



REQUEST FOR QUALIFICATIONS

RFQ-25-293

Landscape Maintenance Services

The City of Yuma invites qualified and experienced Contractors to submit Qualification for Landscape Maintenance as needed; and any other related services as deemed necessary by the City.

The successful Contractor(s) must demonstrate they have sufficient capabilities and available resources to meet the service requirements of this solicitation. Prompt response to provide services is essential to the Departments ability to provide uninterrupted and timely service to the public. Respondents to this RFQ must submit a proposal to the City that will address the various components as set forth in this RFQ.

All respondents must register with City's Procurement Portal in order to obtain all the documents and submit a Response to the Request for Qualification. All documentation is located in the City's Procurement Portal at: <https://yumaaz.bonfirehub.com>

Sealed Proposals from qualified firms will be received through the City's Procurement Portal <https://yumaaz.bonfirehub.com> by 11:00 a.m., AZ time, 7/24/25 unless changed by Addendum. Qualifications must be submitted in accordance with the requirements of the Request for Qualification (RFQ).

Public opening to be conducted via Microsoft Teams on 07/24/2025 at 11:10 AM MST at: Microsoft Teams [Click here to join the meeting](#) Meeting ID 250 375 466 245 Passcode: GNHyjB

CONTRACTORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION



TABLE OF CONTENTS

| Section | Title | Page |
|---------|---------------------------------|------|
| | Title and Information Page | 1 |
| | Table of Contents | 2 |
| | Purpose of RFQ / Background | 3 |
| I | Instructions to Contractors | 4 |
| II | Special Terms and Conditions | 7 |
| III | Scope of Work | 8 |
| IV | Delineation of Responsibilities | 12 |
| V | Selection Process | 14 |
| VI | Contents of Qualification | 16 |
| VII | Additional Information | 17 |

ATTACHMENTS (Located in Procurement Portal)

*2CFR Section 200 Form

*Certification & Addendum Acknowledgement Form

*Offer and Acceptance Form

*Statement of Qualification Template

Sample Contract

Attachment A - Recommended Plant List

Example of SOQ Response

Sample Request for Quote

**Required to be sign, completed and submitted in the Procurement Portal*



Purpose of this RFQ

The City of Yuma seeks to obtain a qualified and experienced Contractor provide landscape services for public facilities throughout the community. The City is seeking maintenance services, which will be vital for the upkeep of public rights of way. In the event the City expands operations during the contract period, the City reserves the right to deem any new location as being covered under this agreement.

Background

The City of Yuma is located on the far southwestern border of Arizona and California. The City is also 25 miles north of the Mexican border crossing of San Luis, AZ. The City is equal distance from Phoenix and San Diego, CA (about 175 miles). Yuma is located in Yuma County bounded on the west by the Colorado River and bisected by the Gila River. As a result, the City of Yuma enjoys some of the most senior water rights on the lower Colorado River basin and the county ranks in the top 1 percent of all US counties for agriculture production, especially fruits and vegetables. The City is equal distance from Phoenix and San Diego (about 175 miles). The City's population is 101,018 with 214,264 total in Yuma County (State of Arizona Office of Economic Opportunity). The City and region's economic foundation consists of agriculture, defense/military installations, tourism, and manufacturing.



I. INSTRUCTIONS TO CONTRACTORS

A. Communications / Questions

1. All communications concerning this solicitation must be directed to the Procurement Division via the City's Procurement Portal.
2. No other City official or City employee is empowered to speak for the City with respect to the RFQ. Any Contractor seeking to obtain information, clarification, or interpretations from any other City official or City employee other than identified above, is advised that such material is used at the firm's own risk. The City will not be bound by any such information, clarification, or interpretation. Any such contact may result in the RFQ being disqualified.
3. At no time during the solicitation and prior to award, Contractors shall not have communication with any City employee. Contact by a Contractor regarding this RFQ with a City employee other than a Procurement Division representative may be considered grounds for rejection of the RFQ submitted.
4. As questions submitted require adequate time for response preparation, Contractors are asked to submit all questions by the date and time indicated in this solicitation.
5. Questions must be received through the City's Procurement Portal by **10:00 AM MST on, Wednesday, July 16, 2025**, so that a response may be posted as an addendum to the RFQ, through the Procurement Portal.

B. Preparation for Response

1. It is the responsibility of all Contractors to examine the entire solicitation package and seek clarification by submitting questions through the City's Procurement Portal (Bonfire) prior to the end of the Questions Due Date and Time for any item or requirement that may not be clear, and to check all responses for accuracy before submitting any documents for the response to the RFQ.
2. All responses shall be on the forms provided in the solicitation package unless otherwise indicated.
3. The Offer and Acceptance form shall be returned with the submittal with an original signature or electronic signature by a person authorized to sign for the firm.
4. It is the Contractor's responsibility to obtain any addenda relevant to this solicitation. Failure to submit Addenda Form with the solicitation response shall be grounds for deeming the RFQ non-responsive.
5. Periods of time, stated as a number of days, shall be calendar days.
6. Negligence in preparing a Response confers no right of withdrawal after the due date and time of the RFQ. No Response shall be altered, amended, or withdrawn after the specified RFQ due date and time.



