Various Departments" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City's Finance Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Vendor's financial integrity is of interest to the City; therefore, subject to Vendor's right to maintain reasonable deductibles in such amounts as are approved by the City, Vendor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Vendor's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence

D) Vendor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Vendor herein, and provide a certificate of insurance and endorsement that names the Vendor and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Vendor. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Vendor shall be required to comply with any such requests and shall submit requested documents to City at the address provided below within 10 days. Vendor shall pay any costs incurred resulting from provision of said documents.

City of San Antonio
 Attn: Finance Department
 P.O. Box 839966
 San Antonio, Texas 78283-3966

F) Vendor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Vendor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Vendor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies the City may have upon Vendor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Vendor to stop work hereunder, and/or withhold any payment(s) which become due to Vendor hereunder until Vendor demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Vendor may be held responsible for payments of damages to persons or property resulting from Vendor's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Vendor's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.

L) Vendor and any Subcontractors are responsible for all damage to their own equipment and/or property.

Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

- Attachment A – Part One – General Information
- Attachment A – Part Two – Experience, Background and Qualifications
- Attachment A – Part Three – Proposed Plan
- Attachment B – Price Schedule Revision 1 Dated 10/11/18**
- Attachment C – Contracts Disclosure form
- Attachment D – Litigation Disclosure Form
- Attachment E – Small Business Economic Development Advocacy (SBEDA) Program Form(s)
- Attachment F – Veteran-Owned Small Business Preference Program (VOSB) Ordinance
- Attachment G - Veteran-Owned Small Business Preference Program (VOSB) Tracking Form
- Attachment H – Certificate of Interested Parties (Form 1295)
- Attachment I – Tree & Palm Pruning Report
- Attachment J – Tree Removal Request Form
- Attachment K – City Department Address List
- Attachment L – Proposal Checklist

Attachment M - Attachment M – Small Business Economic Development Advocacy (SBEDA) Presentation, attached as a separate document.

Exhibit 1 - Small Business Economic Development Advocacy (SBEDA) Ordinance Compliance Provisions

006 - GENERAL TERMS & CONDITIONS

Electronic Proposal Equals Original. If Vendor is submitting an electronic proposal, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

Delivery of Goods/Services.

Destination Contract. Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this RFCSP or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by the City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver. When delivery is not met as provided for in the contract, the City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by the City as a result thereof. In addition, Vendor may be removed from the City's list of eligible bidders.

Purchase Orders. Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City. City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing. After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Warranty. A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this RFCSP, unless otherwise specified in the Specifications/Scope of Services section of this RFCSP. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY. ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.

Invoicing and Payment.

Address for Invoices. All original invoices must be sent to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

Information Required On Invoice.

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices,

extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

Payment by City.

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date the City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date the City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between the City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount. City will not make partial payments on an invoice where there is a dispute.

NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT. NOTWITHSTANDING THE FORGOING, THE CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAY SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Change Orders. In order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished may be approved by the Director, provided that such change orders:

- are made in writing, signed by the Director;
- do not involve an increase or decrease in contract price of more than \$25,000; and
- sufficient funds have already been allocated by City or are available to the Director to cover any increase in contract price.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may, however, be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

Termination.

Termination-Breach. Should Vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, the City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice. City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding. City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor. Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

INDEMNIFICATION.

VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, it s officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

Assignment. Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

Ownership of Documents. Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic.

Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

Records Retention.

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to the City at their respective offices, at all reasonable times and as often as City may deem

necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

Severability. If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law. Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications. Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance. Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

Venue. Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.

Non-discrimination. As a condition of entering into this agreement, Vendor represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section III.C.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

Attorney's Fees. The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

Prohibition on Contracts with Companies Boycotting Israel

Texas Government Code §2270.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City's hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Contracts with Companies Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization Prohibited. Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on such list during the course of its contract with City, City may terminate the Contract for material breach.

Delinquent Taxes. In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent Vendor as a result of this contract.

Binding Contract. This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement. This contract, including City's final electronically posted online version together with its authorizing ordinance and its price schedule(s), attachments, addendums, purchase orders, and exhibits, if any, and Respondent's proposal, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. City's solicitation documents shall control over Respondent's proposal in the event of a conflict. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Change Order provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

007 - SIGNATURE PAGE

By submitting a proposal, whether electronically or by paper, Respondent represents that:

(s)he is authorized to bind Respondent to fully comply with the terms and conditions of City's Request for Competitive Sealed Proposals for the prices stated therein;

(s)he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Respondent is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Information

Please Print or Type

Vendor ID No. _____

Signer's Name _____

Name of Business _____

Street Address _____

City, State, Zip Code _____

Email Address _____

Telephone No. _____

Fax No. _____

City's Solicitation No. _____

Signature of Person Authorized to Sign Proposal

008 - STANDARD DEFINITION

Whenever a term defined by the Uniform Commercial Code (“UCC”), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

All-or-None Bid – a request for competitive sealed proposal in which the City will award the entire contract to one respondent only.

