

**County of Del Norte
County Administration Office
981 H Street, Suite 210
Crescent City, CA 95531**



Request for Proposals Veterans Cemetery Lawn Maintenance Services

Date Issued: October 07, 2026

Proposal Due Date: November 05, 2026

1. GENERAL DESCRIPTION

The County of Del Norte (County) is requesting Proposals to provide lawn maintenance services for the Veterans Memorial Cemetery accessed from 400 E. Cooper Avenue in Crescent City, California. The area to be mowed and maintained is approximately 132,450 sq. ft. and includes the indigent cemetery.

2. SCOPE OF WORK

Included as Attachment A is a screenshot of the Cemetery area (outlined in red) that is subject to maintenance under this Scope of Work.

Mowing and Maintenance:

- (a) Contractor will provide all equipment and other materials required for services except as noted.
- (b) Contractor shall inspect grounds for litter as well as expired flowers and plants prior to each mowing and dispose of them.
- (c) Lawn shall be mowed one time per week or as often as necessary during active growing periods, and as often as required during slow periods of growth, to maintain a manicured and trim appearance.
- (d) Lawn shall be mowed within three days prior to the following holidays:

Mother's Day
Father's Day
Memorial Day
Easter

Veterans' Day
Christmas Day
New Year's Day
Independence Day

- (e) Contractor shall trim grass around all headstones, sprinklers, street signs, lamp posts, fences and any other obstructions as often as necessary to maintain a neat appearance.
- (f) Following mowing and trimming Contractor shall ensure all headstones and roadways are free of all clippings.
- (g) Contractor shall be responsible for lawn fertilization and weed and pest control. Del Norte County will provide approved products for Contractor's use for these services.
- (h) Trees and shrubs shall be kept pruned to allow visitors to pass unimpeded. Shrubbery and trees shall be pruned in order to keep them structurally sound and free of dead wood and maintain a neat appearance.
- (i) Contractor shall be responsible for setting of Veteran headstones at a negotiated amount per installation.

Irrigation:

- (a) Contractor will operate and maintain the existing irrigation system. Watering will be determined by weather and turf requirements. Watering should be scheduled for evenings or early mornings. County will provide materials necessary for Contractor to complete repairs or replacement of sprinklers.

3. CONTRACTOR QUALIFICATIONS

Contractor must provide the following information about their company so the County can evaluate Contractor's ability to perform the Scope of Work.

- (a) Contractor shall describe qualifications and a brief work history describing services performed that are similar in nature to the Scope of Work.
- (b) Contractor shall provide a minimum of 3 references from prior projects of a similar nature.

4. FEE PROPOSAL

Contractor shall submit a Fee Proposal for all services described in the Scope of Work for a one-year period.

5. CONTRACT

Included as Attachment B, is a copy of the proposed County agreement language and terms that successful bidder will be required to execute.

6. PRE-PROPOSAL MANDATORY MEETING

The County has scheduled a **mandatory walk-through on Wednesday, October 21, 2026 at 3:00 p.m.** and will include representatives from Veterans Services, County Administration, and Building Maintenance. The Meeting will begin at the Veterans Memorial Cemetery accessed on Cemetery Road off 400 E. Cooper Avenue, Crescent City, California.

7. PROPOSAL SUBMITTAL

Respondents must submit one (1) original Proposal signed by the individual or authorized representative, and three (3) copies of their Proposal. The outside of the submission envelope must be sealed and clearly marked "REQUEST FOR PROPOSAL – VETERANS CEMETERY LAWN MAINTENANCE". **Proposals must be submitted to Del Norte County Administration, Attn: Kylie Goughnour, 981 H Street, Suite 210, Crescent City, California, 95531, and received no later than Thursday, November 05, 2026 at 3:00 p.m.**

No oral interpretations will be made to applicants regarding the Request for Proposals. All questions shall be submitted by email and received by the County Administrative Office no later than 5:00 p.m. on October 22, 2026. The County will accordingly respond in writing by email. The County will maintain a log of the written questions and the answers thereto. For copies of the questions and answers, please contact Kylie Goughnour at kylie.goughnour@co.del-norte.ca.us to be placed on the list.