7. The City shall not reimburse the cost of developing, presenting, or providing any responses to this solicitation. Response submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

C. PROCESSING OF RFQ

Submittals will be received through the City's Procurement Portal <https://yumaaz.bonfirehub.com> by 11:00 AM MST on **Thursday, July 24, 2025**. **Public reading will be held on Thursday, July 24, 2025 at 11:10 AM, AZ Time Microsoft Teams, Meeting ID 250 375 466 245 Passcode: GNHyjB**

****NOTICE OF POTENTIAL DISQUALIFICATION FOR INCOMPLETE SUBMITTAL****

The Contractor shall identify any exceptions it takes to the terms and conditions of the solicitation and contract. Exceptions will not automatically result in the Contractor being deemed non-responsive; however, such a determination is at the discretion of the City. Contractor(s) are cautioned that the submittal may be considered non-responsive, if submittals are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.

a) Submittal Opening

Submittals received in response to this RFQ will be opened at the Procurement Office on the RFQ due date and time indicated in this solicitation or as modified by addenda. The Contractor(s) who wishes to be present via Microsoft Teams will be informed of only the names, date and time of the Contractor(s) that have provided a submittal. No other information will be made available at that time.

b) Rejection of RFQ

The City reserves the right, after opening the submittals, to reject any or all submittals, or to accept the submittal that in its sole judgment may be in the best interest of the City.

c) Pre-qualification Meeting (if pre-qualification meeting is desired, the Project Manager shall include appropriate information such as location, date and time).

D. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTALS

a) Document Formatting: Complete the SOQ Template provided. Ensure that all required sections are completed thoroughly and concisely.

Guidelines for Contractor's Submittals: The following information is intended to assist Contractor(s) in preparing their submittals in response to this RFQ. Submittals must include direct responses to the outlined requests for information and should be organized for easy identification. It is essential that submittals are thorough and detailed to ensure a comprehensive evaluation of the Contractor's capabilities. At a minimum, each submittal should contain the following information:

b) General Requirements: Submittals must clearly and accurately convey the experience, knowledge, and capabilities of the Contractor. Provide a brief, straightforward, and concise description of your ability to meet the requirements specified in this RFQ. Emphasis should be placed on the quality, completeness, clarity of content, and responsiveness to the requirements.



- c) **Format and Self-Containment:** Submittals should be fully self-contained, adhering to the format outlined in the SOQ Template provided, and must not include any additional addenda. The presentation of the information within the submittal should reflect careful consideration of the specific evaluation criteria identified in this RFQ.

E. Content Requirements:

1. **Experience and Qualifications of the Firm and Team:** Provide a brief history of your company, including years in business, location, and notable achievements. Highlight your commitment to quality and customer service, as well as the size and expertise of your workforce.
2. **Capabilities to Perform Services:** Highlight specialized skills and unique aspects of your experience.
3. **Qualifications of Key Personnel:** Introduce key team members, including their names, titles and experience.
4. **Compliance:** Confirm compliance with relevant regulations. Mention licenses, permits, and insurance, as well as safety programs.
5. **Commitment to Safety and Quality:** Describe your commitment to a safe worksite and quality assurance processes.
6. **Previous Experience:** List specific Projects relevant to the RFQ. Include project names, completion dates, and details about the work performed, highlighting outcomes and improvements.
7. **References:** Provide three or more references who can speak to your company's abilities and work ethic. Ensure the references are relevant to the services or projects similar to the RFQ.
8. **Closing Statement:** Conclude your submission with a summary of your key strengths and how they align with the requirements of the project. Provide final remarks that reinforce your company's qualifications and readiness to undertake the work outlined in the RFQ.