Alternate Proposal - two or more proposals with substantive variations in the item or service offered from the same respondent in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

Change Order - a change to the plans or specifications of the contract, or an increase or decrease in the quantity of work to be performed or of materials, equipment, or supplies to be furnished, issued by the Director after the proposal has been accepted by the City.

City - the City of San Antonio, a Texas home-rule municipal corporation.

Contract - the binding legal agreement between the City and Vendor.

Contractor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Director – the Director of City’s Purchasing & General Services Department, or Director’s designee.

Equal or Equivalent - terms to indicate that similar products or other brands may be acceptable for purchase if specifications and functional requirements are met.

Line Item - a listing of items in a proposal for which a respondent is expected to provide separate pricing.

Non-Responsive Proposal - a proposal or offer that does not comply with the terms and conditions, or specifications and/or requirements of the RFCSP.

Offer - a complete, signed response to an RFCSP that, if accepted, would bind Respondent to perform the resultant contract. The term “offer” is synonymous with the terms “bid” and “proposal”.

Payment Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor’s failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor’s inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the contractor to protect City against loss due to the contractor’s inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by the City, held in order to allow respondents to ask questions about the proposed contract and particularly, the contract specifications.

Proposal - a complete, signed response to a solicitation. The term “proposal” is synonymous with the terms “offer” and “bid”.

Proposal Bond or Proposal Guarantee - security to ensure that Respondent (a) will not withdraw the proposal within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Proposal Opening - a public meeting during which proposal responses are opened and the names of respondents are read aloud.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on the City's standard purchase order form, and which is Vendor's authority to deliver to and invoice the City for the goods or services specified in a RFCSP for the price stated in Vendor's proposal.

Request for Competitive sealed Proposal (RFCSP) – a solicitation for a specified good or a service, evaluated on the basis of price and other factors.

Respondent - a person, firm or entity that submits a proposal in response to a solicitation. The respondent whose proposal is accepted by City may also be referred to herein as Contractor, Vendor or Supplier. The term "respondent" is synonymous with the term "bidder".

Responsible Offeror - a respondent who is known to have the necessary competence and qualifications to perform and provide all requirements of an intended contract.

Responsive Offeror - a respondent who tenders a proposal which meets all requirements of the RFCSP and is a responsible offeror.

Sealed Proposal - a proposal submitted as a sealed document, whether hard copy or electronic, by a prescribed time to the location indicated in the RFCSP. The contents of the proposal will not be made public prior to the award of the contract.

Specifications - a description of what the City requires and what the respondent must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the Vendor's obligations under the contract with City.

Supplier - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Vendor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Waiver of Irregularity - noting, but disregarding an immaterial variance within a proposal.

009 - ATTACHMENTS

RFCSP ATTACHMENT A, PART ONE

GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Email address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

- d. State the number of full-time employees at the Bexar County office. _____

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? Yes ___ No ___ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 1		
Firm/Company Name		
Contact Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No:	Fax No:	
Date and Description of Service(s) Provided:		
Email Address:		
Annual Dollar Value of the Contract:		
Reference No. 2		
Firm/Company Name		
Contact Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No:	Fax No:	
Date and Description of Service(s) Provided:		
Email Address:		
Annual Dollar Value of the Contract:		
Reference No. 3		
Firm/Company Name		
Contact Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No:	Fax No:	
Date and Description of Service(s) Provided:		
Email Address:		
Annual Dollar Value of the Contract:		

