



CITY OF GUADALUPE REQUEST FOR PROPOSALS (RFP)

LANDSCAPE MAINTENANCE SERVICES

Release Date: July 25, 2025

Deadline for Submission: Friday, August 15, 2025, at 2:00 p.m.

Contact person: David Trujillo, Director of Public Works

Address all responses to:

City of Guadalupe
Attn: David Trujillo, Director of Public Works
918 Obispo Street
P.O. Box 908
Guadalupe, CA 93434
Phone: (805) 356-3910
Email: dtrujillo@ci.guadalupe.ca.us

1. INVITATION TO SUBMIT PROPOSALS

The City of Guadalupe is soliciting proposals from qualified landscaping contractors to provide comprehensive landscape maintenance services for various public areas within the city limits. Services include weed abatement, application of pre-emergent herbicides, tree and shrub pruning, and replacement of dead vegetation (bushes, shrubs, trees) in accordance with the specifications, conditions, and proposal instructions set forth in this Request for Proposals (RFP).

2. PROJECT INFORMATION AND DESCRIPTION - SCOPE

➤ Working Knowledge

The successor bidder(s) shall have a working knowledge of the maintenance of turf areas, mowing, trimming, operations, plant identification, pruning, irrigation systems and repair, drainage systems, debris removal, and post and pre-emergent and fertilizer application, and other related work and they have the equipment necessary to complete the work.

➤ Scope of work

- The name of each facility and the maintenance work required are listed on the Scope of Work (See Attachment “A”).

➤ Site Locations

Pasadera Subdivision (See Attachment “B”). The bidder is responsible for fully understanding what is required to maintain the location.

➤ Coordination, communication and inspection

Communication of completed tasks, current conditions and identification of upcoming issues or concerns will be monthly with David Trujillo, Director of Public works or designee.

3. TERM OF CONTRACT

The term of the contract for landscape maintenance services will be two (2) years with two (2) two-year extensions, for a total of six (6) years. The performance of the contractor will be evaluated at the end of each two (2) year period. Written notice of extension is required for the extension to be in effect.

4. INSURANCE REQUIREMENT

The successful Respondent shall maintain a general liability insurance policy, broad form, of at least \$1,000,000, Workers compensation insurance and all others required under law. All insurance policies must be written by insurers admitted to do business in the State of California.

5. APPLICATION INSTRUCTIONS AND INFORMATION

A. DATE AND PLACE FOR SUBMISSION OF PROPOSAL

The response to this RFP is to be received no later than Friday, August 15, 2025, at 2:00 p.m. Each Respondent shall submit an original and two (2) copies of their proposal to provide the services described in this RFP in a sealed envelope address to:

City of Guadalupe
Attn: David Trujillo, Director of Public Works
918 Obispo Street
P.O. Box 908
Guadalupe, CA 93434
Re: Landscape Maintenance Services

B. CLARIFICATION OF THE RFP

Any Respondent requiring clarification of the RFP may address questions to:

David Trujillo, Director of Public Works
918 Obispo Street
P.O. Box 908
Guadalupe, CA 93434
Phone: (805) 356-3910
Email: dtrujillo@ci.guadalupe.ca.us

All clarifications made by the city will be in writing and will be provided to all Respondents. If deemed necessary, an Addendum to the RFP may be delivered to all firms having received the RFP. The Addendum shall have the same binding effect as the remainder of the RFP. However, no other instructions given to Respondents by City staff shall bind the City.

C. REJECTION OF RESPONSES

The City reserves the right to reject any or all responses to the RFP.

D. COST OF PREPARATION OF PROPOSAL

Costs incurred by any Respondent in the preparation of the response to this RFP are the sole responsibility of the respondent and will not be reimbursed by the City.

E. CANCELLATION

The City reserves the right to cancel further proceedings pursuant to this RFP for any reason. In no event shall the City have any liability for such cancellation.

6. MINIMUM INFORMATION REQUIRED FROM RESPONDENTS

A. IDENTIFICATION OF THE RESPONDENT

Please state the name and address of the Respondent, and the name, address, title, telephone number, fax number, and email address of the person who may be contacted regarding the Respondents' qualifications.

B. GENERAL EXPERIENCE

Required Qualifications should include a response, which demonstrates the knowledge, experience, and capability that will enable the Respondent to provide all, or a portion of the services summarized in the project description. Where relevant, key individuals or entities that may be involved in providing or developing such services should be identified or listed.

C. REFERENCES

Provide at least three references that may be contacted for verification of the Respondents' experience and qualifications. Identify similar projects on which the Respondent has worked and contact information. Please provide resumes for all principals and for proposed key personnel.

D. COST PROPOSAL

Provide a monthly cost to provide the maintenance at the location, listed in the Scope of Services (Attachment "A")

E. BID SHEET

All bidders are to complete the Bid Sheet included as Attachment “C.”

7. EVALUATION AND INTERVIEW PROCESS

A. EVALUATION OF RESPONDENTS

City Staff will review proposals submitted pursuant to this RFP. Director of Public Works may choose to interview a limited number of respondents. After analysis of the responses, the City Staff will make a recommendation for award of an “Agreement” between the Contractor and the City for contract services to the City Council.

B. SELECTION OF RESPONDENTS FOR INTERVIEW

Director of Public Works, before determining whether to interview a Respondent, reserves the right to perform such additional investigation as necessary to obtain full information regarding the Respondents being considered.

