

**Downtown San Diego Partnership**

**Clean & Safe Program**

**Request for Quote**

**For**

**Downtown Property & Business Improvement District (PBID)**

**Water Feature Maintenance**

**1111 Sixth Ave. Suite 101**

**San Diego, CA 92101**

**(619) 234-8900**

**[info@improvedtsd.org](mailto:info@improvedtsd.org)**

## Table of Contents

### Contents

Introduction.....	3
Scope of Work .....	3
Reports .....	4
Communication.....	4
Monitoring: .....	4
Appearance .....	4
Equipment.....	5
Certification .....	5
Neighborhood: .....	6
Frequency.....	6
Subcontracting .....	6
Public Disclosure .....	6
Proposal Format and Content.....	6
Proposal Evaluation Criteria .....	7
Proposal Schedule.....	7
Terms and Conditions .....	7
Contract Extension.....	8
Insurance.....	8
Indemnity and Hold Harmless: .....	9
Equal Opportunity Program Requirements.....	9
Living Wage.....	10
Nondiscrimination Policy .....	10
Partnership Contact.....	10
Attachments .....	<b>Error! Bookmark not defined.</b>

**Introduction:** The Downtown San Diego Partnership (“DSDP”) is the owners association responsible for the Downtown Property and Business Improvement District (“PBID”), also known as the Clean and Safe Program (“C&S”). The Downtown PBID was established in 2000 by a ballot proceeding in accordance with California Proposition 218. It was developed by a growing coalition of property owners in cooperation with the Downtown San Diego Partnership. The PBID is a special benefit assessment district proposed to improve and convey special benefits to properties located within the PBID boundaries.

The PBID boundaries are generally located south and west of Interstate 5 and includes the neighborhoods of City Center, Columbia, Cortez, East Village, Gaslamp Quarter and Marina. It provides enhanced maintenance and public safety services above and beyond those provided by the City of San Diego.

The PBID is managed by the Downtown San Diego Partnership in accordance with its operating agreement with the City of San Diego. It is governed by the Downtown San Diego Partnership Board of Directors consisting of property owners within the district. The program is financed through the levy of assessments upon real property that benefit from the services provided.

The Downtown San Diego Partnership is requesting proposals for tree trimming maintenance within the PBID boundaries in Downtown San Diego. The district includes six neighborhoods and covers 275 blocks of Downtown San Diego.

**Scope of Work:** The contractor shall provide all equipment, labor and materials necessary for performing the maintenance. Contractor shall provide the services to meet the following specifications:

- Inspections of the pool basin not less than 5 days per week.
- Vacuuming and sweeping of the pool basin not less than 5 days per week.
- Cleaning of skimmer basket not less than 5 times per week.
- Removal of floating debris not less than 5 days per week.
- Backwashing of filter system as dictated by pressure differential after vacuuming of pool.
- Removal and cleaning of pump system strainer baskets not less than 5 days per week.
- Testing of chemical balance and water quality not less than 5 days per week.
- Add chemicals to maintain water quality and chemical balance as required.
- Purchase and replacement of chemicals as needed.
- Inspect and repair all electrical components.
- Adjustment of water feature lighting and sprinkler system as needed or requested by DSDP.
- Quarterly calibration of chemical control system to factory specifications.
- Quarterly washing of sensor probes to factory specifications.
- Remove and rebuild filter valve to factory specifications.

- Replace missing or broken skimmer basket as needed.
- Replace sprinkler heads as needed.
- Replace inner pool hardware, including but not limited to valve covers.
- Report any problems or deficiencies in a timely manner to Clean & Safe Operations staff.
- Report any unusual activity in the water feature in a timely manner to Clean & Safe Operations staff.
- Properly clean islands, rocks, sprinklers and perimeter of water feature to remove debris and stains on a weekly basis.
- Respond to emergency calls for water feature maintenance within 2 hours.
- Train DSDP staff on how to shut off all water in case of emergency.

### **Reports:**

- Immediately report any unusual incidents or hazardous conditions to representatives designated by the DSDP.
- A detailed schedule shall be issued by the Contractor and delivered to the Clean and Safe Staff no later than the last business day of the month. The schedule may be modified at DSDP's discretion.

