

REQUEST FOR PROPOSALS (RFP)

Tree Care Services

RFP No. SFUSD-PD-FY24-25#65

Date: 5/19/2025

1.0 Overview of Request for Proposals

1.1 Publication of Request for Proposals Notice

The San Francisco Unified School District is seeking proposals to create a pool of qualified tree care service providers (“Pool”) capable of providing on-call, as-needed tree care services at District facilities throughout San Francisco. Proposals must be submitted electronically to the email address within this RFP no later than June 9, 2025 at 2:00 p.m. PST. As used in this RFP, the following words have the meanings assigned to them herein.

“Proposer.” The Proposer refers to any entity submitting a response to this RFP. Also referred to as Respondent.

“Contractor.” The Contractor refers to the awarded proposer upon contract start date.

“Submittal.” The Submittal refers to a response package submitted in response to this RFP. Also referred to as Statement of Proposals or Proposal.

“District.” Abbreviation for the San Francisco Unified School District

1.2 Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows:

MILESTONE	WEEKDAY	DATE
Issue Date	Monday	May 19, 2025
Document Posting (SFUSD Website)	Monday	May 19, 2025
First Advertising Run Date	Wednesday	May 21, 2025
Second Advertising Run Date	Wednesday	May 28, 2025
Pre-Proposal Question Submission Deadline	Friday	May 30, 2025

Question and Answer Posting	Wednesday	June 4, 2025
Proposal Due (by 5:00 P.M.)	Monday	June 9, 2025
Intent to Award Notice (Anticipated)	Friday	June 13, 2025
Board of Education Approval Date (Anticipated)	Tuesday	June 24, 2025
Contract Start Date (Anticipated)	Tuesday	July 1, 2025

Please be aware that these dates are tentative and subject to change. Any changes up to the Proposal Due date will be published in an addendum and posted on the event page for this RFP on the District's contracts opportunities portal located at <https://www.sfusd.edu/business-with-sfusd/current-rfps-rfqs-rfos-rfis>.

2.0 Background Information

The San Francisco Unified School District is the seventh largest school district in California, serving more than 57,000 students who speak more than 44 languages across 132 schools in San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities, and dispositions outlined in SFUSD's Graduate Profile.

The Facilities Division is responsible for providing tree care services for SFUSD including scheduled maintenance, hazard mitigation, and tree removal. SFUSD does not have a current contract for tree services.

3.0 Scope of Work

The San Francisco Unified School District Facilities Services Division is seeking proposals from qualified tree contractors for ongoing tree care, funded by the San Francisco Street Tree Fund.

The District requires tree care services for campuses and District facilities on an as-needed basis, including both scheduled and emergency response services such as tree inspections, safety hazard assessments, pruning, and removals.

Services must be performed by a C-49 licensed Tree and Palm Contractor and International Society of Arboriculture (ISA) certified tree service contractor. All work must be supervised by ISA certified arborists. Contractor shall carry out work in accordance with the American National Standards Institute (ANSI) A300 and comply with the ISA Pruning Standards. Proposers should have reliable access to, and demonstrated safe operation of cranes, boom trucks, chippers, and other specialized machinery.

Fees shall be based on the Proposer's standard billing rate as submitted in the proposal and shall be negotiated as a fixed fee for the determined scope of work at each school site.

3.1 Emergency Response (On-Call Services)

It is expected that issues will be addressed promptly as to minimize disruption to students and staff, and to address potential safety concerns immediately.

- Inspections in response to safety concerns will be completed as quickly as reasonably possible, and within 12 hours of the initial request. Findings must be reported to the Executive Director of Facilities Services or Designee immediately.
- Hazardous conditions shall be secured immediately upon inspection until removal or other mitigation can be completed.
- Removal of hazardous limbs or trees must be completed within 24 hours of the inspection.
- Contractor is expected to be on-call on evenings and weekends, especially during inclement weather events where tree failure is anticipated.
- Removal and disposal of all tree debris.
- Except in the case of emergency on-call work, the Contractor shall not be entitled to overtime rates in excess of the rates listed in the proposal. All bidders must specify their list of legal holidays on the bid form in the space provided. Any work performed other than normal working hours must be approved in advance by the Executive Director of Facilities Services or Designee.
- Ability to provide 24/7 emergency response services to mitigate hazards including, but not limited to, maintenance and removal of trees in sometimes difficult to access sites, tree pruning.
- Contractor should have reliable access to, and demonstrated safe operation of, cranes, boom trucks, chippers, and other specialized machinery.

3.2 Account Management and Billing

3.2.1 Compensation

The payments to Contractor up to the not-to-exceed amount set forth in this Agreement shall be full compensation for all of Contractor's Services incurred in its performance, including all costs and expenses related to such performance (such as all costs for personnel, travel, offices, per diem expenses, printing, providing, or shipping of deliverables in the quantities set forth in")

The Contractor's total compensation shall not exceed the amount set forth in the Agreement, except as allowed by an amendment to the Agreement. The compensation shall be paid as indicated below.