RFCSP ATTACHMENT A, PART TWO

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Fully describe your company and experience as it relates to the following:
 - a. History of successful company projects (to include number of years in business);
 - b. History of company operations over the past three years;
 - c. History of tree and palm maintenance service contracts to include parks facilities or organizations, address, phone numbers, points of contact, length of contracts, and which contracts, if any, were terminated for cause or convenience.
 - d. List other tree and palm maintenance and removal service contracts your firm currently manages. Describe if the current contracts will affect the timeliness of services to be delivered to the City of San Antonio.
2. Describe the Respondent's personnel and number of years the Respondent has held either the TCIA accreditation or ISA certification. Provide a copy of the certification or accreditation with proposal response.
3. Describe the number of years the Respondent's personnel have in tree and palm maintenance and care work experience.
4. Describe any ANSI Z-133.1 safety training that Respondent has provided to personnel.
5. Describe Respondent's experience relevant to the Scope of Services. List and describe relevant projects similar size and scope performed over the past three years. Identify associated results or impacts of the project/work performed.
6. Describe length of time Respondent has performed project(s) of similar size and scope, including services around highly visible public areas, a location with high profile interest.
7. Describe Respondent's specific experience with public entities clients, especially large municipalities. If Respondent has provided services for the City in the past, identify the name of the project and the department for which Respondent provided those services.
8. List other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
9. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint ventures and/or sub-contractors have worked together in the past.
10. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
11. Detail your firm's composition and the quantity of staff (Crew Leaders, Project Managers, Arborist, laborers, etc.) that will be performing the services, training they have received, their experience level and any licensure they have to maintain to ensure compliancy with codes and ordinances. Describe any ANSI training that the Respondent has provided to personnel.
12. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

RFCSP ATTACHMENT A, PART THREE

PROPOSED PLAN

Tree and Palm Maintenance Plan – Prepare and submit narrative responses to address the following items:

1. **Ramp Up Plan** - Describe how Respondent will ramp up to meet the City's tree and palm maintenance and removal service requirements to implement the contract.
 - a. The trees are located throughout the City where some may only be accessible by climbing and some may only be accessible by using bucket trucks. Describe your plan for performing tree and palm maintenance services for the trees all the covered locations, and describe in detail how you will address the unique nature of their various locations.
 - b. Describe in detail and list any anticipated challenges for tree and palm trimming and removal at the various locations for the following departments: AVIATION, FIRE SAPD, SAPL, DHS, SAMHD and SWMD.
 - c. Describe your firms' capacity to perform the scope of services for the City in addition to your firms existing outside contracts.
 - d. Provide a timeline for Respondent to be able to mobilize upon contract award.
2. **Staffing Plan** – Describe Respondent's Staffing Plan for providing general tree and palm maintenance and tree removal services.

Provide an organizational chart showing how you propose to staff the project. For each position reflected on the organizational chart, provide the following information for individual(s) assigned to each position.

- a. Describe the number of Crew Leaders, and /or Project Manager(s), and laborers that will be assigned to the contract. Indicate the proposed time frame for performing general tree and palm maintenance and tree removal services (i.e. between the hours of 7:00 a.m. – 5:00 p.m.; all day, etc.
 - b. Describe the training staff has received, their experience level and any licensure they have to maintain to ensure compliancy with codes and ordinances.
 - c. Provide information such as badging and staffing, availability of equipment and any equipment to be acquired to perform the scope of services.
3. **Response Time** – Provide a plan on how you will meet the response times for emergency services, non-priority services and extenuating circumstances as defined in the scope of services.
 - a. Site: Provide the address of the facility which you will use for this project. Describe your current capacity to serve the contractual duties of this contract as well as additional capacity that you will need as a result of this contract.
 4. **Tools and Equipment** - Describe how Respondent will ramp up to meet the City's general tree and palm maintenance and tree removal service requirements to implement contract.
 - a. Describe the cleaning product/solution to be approved by a CDDR that you will utilize to disinfect the tools and equipment to prevent the potential spread of disease.
 - b. If additional resources are needed, describe your plan for acquiring these resources. Pictures or lists of equipment /resources readily available to perform required services may be used to expand or clarify.
 - c. Provide your firm's planned maintenance schedule for equipment to be used on this contract (frequency, procedures, etc.).
 5. **Clean Up and Waste Disposal** – Disposal: Provide the name of the brush recycling site(s) where the waste resulting from the tree and/or palm maintenance/removal will be disposed at.

6. **Tree Rot Identification** – Outline the plan for identifying bark and tell-tale signs of tree rot and reporting it to the City Arborist or CDDR.
7. **Site Visit Plan** – Provide a plan on how you will schedule site visit with Department to perform tree and palm maintenance services.
8. **Quality Assurance/Quality Control (QA/QC) Plan** – Describe respondent’s current QA/QC to include procedures and personnel utilized for quality control, problem resolution, self-assessment, interaction with City, and control of subcontractors’ performance, if any. Explain how your current procedures meet the needs of your current customers. Provide copy of QA/QC Plan with proposal response.
9. **Environmental Standards/Practices** – Describe alternatives to the use of gas powered machines on air quality alert days.

