

## ANNOUNCEMENT

City and County of San Francisco  
San Francisco Public Works

REQUEST FOR QUALIFICATIONS  
for  
TREE SERVICES CONTRACTORS

MASTER AS-NEEDED AGREEMENT M21 TREE SERVICES  
PW MAN M21 TREE SVCS  
SOURCING EVENT ID NO. 0000004890

The City and County of San Francisco (City) seeks responses to a Request for Qualifications (RFQ) from certified Tree Service Contractors (D-49 License) interested in performing tree maintenance and services of City trees at various locations in San Francisco, California.

Digital files of the RFQ Package, including Appendices and Addenda (if any) may be downloaded at no cost from the Public Works' Electronic Bid Documents Download site at [www.sfpublishworks.org/biddocs](http://www.sfpublishworks.org/biddocs). Please visit the Public Work's webpage at [www.sfpublishworks.org](http://www.sfpublishworks.org) and access the Contracts, Bids and Payments link under Contractor Resources for more information. Notices regarding Addenda and other RFQ changes will be posted on the Public Works' website and will also be distributed by email to Plan Holders.

The work will involve tree services at various locations in the City, and may include, but is not limited to, tree pruning of existing trees; tree removal; root pruning of existing trees; stump grinding; emergency tree services; and related tree maintenance work.

The work is performed on an "if-and-as-needed" basis in accordance with the San Francisco Administrative Code Section 6.64(b) requirements. Contractors who can demonstrate experience, expertise and quality of work may be awarded a master agreement for a term of up to two years and not to exceed amount of up to \$2,000,000.

When work is available contractors awarded a master agreement will be invited to submit a competitive quotation for the work. The contractor submitting the lowest responsive quotation may be awarded the Contract Service Order (CSO) to perform the work. Subcontractors shall be listed at time of bid for each CSO. There is no guarantee that a Contractor who has been awarded a master agreement will be awarded any CSOs. The Contract Term may be extended up to 5 years to complete the work of an issued CSO, but no new CSOs will be issued after the first 4 years of the Contract Term.

Contractors interested in being awarded a master agreement must submit a cover letter with the completed RFQ Submittal Package that demonstrates their experience, expertise and quality of work to:

RFQ For Master As-Needed Agreement M21 Tree Services  
ATTN: SF Public Works, Contract Administration Division  
49 South Van Ness, Suite 1600  
San Francisco, California 94103

San Francisco Public Works will accept requests for a master agreement for this RFQ on a continuous basis, but reserves the right to terminate the solicitation at any time. Contractors determined to be ineligible to be awarded a master agreement will be notified in writing within 60 days of their request.

For questions regarding this RFQ, send email to the Contract Coordinator, Adrian Mercado, at: [Adrian.Mercado@sfdpw.org](mailto:Adrian.Mercado@sfdpw.org).

No contractor or subcontractor may be listed in a bid or awarded a contract for a public works project unless registered with the DIR as required by Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

Bid discounts will not apply during the RFQ phase, but will apply during the CSO quotation evaluation phase per Administrative Code Chapter 14B. Accordingly, the LBE Subcontracting Participation Requirement for this Master Agreement will be set at the CSO level. In accordance with Administrative Code Chapter 14B requirements, all Contractors shall submit documented good faith efforts for each CSO quotation submittal, except those who exceed the CSO's LBE Subcontracting Participation Requirement by 35%. Contact Dalmar Ismail by phone at (415) 581-2322 or by email [dalmar.ismail@sfgov.org](mailto:dalmar.ismail@sfgov.org) for details.

Minimum requirements of San Francisco Administrative Code Chapter 6 Sections 6.21 and 6.22 requires Contractors to include with their submittal's information concerning their experience and financial qualifications, San Francisco Business Tax Registration Certificate, participation in an apprenticeship program and compliance with subcontractor listing laws.

Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds.

Minimum wage rates for this project must comply with the current General Prevailing Wage as determined by the State Department of Industrial Relations. Minimum wage rates other than applicable to General Prevailing Wage must comply with San Francisco Administrative Code, Chapter 12P, Minimum Compensation Ordinance.

Contractors are hereby advised that Contractors awarded a master agreement must be certified by the Contract Monitoring Division as being in compliance with the Equal Benefits Provisions of Chapter 12B of the Administrative Code within two weeks after notification of award.

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into any Contract with a Contractor that has its United States headquarters in a state with laws that perpetuate discrimination against LGBT populations ("Covered State") or where any or all of the work on the contract will be performed in any of those states. A list of states on the Covered State List can be found at: <http://sfgsa.org/chapter-12x-anti-lgbt-state-ban-list>.

The City reserves the right to reject any or all requests for master agreement and waive any minor irregularities.