END OF INSTRUCTIONS TO CONTRACTORS



II. SPECIAL TERMS AND CONDITIONS

- A. City's Access and Information: All City of Yuma solicitations are accessed through the City's Procurement Portal¹ (Portal). A schedule of events and all other information pertaining to the solicitation are located in the Portal. Bid submittal assistance is available at Support@gobonfire.com, Monday through Friday, 8AM to 8PM, EST.
- B. Public opening to be conducted via Microsoft Teams on **07/24/2025 at 11:10 AM MST**
[Click here to join the meeting](#) Meeting ID 250 375 466 245 Passcode: GNHyjB
- C. The City shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum to the RFQ. The addenda, if applicable are available via download from the City's Procurement Portal. Submit the Addenda Form signed and completed appropriately.
- D. City rights: The City reserves the right to reject any or all RFQ's, to waive any informality or irregularity in any RFQ received, and to be the sole judge of the merits of the respective RFQ received.
- E. Contact with City Employees: Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), sub-Contractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Contractor), will refrain from any direct or indirect contact with any person (other than the designated Procurement Officer) who may play a part in the selection process, including members of the evaluation panel, the City Administrator, Deputy City Administrator, City Department heads, the Mayor and other member of the Yuma City Council. If the RFQ solicitation is not discussed, Contractors may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.
- F. Reservation of Rights: There shall be no express or implied intent to contract until expressly stated in writing by the City, an award is made, and all conditions stated herein are satisfied. The City reserves the right to reject any or all RFQs, or to withhold the award for any reason it may elect, and to waive or decline to waive irregularities in any Qualification.
- G. Insurance: See the sample contract for Insurance requirements for this project.

END OF SPECIAL TERMS AND CONDITIONS

¹ <https://yumaaz.bonfirehub.com/portal/>



III. SCOPE OF WORK

The City of Yuma will be improving many retention basins by landscaping projects and increasing the levels of maintenance throughout the City. By improving the maintenance of these basins, the City will increase the level of service and appearance. The expertise of the Contractor is highly sought after therefore, the City of Yuma would like consulting services which, will be vital for the upkeep of these areas, to include but is not limited to:

- a. Design drawings
- b. Vegetation decisions
- c. Proper irrigation layouts or material to be placed inside the basins

It is not necessary to be qualified for all of the below areas however at least two will suffice.

1. Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape and grounds in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, installation/remove/repair of irrigation, landscape upgrades, installing rock, extruded curbing, installing/removing succulents and trees, installing fabric, installing boulders, outlet and inlet repairs, concrete repair, herbicide application, and cleanup. The intent is to maintain an acceptable appearance of the property as determined by City. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by City.
2. Landscape services shall consist of a complete, regularly scheduled program (and as agreed upon with City) for maintaining the health and appearance of the project's landscape and plantings. These services shall be carried out by trained service technician(s) at all times. The Contractor is responsible for all aspects of landscape service during the term of the agreement.
3. Contractor shall ensure complete weed control, to include all landscaping in its entirety, within all property boundaries of the location to be serviced.
4. During routine service visits, the Contractor is responsible for removing trash and debris from the property.
5. Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.
6. All plant material is to be pruned in a manner to provide a neat natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed.
7. Shrubs and trees shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.
8. Dead or damaged portions of plants shall be removed whenever possible. Any plant that is removed will be replaced using the COY recommended plants list.



9. Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to the City. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.
10. Contractor shall provide expertise and all labor to water all areas as required. Contractor shall inspect, test, and insure proper irrigation timer operations. This includes monitoring the irrigation sprinkler system to ensure that watering times are properly set, using the least amount of water necessary throughout the year. The controllers shall be programmed according to seasonal requirements and to ensure that all sprinkler heads are adjusted properly to maximize effective use of water on landscaping and to minimize overflow of water onto sidewalks, driveways and buildings.
11. Landscaping service objectives will be enhancing such basins to xeriscape or other landscaping designs. The following is an example of the work could consist of:
 - a. Install 15" box tree from the City of Yuma's recommended plants list, see Attachment A.
 - b. Install four (4) 5-gallon succulents, per tree, from the City of Yuma's recommended plant list.
 - c. Install Boulders-One (1) 24" or 36" boulder per tree to be located next to the trees base or accented in the front corner with succulents.
 - d. Estimated 100,000 Sq Ft (650 tons) of 3/4" screened rock at 2" deep.
 - f. Estimated 25,000 Sq Ft (650 tons) of 1/4" minus rock at 1" deep
 - g. 300 Tons of 3" River Rock used as rip rap.
 - h. Apply herbicide to eliminate grass. A certified applicator is required. Remove all grass from the entire basin using a masticator.
 - i. Grading-Shape the basin to ensure the water flows towards an outlet, if it exists. If it does not, the water should pool properly throughout the basin.
 - j. Excavating inlets and outlets to improve water flow.
 - k. Trees shall be placed between 6-8 feet from the sidewalk.
 - l. Remove existing Irrigation system controller and cap old system lines.
 - m. Install Complete Irrigation system that will meet the requirements of the design. PVC schedule 40 only.
 - n. Install 12'X300' Grey or Black Fabric weed barrier that will cover the floor of the basin before the rock is placed.
 - o. Install 400 feet of continuous poured concrete curbing that will act as a barrier between different type rocks. It will not be in a straight line; consistent smooth curves outlining the separation.



