



# ***City of Ojai***

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## ***Department of Public Works***

408 South Signal Street, Ojai, CA 93023  
Office: 805.646-5581

### **REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE ON-CALL CONTRACTOR SERVICES FOR THE CITY OF OJAI**

The City of Ojai (City) invites interested contractors to submit a Statement of Qualifications (SOQ) for on-call contractor services. The City typically establishes contracts for on-call contractor services yearly at the beginning of the fiscal year in July, but contractors are invited to submit SOQ's throughout the year for consideration for the trades below for which they are qualified (more than one trade can be chosen):

- Audiovisual Installation and Repair
- Bee and Pest Removal Services
- Boiler Repair & Services
- Building Security Systems
- Carpentry (rough framing and finish work contractors)
- Concrete and Masonry
- Crane Rental and Operator
- Debris Removal Services
- Door and Gate Contractor
- Electrical (all types)
- Electric Motor Service
- Elevator Services
- Emergency Building Cleanup Services
- Fabricators (metal and plastic)
- Fencing
- Fire Suppression System
- Flooring
- General Building Contractor
- General Engineering Contractor
- Generator Installation and Repair
- Graffiti Removal
- Hazmat Services and Demolition
- Heavy Equipment Rental and Operator
- HVAC Services
- Irrigation Controller System Tech.
- Instrumentation and Controls Integrator
- Lathing and Plastering
- Landscape and Irrigation Installation
- Locksmith
- Mechanical Contractor (not HVAC)
- Office Partitions and Assembly
- Painting
- Pavement Striping
- Plumbing
- Pole Installation and Decorations
- Pump Rentals and Installation
- Pumping, Bypass Services, and Temporary Tanks
- Roofing
- Sawcutting Contractor (asphalt concrete and concrete)
- Sand and Water Blasting
- Security for Construction Sites
- Shoring
- Signs (includes monument signs, project signs)
- Slope Stabilization and Erosion Control
- Street and Parking Lot Pavement and Slurry Seal
- Street Sweeping
- Traffic Control Services
- Tree Removal and Tree Services
- Trucking and Hauling
- Utility Locating
- Water Tank Cleaning
- Welding
- Well Drilling and Rehabilitation
- Window Coverings and Treatments

The City seeks to enter into a contract with contractors qualified to perform prevailing wage work in the above categories on an as-needed basis for an amount not to exceed \$60,000. The agreement will commence on September 1, 2023 through June 30, 2024. The typical projects for these on-call services are miscellaneous prevailing wage public jobs. The scope of work and fee for each specific project will be negotiated just prior to performing the work.

After interested contractors submit the required SOQ documents as described below, the City will review qualifications submitted, and if contractors are qualified and have submitted the required paperwork, the City will consider establishing contracts with selected contractors following approval by the City Manager. City staff will recommend approval of contracts over \$60,000 to the City Council at least once per year to begin with the fiscal year in July, or more frequently if it is to the benefit of the City.

### **SOQ REQUIREMENTS (WHAT YOU HAVE TO TURN IN)**

Fill-out and return one (1) physical copy or email a digital copy of the following completed attachments that have been included with this RFQ package:

- Attachment A – Application
- Attachment B – Prequalification Questionnaire
- Attachment C – Insurance Requirements Acknowledgment
- Attachment D – On-Call Agreement Acknowledgement
- Attachment E – Example Bids from Past Projects

Submit hard copy to:

Jackie Nunez

City of Ojai

Public Works Department

408 S. Signal St.

Ojai, CA 93023

*OR*

Submit digital copy to:

[jackie.nunez@ojai.ca.gov](mailto:jackie.nunez@ojai.ca.gov)

If you have any questions, please contact Jackie Nunez at (805) 646-5581 ext. 204 or [jackie.nunez@ojai.ca.gov](mailto:jackie.nunez@ojai.ca.gov) with “On-Call Contractor” in the subject line.

Enclosures:      Scope of Services for each Discipline  
                            Sample On-Call Agreement

## Enclosure – Scope of Services for Each Discipline

The following are general descriptions of the prevailing wage work that may be required of contractors from each discipline of work below. The work in each discipline is not exhaustive and could include other work related to that discipline that is not considered maintenance work by Public Contract Code Section 22002.

Audiovisual Installation and Repair: Design, alteration, renovation, installation, programming, and repair of audiovisual systems for City Facilities.

Bee and Pest Removal Services: Remove bee, hornet, wasp, insect, and rodent nests using humane methods while abiding by State laws. Provide professional and bee and pest consultation or support services as needed.

Boiler Repair & Services: Boiler and heater repair, improvements, installation, replacement, and related support for City facilities.

Building Security Systems: Installation, troubleshooting, and improvements of security and life safety detection systems for buildings and facilities including access control, fire and life safety systems, intrusion and burglar alarms and detection, video surveillance systems, systems integration, intercom systems, and central station monitoring.