**Communication:** The ability to speak English well enough to effectively communicate with people in the service area, management and supervisory personnel is required.

**Monitoring:** DSDP shall have the right to monitor the performance by Contractor of all its obligations under this Agreement. Contractor shall cooperate with DSDP, Clean and Safe Program staff in connection with such monitoring. All work performed, and services provided may be monitored for compliance with the requirements of this Agreement on a daily or other basis by the Clean and Safe Program staff. Prior to daily commencement of work under this contract, Contractor shall contact the DSDP, Clean and Safe Program duty supervisor at (619) 414-2698 and notify him/her of the work to be performed, location of work and the expected commencement and completion time. DSDP agrees to notify contractor within 48 hours when the work completed does not comply with the standards as set forth in the scope of services. Contractor agrees to correct all deficiencies identified as part of the DSDP monitoring program with 48 hours of notification. Contractor agrees that failure to correct identified deficiencies within 48 hours will result in non-payment for the deficient portion of the work.

**Appearance:** A professional, well-groomed appearance is consistent with the Downtown San Diego Partnership Clean and Safe Program's image and ensures that our clients have a positive overall impression of the organization and Downtown San Diego.

- **Uniforms:** All work attire must be complete, clean, odor free, with no stains, rips, or holes.
  - Work shirts and safety vest must be provided. Explicit or suggestive language or images are forbidden.

- Pants/Shorts: pants or shorts must not be ripped, worn, torn, or frayed. Pants and shorts must be worn above hip bone and should not be baggy or sagging.
  - Shoes: Shoes must be clean, in good repair and conform to the safety standards of your service.
  - Socks: Must wear black or white socks
  - Belt: Belts that are worn should coordinate and not pose a safety hazard.
  - Jewelry: Jewelry must not present a safety hazard.
- **Hygiene:** Clean hygiene is expected.
  - **Hair:**
    - Men: Hair must be clean and styled to provide a conservative, neat appearance. Long hair may not fall forward while performing normal job duties. Extreme or bizarre hair colors are not permitted. Facial hair must be neatly trimmed and give a professional appearance.
    - Women: Hair must be clean and styled to provide a conservative, neat appearance. Long hair may not fall forward while performing normal job duties. Extreme or bizarre hair colors are not permitted. Hair clips, ribbons, or bows that coordinate with uniform colors are acceptable.
  - **Body Art:** Tattoos are acceptable, but may not be offensive, derogatory, racial, explicit, or gang related.
  - **Cell Phone:** While delivering contracted services personal cell phones, texting devices, or any other electronic communication devices should not be used unless it is related to the service provided. Per California state law, a hands-free device must be employed while driving and speaking on a cell phone.
  - **Sunglasses:** Sunglasses should have a conservative, professional appearance and be removed when performing customer services duties. Sunglasses may only be worn when conditions require.

### Equipment:

- All transportation equipment utilized in this contract shall be equipped with the Clean and Safe logo and possess a unique identification number.
- Contractor shall possess or shall be able to obtain necessary replacement equipment and manpower to ensure that the work will be performed without regard to equipment failures or absenteeism of employees.
- Contractor shall ensure that there is enough equipment on-hand to eliminate any potential gaps in service.

### Certification:

- Contractor must be certified to perform scope of duties with RFQ in accordance with all local, state and federal laws.

## Neighborhood:

**Marina:** The Marina district is 117 sidewalks with medium level foot traffic. It is comprised predominantly of residential units with some retail and office space. It is home to several community parks and street level restaurants/cafés. Several of the sidewalks are composed of enhanced tiles and pavers.

**Frequency:** At any time and for any reason, the DSDP may request additional or less frequent pool maintenance services.

**Subcontracting.** If the Contractor intends to use subcontractors, the Contractor shall submit a list of subcontractors for approval by DSDP and/or the Clean and Safe Program. Contractor may not subcontract 50% or more of the awarded contract work. Any such lists shall show the names of each subcontractor or supplier, describe the portions of the work or product that each provides and provide a detailed description of qualifications. Without the approval of DSDP and/or the Clean and Safe Program, the Contractor shall not substitute any subcontractor or supplier in place of the subcontractors designated in the list.