- p. Remove/replace/repair concrete inlets, outlets, washes, and sidewalks.
 - q. Remove/replace/repair walls.
 - r. Remove/replace existing trees, shrubs, rock.
 - s. Moving, weed eating, edging, pruning, debris removal, irrigation repairs/monitoring, weed control, fertilizing, landscape upgrades, planting of all plants.
12. Contractor must inform the City before any drastic services are performed.
13. A Request for Quote, which delineates the Contractor's name, address, type of service, shall be provided at the time of request for each project. Contractor to provide quote via email by the deadline as indicate on the Request for Quote. The City shall only authorize payment for the actual service for each project.
14. Taking into consideration the Payment Price with the evaluation factors set forth in the Request for Quote for each project.
15. Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the City. The City reserves the rights to obtain like goods or services from another source when necessary. The Procurement Manager or designee may only approve off-Contract Purchase Authorization. Approval shall be at the discretion of the Procurement Manager or designee and shall be conclusive, however, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the Arizona Procurement Code.
16. The City desires to pre-qualify those qualified Arizona Licensed Contractor(s) for Landscape Services. Per Section V – Contractor's Responsibility.
- A. Licenses

Contractor will be required to maintain the appropriate Arizona Contractor's License and have fully trained service technicians completely familiar with the scope of work and desired results when performing Landscape Maintenance under this contract.
 - B. Quotes

All pre-qualified Contractor(s) deemed as responsive and responsible bidders will be emailed a quote request, commonly called a "Price Request for Landscape Service" by authorized City personnel. Requests will be sent to all pre-qualified Contractor(s), indicating quantity, type of service and expected completion date. Contractors will be required to respond by due date and time notated on request. Contractor will be deemed non-responsive if quote is not returned by stated deadline. The City reserves the right to remove pre-qualified Contractor(s) that fail to respond to four quote requests within a six-month period of time.

 1. Prices quoted by Contractor must be rounded off to *two decimal places* and must not include any Federal Excise tax, State, or City Sales taxes in base price of Landscape Maintenance.
 2. All price quotes furnished to City must be honored for a minimum of 30 days from



response time noted on each specific location.

3. All pre-qualified Contractor(s), will be issued a Purchase Order. All written orders for Landscape Service and will be placed with the lowest responsive and responsible bidder for that service.
4. Insurance coverage and Workers' Compensation must remain valid for the duration of the contract, including all renewal periods entered into.
5. Freight for all items purchased under this RFQ will be F.O.B. Destination. No charges associated with shipping and handling will be allowed.

C. Performance

1. Landscape Service – will be performed on City property, along designated City street rights-of-ways, basins or other areas specified.
2. Contractor must provide their own traffic control. All fees and permits associated with work will be paid by Contractor.

D. Expansion

This contract may be further expanded to include any other items normally offered by the Contractor, as long as the price of such additional products is based on the same cost/profit formulas the listed items.

An added expectation to this agreement is the ability for mowers to have GPS mounted units during execution of work, which would be paid for by the City of Yuma.

END OF SCOPE OF WORK



IV. DELINEATION OF RESPONSIBILITIES

The Contractor's Responsibilities:

- A. Contractor may be a single firm or a joint venture and must show evidence of its professional capability in this work. Contractor shall also be knowledgeable in all applicable federal, state, and local government laws and regulations governing the scope of work. Services will be accomplished in conformance with current professional practices in the State of Arizona.
- B. Contractor will be responsible for undertaking the services identified in this solicitation, or as negotiated (if required) with the City, upon execution of the contract by both parties.
- C. To receive prompt payment for the services to the City of Yuma, the Contractor is required to submit an original invoice to City of Yuma Finance Department/Accounting Division at payables@YumaAz.gov as indicated on the Purchase Order. [ACH Enrollment](#) is secured and strongly encouraged for timely payment. Please submit the completed form from the website.

Invoices must show:

- 1) Contract (RFQ) Number: [RFQ-25-293](#)
 - 2) Name of Department/Division:
 - 3) City staff person's name
 - 4) Complete description of the services received
 - 5) Quantity, Unit Prices, and Extensions
 - 6) All applicable taxes
 - 7) Contractor's invoice number and contact information
- D. During the course of the contract, the Contractor may invoice the City for services rendered no more than once per month. (Note: Invoices for work performed during the month of June must be received no later than the end of the first week in July, for City of Yuma fiscal year end closing purposes).
 - E. Contractor recognizes that all work completed under this contract will be considered property of the City and may be used or reproduced by the City for any purpose. All reports, research, calculations, and other work performed under this scope of work will become property of the City and will be delivered to the City within 30 days following completion of the work or termination of the contract.
 - F. The City logo is copyrighted and registered with the US Copyright Office, and all rights are reserved. The City logo may not be used without prior written permission and that permission is not offered or extended for the purpose of this RFQ. The City will vigorously pursue any and all infringements on our copyrighted materials.
 - G. Immigration Compliance / Employment Verification
 - a) Contractor warrants, and shall require its sub-Contractors to warrant, that it is in compliance with all federal immigration laws and regulations that relate to its employees and with A.R.S. § 23-214 relating to verification of employment eligibility.