Carpentry (rough framing and finish work contractors): Rough framing contractor work would include wood and metal framing, and all related work including sub-flooring, siding, staircases, decking, truss members, and sheathing. Finish work carpentry would include cabinets, millwork and other related finishing work such as surfacing, joining, gluing, fabricating, placing, finishing, and erecting millwork in structures.

Concrete and Masonry: Concrete and demolition, modification, and installation for concrete asphalt, sidewalks and related structures, retaining walls, and other concrete structures.                    Masonry demolition, modification, and installation for masonry walls, retaining walls, and other related structures.

Crane Rental and Operator: Full service crane rentals including the option of a certified operator, rigging services, and professional crane consulting.

Debris Removal Services: Junk and debris removal, haul off, large item removal, chemical removal, organic waste removal, dumpster rentals, recycle and reuse of removal, coordination and delivery to recycling centers, waste removal/disposal, and office waste removal/disposal.

Door and Gate Contractor: Installs, modifies, and repairs all types of commercial or office doors including overhead and sliding door assemblies. This includes but is not limited to: wood and screen doors, metal-clad doors, glass sliding/stationary doors and frames, automatic revolving doors, hospital cubical doors and related installations; power-activated doors, gates, movable sun shades/shutters; card-activated equipment and other access control device; and any low-voltage electronic or manually operated door hardware/device.

Electrical (all types): General electrical contracting and services, commercial/industrial electrical, VFD and water and wastewater facility electrical, solar power installations, light and traffic signal services, lighting services, underground services, low voltage, design assistance, light metering, troubleshooting, wire pulling, electrical panel installation/service, electrical meters, electrical repairs, and wire location services.

Electric Motor Service: Troubleshooting, tuning, modification, replacement, and improvements to electrical motors for City building, and water and wastewater facilities. Work could involve the removal and installation of motors.

Elevator Services: Fabrication, installation, repair, inspection, and service of elevator systems. Fast response services are also required.

Emergency Building Cleanup Services: Rapid response mitigation and cleanup for facilities and buildings damaged from unforeseen utility or City infrastructure failure.

Fabricators (metal and plastic): Fabrication services, bending, welding, forming, cutting, vacuum forming, molding, punching, milling, drilling, routing, hot stamped, bonding, machining, CNC, 3-D printer services, modeling and design support, and plastic welding.

Fencing: Permanent and temporary fencing installation, fencing repair, modifications and other services for wood fencing, chain-link fencing, ornamental fencing, vinyl fencing, entry gates, commercial fencing, and other fencing materials or types.

Fire Suppression System: Evaluates, fabricates, installs, inspects, and repairs all types of fire protection and suppression systems.

Flooring: Preparation, installation, and repair of floor or floor covering including, but not limited to, carpet, resilient tile, hardwood, laminate, vinyl & linoleum, ceramic & porcelain, stone, and tile.

General Building Contractor: Full service building contractor including oversight and management of specialized subcontractors for improvements, alteration,

construction, remodels, site work, demolition, interior, exterior, installation of metal sheds, and other work.

General Engineering Contractor: General engineering services requiring specialized engineering knowledge in a broad range of subjects, including but not limited to, water, drainage, irrigation, water supply, flood control, reclamation works, railroads, highways, streets, roads, bridges, tunnels, sewers, plants, pipeline systems, soils, earthwork, excavating, grading, trenching, paving, concrete work, and others. This discipline includes streets and pipeline contractors.

Generator Installation and Repair: Evaluation, troubleshooting, repair, improvements, installation, and testing of commercial generators for City facilities including buildings, water and wastewater facilities.

Graffiti Removal: Removal of graffiti in difficult areas or areas requiring special skills and equipment.

Hazmat Services and Demolition: 24-Hour spill response, chemical removal, remediation, lead paint removal, industrial services, vacuum services, biohazard clean-up, testing services, mold/asbestos services, hazmat management and consulting, hazmat assessment, emergency response teams, and hazmat transportation and legal disposal.

Heavy Equipment Rental and Operator: Full service heavy equipment rentals and delivery, rental operators, scissor lifts, light towers, reach forklifts, air compressors, boom lifts, small cranes, skid steers, generators, trailers, mixers, heaters, backhoes, excavators, pumps, compaction equipment, earthmoving equipment, trucks, welders, and shoring.

HVAC Services: Full service cooling and heating contractor to cover installation, repair, troubleshooting, modifications, indoor air quality assessment, HVAC system balancing, and other services as needed.

Irrigation Controller System Technology: Design, modification, installation, repair, and service of City owned irrigation controllers. Remote access and management of irrigation controller systems data collection information. Programming and troubleshooting of irrigation controllers.

Instrumentation and Controls Integrator: Design, troubleshooting, modification, installation, and integration and programming of various control systems for water, wastewater, and building facilities.

