

**THIS REQUEST FOR INFORMATION (RFI) – SOURCES SOUGHT IS ISSUED SOLELY FOR MARKET RESEARCH AND PLANNING PURPOSES ONLY AND DOES NOT CONSTITUTE A SOLICITATION.**

1. Responses to this Sources Sought must be in writing. The purpose of this Sources Sought Announcement is for market research only to make appropriate acquisition decisions and to gain knowledge of Small Business Capability, including Service Disabled Veteran Owned Small Businesses and Veteran Owned Small Businesses (SDVOSB/VOSB) interested and capable of performing the work.

**2. The NAICS/PSC for this requirement is:**

NAICS: 561730 – Landscaping Services  
PSC: S208 – Landscaping/Groundkeeping Services

*Description of Requirement: Ground Maintenance – Tree Trimming for the VA Greater Los Angeles Healthcare System (VAGLAHS).*

3. Interested and capable Contractors should respond to this notice not later than **July 13, 2018 10:00 AM PDT** by providing the following via email only to *Soledad De La Torre, Contract Specialist, at [Soledad.Delatorre@va.gov](mailto:Soledad.Delatorre@va.gov)*.

- (a) company name
- (b) address
- (c) point of contact
- (d) phone, fax, and email of primary point of contact
- (e) DUNS number
- (f) Type of small business, if applicable, (e.g. Services Disabled Veteran Owned Small Business(SDVOSB), Veteran-owned small business (VOSB), 8(a), HUB-Zone, Women Owned Small Business, Small disadvantaged business, or Small Business).
- (g) A capability statement that addresses the organization’s qualifications and ability to perform as a contractor *specifically* for the work described in paragraph 5 below. Respondents are also encouraged to provide specific examples (e.g. contract number, point of contact information) of the Contractor’s experience providing the same or similar supplies/services to that described herein.

**4. SDVOSB/VOSB respondents.**

- (a) If respondent is VOSB or SDVOSB, respondent is encouraged to provide proof of [www.vetbiz.gov](http://www.vetbiz.gov) certification. In addition, SDVOSB/VOSB Contractors are asked to acknowledge that they understand the limitations on sub-contracting pursuant to FAR 52.219-14, Limitations on Sub-Contracting, which will be included in the impending solicitation. Further SDVOSB/VOSB contractors are asked to respond that they are capable of providing the requested services keeping within the parameters of this clause.

(b) Small businesses, including SDVOSB/VOSBS are also advised that per 13 CFR, § 125.6 the prime contractor's limitations on subcontracting are as follows:

(1) *General.* In [order](#) to be awarded a full or partial small business set-aside [contract](#) with a value greater than \$150,000, an 8(a) [contract](#), an SDVO SBC [contract](#), a HUBZone [contract](#), a WOSB or EDWOSB [contract](#) pursuant to [part 127](#) of this chapter, a small business concern must agree that:

(2) In the case of a [contract](#) for services (except construction), it will not pay more than 50% of the amount paid by the government to it to firms that are not similarly situated. Any work that a similarly situated subcontractor further subcontracts will count towards the 50% subcontract amount that cannot be exceeded.

5. *The Contractor shall provide the services stated herein the SOW.*

6. Please note that if VA's pending market research establishes that two or more VOSB or SDVOSB, who are certified in VA's Vendor Information Pages (VIP) site <https://www.vip.vetbiz.gov/>, can *provide the services*, VA will set aside the underlying solicitation per 38 U.S.C. §8127.

7. All Offerors who provide goods or services to the United States Federal Government must be registered in the System for Award Management (SAM) database found at <https://www.sam.gov>. Registration must include Representations and Certifications.

***--End of Sources Sought Announcement--***

## **DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

### **1. INTRODUCTION**

The Department of Veteran Affairs (VA), Veteran Integrated Service Network (VISN) 22, Network Contracting Office (NCO) requires a Contractor to provide Services for Palm Tree Trimming/Pruning, Dead/Diseased Tree Removal at VA Greater Los Angeles Healthcare Systems (VAGLAHS).

### **2. SCOPE**

The Contractor shall provide all necessary and appropriate labor, supervision, tools, materials, supplies, and equipment necessary to perform the services requested herein and in accordance to the Statement of Work (SOW). The Statement of Work outlines the tasks and responsibilities for the Contractor to be performed at the VAGLAHS located at 11301 Wilshire Blvd., Los Angeles, CA 90873

### **3. PERIOD OF PERFORMANCE**

The period of performance is 180 days from time of award or notice to proceed. Contractor shall perform 10 days from time of award or notice to proceed. This will be a Firm-Fixed Price (FFP) contract.

### **4. QUALIFICATIONS**

Contractor shall be a licensed Landscape Contractor for the State of California. Contractor is required to provide proof of **State of California C-27 Landscape Contractors License**.