The County reserves the right to request any firm submitting a Proposal to clarify the submittal or to supply additional information necessary to assist in the selection process.

The County may deem it necessary to interview applicants and retains the right to interview applicants as part of the selection process.

The County reserves the right to reject any and/or all submittals at its discretion for any reason.

8. PROPOSAL EVALUATION

Proposals will be evaluated based on the following criteria:

- Responsiveness to the RFP
- Contractor Qualifications and experience
- Bid Proposal

Any protest to award of bid proposal must be in writing and received by the COUNTY at the Del Norte County Office of Administration, 981 H Street, Suite 210, Crescent City, CA, before 5:00 p.m. no later than two (2) working days following award to a proposer/bidder (the "Bid Protest Deadline") and must comply with the following requirements:

- ◆ Only a bidder who has actually submitted a Bid Proposal is eligible to submit a bid protest against another bidder. Subcontractors are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
- ◆ The bid protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name, address and telephone number of the person representing the protesting bidder if different from the protesting bidder.
- ◆ A copy of the protest and all supporting documents must also be transmitted by e-mail, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
- ◆ The protested bidder may submit a written response to the protest, provided the response is received by COUNTY before 5:00 p.m., within two (2) working days after the Bid Protest Deadline or after receipt of the bid protest, whichever is sooner (the "Response Deadline"). The response must include all supporting documentation. Material submitted after the Response Deadline will not be considered. The response must include the name, address and telephone number of the person representing the protested bidder if different from the protested bidder.
- ◆ A copy of the protest and all supporting documents must also be transmitted by e-mail, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.

- ◆ The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.

ATTACHMENT A



ATTACHMENT B

Period of _____ through _____



Del Norte County Contract No.: _____

Agreement for _____

Contractor: _____

Address: _____

AGREEMENT FOR

This Agreement for _____ ("Agreement") is made as of the Effective Date set forth below by and between the County of Del Norte, a political subdivision of the State of California ("the County"), and _____, hereinafter referred to as "Contractor."

In consideration of the Services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

OPERATIVE PROVISIONS

1. SERVICES.

Contractor will provide those services described in Attachment "A", ("Services").

2. TERM.

Effective Date: _____

Termination Date: _____

The term of this Agreement (the "Term") shall be the period between the Effective Date and the Termination Date.

3. PAYMENT

The County will pay Contractor for Services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" will be the only payment made to Contractor for services rendered pursuant to this Agreement. Contractor will submit all billings for said services to the

County in the manner specified in Attachment "B".

4. RENEWAL

Unless otherwise terminated pursuant to Section 9, this agreement will automatically renew for an additional term of one (1) year on _____ unless either party provides the other party at least thirty (30) days written notice prior to the termination date of its intent not to renew this Agreement.

5. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF PARTIES

Contractor will, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing Services pursuant to this Agreement.

6. GENERAL PROVISIONS

The general provisions set forth in Attachment "C" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other term or condition insofar as it is inconsistent with the general provisions.

7. DESIGNATED REPRESENTATIVES

All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as stated below, who shall be considered the designated representatives of each party for all purposes. Changes in designated representatives shall occur only by advance written notice, of at least fourteen (14) days, to the other party.

The representative of the COUNTY:

Del Norte County Administration

981 H Street, Suite 210

Crescent City, CA 95531

The representative of the CONTRACTOR:

8. ATTACHMENTS

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

Attachment A

Scope of Services

Attachment B

Payment

Attachment C

General Conditions

9. TERMINATION

- a. **Written Notice.** This Contract may be terminated by either party, in its sole

discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.

- b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Agreement should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance shall be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
- c. **Cessation of Funding.** Notwithstanding Paragraph 9.a. above, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this____day
of_____, 202____.

COUNTY OF DEL NORTE	_____
_____	_____
_____	_____
Chair, Board of Supervisors	_____

ATTEST:

KYLIE GOUGHNOUR
Clerk of the Board