- b) A breach of this clause shall be deemed a material breach of the Contract and is subject to penalties up to and including termination of this contract.
- c) City retains the legal right to inspect the papers of any Contractor or sub-Contractor employee who works on this Agreement to ensure that the Contractor or sub-Contractor is complying with this warranty.
- d) Contractor warrants that this company is in full compliance of this requirement, and further represents and warrants that all Contractors or sub-Contractors are also in full compliance of this requirement.

H. Insurance Requirements

Specific insurance requirements are contained in the Sample Contract that accompanies this solicitation. Contractor is responsible for reviewing all insurance requirements before submitting a response to this RFQ.

I. Records and Audits

- a) Contractor shall maintain accurate and complete financial records of its activities and operations relating to the Contract in accordance with generally accepted accounting principles. The City, and/or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or records relating to the Contract. All such material, including, but not limited to, architectural clearances, permits, all financial records, timecards and other employment records, and proprietary data and information, shall be turned over to the City following the final site inspection, and before a final invoice is paid.
- b) In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State of Arizona (State) auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the City's finance director within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. City shall make a reasonable effort to maintain the confidentiality of such audit report(s). Failure on the part of the Contractor to comply with any of the provisions of this subsection shall constitute a material breach of Contract and may be cause for debarment per Yuma City Code § 36-56.

J. Compliance with Federal and State Employment Laws:

By submitting a response to the RFQ, the Contractor warrants that it is in compliance with all federal immigration laws and regulations that relate to its employees and with A.R.S. § 23-214 relating to verification of employment eligibility. A breach of this clause shall be deemed a material breach of the Contract and is subject to penalties up to and including termination of the Contract.

The City retains the right to inspect the papers of any Contractor who works on this Contract to ensure that the Contractor is complying with this warranty.



K. Conflict of Interest

Information on possible conflicts of interest should be provided as part of RFQ response. Such information will be taken into account in making a decision on the selection of the Contractor(s) must immediately advise the City of such conflict.

L. The Responsibilities of the City

- a) The City of Yuma will make available to the Contractor(s) all documents in the City's possession that may be useful in completing the project or services requested. However, it will remain the Contractor's responsibility to gather and verify necessary data.
- b) The City of Yuma will make payment on invoices, submitted in conformance with the contract within 30 calendar days of receipt and verification of the invoice, but payment on invoices will not be more than once per month.
- c) The City reserves the option to not consider RFQ for award if the Contractor: i) takes any exception to the specifications and the City does not agree or accept the proposed changes; or ii) proposes a unit, which does not meet the City's specifications exactly and the Contractor does not additionally propose the specified unit prior to bid opening, and the City rejects the alternative identified.

V. SELECTION PROCESS

The City intends to award a Contracts to qualified Contractors based on demonstrated competence and qualifications. The RFQ Responses that are responsive to the requirements of this RFQ will be evaluated by a Review Committee and awarded points for each stated criteria based upon the following criteria:

| Criteria Description | Maximum Points |
|--|-----------------------|
| Experience & Qualifications of firm and team | 40 |
| Completeness of Qualification | 40 |
| References | 20 |
| Total Maximum Points | 100 |

The final selected Contractors will be recommended for contracting for this work. However, if it is determined to be in the best interest of the City, all Qualifications may be rejected, and the City may reissue Requests for Qualifications.

- A. Award shall be made to the responsive and responsible Contractors meeting all requirements as set forth in the solicitation and to be the most advantageous to the City. The contract file shall contain the basis on which the award is made. The award of a contract shall be at the sole discretion of the City. The award shall be based on the evaluation of all information as the City may request. The City reserves the right to accept or reject any or all Qualifications in whole or in part and to waive any informality in the RFQ. Further, the City reserves the right to enter a contract deemed to be in its best interest.



B. Review Committee

The City of Yuma will have a review committee to review the Qualifications. The City may conduct discussions with Contractors for eliminating minor irregularities, informalities, or apparent clerical mistakes in the submittal to clarify an RFQ and assure full understanding of, and responsiveness to, solicitation requirements.

C. Negotiation of Contract

- b) After selection of the successful Contractor and upon the successful determination of a final payment structure, City Council will be requested to approve a contract under which the services are to be performed, with the selected Contractor.
- c) Upon approval by City Council and all required documents have been received, a contract for service will be prepared and emailed to the successful Contractor.
- d) The Contractor will not assign or transfer any or all of its rights, duties or obligations without the prior written consent of the City.