**Public Disclosure:** As a general rule, all documents received by the Downtown San Diego Partnership in connection with the PBID are considered public records and will be made available for public inspection and copying upon request. *If you consider any documents submitted with your response to be proprietary or otherwise confidential, please submit a written request for a determination of whether the documents can be withheld from public disclosure no more than ten (10) days prior to the due date of your response.* If you do not obtain a determination of confidentiality prior to the submittal deadline, any document(s) submitted will be subject to public disclosure.

**Proposal Format and Content:** All respondents are required to submit three hard copies and an electronic submittal sent to the Executive Assistant Marco Circosta at [mcircosta@improvedtsd.org](mailto:mcircosta@improvedtsd.org) The format is specified below.

1. **Cover Page** – Include project title and company name, address and telephone number.
2. **Table of contents** – Include a complete and clear listing of headings and pages to allow easy reference to key information.
3. **Cover Letter** – The cover letter should be brief, and any changes to the format or deletions of requested material should be explained in the cover letter. The cover letter should also include the title and signature of the company's contact person for this procurement. The signatory shall be a person with official authority to bind the company.

4. **Methods of Service** – Describe the companies proposed methods and time schedule for performing the elements of the scope of work including specifications of all proposed equipment.
5. **Qualifications and Experience** – One to three pages that outline past experience conducting water feature services, a summary of past experiences and backgrounds of the individuals to be involved with providing the services under this contract.
6. **Schedule of Rates** – This section shall contain the following: proposed fee and schedule of rates. Proposals submitted for the whole district must include fees and rates for each individual neighborhood.
7. **References** – This section shall contain the following: three to five past or current clients, performing this type of scope of work, with contact names and phone numbers.
8. **Insurance** – Evidence that respondent maintains insurance policies as stated in the RFQ.
9. **Other Information** – List of all subcontractors to be involved with accomplishing the components listed in the scope or work, along with their credentials and background to perform under this contract.

**Proposal Evaluation Criteria:** Proposals received will be evaluated according to the following criteria.

- Demonstrated ability to deliver services requested
- Proposed methods to accomplish work in a competent and timely manner
- Specialized experience and technical competence
- Ability to meet insurance requirements
- Competitive fees and rates
- Technology and equipment reliability
- Ability to respond to, and resolve complaints in a timely manner
- Excellent customer service

**Proposal Schedule:**

- Deadline – Three hard copies and an electronic submittal shall be delivered *no later than 2:30pm, Thursday November 8, 2018* to our office at:

Clean & Safe Program  
 1111 Sixth Avenue, Suite 101  
 San Diego, CA 92101

**Terms and Conditions:** The issuance of this RFQ does not commit the Downtown San Diego Partnership/PBID to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure a contract for services. All

respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the DSDP Board of Directors. The Partnership retains the right to reject all submittals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful respondent. Each submittal shall be valid for not less than ninety (90) days from the date of receipt. Any contracts awarded as a result of this request will be effective July 1, 2019 for a period of twelve (12 months).

**Contract Extension:** At the sole discretion of the Downtown San Diego Partnership/PBID, any resulting contract may be extended on a year to year basis; however, in no case shall the renewal extend beyond five years from the date of award of the original contract.

**Insurance:** The firm(s) selected to perform the work described in this RFQ will be required to provide:

**Liability Insurance.** The Contractor shall maintain throughout the period of this contract Commercial General Liability (CGL) and commercial umbrella insurance (if applicable to meet minimum limit requirement) with a limit of not less than \$1 million (\$1,000,000) per occurrence with \$2 million (\$2,000,000) in general aggregate. CGL insurance shall be written on the most current version of ISO occurrence form CG 00 01 or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent Contractors, products/complete operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Any endorsements that restrict coverage will be submitted to DSDP for review. DSDP and the City of San Diego and its respective elected officials, officers, employees, agents and representatives shall be included as an insured under the CGL, using ISO additional insured endorsement CG 2010 11/85 or a substitute providing equivalent coverage acceptable to DSDP, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance self-insurance programs afforded to DSDP. Contractor waives all rights against DSDP and the City of San Diego and its respective elected officials, officers, employees, for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Section.