3.2.2 Method of Payment

Tree care contractor will assign an 'account manager' or other designated person to be the primary contact for the District, and who has the authority to carry out work as needed.

- Contractor shall submit monthly invoices on a form and in the format approved by the District.
- Contractor shall submit these invoices in duplicate to the District via the District's authorized representative.
- Contractor shall submit to the District on a monthly basis documentation showing proof that payments were made to its Subcontractors. No markup shall be allowed for Subcontractor costs in the performance of the services.
- Upon receipt and approval of Contractor's invoices, the District agrees to make payments on all undisputed amounts within sixty (60) days of receipt of the invoice.

3.2.3 Hourly Rates

The following rates, which shall compensate Contractor for all expenses, labor, materials, equipment, overhead, administrative cost, and profit, shall be utilized when compensating Contractor for performance of the Services. Contractor shall bill in tenth-hour (0.1) increments for all Services.

3.2.4 Service Costs

- Identify the unit cost for all line items indicated in the rate form (below). Include if your firm has a minimum requirement for service and when service costs commence.
- The cost information provided with this Proposal will become part of the contractual agreement. The stringent requirement for cost visibility and predictability requires that costs not identified be deemed to be at no cost to the District.
- Hourly rates for all services shall commence at the time of arrival at the District job site and end at the time of District site departure. No time shall be charged for employees travel to or from the District site.

3.2.5 Supply Costs

Proposers shall identify the costs of the supply items listed, which are not included in the hourly rates above. Identify if the items must be purchased or may be rented on a daily or hourly basis.

3.3 Additional Services

When hardwood such as Cedar or Redwood is removed, the District may request that the trunks be cut into rounds suitable for use as children's stump seats.

4.0 Proposal Format

Please provide the following information in the order given below. RFP responses will be evaluated for completeness and ability to perform the work based on the proposal response.

4.1 Introductory/Cover Letter (5 points possible)

Please provide a cover letter with your Proposal, stating why you are interested in performing the requested services for the District, and how your firm's prior experience matches the needs of SFUSD.

4.2 Proposal Content

4.2.1 Professional Qualifications and Experience

Each Proposer must submit a Letter of Interest and an Executive Summary of the submission.

Submission of the Letter and Executive Summary will constitute a representation that the Proposer is willing and able to perform the commitments contained in the Submittal.

The letter must be signed by a person authorized to obligate the Proposer to perform the commitments contained in the proposal. In the letter, the Proposer must:

- Identify a contact (with contact information including telephone, mailing address, and email address) for future communications regarding the Submittal.
- Confirm awareness of any and all addenda to the RFP.
- Acknowledge having read, reviewed, and fully agrees to Appendix B - Form of Contract.
- Confirm ability to comply with the insurance requirements listed in Appendix B - Form of Contract to the draft contract within five (5) business days of receipt of a Notice of Intent to Award a Contract.

4.2.2 Proposer Profile

All Proposers are required to answer in narrative form the following requested information:

- Indicate number of years in business and date established (minimum qualification is 5 years).
- Indicate the location of the office or offices from which work will be performed or dispatched.
- List basic tree care services provided by the firm.
- List a minimum of three (3) similar type projects worked on in the past two (2) years for a school district or another public agency.

4.2.3 Exhibit A

All Proposers must complete Exhibit A, located at the end of this RFP document.

4.3 Proposal Submission

Proposals must be submitted as Portable Document Format (PDF) attachments to an email addressed to ValenciaR@sfusd.edu. The Cost Proposal must be submitted as a separate attachment, Appendix C. Thus, each email Submittal must have a minimum of two attachments, a narrative proposal, and a cost proposal. The email must be a direct email to the address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **SFUSD-PD-FY24-25#65 (Tree Care Services)**. Proposals received other than through email or after the due date and time shall not be accepted.

The District reserves the right, at its sole discretion, to modify RFP requirements, and/or cancel interviews if selection can be made based upon written proposals received, cancel the selection process, or amend the schedule.

RFP applicants will be notified of any changes to this schedule through an addendum.

Firms responding to this RFP shall not be reimbursed for any costs associated with preparing proposals in response to this RFP.

5.0 District's Evaluation / Selection Process

5.1 Overall Evaluation Process

This section describes the District's criteria for analyzing and evaluating the Proposals. It is the District's intent to award a contract to a pool of contractors that will provide the best overall service package to it. This RFP does not in any way limit the District's right to solicit contracts for similar or identical services if, in the District's sole and absolute discretion, it determines the Proposer is not fully capable of satisfying its needs.

