State of Nevada

RFP 3255

Part I A - Technical Proposal

LandCare

Owen Calvin
Business Development Manager
Las Vegas Branch
3035 S. Westwood Dr.
Las Vegas, NV 89109

Part I A - Technical Proposal

Part I A - Technical Proposal	
RFP Title:	LANDSCAPE SERVICES DMV-FLAMINGO, GRANT SAWYER BUILDING, & SAHARA COMPLEX
RFP:	3255
Vendor Name:	Nevada LandCare USA LLC
Address:	3035 S. Westwood Drive, Las Vegas, NV 89109
Opening Date:	July 11, 2016
Opening Time:	2:00 PM

LandCare

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VENDOR INFORMATION SHEET FOR RFP 3255

Vendor Must:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	Nevada LandCare USA LLC (DBA LandCare)

V2	Street Address	3035 S. Westwood Drive

V3	City, State, ZIP	Las Vegas, NV 89109

V4	Telephone Number		
	Area Code: 702	Number: 385-4590	Extension:

V5	Facsimile Number		
	Area Code: 702	Number: 429-7529	Extension:

V6	Toll Free Number		
	Area Code: 702	Number: 429-7527	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Steve Swanson
	Title: Branch Manager
	Address: 3035 S. Westwood Drive, Las Vegas, NV 89109
	Email Address: steve.swanson@landcare.com

V8	Telephone Number for Contact Person		
	Area Code: 702	Number: 429-7529	Extension:

V9	Facsimile Number for Contact Person		
	Area Code:	Number:	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: Owen Calvin	Title: Business Development Manager

V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: Owen Calvin	Date: 7/7/16

State of Nevada
Department of Administration
Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Jeffrey Haag
Administrator

SUBJECT:	Amendment1 to Request for Proposal 3255
RFP TITLE:	Landscape Services DMV-Flamingo, Grant Sawyer Building, & DMV Sahara Complex
DATE OF AMENDMENT:	June 21, 2016
DATE OF RFP RELEASE:	May 18, 2016
OPENING DATE:	July 11, 2016
OPENING TIME:	2:00 PM
CONTACT:	Nancy Feser, Procurement Staff Member

The following shall be a part of RFP ***3255.*** If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

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1. Is a landscape license required for this Solicitation, we have done this work in the past for the Government and the Las Vegas Valley Water District under our GSA Contract. Which permits us under our General Maintenance.

   Vendors must have both a State of Nevada business license and City of Las Vegas business license, no additional permits are required.

2. Reference: 3.2.7.1 - This will include, but is not limited to, backflow prevention devices, the clocks, valves, line heads, and bubbler. The contractor is to make repairs on this system at their expense. In addition, this includes irrigation repairs up to 2.5 inch in size and tree trimming to twelve (12) feet.

   The following items are considered additional services; back flow, controller boxes, clocks, sprinklers and irrigation valves from "1- 3". Vendors are to provide pricing for these items on the Cost Matrix, Attachment H.

   PVC irrigation lines from 1"to 21/2", drip line system, and tree trimming up to 12' are considered part of the monthly services.

   Please advise on Size, Manufacturer and Model of the following at each location:
   A. Backflow, Controller, Valves, Line Heads and Bubblers

   Control valves: Size 2" Manufacturer: Rain Bird, and Toro.
   Controller boxes: Rain Bird.
   Backflow: FEBCO.

3. Do you have a valve count for each location?

Grant Sawyer Building Count: 60, Control Valves and two (2) Backflow.
DMV Sahara Count: 17, Control Valves and one (1) Backflow
DMV Flamingo: 50, Control Valves and two (2) Backflow.

4. What is the current contract price for each location?

Grant Sawyer Building: $52,800.00 Yearly.
DMV Sahara: $36,060.00 Yearly.
DMV Flamingo: $28,776.00 Yearly.