### **5. SPECIFIC TASK**

The Contractor shall provide all professional advice/guidance, parts, materials, equipment, and personnel, to provide these services. The Contractor shall provide all supervision, labor, tools, materials, and equipment necessary to accomplish Palm Tree trimming/pruning and the removal and disposal of resulting waste and debris. The purpose of this Statement of Work (SOW) is to outline the tasks and responsibilities of the vendor in providing tree trimming/pruning, dead/diseased tree removal for the VAGLAHS.

- a. The Contractor shall ensure that all pruning cuts shall be made just outside the collar or shoulder ring (branch bark ridge/swollen trunk collar) close to parent stem so that healing can readily start under normal conditions.
- b. The Contractor shall ensure that when reducing the tree height and spread, he/she shall retain the natural shape of the tree by removing the entire lateral branches back to their point of origin also known as thinning.
- c. The Contractor shall ensure that all limbs do not split. All branches and/or tree material 3 ½" in diameter or larger shall be lowered by proper lowering methods, such as using ropes.
- d. The Contractor shall to ensure that all trees shall be pruned and shaped to retain the trees natural crown characteristics and patterns.
- e. The Contractor shall ensure that all trees shall have the live branches removed to permit penetration of sunlight and circulation of air through the canopy in conjunction to the aesthetic appearance, natural crown characteristics, and growth patterns.

- f. The Contractor shall to ensure care when removing living and/or dead crossed or rubbing branches, where practicable, so the removal will not leave large holes in the aesthetic appearance, natural crown characteristics and growth patterns of the tree.
- g. The Contractor shall ensure that, when pruning trees known to be diseased or susceptible to diseases, tools are disinfected with alcohol after each cut and between trees, where there is known to be danger of transmitting the disease on the tools.
- h. The Contractor shall report to the COR all of the following conditions: when old scars are not healing properly; where callus growth is not already established; visible girdling roots, and when there are any structural weaknesses such as but not limited to decayed trunk or branches, and split trunk/branch crotches.
- i. The Contractor shall ensure that the following methods of pruning are NOT acceptable topping, stubbing, de-horning, and pollarding.
- j. The Contractor shall to ensure that in lifting the bottom branches of the trees for under clearance, care shall be given to symmetrical appearance, esthetic appearance, natural crown characteristics and growth patterns of the trees.
- k. In general, the Contractor shall ensure when reducing the size of a tree and with respect to retaining the tree's natural crown characteristics and patterns, not more than 1/4 of the total area shall be reduced at a single operation, unless instructed in writing to do so by the COR.
- l. The Contractor shall dispose of all debris and other waste materials generated by his/her work at a licensed off-site landfill or recycling center, unless otherwise directed in writing by the Contracting Officer. **NOTE: The Government shall NOT provide receptacle(s) for disposal of debris related to this contract.**
- m. The Contractor shall take all necessary precautions to prevent damage to trees while performing pruning. The use of climbing spikes is prohibited, unless prior permission is obtained from the COR and VA Safety Office in writing, and on a tree by tree basis. This permission will only be granted in cases where there are no other means to access the work to be performed, as determined by the COR.

## **6. REQUIRED DOCUMENTATION**

- a. The Contractor shall obtain all necessary and current licenses, permits, vehicular insurance and registration, Workman's Compensatory Liability Insurance, property liability insurance etc., prior to the start date of these services. The Contractor shall provide the Contracting Officer copies of these required documents immediately after award of contract.
- b. The Contractor shall provide the COR with a tree service schedule that outlines area of work two weeks in advance. The COR will approve the schedule after it has been reviewed and coordinate with VA Police and VA Safety office.
- c. The Contractor shall avoid doing any work during normal business hours (8:00am-4:30pm. Monday - Friday) where trees overhang streets and street closure is required. All traffic control and flagmen will be provided by the Contractor.

- d. The Contractor shall provide weekly to the COR with a list of all trees which were pruned/trimmed or removed. The list shall contain at a minimum of the Genus, Species, and common name of each tree (see below):

	<b>Genus</b>	<b>Species</b>	<b>Common Name</b>	<b>Qty</b>
1	Schinus	Molle	California Pepper	5
2	Schinus	Terebinthifolius	Brazilian Pepper	2

**7. UTILITY LINES COMPLIANCE**

Where pruning/trimming conflicts with existing utility/service lines (above ground), the corresponding utilities company and the COR shall be notified and the Contractor shall obtain any necessary permits/blue prints and cooperate with the utilities company/and VA staff to avoid any damage or liability, and provide a safe work environment for their employees.

**8. CLEAN-UP**

The Contractor shall dispose of all waste materials off VA grounds. Waste and debris shall be removed off facility in accordance with Federal, State, and local regulations.

*~~-End of Statement of Work-~~*