



**Public Works Department  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

March 29 2016

**SUBJECT: Request for Proposal – Annual Street Sweeping Service**

Dear Contractor,

You are invited to submit proposals to provide street sweeping services within the City of Los Altos outlined and delineated on the enclosed Scope of Services. Proposals are due to the office of the Public Works Department **before 4:00 P.M., Thursday, April 21, 2016.**

### **PROJECT REQUIREMENTS**

The work includes furnishing all labor, tools, shop facilities, equipment, and material required to complete the work in the locations in various residential and commercial areas in Los Altos. The work includes monthly residential street sweeping of eight (8) neighborhood routes and nine (9) commercial sweeping routes on a weekly basis. A detailed Scope of Services is attached as Enclosure 1.

### **TIME SCHEDULE**

The initial contract period for the street sweeping services shall be from July 1, 2016 to June 30, 2017, a twelve (12) month period. The contract may be renewed subject to successful completion of the initial contract term, in up to four (4) one-year (12 months) increments.

### **INSURANCE REQUIREMENTS**

The contractor will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." Level of coverage is outlined in the attached sample Agreement for Services.

### **FEE SCHEDULE**

Not to exceed fees should be listed in the Fee Schedule as defined in the Scope of Services:

- Fee for weekly sweeping of the nine (9) commercial sweeping routes
- Fee for monthly sweeping of the eight (8) neighborhood routes
- Unit cost for "Hourly basis" and for "curb mile basis" for the extra sweeping

Payment for work completed will be based on progress to date each month for the work described in the Scope of Services. The contractor should include all incidental costs in each item of the Fee Schedule listed above.

## **PROPOSALS**

Please submit five (5) copies of the proposal incorporating all requirements set forth in this Request for Proposal along with a statement of qualifications for undertaking the proposed services. Proposals shall include the following information:

Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address

Acknowledge receipt of any and all addenda (list number and date of issuance)

(1) General Information

- a. Description of firm/team
- b. Legal company organization; organization chart with names
- c. List of applicable licenses

(2) Team Experience & Qualifications

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. Briefly describe each team member's role on this project.
- c. Each bidder must provide a list of other cities and towns in Northern California, for which contracts have been completed or are currently in force, during the past five (5) years.
- d. Identify proposed sub consultants/subcontractors, and your method of sub consultants/subcontractor selection, if applicable.
- e. Current workload and ability to proceed promptly.
- f. Willingness to abide by the City's standard form Agreements with few or no objections or changes.
- g. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- h. Relevant factors impacting the quality or value of work

Include the completed **BID PROPOSAL FORM** in as a separate sealed envelope.

Proposals will be evaluated based on the information outlined in this Request for Proposal. Proposal price alone will not be the sole determining factor in the selection of the contractor for this work. The City will evaluate each of the contractor's qualifications and references and may conduct interviews with the contractors that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a contractor and negotiate a fee for the services delineated in the Scope of Services. The contractor must be ready to execute a standard Services Agreement (draft version is attached) within ten (10) days of award of the contract. The proposal submitted in response to this Request for Proposal will be included as part of the Agreement with the selected contractor.

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If you need assistance or have questions, please contact the Engineering Services Manager at [clamm@losaltosca.gov](mailto:clamm@losaltosca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Lamm".

Christopher Lamm  
Engineering Services Manager

Enclosures:

- (1) Scope of Services, dated March 2016;
- (2) Contractor Services Agreement (draft version)
- (3) City of Los Altos Bid Proposal Form