5. **PLEASE NOTE:** ***If you did not participate in the walk through on June 2, 2016, you are not eligible to purpose on RFP 3255.***

The Mandatory Walk-Through Attendees

Black Canyon Construction
Del Sol Landscape Inc.
Desert Springs Landscape
Diamond Cut Lawn Care LLC
Green Images LLC
LandCare
NLS Grounds Management LLC
Par 3 Landscape
U.S. Landscape

ALL ELSE REMAINS THE SAME FOR RFP 3255.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: Nevada LandCare USA LLC

Authorized Signature: Owen Calvin

Title: Business Development Manager Date: July 7, 2016

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal.

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked "**Part I B Confidential Technical**" and "**Part III Confidential Financial**".

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in ***Section 2 "ACRONYMS/DEFINITIONS."***

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			
N/A			

A Public Records CD has been included for the Technical and Cost Proposal			
YES		NO (See note below)	X
Note: By marking "NO" for Public Record CD included, you are authorizing the State to use the "Master CD" for Public Records requests.			

Part III – Confidential Financial Information			
YES		NO	X
Justification for Confidential Status			

Nevada LandCare USA LLC
Company Name

Owen Calvin
Signature

Owen Calvin
Print Name

7/7/16
Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.

(7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Nevada LandCare USA LLC

Vendor Company Name

Owen Calvin

Vendor Signature

Owen Calvin — 7/7/16

Print Name — Date

This document must be submitted in Tab IV of vendor's technical proposal

SECRETARY OF STATE

STATE OF NEVADA

NEVADA STATE BUSINESS LICENSE

NEVADA LANDCARE USA L.L.C.

Nevada Business Identification # NV20001008059

Expiration Date: January 31, 2017

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on December 1, 2015

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

You may verify this license at www.nvsos.gov under the Nevada Business Search.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which by law cannot be waived.

Southern Nevada Office
2310 Corporate Circle, Suite 200
Henderson, Nevada 89074
(702) 486-1100

Northern Nevada Office
9670 Gateway Drive, Suite 100
Reno, Nevada 89521
(775) 688-1141

STATE CONTRACTORS BOARD

The Nevada State Contractors Board certifies that

NEVADA LANDCARE USA LLC

Licensed since November 09, 2000

License No. *0051032*

Is duly licensed as a contractor in the following classification(s):

PRINCIPALS:

JOSEPH MICHAEL BOGAN,CEO
DANIEL STEVEN KREMS,CFO
JON ROBERT EWING,Qualified Individual
JAMES RICHARD BALLARD,VP/Secretary

C10-LANDSCAPE CONTRACTING

LIMIT: $6,000,000
EXPIRES: 11/30/2017

STATE OF NEVADA · THE GREAT SEAL OF THE STATE OF NEVADA · STATE CONTRACTORS BOARD

Chairman, Nevada State Contractors Board

STATE OF NEVADA
CONTRACTORS LICENSE

THIS IS TO CERTIFY THAT THE COMPANY LISTED BELOW IS LICENSED IN THE STATE OF NEVADA FOR THE CLASSIFICATION(S) SHOWN

NEVADA LANDCARE USA LLC
5248 GOVERNOR DRIVE
ATTN: JAMES R BALLARD
SAN DIEGO CA 92131

LIC. NO.
0051032

EXPIRES:
11/30/2017

LIMIT: $6,000,000
Class: C10

STATE OF NEVADA
STATE CONTRACTORS BOARD
9670 Gateway Drive, Suite 100 Reno, Nevada 89521
2310 Corporate Circle, Suite 200 Henderson, Nevada 89074

POCKET CARD RE-ORDER FORM

Enclosed is $ _____ to cover the cost of _____ additional pocket cards at ten dollars ($10.00) each

Firm Name _____

License No _____

Date _____ By: _____

NEVADA LANDCARE USA LLC
5248 GOVERNOR DRIVE
ATTN. JAMES R BALLARD
SAN DIEGO CA 92131

ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Nevada LandCare USA LLC
Company Name

