



July 17, 2018

Request for Information (RFI) 2018-01

Interior Landscaping



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## Request for Information - RFI 2018-01: Interior Landscaping

### 1. PURPOSE:

The purpose of this Request for Information (RFI) 2018-01 is to gather information on potential interior landscaping services available to Covered California (the Agency) for:

- Interior landscaping services for our office located at 1601 Exposition Blvd., Sacramento, CA 95815:
  - Provide necessary plant watering, feeding and de-infestation, and maintain all plant material in a condition consistent with other LEED-Certified.
  - Provide cost breakdown for type of services and options available for interior provided by your landscaping company.
  - Request vendors to come onsite to conduct a walkthrough of building.

With this RFI we request information regarding your company, rates, and products/services for interior landscaping for Covered California. The same information will be gathered from different companies and will be used to develop a project, budget, and competitive solicitation document. All companies who respond to this RFI will be included on the vendor list to receive notice of the final solicitation document and offered a chance to bid on these services.

Information gathered as a result of this RFI may be used in the development of any upcoming Request for Proposals (RFP) for interior landscaping services. The RFI responses will also be utilized to assist the Agency in identifying and understanding potential issues and risks related to a future RFP.

### 2. KEY ACTION DATES AND TIMES:

Listed below in Table 1 are the RFI Key Action Dates, which indicate when actions should be taken or completed. If the Agency finds it necessary to change any of these dates, an addendum or an updated RFI will be posted on the following website: <http://hbex.coveredca.com/solicitations>



**TABLE 1, KEY ACTION DATES**

<b>Event</b>	<b>Date and Time</b>
Release the RFI	July 17, 2018
Vendor Walkthrough of Project	July 24, 2018 at 9:00 a.m. to 10:30 a.m. Pacific Standard Time
Last Day To Submit Questions	July 31, 2018, by 3:00 p.m. Pacific Standard Time
Last Day for Submission of Answer(s)	August 1, 2018, by 3:00 p.m. Pacific Standard Time
Responses to this Request for Information due by	August 2, 2018, by 5:00 p.m. Pacific Standard Time

### **3. BACKGROUND**

Soon after the passage of national health care reform through the Patient Protection and Affordable Care Act of 2010 (ACA), California became the first state to enact legislation to establish a qualified health benefit exchange. The California state law is referred to as the California Patient Protection and Affordable Care Act (CA-ACA).

The goals and objectives of the Agency are to:

- Reduce the number of uninsured Californians by creating an organized, transparent marketplace for Californians to purchase affordable, quality health care coverage, to claim available federal tax credits and cost-sharing subsidies, and to meet the personal responsibility requirements imposed under the ACA;
- Strengthen the health care delivery system;
- Serve as an active purchaser, including creating competitive processes to select participating carriers and other contractors;
- Require that health care service plans and health insurers issue coverage in the individual and small employer markets and compete on the basis of price, quality, and service, and not on risk selection; and
- Meet federal and state law requirements, guidance and regulations.



The Agency is an independent public entity within California State government. It is governed by a five-member board appointed by the governor and legislature.

The Agency works in close partnership with:

- The Department of Health Care Services, which oversees and administers California's Medicaid Program (Medi-Cal) and other specifically-focused health programs;
- The two agencies that regulate health insurance in California, the Department of Managed Health Care and Department of Insurance; and
- A broad range of stakeholders whose constituencies will be impacted by health care reform.

For additional information on the Agency, please refer to the consumer website at: [www.CoveredCA.com](http://www.CoveredCA.com).

#### **4. RFI FORMAT AND SUBMISSION**

Responses to this RFI are due by the date and time stated in Section 2, Key Action Dates and Times.