D. Terms and Conditions

- a) This RFQ does not commit the City of Yuma to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- b) The City of Yuma reserves the right to extend the date by which the submittals are due. The City of Yuma reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the City of Yuma cancels or revises the RFQ all potential Respondents of record will be notified.
- c) All submittals become the property of the City of Yuma. Except for the name of firms on the final list, no information contained in the responses shall be made public until after award and execution of a contract.
- d) The City of Yuma reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.
- e) All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.



VI. CONTENTS OF QUALIFICATION

Qualifications shall be scored in accordance with Section 5.0 and contain the following information:

1. Experience and Qualifications of the Firm and Team *(40 points)*
 - A. Company Overview: Provide a brief history of your company, including years in business, location, and notable achievements. Highlight your commitment to quality and customer service, as well as the size and expertise of your workforce.
 - B. Capabilities to Perform Services: Outline your company's specialized skills, including types of services/products you provide. Highlight any unique aspects of your experience that set you apart from competitors.
 - C. Qualifications of Key Personnel: Identify the home office location of key staff length of time with firm. Introduce key team members, including their names, titles, and experience.
 - D. Compliance: Confirm compliance with relevant regulations. Mention licenses, permits, and insurance, as well as safety programs
 - E. Commitment to Safety and Quality: Outline your commitment to a safe worksite and quality assurance processes.
 - F. Previous Experience: List specific projects relevant to the RFQ. Include project names, completion dates, and details about the work performed, highlighting outcomes and improvements.
2. Completeness of Qualification *(40 points)*

Emphasis should be on quality, completeness, clarity of content and responsiveness to the requirements.
3. References *(20 points)*

Identify at least three (3) comparable projects for which the firm/team served as a contractor. List projects that are not City of Yuma projects.



VII. ADDITIONAL INFORMATION

A. Late Responses/Modifications/Withdrawals

Responses, modifications of Responses, and withdrawals may be withdrawn if the project deadline has not passed.

B. Public Record/Confidential Information

All Qualifications submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review. The City cannot guarantee the confidentiality of any information provided in the Qualification and all items submitted as part of the Contractor's Qualification will be available for public inspection to the extent required by public records disclosure laws after Qualifications have been received by the City. To the extent possible, the City will provide the respondent with 48 hours written notice of any public records relating to Contractor's documents to allow the Contractor to seek a protective order from the Court. The City may use any or all ideas presented in any reply to this Qualification. Selection or rejection of the Qualification does not affect this right.

C. Response Acceptance Period

To allow for an adequate evaluation, the City requires an RFQ in response to this Solicitation to be valid for 120 days after the opening time and date.

D. Personnel

It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed in this solicitation. The Contractor agrees that those persons identified in their submittal shall not be removed or replaced without a written request to and approval from the City.

E. Business Registration Permit (Business License)

All Contractors awarded contracts with the City that come on City property to conduct business or perform services shall be required to obtain a City of Yuma Business License. For further information email businesslicenses@YumaAz.gov or call (928) 373-5074.

F. Protest Policy

a) Contractors may file a protest regarding the selection process and/or award of the associated contract in accordance with City of Yuma Code § 36-55. The protest shall be submitted in writing to the City Administrator within ten days after the Contractor knows or should have known of the facts giving rise to the protest. The Administrator shall place the protest on the next City Council agenda if not resolved prior to that time.

b) The City Council shall have the authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved



Contractor, Contractor, actual or prospective, concerning the solicitation or award of a contract.

- c) If the protest is not resolved by mutual agreement, the Procurement Agent shall issue notice in writing of the Council's decision. The notice shall:
 - 1) State the reasons for the action taken; and
 - 2) Inform the protestor of right to judicial review
- d) A copy of the decision under this section shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.
- e) A decision under this section shall be final and conclusive unless fraudulent, or unless any person adversely affected by the decision commences an action in court.

G. Panel Contact

Contractor shall have no exclusive meetings, conversations, or communications with an individual evaluation panel member on any aspect of the solicitation, during the solicitation process or after submittal.

H. Results

Responses to the RFQ will be opened on the stated due date, time and location indicated in this solicitation or if changed via addenda, at which time the name of each respondent shall be read. Information received in response to the RFQ shall be shown only to authorized City personnel having a legitimate interest in them or persons assisting the City in the evaluation. Responses and scoring are not available for public inspection until after an executed contract has been issued.

