

## **The Los Angeles County, Department of Agricultural Commissioner/ Weights and Measures (ACWM) is looking for qualified vendors to enter into a Master Agreement for as-needed vegetation management services.**

### **WHAT IS A MASTER AGREEMENT**

A Master Agreement is basically a pool of pre-qualified vendors who can be called on to perform as-needed or intermittent work. When a job comes up, it is announced to the pool of qualified vendors who can then submit a bid on the work. The qualified vendor with the lowest cost is awarded the work using a Work Order which, in most cases, includes a detailed Statement of Work.

### **WHAT KIND OF WORK IS ACWM LOOKING FOR**

The work under this Master Agreement will be performed to support ACWM's Weed Abatement Program which often requires cutting and removal of a considerable amount of dry weeds, brush, neglected landscaping, etc. Potential vendors can be qualified in one or all of three categories of work, depending on their experience, equipment and specialized certification/licensing. The following is more information on each one:

#### **SERVICE CATEGORY 1 - General Vegetation Trimming, Abatement and Removal**

Once qualified and on the Master Agreement, the type of jobs vendors can expect in this category include cutting and removal of dry weeds, brush and



**An ACWM employee approaches some neglected landscaping while performing work in Service Category 1.**

neglected landscaping. Vendors may also be asked to limb up trees or large brush up to 6 feet from the ground and cut branches up to 6 inches in diameter. Individual jobs can range from several hours to several days or more. No specialized certificates are

required but good quality equipment is required as well as the ability to haul material away from the job site.

#### **SERVICE CATEGORY 2 - General Vegetation and Light Tree Trimming, Abatement and Removal**

Vendors performing work in this service category would be expected to perform the same work activities in Category 1 *AND* trimming, pruning and/or complete removal of trees up to 30 feet high where the risk of property damage is low. In most cases this will mean the tree(s) are small enough or far enough away from a house so that damage to the house is unlikely. Vendors qualified in this Service Category will need a 25' lift, 12" capacity chipper and heavy duty stump grinder. They will also need additional work experience, and a California Department of Consumer Affairs, D49 License (Tree Service Contractor) issued by the Contractors State License Board. The company must have at least two (2) employees that are Certified Tree Workers by the Western Chapter of the International Society of Arboriculture.

#### **SERVICE CATEGORY 3 - General Vegetation and Large Tree Trimming, Abatement and Removal**

Vendors performing work in this category would be expected to perform the same work activities in Category 1 and 2 *AND* trimming, pruning and/or complete removal of large trees or tree limbs, or tree work in any situation where there is a risk of property damage or the health of the tree is a concern. Work in this Category is highly specialized. Vendors can expect to be asked to work very close to or over the top of homes and other structures where the highest level of professionalism, skill and experience are absolutely essential. Additional work experience as well as equipment is required including an 18" capacity brush chipper and a 50' boom lift. A California Department of Consumer Affairs, Contractors State License Board, D49 License (Tree Service Contractor) is required and at least one person employed by the company must be a Certified Arborist by the International Society of Arboriculture. Additionally, at least three (3) employees must be Certified Tree Workers by the Western Chapter of the International Society of Arboriculture. There is a

possibility that a vendor qualified in this Service Category may perform the specialty tree work at a site while another vendor in a lower category performs other work at the same site.



A vendor performs specialized tree work in Service Category 3.

### All Categories

Vendors performing work in any of the categories of work can expect to have to haul away the cut vegetation, chip it on site, or some amount of both. ACWM will not pay for dump fees so this cost should be included in the bid. In almost every case, a detailed Statement of Work will be included with

Work Orders and ACWM staff will be present during the work to provide guidance in terms of the amount, extent, work standard and the disposition of cleared material. They will also answer questions and concerns from property owners, the public or Fire Department personnel.

### HOW VENDORS GET A MASTER AGREEMENT WITH ACWM

ACWM has or will issue a Request For Statement of Qualifications (RFSQ). Interested vendors who meet the minimum requirements can get a Master Agreement by responding to the RFSQ with a Statement of Qualifications (SOQ). For this Master Agreement, all that is required to submit a SOQ is to complete and submit the required forms along with a Statement of Insurability and any required specialized certifications/licenses. The entire RFSQ is available for download after April 1, 2014, on ACWM's website at <http://acwm.lacounty.gov/> or by calling (626) 575-5462.

### WHEN IS THE DEADLINE TO RESPOND?

County will be continuously accepting SOQs from qualified Vendors throughout the duration of the Master Agreement. However, to be included in the first round of Board of Supervisor approved Master Agreements, vendors must submit their SOQs by **May 14, 2014**.

### MASTER AGREEMENT FAQs

**Q - If I submit a Statement of Qualifications (SOQ), how will I know if it has been accepted?**

A – You will be sent a letter notifying you that we received your SOQ and that it is being reviewed. After review, you will be notified if your SOQ is being recommended for a Master Agreement.

**Q - Will there be a vendor's conference?**

A – No, however many of the Work Orders issued pursuant to a Master Agreement will have a jobsite review.

**Q - If my company is successful at getting a Master Agreement, how much work can we expect?**

A – Due to the weather and other factors outside ACWM's control, it is extremely difficult to predict how much work can be expected. It is also important to remember that when work is needed, you will be bidding against other vendors qualified in the Service Category.

**Q - What is the size of most jobs?**

A – Individual jobs can range in size from several hours to several days or more.

**Q – How long will the Master Agreement last?**

A – It is anticipated that the term of each Master Agreement will be for three years with two, one- year renewal options.

**Q - What Service Category will most jobs be in?**

A – Most of the recent work has been in Service Category 3.

**Q - I have more questions, who can I ask?**

A – Write, Fax or email your questions to:

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