Owen Calvin
Signature

Owen Calvin
Print Name

7/7/16
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

2.1 STATE OBSERVED HOLIDAYS

The State observes the holidays noted in the following table. When January 1st, July 4th, November 11th or December 25th falls on Saturday, the preceding Friday is observed as the legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Nevada Day	Last Friday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Family Day	Friday following the Fourth Thursday in November
Christmas Day	December 25

3. SCOPE OF WORK

3.1 PROJECT SPECIFICATIONS

3.1.1 Examination of Grounds During **Mandatory Walk-Through**

3.1.2 A mandatory walk-through ***(Refer to Section 1.3)*** will be conducted at the project sites of; DMV Sahara: 2701 E. Sahara Avenue, Grant Sawyer: 555 E. Washington Ave., and DMV Flamingo: 8250 W. Flamingo Road, Las Vegas, Nevada.

3.1.2.1 The information provided to vendors for purpose of bidding this project was obtained from the agency; however, it is the vendor's responsibility to investigate and confirm its accuracy and completeness to the vendor's satisfaction.

3.1.2.2 Vendor(s) must examine the grounds and be satisfied as to existing conditions that they will be obligated to maintain, in performing the work pursuant to a resultant contract.

3.1.2.3 Questions will not be allowed during the Mandatory walk-through. All questions must be addressed in writing per ***Section 7*** of the RFP. Answers will be provided in an amendment per the ***Timeline in Section 8***.

3.2 LANDSCAPE WEEKLY CARE

3.2.1 Alterations and Additions

3.2.1.1 The contractor will make no alterations or additions to the landscaping without prior written approval from the Division of Buildings and Grounds.

3.2.2 Log Book

3.2.2.1 A log book kept by the contractor's employees will be placed in a designated area and will be checked for instruction by employees of the State upon arrival at the job site. The log book is to be completed in English by a Buildings and Grounds designee and an employee of the contractor and will list all work completed and/or a written response to the written instructions as they are set forth in the log book. The log book/Maintenance Function Report will be filled out daily by the on-site employee of the contractor and be available for inspection by a Buildings and Grounds designee.

3.2.3 Litter Control

3.2.3.1 All debris and trash will be picked up as the first responsibility of the work shift.

3.2.4 Trash Containers Outside of Facility, Including Dumpster Area

3.2.4.1 All outside trash containers are to be emptied and the plastic bag inside changed on Monday, Wednesday, and Friday, and is to include all smoking debris. The dumpster areas are to be clean and Swept Monday, Wednesday, and Friday.

3.2.5 Doorways, Entrance, and Outside Benches

3.2.5.1 All doorways and/or entrances will be manually swept thoroughly.

3.2.6 Parking Lots

3.2.6.1 Contractors will sweep the gutters in the parking lots Monday, Wednesday, and Friday. This task may be performed with a hand held blower. The debris is to be swept Monday, Wednesday, and Friday.

3.2.7 Irrigation Operation and Maintenance

3.2.7.1 The irrigation will require a weekly test of all systems on Mondays and log book of all repairs will be kept in the clock lock box, and be available for viewing by the Buildings and Grounds designee. This will include, but is not limited to, backflow prevention devices, the clocks, valves, line heads, and bubbler. The contractor is to make repairs on this system at their

expense. In addition, this includes irrigation repairs up to 2.5 inch in size and tree trimming to twelve (12) feet.

3.2.8 Hand- Raking of all Bed/Wash Areas

3.2.8.1 All bed/wash areas will be raked and weeded weekly on Monday, Wednesday, and Friday.

3.3 LANDSCAPE CARE MONTHLY

3.3.1 Lot Weed Control and Fence-Line Care

3.3.1.1 All lot and/or fence lines will be cleared of all debris and weeds to a minimum of fifteen (15) feet. All dirt areas attached to the complexes will be cleared of weeds and the trash will be cleaned up on a monthly basis.

3.4 LANDSCAPE CARE QUARTERLY

3.4.1 Bush Trimming for Appearance

3.4.1.1 All bushes must be trimmed so that the building appears neat and orderly. All trimmings will be done quarterly in the months of February, May, August, and November.