After the opening, a list of the firm's name, date and time received will be posted on the City's Procurement Portal, (Past Pubic Opportunities) <https://yumaaz.bonfirehub.com/portal/?tab=pastOpportunities> (View Opportunity, Opening Results) within three (3) business days of the RFQ opening. The information will be posted as it was read during the opening. Once the responses have been evaluated and the City has an executed contract, a notification will be posted on the City's Procurement Portal.

I. Term of Contract

- a) It is the City's intent to enter into a single agreement with a selected Contractor to provide professional services as is determined to best serve the interests of the City of Yuma.
- b) The fee Qualification, as negotiated prior to contract execution (if required), will become the final fees under the terms of this contract for the initial term of the contract for twelve (12) months.
- c) The Contract term is for an initial one-year term with the option to renew for four additional one-year periods, one period at a time, depending on appropriation of funds and satisfactory performance.
- d) Unless the City notifies Contractor in writing 30 days prior to the contract anniversary date that the Agreement is not renewed for the upcoming year, the Agreement shall continue in effect for another year, unless otherwise terminated pursuant to the



contract. Renewals can only be made in one-year increments, effective on the anniversary date.

- e) If the Contractor desires any changes to the terms and conditions of the Agreement, such requests must be presented to the City in writing at least 60 days prior to the contract anniversary date. Failure to make such requests 60 days prior to the anniversary date may result in the denial of any changes requested. Any agreed upon changes will be reduced to writing as an amendment to this Agreement and such amendment will not become effective until fully executed by both parties.
- f) In the event the City does not opt to renew the contract, or the City and Contractor are unable to reconfirm or renegotiate unit rates for another year, the City will have the option of extending this contract at the current rates for a period not to exceed six months for the purpose of completion of services started prior to current contract expiration or until a new contract can be established.

J. Estimated RFQ Timeline/Event Sequence

The following RFQ sequence of events represents the City’s best estimate of the schedule that will be followed. Exact due dates and times for questions / answers are noted in this document and will be published in the City’s Procurement Portal (Bonfire).

| Event | Estimated Date |
|-------------------------------------|----------------------------|
| RFQ released | July 1, 2025 |
| Questions due in Procurement Portal | July 16, 2025 |
| Pre-Submittal Meeting | (No pre-submittal meeting) |
| Addenda responding to questions | July 17, 2025 |
| Responses due in Procurement Portal | July 24, 2025 |
| Notifications of finalist | August 11, 2025 |
| Target date for council approval | September 3, 2025 |
| Fully executed contract | September 11, 2025 |

K. Cooperative Use of Contract

In addition to the City and with approval of the Contracted Contractor, this Contract may be extended for use by other municipalities, school districts and governmental agencies of the State. Any such usage by other entities must be in accordance with the City Code, Charter and/or procurement rules and regulations of the respective governmental entity.

L. Termination of Contract

The City reserves the right to terminate any part of or the entirety of any Contract that may result from this RFQ, with or without cause, at any time with 30 calendar-days’ written notice by the City. In such case, the Contractor shall be paid for services rendered through the date of the termination notice, and the results of all such work, including all documents and files, through that date will become the property of the City.



M. Equal Opportunity

The City of Yuma is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Qualifications for the project.

N. Conflict of Interest Information

Information on possible conflicts of interest should be provided as part of Qualification response. Such information will be taken into account in making a decision on the selection of the Contractor to perform the services.

Should a conflict arise during preparations for or while undertaking these services, the Contractor shall immediately advise the City of such conflict.

O. Policy on Non-Discrimination on the Basis of Disability

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of Yuma does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services.

For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities, or services contact:

ADA/Section 504 Coordinator
City of Yuma
Human Resources
One City Plaza
Yuma, Arizona 85364-1436
(928) 373-5125, (928) 373-5149 (TTY)

CITY OF YUMA
RFQ-25-293
Landscape Maintenance Services

| | | | |
|--|--|----------------------------------|--------------------|
| Release Date: | September 1, 2025 | Quote Due Date and Time: | September 10, 2025 |
| Please complete this form and email a signed copy. | | | |
| Return Quote To: | Contact email</td> <td>Procurement</td> <td>Mary.Roman@YumaAz.gov | | |
| Yuma Contact | Martin Agundez | Public Works - Manager | |
| Office Number | (928) 373-4548 | Cell Number | (928) 555-1055 |
| Account # | XX-XX-XX-XXXX | | |
| Location | See Below for locations | | |
| Scope of Work: | The successful vendor is projected to hold their prices for 2 years without interruptions. The vendor may seek minor contract increase due to unforeseen circumstances at the City's approval. The City reserves the right to award a per service depending upon the need of the location and Department budget. | | |
| | Work to be started | 15-Oct-25 | |
| Vendor Start Date | 20-Oct-25 | End Date | 14-Nov-25 |
| Vendor Information | <i>Vendor (Business Name)</i> | <i>Owner's Name</i> | |
| | ABC Landscaping Company | John Smith | |
| | <i>Physical Business Address (No PO Box)</i> | <i>City, State and Zip Code</i> | |
| | 1234 W Yuma Lane | Yuma, AZ 85364 | |
| | <i>Telephone Number</i> | <i>Cellular Telephone Number</i> | |
| | (928) 251-1212 | (928) 351-1313 | |
| | <i>E-mail Address</i> | | |
| | abc.landscaping@gmail.com | | |
| Respectfully Submitted (Physical Signature required below by Person Authorized to sign) | | | |
| | | | |
| <i>Vendor (Business Name)</i> | | | |
| ABC Landscaping Company | | | |
| <i>Contact Name & Title</i> | | | <i>Date</i> |
| John Smith, Owner | | | 9/8/2025 |