**Other Insurance.** Contractor shall maintain business auto liability and commercial umbrella liability insurance (if applicable to meet minimum requirement) with a limit of not less than \$1 million (\$1,000,000) combined single limit (CSL). Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Business auto coverage shall be written on ISO form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01. Contractor waives all rights against DSDP and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained pursuant to this Section.



**Worker's Compensation Insurance.** Contractor shall maintain worker's compensation and employer's liability insurance. The Employer's Liability Limits shall not be less than \$1 million (\$1,000,000) each accident for bodily injury by accident or \$1 million (\$1,000,000) each employee for bodily injury by disease. Contractor waives all rights against DSDP and the City of San Diego and their respective elected officials, officers, employees, agents and representatives for recovery of damages to the extent these damages are covered by the worker's compensation and employer's liability insurance obtained pursuant to this Section. Contractor shall provide the DSDP with a waiver of right to recover from others endorsement, Workers Comp Form WC 04 03 06 (Ed. 4-84), or its equivalent.

**Insurance Companies.** All insurance companies providing coverage shall be licensed to do business in the State of California, and have a minimum rating published by A.M. Best & Company of A-VII or better.

**Indemnity and Hold Harmless:** All services in connection with this Agreement shall be at the risk of Contractor, exclusively. To the fullest extent allowed by law, Contractor shall indemnify, defend (with legal counsel reasonably satisfactory to DSDP and the Clean and Safe Program) and hold harmless the Indemnitees (defined below) from and against any and all Claims (as defined below). Contractor's obligation to defend and indemnify shall be triggered by the assertion of a Claim against any Indemnitee and shall apply whether or not the Contractor or any of the Contractor parties was negligent or otherwise at fault and whether or not the Claim has any merit. However, Contractor shall not be obligated under this Agreement to indemnify any Indemnitee for any Claims arising from the sole negligence or willful misconduct of that Indemnitee. Contractor's obligation shall also include Claims based on duties, obligations, or liabilities imposed on the Indemnitees by statute, ordinance, regulation, or other law. The indemnification obligation hereunder shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any Contractor Parties under works' or workman's compensation acts, disability benefit acts or other employee benefit acts. For purposes of this Section, (a) a "Claim" is any claim, demand, obligation, cause of action, damage, loss, liability, mechanic's lien, cost or expense (including, without limitation, attorney's fees and costs and other litigation, mediation, or judicial reference expenses) whether based on tort, contract, or equitable principles, in any way rising from or in any way connected with the performance or nonperformance of this Agreement by Contractor's or its employees, agents, independent contractors, suppliers, subcontractors, officers, directors, shareholders, representatives, affiliates, successors or assigns (collectively, "Contractor Parties"), and (b) the "Indemnitees" are DSDP and the City of San Diego and their respective elected officials, officers, employees, agents and representatives, its members, managers, shareholder, and affiliates, successors and assigns of all such parties.

**Equal Opportunity Program Requirements:** The City of San Diego and the Downtown San Diego Partnership are strongly committed to equal opportunity in the solicitation of professional service consultants. To assure that consultants doing business with, or receiving funds from the City of San Diego, and the Downtown San Diego

Partnership are equal opportunity contractors and employers, Respondents shall comply with requirements of San Diego Ordinance No. 18173, section 27.2701 through 22.2708.

**Living Wage:** The Contractor must comply with the City of San Diego Living Wage ordinance. You may visit the following links for specific requirements.

<http://www.sandiego.gov/purchasing/programs/livingwage/>

**Nondiscrimination Policy:** The respondent shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of employees, subcontractors, vendors, or suppliers.

**Partnership Contact:** The Downtown San Diego Partnership looks forward to receiving a submittal from your company, if you have any questions regarding this RFQ, please direct them to:

Executive Director, Alonso Vivas  
Director of Operations, Alex Gutierrez  
Downtown San Diego Partnership  
1111 Sixth Ave, Suite 101  
San Diego, CA 92101  
(619) 234-8900  
[avivas@improvedtsd.org](mailto:avivas@improvedtsd.org)  
[agutierrez@improvedtsd.org](mailto:agutierrez@improvedtsd.org)

Exhibit A  
Map of Downtown PBID District