5.2 Evaluation Panel

The District intends to evaluate the submittals generally in accordance with the criteria detailed below. The District will convene a panel whose membership will include people with knowledge of the services requested through this RFP to evaluate and score the Submittals. To do this, the panelists will review the written proposals.

5.3 Evaluation Phases

The evaluation process will consist of the phases specified below, with the following allocation of points:

Evaluation Phase	Maximum Points	Comments
Minimum Qualifications	Pass/Fail	Must pass to continue to the next phase of evaluation
Narrative Proposal	40	Total of all panelists' scores divided by number of panelists
Cost Proposal	60	See below
TOTAL	100	The top-ranked Proposer will be selected for negotiations and possible contract award

Minimum Qualifications (Pass/Fail)

The Submittals will be reviewed by the District's Procurement Department staff for minimum qualifications. The evaluation results at this phase shall be based on pass/fail criteria. Only those Submittals that meet the minimum qualifications will be advanced to the next phases of the evaluation.

The District has established the following requirements as the minimum qualification for participating in this solicitation event:

- MQ #1: All proposers must have a minimum of five (5) years' experience providing tree care services to school districts or other public agencies, including: providing accurate diagnosis of tree health issues and safety risks in a municipal setting, and the resources to perform remedies.
- MQ #2: Must have a current and valid C-49 Tree and Palm Contractor license from the California State Licensing Board.
- MQ #3: Arborists and tree care workers assigned to SFUSD must hold valid certifications from the International Society of Arboriculture (ISA).
- MQ #4: Contractor must possess a valid Tree Risk Assessment Qualification from ISA.

Proposers must complete and submit a minimum qualifications certification in the form of Appendix A herewith with their proposals.

Contents of Narrative Proposal

The evaluation panel will review the contents of the narrative proposals and evaluate the Proposers based on the information therein. The narratives will be evaluated and scored according to the criteria set out in the table below. The total panelists' scores for each Proposer will be divided by the number of panelists to arrive at an average score for that Proposer. Under this formula, if a proposer receives a total panelists' score of 200 points and there are five (5) panelists, that proposer's score will be 40 ($200/5 = 40$). The maximum point possible for this phase is 60.

Table of Criteria and Points Allocation for Narrative Proposal

Evaluation Criteria	RFP Section	Maximum Points Possible
Introductory/Cover Letter	4.1	5
Emergency On-call Services	3.1	20
Account Management and Billing	3.2	5
Additional Services	3.3	10
TOTAL		40

Cost Proposal (60 points)

The District's Procurement Department staff will evaluate the cost proposals. The Cost Proposal score will be determined by the formula below.

Cost Proposal Score = (Lowest Proposed Cost / Proposer's Cost) x (Max Price Points Possible).

Under this stated formula, assuming the lowest Proposed Cost is \$50,000, a Proposer that proposed \$60,000 will be assigned a Cost Proposal Score of 33.33 determined as follows: \$50,000/\$60,000 x 40.

Final Ranking

At the conclusion of the evaluation phases, the District will combine the scores for each of the Proposers from the narrative proposal and cost proposal phases to arrive at the final scores and ranking of the Proposers.

Reference Checks

District staff will review and check the references for the highest ranked Proposer. The references will be asked to verify the Proposer's experience in providing the requested services, the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Proposer's problem-solving, project management, communication abilities, performance on deliverables and outcomes, effectiveness in meeting or exceeding project objectives. Proposers must provide, with Submittals, a release of liability for checking references, consistent with Appendix D.

6.0 Contract Award

The District intends to award at its discretion, a contract with a not-to-exceed value of \$750,000 to provide the services for the life of the contract. The District will select the top ranked responsive and responsible Proposer with whom to commence contract negotiations.

The selection of any proposal shall not imply acceptance by the District of all terms of the proposal, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the District, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer. The selected proposer will be required to enter into a contract substantially in the form of the Organization/Professional Services Agreement, attached hereto as Appendix B "Form of Contract." Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

A contract made pursuant to this RFP shall have an initial term of **three (3) years**. Prices are to be firm for the initial term of the contract. In addition, the District shall have two options exercisable at its sole discretion, to extend the term of the contract for a period or periods of up to one year each. The maximum contract period shall not be more than **five (5) years**.

7.0 Terms for Receipt of Proposals

7.1 Questions and Objections Regarding the RFP

Any questions and/or objections concerning the substance of this RFP, including the Scope of Work, requirements, and evaluation criteria, must be submitted, in writing, via email to ValenciaR@sfusd.edu by **5:00 P.M. (PST)** on Friday, May 30, 2025. Any questions concerning the RFP process shall be submitted no later than 48 hours prior to the proposal due date to the same email address. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **QUESTIONS FOR TREE CARE SERVICES 2025**. Proposers who fail to do so will waive all further rights to protest, based on these specifications and requirements.

