



CITY OF FULLERTON  
PUBLIC WORKS DEPARTMENT  
LANDSCAPE DIVISION

INVITES QUALIFIED VENDORS TO RESPOND TO THIS

***REQUEST FOR PROPOSALS FOR PARK  
MAINTENANCE  
RFP # 4332***

**Responses are due to Public Works by September 5, 2019 3:30 PM**

City of Fullerton  
Public Works Department  
1580 W. Commonwealth Ave.  
Fullerton, CA 92833  
(714) 738-6897  
[www.cityoffullerton.com](http://www.cityoffullerton.com)

Note: Do not make changes to this document except where to fill in designated fields requiring a response. You may save the document for response purposes. Any document found to be otherwise altered will be rejected.

## **Section I: Project Description, Contact Information and Submittal Requirements**

### **I-A. PROJECT DESCRIPTION**

The City of Fullerton invites sealed bids for Park Maintenance Services.

This work involves the daily maintenance of the City's parks, including lawn, turf, tree, and planting maintenance as well as specified hardscape maintenance. The City is requesting proposals for three different services levels and may award the contract at any of the three levels for any task at each park. The proposed term of the agreement is for two years with up to three one-year options to renew based on contractor performance and at the discretion of the City. The parks and their addresses are listed in Attachment D, Table D.2. You can find a map of all City parks on our website at:

<https://www.cityoffullerton.com/civicax/filebank/blobdload.aspx?blobid=3791>

An electronic file with maps and measurements of the parks will be made available to pre-proposal conference attendees.

### **I-B. CONTACT INFORMATION**

Questions or comments during proposal preparation should be emailed to:

Phil Kisor, Landscape Supervisor

PhilK@cityoffullerton.com

### **I-C. TERMINOLOGY**

For the purposes of the RFP, the words "contractor", "vendor", "proposer" or "respondent" shall be understood to mean a company responding or potentially responding to this Request for Proposals. The terms "RFP" or "proposal" shall be understood to mean this Request for Proposals. The terms "City", "City staff" or "City of Fullerton", "City representative" or "City contract manager" unless otherwise noted, shall be understood to mean the City of Fullerton Public Works Director or her designee.

### **I-D. OBTAINING A PROPOSAL PACKAGE**

To obtain a proposal package, please follow one of the options below.

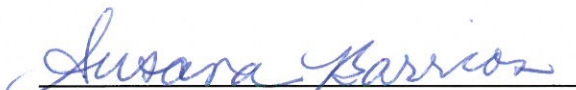
1. Visit the Planwell website: [www.crplanwell.com](http://www.crplanwell.com)
  - Contact a Planwell Administrator at 714/424-8525 for help accessing or ordering.
2. Visit the Public Purchase website: <http://www.publicpurchase.com/>
  - a. To download the RFP, you must first register as a vendor.
  - b. To register, please click on the separate Public Purchase link on the City's purchasing page, then follow the instructions. Registration is NOT mandatory for this RFP.



## AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)  
COUNTY OF ORANGE)  
CITY OF FULLERTON)

On August 1, 2019 by 5:00 p.m., I, Susana Barrios, Deputy City Clerk of the City of Fullerton, hereby certify, under penalty of perjury, that I caused the posting of the **Request for Proposals for Park Maintenance. Responses are due by Thursday, September 5, 2019 at 3:30 p.m.** in the public notice display case at City Hall, 303 West Commonwealth Avenue, Fullerton, California; at the public notice display case at the Fullerton Library – Main Branch, 353 West Commonwealth Avenue, Fullerton, California; the outside front entrance of the Fullerton Museum Center, 301 North Pomona Avenue, Fullerton, California; and at the Maintenance Services Facility, outside front entrance, 1580 West Commonwealth Avenue, Fullerton, California.

  
Susana Barrios, Deputy City Clerk