RFQ-25-293

Landscape Maintenance Services

| STAND ALONE ENTRANCES | | | | |
|----------------------------|---------------------|------------|----------------------|-----------------|
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | Barkley Ranch | \$10.00 | \$20.00 | \$30.00 |
| 2. | Livingston Ranch | \$10.00 | \$0.00 | \$10.00 |
| 3. | Cielo Verde | \$20.00 | \$10.00 | \$30.00 |
| 4. | Picacho Subdivision | \$30.00 | \$10.00 | \$40.00 |
| Total Bid Per Month | | | | \$110.00 |
| BLOCK 1 | | | | |
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | Las Casitas | \$10.00 | \$20.00 | \$30.00 |
| 2. | Ponderosa 2 | \$10.00 | \$0.00 | \$10.00 |
| 3. | Ponderosa 3 | \$20.00 | \$10.00 | \$30.00 |
| 4. | Ponderosa 4 | \$30.00 | \$10.00 | \$40.00 |
| 5. | Ponderosa 5 | \$30.00 | \$10.00 | \$40.00 |
| Total Bid Per Month | | | | \$150.00 |
| BLOCK 2 | | | | |
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | Dunes 1 | \$10.00 | \$20.00 | \$30.00 |
| 2. | Dunes 3A | \$10.00 | \$0.00 | \$10.00 |
| 3. | Dunes 3B | \$20.00 | \$10.00 | \$30.00 |
| 4. | Dunes 3C | \$30.00 | \$10.00 | \$40.00 |
| 5. | Sheffield Estates 2 | \$30.00 | \$10.00 | \$40.00 |
| Total Bid Per Month | | | | \$150.00 |
| BLOCK 3 | | | | |
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | VISTA DEL SOL 1 | \$10.00 | \$20.00 | \$30.00 |
| 2. | VISTA DEL SOL 2 | \$10.00 | \$0.00 | \$10.00 |
| 3. | VISTA DEL SOL 3 | \$20.00 | \$10.00 | \$30.00 |
| 4. | VISTA DEL SOL 4 | \$30.00 | \$10.00 | \$40.00 |
| 5. | VISTA DEL SOL 5 | \$30.00 | \$10.00 | \$40.00 |
| Total Bid Per Month | | | | \$150.00 |

CITY OF YUMA
RFQ-25-293
Landscape Maintenance Services

| BLOCK 4 | | | | |
|------------------------------|---------------------------------|-----------------------------|---------------------------------|----------------------|
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | Cibola Heights 5 | \$10.00 | \$20.00 | \$30.00 |
| 2. | Sierra Sunset 3 | \$10.00 | \$0.00 | \$10.00 |
| 3. | Sierra Sunset 6 | \$20.00 | \$10.00 | \$30.00 |
| 4. | Sierra Sunset 7 | \$30.00 | \$10.00 | \$40.00 |
| 5. | Sierra Sunset 8 | \$30.00 | \$10.00 | \$40.00 |
| 6. | Sierra Sunset 10 | \$30.00 | \$10.00 | \$40.00 |
| Total Bid Per Month | | | | \$190.00 |
| LARGE BASIN | | | | |
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | Big Curve, along 32nd street | \$10.00 | \$20.00 | \$30.00 |
| Total Bid Per Month | | | | \$30.00 |
| LARGE BASIN | | | | |
| ITEM NO. | | Mow & Edge | Weed & Trash Removal | TOTAL COST |
| 1. | Winsor Basin, along 32nd street | \$10.00 | \$20.00 | \$30.00 |
| Total Bid Per Month | | | | \$30.00 |
| HOURLY SERVICE CHARGE | | | | |
| | Mow & Edge | Weed / Trash Removal | Trees / Shrubs | Tree Planting |
| | \$10.00 | \$20.00 | \$60.00 | \$30.00 |
| | Tree Removal | Tree Pruning | Irrigation Repairs | |
| | \$40.00 | \$50.00 | \$80.00 | |