Complete Attachment A and submit via email to the Agency's contact identified in Section 4.1, Contact Information, and include the following information in the e-mail subject line:

##### **RFI 2018-01 – Interior Landscaping**

#### **4.1 Contact Information**

The RFI responses and all correspondence and/or questions related to this RFI shall be directed to the Agency Representative:

Alisa Channell  
Covered California (Business Services Branch)  
(916) 228-8288  
[Alisa.Channell@covered.ca.gov](mailto:Alisa.Channell@covered.ca.gov)

#### **4.2 RFI Disclaim**

This RFI is issued for information and planning purposes only and does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the Agency to form a binding contract. Responders are solely



responsible for all expenses associated with responding to this RFI.

### **RFI Confidentiality**

All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Responses to this RFI will not be shared with other vendors.

## **5. SCOPE OF WORK**

Contractor shall provide indoor landscaping services to Covered California during normal business hours of 8:00 a.m. to 5:00 p.m., Monday to Friday. In addition, Contractor shall provide all necessary plant watering, feeding and de-infestation; maintain all plant material in a condition consistent with other LEED-Certified, Class A office building environments on the agreed upon price.

General Conditions:

- Contractor shall have a Landscape Industry Certified Technician-Interior performing the work.
- During delivery and installation, Contractor shall perform services in a professional manner with coordinating his/her activities so that it does not interfere with Covered California's business operations.
- Contractor shall leave his/her work area(s) clean of litter and debris at the close of each workday.
- Contractor shall furnish all plants, materials, tools, equipment, and labor necessary to complete the work described.
- Contractor shall provide a regular maintenance schedule to the Program Representative.
- Contractor shall replace plants according with the change of the four seasons, with input from Covered California.
- Contractor shall provide plants that do not require staking to maintain upright position as this can be unsightly or cause a tripping hazard to staff.
- Contractor shall provide, maintain, and decorate (classically decorate) a live flame retardant Christmas tree and poinsettias during the winter holiday season, with input from Covered California.

Service procedures shall be as follows:

- Inspect soil moisture levels and replenish as necessary.
- Trim and clean all foliage, remove debris, and add soil or topdressing, as required.
- Foliage must be free of pests and pathogens which could induce or contribute to the decline of the plant.



- Maintain proper nutrient levels in the growing medium.
- Rotate plants to evenly expose all sides to an equal amount of light as possible.
- All measures, whether specifically referenced or not, that may be required to ensure the health and vitality of the plant material.
- Pest and disease control infestation measures shall be in strict compliance with all federal and local regulations.
- A certified licensed pesticide applicator shall be familiar with the label provided for the selected product prior to application.
- Drainage board shall compose of expanded polystyrene (EPS) beads averaging 3/8" diameter, with no more than 10% being 1/8" diameter or less. EPS beads are then bound together with waterproof adhesive binder and molded into blocks.
- Covered California agrees that the plants will not be moved without the contractor's consent and that the contractor will not be responsible for damage to the plants caused by Covered California.
- Contractor shall replace throughout the guarantee period, any plants that die or are in an unhealthy or unsightly condition be replaced at no additional cost.
- Plants that have deteriorated within the guarantee and maintenance period should be replaced with a plant of the same size and variety unless the contractor can show that it is reasonably impossible. Routine replacements should occur automatically.



## Attachment A – Submission Form

### Form to fill in as response to the RFI:

Question	Answer
Company Name	
Company Address	
Company Web Page	
Main Products/Services	
Main Market/Customers	
Structure of Mother Corporation, Joint Ventures, Subsidiaries, Partnerships or Other Relevant Relations	
Number of Years on the Market	
Company Location(s)	

1. Describe your work plan for completing this project (this information will be used to develop the scope of work for a final solicitation). Respond using additional pages, but no more than two.
2. Provide a comprehensive cost estimate regarding project team personnel (i.e., how many staff required (include titles), how many managers required (include titles), hourly rates per position, and number of hours required per position to complete this project). Respond using additional pages, but no more than two.
3. Describe your company's completed goods/services projects related to this RFI. Respond using additional pages, but no more than two.