3.5 LANDSCAPE CARE ONCE YEARLY

3.5.1 Certification of the Backflow Device

3.5.1.1 The certification of all landscaping backflow devices on the property will be required during the month of January and a copy of the results (including indicated repairs) is to be submitted to the Division of Buildings and Grounds designee.

3.6 LANDSCAPE CARE – <u>Grant Sawyer Building ONLY</u>

3.6.1 Arbor Care & Pruning

3.6.1.1 Maintenance, Prune and Trim all Trees up to 12' in height. All trimming above 12' in height will be considered an extra cost. That will require a supplemental proposal and approval by the Agency, Buildings and Grounds.

A. Cuts will be flush and clean, leaving no stubs or tearing of bark. Major pruning will be done during flowering or plant's dormant season.

B. Monitor trees that are staked or guyed. Loosen or remove supports when appropriate to prevent girdling of the trunk and encourage root development for support.

C. Application of pre-emergent's, specialized fertilizations, and treatment for disease insect damage, will be considered extra cost.

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	Nevada LandCare USA LLC
Ownership (sole proprietor, partnership, etc.):	100% owned by LandCare Holdings, Inc.
State of incorporation:	Delaware
Date of incorporation:	Since August 19, 1999
# of years in business:	17
List of top officers:	Joseph Michael Bogan, President & Chief Executive Officer Daniel S Krems, Chief Financial Office James R Ballard, Corporate Secretary
Location of company headquarters:	5295 Westview Drive, Suite 100 Frederick, Maryland 21703
Location(s) of the company offices:	50 locations throughout the nation
Location(s) of the office that will provide the services described in this RFP:	Las Vegas, NV
Number of employees locally with the expertise to support the requirements identified in this RFP:	50
Number of employees nationally with the expertise to support the requirements in this RFP:	Over 4,000
Location(s) from which employees will be assigned for this project:	1

4.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	NV20001008059
Legal Entity Name:	Nevada LandCare USA LLC

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes		No	X

If "No", provide explanation. LandCare is the DBA in this market, legal name is Nevada LandCare USA LLC because there was already a similar business name here in Las Vegas.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	X	No	

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	Buildings and Grounds
State agency contact name:	Jose Aguirre
Dates when services were performed:	Currently performing
Type of duties performed:	Landscape maintenance
Total dollar value of the contract:	Over $100,000.00

4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract,

you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	X

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

4.1.8 Vendors must review the insurance requirements specified in ***Attachment E, Insurance Schedule for RFP 3255.*** Does your organization currently have or will your organization be able to provide the insurance requirements as specified in ***Attachment E.***

Yes	X	No	

Any exceptions and/or assumptions to the insurance requirements ***must*** be identified on ***Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP.*** Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor ***must*** provide the Certificate of Insurance identifying the coverages as specified in ***Attachment E, Insurance Schedule for RFP 3255.***

4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

4.1.11 Financial information and documentation to be included in Part III, Confidential Financial Information of vendor's response in accordance with Section 9.5, Part III Confidential Financial Information.

4.1.11.1 Dun and Bradstreet Number

4.1.11.2 Federal Tax Identification Number

4.2 SUBCONTRACTOR INFORMATION

4.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

If "Yes", vendor must:

4.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

4.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

A. Describe the relevant contractual arrangements;

B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and

C. Describe your previous experience with subcontractor(s).

4.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

A. Selecting and qualifying appropriate subcontractors for the project/contract;

B. Ensuring subcontractor compliance with the overall performance objectives for the project;

C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and

D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.

4.2.1.4 Provide the same information for any proposed subcontractors as requested in ***Section 4.1, Vendor Information***.

4.2.1.5 Business references as specified in ***Section 4.3, Business References*** must be provided for any proposed subcontractors.

4.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

4.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 4.2, Subcontractor Information***. The vendor must receive agency approval prior to subcontractor commencing work.