The City also reserves the right to:

1. Request clarification or additional information from any respondent(s) at any time.
2. Modify, remove, or add requirements to the RFP and to suspend or reopen the RFP process.
3. Reject any or all responses and terminate the RFP. Final selection of Respondents for interview is solely within the discretion of the City. The City has the right to terminate or suspend the RFP process without notice.

Guadalupe Landscape Maintenance Scope of Work
(See Map for locations of Facilities) “Attachment “A”

“Attachment “A”

Guadalupe Landscape Maintenance Scope of Work

General

- The contractor shall coordinate a master schedule on an annual basis with the City’s Public Works Director, including anticipated maintenance. Deviations from the schedule due to rain, special events, or other unforeseen circumstances shall be mutually coordinated between the contractor and City’s designee.
- All work shall be performed in a good and workmanlike manner by skilled experienced workers. Employees shall be in uniform, with clearly designated vehicle(s) bearing the company name.
- Removal and replacement of dead/dying shrubs, bushes, and trees with City-approved plant material.

Turf Maintenance

- Mow as needed to keep turf no greater than 3 inches in height. Remove trash before mowing.
- Edge turf along all hardscapes.
- Fertilize turf areas three times per year with 1/2 pound nitrogen per 1,000 ft.².
- Keep turf no greater than 10% of weeds.
- Apply four post-emergent herbicides per year.
- Apply two pre-emergent herbicides per year.
- Aerate turf twice per year.
- Turf clippings shall be mulched in place.
- Thatch once per year.

Tree management

- All trees along sidewalks, islands, and parking lots shall be maintained with an 8-foot canopy.
- All trees along the streets shall be maintained with a 10-foot canopy.
- Tree suckers shall be removed as they sprout.
- Trees shall be fertilized three times per year with the broadcast fertilizer ½ pound nitrogen per 1,000 ft.².
- Additional tree maintenance shall be per separate proposal.

Bed management

- Shrubs shall be heavily pruned during the dormant season (November through February), except for spring flowering shrubs which shall be heavily pruned just after flowering.
- Shrubs shall be shaped throughout the season to maintain an orderly look (natural or formal, depending on previous treatment).

- Shrubs shall be maintained so as not to encroach upon sidewalks or parking lots (kept within the planting area).
- Perennials shall be reduced in late May by half by rounding and mounding them to produce greater dense growth and better flowering. They shall be reduced to a height of 4-5 inches in the winter between January 1 and February 15.
- Ground cover shall be maintained in a healthy manner with no dead leaves or long runners. It shall be scalped in February for new growth.
- Ground cover shall be maintained so as not to encroach upon sidewalks or parking areas (maintained within planting area).
- All planted ornamental grasses shall be reduced to a 10% height by February 15 of each year.
- Dead plants shall be reported to the City's designee upon discovery.
- All irrigated beds shall receive a slow-release fertilizer (three-month lifespan) three times per year.
- All beds shall be maintained to be kept weed and trash free.
- Beds shall receive two pre-emergent herbicide treatments each year and all necessary post-emergent herbicides.

Irrigation systems

- Irrigation systems will be monitored each visit, adjusted as appropriate for the season, and battery-operated controllers checked for battery life.
- Sprinkler heads shall be replaced within 24 hours of damage or malfunction.
- Any damage caused by the contractor shall be repaired by the contractor at no cost to the client.
- Irrigation systems will receive a full system check once a month to include adjusting heads, clearing up nozzles, checking for leaks or breaks, and poor coverage. A report shall be submitted to the City's Public Works Director in writing with repairs needed and their monthly cost.
- All irrigation systems shall be maintained so as to avoid runoff and spraying onto impervious pavement.

Weeds

- Broadleaf weeds such as dandelions shall be removed by hand before going to seed.
- Mustard shall be removed by hand before exceeding 10 inches in height.
- All other weeds shall be trimmed before exceeding a height of 10 inches.
- Weeds shall be trimmed to a height of no greater than 4 inches.
- All tree wells shall remain weed free.
- Routine weed abatement in landscaped and unimproved public areas.
- Expansion joints, cracks, and curb lines shall remain weed free.

Chemicals

- All necessary treatments for pest, disease, and weed control shall be included in this contract, excluding bees, rodents, and termites.

- Implement practices that reduce the use and discharge of chemicals, including the use of non-chemical treatment of pesticide, herbicide, and fertilizer use when possible.
- Collect and properly dispose of unused herbicides, pesticides, and fertilizers.

Cleanup

- All sidewalks and parking lots shall be blown free of landscape debris at the end of each visit with trash being removed from the area first.
- All debris should be removed from the site at the end of each visit unless otherwise agreed upon for composting on site.
- Leaves shall be removed from beds during all visits for a crisp clean look.
- Hauling and proper disposal of green waste.

Attachment "B" Map



**Attachment “C”
Bid Sheet**

Name: _____ Title: _____

Company: _____

Phone Number: _____ Fax Number: _____

Address: _____

Email: _____

Qualifications (feel free to include brochure): _____

Site	Monthly total this site
1. Pasadera	

References

1. Name: _____ Phone number: _____

2. Name: _____ Phone number: _____

3. Name: _____ Phone number: _____