Provide the name of the brush recycling site(s) where the waste resulting from the tree and/or palm maintenance/removal will be disposed.

10. **Customer Service Plan** – Describe Respondent’s customer service plan and discuss lines of communication and interaction with City customers, including City staff and others.

Provide your firm’s plan on the communication involved with, and how you will meet the response times of, the following services: emergency services, non-emergency services and extenuating circumstances as defined in the scope of services.

11. **San Antonio Public Library** – Occasionally SAPL requires timely attention & services for tree and palm maintenance. Describe your plan for addressing time-sensitive projects associated with Library locations.
12. **Training Plan** – Describe training and instruction programs that your firm will provide to employees working and performing services for the City under this contract. Provide a copy with proposal response.
13. **Safety Plan** – Describe how Respondent will implement a Safety Plan for the contract. Provide a copy of your Safety Plan with the proposal response. Describe how your firm will furnish signs and traffic controls in accordance with the Texas Manual on Uniform Traffic.
14. **Background Checks** – Describe your firm’s plan for employee Background Checks.
15. **Wage and Benefits Plan** – Indicate the range of wages that Respondent has established for the Manager, Crew Leader(s) and Laborer classifications. Provide minimum qualifications and information regarding what factors determines starting wages and subsequent increases. Indicate what benefits (e.g. retirement, medical, dental, vision, life insurance, disability insurance, wellness, leave and holidays, skills pay, tuition assistance, employee assistance program, etc.) will be provided to these job classifications and provide a cost are paid by the Respondent and what amount and percent are paid by the employee for each individual benefit. (Use charts to make this information clear.) Indicate if the benefits provided to these job classes are the same, and at the same cost, as benefits provided or make available to other job classifications in the Respondent firm.

RFCSP ATTACHMENT B

PRICE SCHEDULE

This attachment is posted as a separate document to this RFCSP.

Respondent's proposal must be based on the proposed contract term, including renewal periods, stated in this RFCSP. Proposing a different term of contract, or renewal terms may lead to disqualification of Respondent's proposal from consideration. As such, Respondent must provide pricing in the manner set forth in the RFCSP's Price Schedule. Failure to do so may lead to disqualification of Respondent's proposal from consideration.

RFCSP ATTACHMENT C
CONTRACTS DISCLOSURE FORM

Contracts Disclosure Form may be downloaded at

<https://www.sanantonio.gov/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>

Instructions for completing the Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFCSP ATTACHMENT D
LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ___ No ___

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFCSP ATTACHMENT E

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM(S)

Posted as separate document.

RFCSP ATTACHMENT F

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSB) ORDINANCE

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form.

RFCSP ATTACHMENT G

VETERAN-OWNED SMALL BUSINESS (VOSB) PREFERENCE PROGRAM TRACKING FORM

Posted as separate document.

RFCSP ATTACHMENT H

Certificate of Interested Parties (Form 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the "Business entity".)

"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

"Intermediary," for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person's participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

ATTACHMENT I

TREE TRIMMING AND PALM PRUNING REPORT

Posted as a Separate Document.

ATTACHMENT J

TREE REMOVAL REQUEST FORM

Posted as a Separate Document.

ATTACHMENT K
CITY LOCATIONS ADDRESS LIST

Posted as a Separate Document

RFCSP ATTACHMENT L

PROPOSAL CHECKLIST

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
General Information and References RFCSP Attachment A, Part One	
Experience, Background & Qualifications RFCSP Attachment A, Part Two	
Proposed Plan RFCSP Attachment A, Part Three	
Pricing Schedule RFCSP Attachment B	
*Contracts Disclosure Form RFCSP Attachment C	
Litigation Disclosure RFCSP Attachment D	
*SBEDA Form – Utilization Plan or Commitment Form RFCSP Attachment E; and Associated Certificates, if applicable	
*Veteran-Owned Small Business Preference Program Tracking Form RFCSP Attachment G	
*Certificate of Interested Parties (Form 1295) RFCSP Attachment H	
Financial Information	
Proof of Insurability Insurance Provider’s Letter Copy of Current Certificate of Insurance	
*Signature Page (only required for a hard copy submission) RFCSP Section 007	
*Signed Addenda, if applicable.	
Proposal Checklist RFCSP Attachment L	
One COMPLETE (1) Original, seven (7) hard copies WITH ONLY TABS and documents for General Information Form; Experience, Background and Qualifications; Proposed Plan, etc. (NO SBEDA, VOSB AND/OR PRICING TO BE INCLUDED in the 7 copies) and one (1) CD or USB flash drive of entire proposal in PDF format if submitting in hard copy.	