4.3 BUSINESS REFERENCES

4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

4.3.2 Vendors must provide the following information for ***every*** business reference provided by the vendor and/or subcontractor:

The "Company Name" must be the name of the proposing vendor or the vendor's proposed subcontractor.

Reference #:	1		
Company Name:	Nevada LandCare USA LLC		
Identify role company will have for this RFP project (Check appropriate role below):			
	VENDOR	***X***	***SUBCONTRACTOR***
Project Name:	Landscape maintenance		
Primary Contact Information			
Name:		Leslie Balko	
Street Address:		3800 Howard Hughes Pkwy	
City, State, Zip:		Las Vegas, NV 89169	
Phone, including area code:		702-728-5391	
Facsimile, including area code:			

Email address:	Leslie_Balko@equityoffice.com
Alternate Contact Information	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Facsimile, including area code:	
Email address:	
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Landscape maintenance of entire property as well as extensive enhancement work.
Original Project/Contract Start Date:	1999
Original Project/Contract End Date:	Currently performing
Original Project/Contract Value:	Over $500,000.00
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	N/A
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	N/A

Reference #:	2		
Company Name:	Nevada LandCare USA LLC		
Identify role company will have for this RFP project (Check appropriate role below):			
	VENDOR	***X***	***SUBCONTRACTOR***
Project Name:	Landscape maintenance		
Primary Contact Information			
Name:		Sheri Rios	
Street Address:		2120 Snow Trail	
City, State, Zip:		Las Vegas, NV 89134	
Phone, including area code:		702-838-5500	
Facsimile, including area code:			
Email address:		sheri.rios@howardhughes.com	
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip:			
Phone, including area code:			
Facsimile, including area code:			
Email address:			

Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Landscape maintenance of entire property as well as extensive enhancement work.
Original Project/Contract Start Date:	1999
Original Project/Contract End Date:	Currently performing
Original Project/Contract Value:	Over $1,000,000.00
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	N/A
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	N/A

Reference #:	3		
Company Name:	Nevada LandCare USA LLC		
Identify role company will have for this RFP project (Check appropriate role below):			
	VENDOR	***X***	***SUBCONTRACTOR***
Project Name:	Landscape maintenance		
Primary Contact Information			
Name:		Petra Otto	
Street Address:		9940 S. Las Vegas Blvd.	
City, State, Zip:		Las Vegas, NV 89183	
Phone, including area code:		702-610-9213	
Facsimile, including area code:			
Email address:			
Alternate Contact Information			
Name:		The Grandview at Las Vegas	
Street Address:			
City, State, Zip:			
Phone, including area code:		702) 966-4700	
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:		Landscape maintenance of entire property as well as extensive enhancement work.	
Original Project/Contract Start Date:		2008	

Original Project/Contract End Date:	Currently performing
Original Project/Contract Value:	Over $75,000.00
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	N/A
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	N/A

4.3.3 Vendors must also submit ***Attachment F, Reference Questionnaire*** to the business references that are identified in ***Section 4.3.2***.

4.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.

4.3.5 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 8, RFP Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

4.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

4.4 VENDOR STAFF RESUMES

A resume must be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment G, Proposed Staff Resume.***

5. COST

Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to ***Attachment H, Cost Schedule***).

6. FINANCIAL

6.1 PAYMENT

6.1.1 Upon review and acceptance by the State, payments for invoices are normally made within 30 days of receipt, providing all required information, documents and/or attachments have been received.

6.1.2 Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic

Attachment F - Reference Questionnaire

We at LandCare feel this questionnaire is too invasive for our clientele and does not fall in line with our partnership procedures. The State of Nevada is more than welcome to reach out to any of the included references via the provided contact information and additional references will be provided upon request.

