

Atascadero Cemetery District

PINE MOUNTAIN CEMETERY AND DISTRICT OFFICE

atascaderocemetery.specialdistrict.org

REQUEST FOR PROPOSAL

CEMETERY ENTRANCE AND ALL INTERIOR ROADS

August 23, 2023

The Atascadero Cemetery District (ACD) is requesting proposals for milling Cemetery Road from Highway 41 (Morro Road) to the entrance, approximately 1,500 feet, and for repaving, painting, and including roadside ditches on both sides to improve roadside slope stability and drainage. The proposals must also include repairing the potholes and cracks on all interior roads of the cemetery.

In the future, ACD has plans to expand burial ground on currently undeveloped land and the current roads need to be repaired before the equipment needed for that work can be brought on site. This future expansion project will include new roads being built to access those areas. That RFP will be done at a later date.

The ACD is a public cemetery, a Special District, serving the citizens of Atascadero and the surrounding area. It is the preference of ACD to contract with a qualified, experienced, and registered Department of Industrial Relations (DIR) contractor from the local area.

ACD will accept proposal submittals through Tuesday, October 10, 2023, at 12 noon. The District Manager and Board of Trustees expect to award the contract before the end of October 2023.

Proposals need to include all contact information and the name and title of the individual authorized to negotiate and bind the firm contractually. The plan for entrance to and from the cemetery by workers, members of the public and funeral processions for the duration of the project. The expected start date and duration of the project and all costs associated with the project.

ACD reserves the right to cancel the RFP or to reject all responses and/or submittals at its sole discretion. In addition to cost, the ACD considers experience,

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quality of work done, the ability to complete the project in a timely manner and the insurance carried by the contractor.

ACD is open 7 days a week from dawn to dusk and contractors may view all roads included in the project at any time that is convenient to them. Any questions or concerns regarding the project must be emailed to ACD through the contact form located at atascaderocemetery.specialdistrict.org. ACD will post answers on the Project List page so that all contractors have access to the same information.

Contractors are not to engage with the Trustees, District Manager or District Staff during the RFP process.

The applicable California prevailing wage rate can be found at www.dir.ca.gov and are on file with the Agency's principal office, which shall be available to any interested party upon request. The contractor is also required to have a copy of the applicable wage determination posted and/or available at each job site.

The public entity (ACD) for which work is being performed or the California Department of Industrial Relations may impose penalties upon contractors and subcontractors for failure to comply with prevailing wage requirements. These penalties are up to \$200 per day per worker for each wage violation identified:

\$100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window; and \$25 per day per worker for any overtime violation.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under labor Code section 1771.1(a)).

No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to labor code section 1725.5. Contractors MUST be registered "public works contractor" with the DIR AT THE TIME OF BID. Where the prime contract is less than \$15,000 for maintenance work or less than \$25,000 for construction alteration, demolition or repair work, registration is not required.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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All certified payroll information, including all additional labor compliance documents, must be submitted through the use of LCPtracker. Hard copy payrolls and eCPRs are not acceptable.

The ACD has hired **Contractor Compliance and Monitoring, INC.** (CCMI) to audit the certified payroll and ensure that all labor compliance requirements have been met. The **contractor shall cooperate with CCMI's** request for payroll and related labor compliance documents.

Sealed proposal packets may be mailed to Atascadero Cemetery District P. O. Box 425, Atascadero, CA. 93423-0425 or dropped off in person at the District Office located in the cemetery at 1 Cemetery Road Atascadero Ca 93422. Deadline is 12 noon on Tuesday, October 10, 2023.

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Board Policy

Manager's Purchasing Authority

Adopted by the Board of Trustees, July 18, 2023

MMSC ___ Hart/DeCou _____ Votes _____ All ayes _____

All expenditures of the Atascadero Cemetery District shall be approved by the Board of Trustees as part of the monthly board meeting and warrant process or approval of the annual budget.

The manager shall be authorized to expend up to \$14,999 for necessary, unforeseen emergency situations to continue normal operations of the District.

For projects of \$1,000 or more, prevailing wages must be paid.

For projects of \$15,000 or more for maintenance and repair work, pre-approval by the board of Trustees will be required. A request for proposal will be prepared, mailed and posted and a labor compliance program will be utilized to ensure compliance with the Department of Industrial Relations. A notice of completion will be required.

For projects of \$25,000 or more for construction work pre-approval by the board of Trustees will be required. A request for proposal will be prepared, mailed and posted and a labor compliance program will be utilized to ensure compliance with the Department of Industrial Relations. A notice of completion will be required.

This provision shall not in any way limit the Manager from entering into and carrying out routine agreements necessary for the customary and usual business operations of the District. Companies doing work for the Atascadero Cemetery District will be provided a copy of this policy.