A “Questions and Answers” document will be developed from all submitted questions and posted on the District’s contracts opportunities portal: [Current RFPs, RFQs, RFOs & RFIs | SFUSD](#). It is the responsibility of the Proposer to check the portal for the Questions and Answers document and any addenda.

7.2 Change Notices

The District may modify the RFP, prior to the proposal due date, by issuing an addendum, which will be posted on the District’s contracts opportunities portal: [Current RFPs, RFQs, RFOs & RFIs | SFUSD](#). Proposers shall be responsible for ensuring that their proposals reflect any and all RFP addenda issued by the District prior to the proposal due date regardless of when their proposal is submitted. Therefore, the District recommends that Proposers visit the portal frequently, particularly during the run up to the proposal due date, to determine if they have downloaded any and all addendum/addenda and documents.

7.3 Term of Proposal

Submission of a proposal signifies that the proposed services and fees/cost are valid for 120 calendar days from the proposal due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

7.4 Revision of Proposal

A proposer may revise a proposal on the proposer’s own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the District may require a proposer to provide oral or written clarification of its proposal. The District reserves the right to make an award without further clarifications of proposals received.

7.5 Errors and Omissions in Proposal

Failure by the District to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the proposer from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP

7.6 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any proposer in responding to this RFP. Submissions of the RFP will become the property of the District and may be used by the District in any way deemed appropriate.

7.7 Reservation of Rights by the District

The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure.
- Reject any or all proposals.
- Reissue a Request for Proposals.
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the proposals.
- Procure any materials, equipment or services specified in this RFP by any other means; or
- Determine that no project will be pursued.

7.8 No Waiver

No waiver by the District of any provision of this RFP shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

8.0 Protest Procedures

8.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the District's issuance of a notice of non-responsiveness, any Proposer who believes that the District has incorrectly determined that its Proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the District on or before the fifth working day following the District's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance,

procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

8.2 Protest of Contract Award

Within five (5) working days of the District's issuance of a notice of intent to award the contract, the next highest ranked Proposer may submit a written notice of protest if it believes that the District has incorrectly selected another proposer for award. Such notice of protest must be received by the District on or before the fifth working day after the District's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

8.3 Delivery of Protests

All protests must be received by their respective due dates. Protests must be delivered via email to ValenciaR@sfusd.edu. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **PROTEST FOR TREE CARE SERVICES 2025**. Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.

EXHIBIT A CERTIFICATION REGARDING SFUSD OFFICIALS

MUST COMPLETED BY CONTRACTOR:

Name of Contractor:	
Services to be performed under the Contract:	Tree Care Services
Schools/Locations where services will be performed:	District-Wide
Total Amount to be paid by the District Under this Contract not to exceed:	
Term of Agreement:	

Are any of the Contractor's employees (or owners) ALSO current SFUSD employees/Board members, or former SFUSD employees/Board members within the last two years? (Check "Yes" or "No" as applicable.)

- ☐ NO, None of the Contractor's employees (or owners) are current SFUSD employees/Board members or former SFUSD employees/Board members with the last two years.
- ☐ YES, Contractor's employees (or owners) listed below are current SFUSD employees/Board members or former SFUSD employees/Board members with the last two years. (If checked, Contractor must complete table below. The list may be continued on an additional page as needed)

NAME	JOB TITLE(S) at SFUSD	DATE(S) Individual is/was SFUSD employment/Board	Form of PAYMENT Individual received from SFUSD

Certification by Contractor:

On behalf of Contractor, I hereby certify that, to Contractor's knowledge, the information provided in this form is true, accurate, and complete. I agree that during the term of this Contract, if Contractor learns of information that differs from that provided above, including but not limited to the hiring of new personnel who are current SFUSD employees or Board members or former SFUSD employees or Board members within the last two years, Contractor shall promptly notify the District and update this form.

Contractor's Signature

Date

Print Name of Signatory

CERTIFICATES

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- A. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
- B. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date:

Proper Name of Contractor:

Signature:

Print Name:

Title:

(In accordance with Article 5 - commencing at section 1860, chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CERTIFICATION

I am aware of and hereby certify that neither _____ [Type name of Contractor] nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts.

Where the Contractor or any lower participant is unable to certify to this statement, it shall attach an explanation hereto.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named Contractor on the _____ day of _____ 20__ for the purposes of submission of this Agreement.

By:

Signature

Typed or Printed Name

Title

CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

The undersigned does hereby certify to the governing board of the District as follows:

That I am a representative of the Contractor currently under contract ("Contract") with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor. Contractor has taken at least one of the following actions with respect to the construction Project that is the subject of the Contract (check all that apply):

- ☐ Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or
- ☐ Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Contractor's employees and District pupils at all times; and/or
- ☐ Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is

Name: _____

Title: _____

The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils. (Not applicable)

Megan's Law (Sex Offenders). I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are not listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____