LandCare currently services multiple State properties. Please contact Jose Aguirre, State of Nevada Facility Supervisor at (702) 491-1143 or jaguirre@admin.nv.gov . Jose is very familiar with our team and service level at the following properties:

- Campos Building
- DMV Henderson
- DMV Decatur
- Belrose Building
- Grant Sawyer Building
- DMV Flamingo
- Sahara Complex

PROPOSED STAFF RESUME FOR RFP 3255

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Nevada LandCare USA LLC***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	*x*	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Steven Swanson***	**Key Personnel: (Yes/No)**	***Y***
Individual's Title:	***Branch Manager***		
# of Years in Classification:	***17***	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

17 Years of Green Industry Experience.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

LandCare – Branch Manager – 2014 to 2016 (Las Vegas, NV)
Bernhard and Company – Western US Sales Manager – 2013 to 2014 (Las Vegas, NV)
Red Rock Country Club – Director of Agronomy – 2005 to 2013 (Las Vegas, NV)
Siena Golf Club – Golf Course Superintendent – 2001 to 2005 (Las Vegas, NV)
Assistant Superintendent – Wynstone Golf Club – 1999 to 2001 (North Barrington, IL)

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Michigan State University
Bachelor of Science
Major: Crop and Soil Sciences
Minor: Business Management
Graduation: 1999

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Science (Turfgrass Sciences Emphasis)

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Martin McKenna – LandCare - Regional Manager – (714.936.9512)
Thom Blinkinsop – Red Rock Country Club – General Manager – (702.304.5600)
Clay Meininger – Topeka Country Club – General Manager – (785.354.8561)

Differentiators

		What this means to you...
Our People	100% E-Verify Workforce	E-Verify compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. Thus, when you contract with us, you are partnering to ensure a legal workforce, protect jobs for authorized workers and deter document and identity fraud.
	100% Background Checks	Big trucks, big trailers and heavy equipment can be dangerous in the wrong hands, so we make sure they are in the right hands to ensure the safety of those who live, work or visit your property.
	Dedicated Safety Training Team	Sending our team members to your site well-trained and equipped keeps them and all those on your property safe. Safe practices are engrained everyday.

Our Platform	Core Values	LandCare has a set of core values which were developed from the ground up, not from some corporate edict or fancy marketing campaign. Our team members decided on what was most important to them and their top value was to Delight our Customers - Every time.
	Leaders are Landscapers	From our CEO to the leaders at our Regional and Local levels, LandCare is run by landscapers committed to your property. Landscapes are not just our business, they are our passion.
	No Commissioned Sales People	Our team members are focused on opportunities which can improve your property through: (1) Reduction of Risk and Liability; (2) Cost Savings; and/or (3) Better Aesthetics. Period. You wouldn't want to take your car to a mechanic who earned a commission on the repairs being recommended, why would you want to entrust your property to a landscaper who does?
	Smaller Branch Sizes	While many of our competitors are moving toward larger and larger branches, LandCare believes our Branch Managers should be in the field, not stuck behind a desk. We run smaller branches so that our managers can ensure both the quality of our service and of our communications.

Our Processes	Ongoing Quality Auditing	We believe our communications should be treated like a contract, so we review your property at regular intervals and communicate what we see, what we recommend and what we intend to do to remedy any deficiencies.
	Annual Budgeting	Being proactive makes your job and our job easier, so we give you good visibility on costs and any recommendations or ideas for the upcoming year.
	In-house Landscape Design	We think you should have the opportunity to see what we are recommending might look like once planted, so we provide In-house design services for your renovation projects at no additional charge.

Our Core Values

Our core values aren't just a set of blue-sky ideas. They're actionable guidelines for each and every team member, from the executive staff to the professionals out in the field.

Delight our customers. Every time.

Caring for your site goes beyond just the scope of work in your service contract. LandCare team members know they're empowered to do whatever it takes to please you and those who work at, live at or visit your property.

Lead with confidence and integrity.

Simply put, you can trust that we'll do what we say we're going to do. Each LandCare team member acts with self-assurance and reliability, to ensure your goals for your property are met.

Work hard, smart and safe. Every day.

Our team members are committed to working with enthusiasm, always mindful of efficiency, value and safety - because these qualities impact you as much as they do us.

Inspire others with meaningful environments.

We never forget that the environments we create and maintain have the power to positively affect the daily experiences of your employees, visitors and guests.

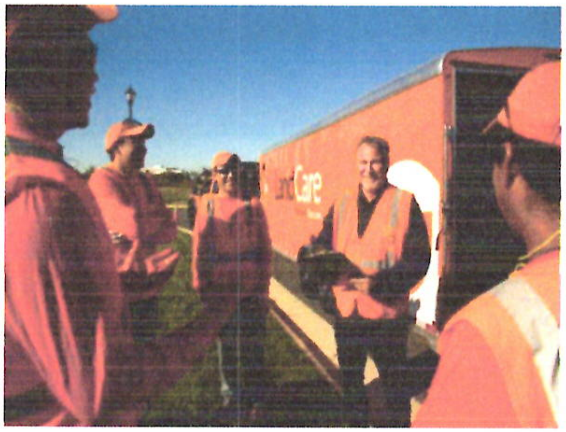
Have fun with a commitment to teamwork.

Focusing on team success and infusing each day with a little bit of fun means everyone on the team brings their "A" game to your site. Every time we visit.

Our Hiring Practices

We only hire dedicated landscape professionals, because we know that how well we select our team members determines our success and your satisfaction. We ensure staffing success through:

- Talent Acquisition Group
- Pre-hire Criminal & Motor Vehicle Background Checks
- E-verify: Confirms Legal Status for All Our Employees
- Industry-low Turnover Rates
- Ongoing Operations Training From National and Local Managers
- Bilingual Communication: a Bilingual Employee at Every Site



Safety

Sending our team members home in the same condition that they arrived is foremost on our minds and embedded as a Core Value for us. We are diligent to make sure our teams **work hard, smart and safe - every day** through:

- **Pre-hire Training, Weekly Tailgate Sessions and First-aid Training for All**
- **Morning Stretch & Flex Sessions**
- **National Safety Department**
- **Regional and Seasonal Training with Topics Focused on Issues Pertinent to Local Branches**
- **Full Uniforms and Personal Protective Equipment for All Team Members**

Our safety success is borne out by our OSHA records and EMR scores and implicitly endorsed by those clients we serve with rigorous safety standards, such as R&D laboratories, data centers, and medical/government facilities across the nation.

Landscape Management

Our care of your property begins with a solid approach to the basics of landscape maintenance and continues with consistent, proactive communication and partnership. Through our local branch we will provide:

- Local Expertise
- Professional Experienced Account Management
- Proactive Communication
- Regular Quality Audits
- In-house Landscape Design
- E-verify Hiring Practices
- Safe, Trained & Tenured Crew
- Uniformed Employees
- Annual Budgeting
- 24-hour Emergency Services

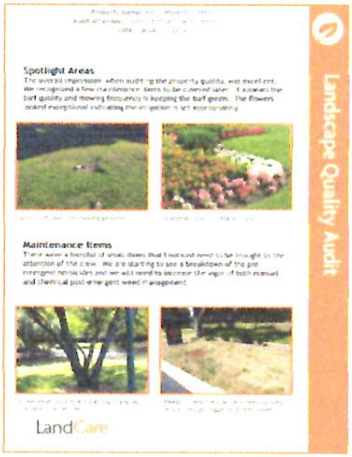
Most importantly, we deliver our passion. What gets us out of bed each day is the challenge of solving problems, serving customers and creating beauty.

Landscape Quality Audits

We conduct Landscape Quality Audits (LQA) at regular intervals. In addition to self-assessing job quality and service performance, we focus on opportunities which can improve your property through:

- **Reduction of Risk and Liability**
- **Cost Savings**
- **Better Aesthetics**

We will communicate the results of our audits directly to you, along with proposals for any out-of-scope repair items or other recommendations identified during our walk-through. Examples of what you might expect to see from us after an audit are below.



Landscape Management

LandCare