Lathing and Plastering: Application of various coatings such as lathe, plaster, drywall, soundproofing, fireproofing, and other related work.

Landscape and Irrigation Installation: Landscaping, plant, and tree installation as well as landscaped area improvements, and modification. Irrigation system repairs, installation, and design. Services include landscape plant material care, plant pest and disease services.

Locksmith: Full service on-call locksmith including mobile services. Re-keying services, access controls, and high security lock systems. Evaluation, installation, modifications and repairs to doors, gates, locks, windows, security doors, vaults, electronic access control systems, manual and automatic locking devices.

Mechanical Contractor (not HVAC): Mechanical work on City facilities and infrastructure including building, water and wastewater facilities to modify pumps, housings, valves, gates, piping and other related systems.

Office Partitions and Assembly: Design, modification, delivery and installation of office workstation partitions, parts, desks, and related equipment.

Painting: Commercial painting, interior painting, exterior painting, fine finishing painting, pneumatic sprayers, floor painting, and fence and wall painting.

Pavement Striping: Application of street and parking lot painted markings, reflective pavement markers, and thermoplastic striping.

Plumbing: Commercial building and municipal plumbing services on water sanitary sewer, and drainage facilities to troubleshoot, repair, modify, and install. Services could also include CCTV services, and other pipeline rehabilitation services such as CIPP.

Pole Installation and Decorations: Installation of flag poles, other non-structural poles and building attachments, and decorations.

Pump Rentals and Installation: Full service pump rentals with delivery, trash pumps, diaphragm pumps, high volume diesel pumps, specialty diesel pumps, electric pumps, submersible dewatering pumps, hydraulic pumps, portable pumps, and towable pumps.

Pumping, Bypass Services, and Temporary Tanks: Sanitary sewer, potable water, and recycled water pumping equipment and services; sewer bypassing solutions; emergency bypass services, design of bypass systems; pumping rentals; pipe/hose/fitting services; and temporary tanks.

Roofing: Installation and repairs of roofing sealant, waterproofing, and corresponding structures. Contractor shall be experienced in asphaltum, pitch, tar, felt, glass fabric, urethane foam, metal roofing systems, flax, shingles, roof tiles, slate and other roofing materials or roofing waterproofing materials.

Sawcutting Contractor (asphalt concrete and concrete): Sawcutting of asphalt concrete and concrete streets, sidewalks, and other city facilities. Work could also require vacuuming of residual materials if required.

Sand and Water Blasting: Cleaning using water or sand blasting methods for streets, sidewalks, parking lots, and other City facilities including waste water and water treatment facilities. Work could also require vacuuming of residual materials if required.

Security for Construction Sites: Provide 24-hr security and guarding services, protect property or staging site, monitor alarms, monitor closed-circuit TV cameras, control access points, conduct security check over area or site, write reports on observations, eyewitness testimony, detain criminal violators, enforce laws on private property, call police services.

Shoring: Supply and installation of trench and pit shoring materials and equipment.

Signs (includes monument signs, project signs): Construction of City project signs, monument signs, ordering of custom signs, fabrication of signs, installation of signs, banners, deployment of signs, graphic design of signs, hanging signs, electrical signs, repair of signs, attach sign to structures, painted signs, modifications to signs, removal of signs, and temporary signs.

Slope Stabilization and Erosion Control: Contractor services specific to stabilizing, modifying, and installation of slope protection and retaining solutions in difficult to reach areas requiring specialized skill and experience.

Street and Parking Lot Pavement and Slurry Seal: Asphalt pavement and slurry seal application to streets, parking lots, and other City facilities.

Street Sweeping: Provide full service street sweeping service, including vacuum sweeper, wet broom sweeper, multi-type sweepers, 24-hr service, waterless sweeper, and experienced drivers.

Traffic Control Services: MUTCD compliant traffic control services, on-call availability, perform traffic control installations, monitor and maintain traffic control devices, design of traffic control plans, removal of traffic control devices, rentals, CMS (changeable message signs) services, flaggers, and certified staff.

Tree Removal and Tree Services: Tree and stump removal and grinding, arborist services, emergency tree removal and hauling, tree modifications including root pruning, and tree service consulting.

Trucking and Hauling: Provide truck hauling and equipment transport related to public works projects.

Utility Locating: Providing utility locating, tracing, and marking services. This may include potholing if the contractor is qualified to perform such work.

Water Tank Cleaning: Assessment, cleaning, and debris removal of potable water, raw water, and recycled water tanks. Could include surface cleaning of basins, channels, and tanks in wastewater facilities if the contractor is qualified.

Welding: All types of welding, knowledge of all types of materials, full service fabrication, custom gates/fences, equipment repair, and mobile welding.

Well Drilling and Rehabilitation: Assessment, repair, rehabilitation, and installation of new wells including water and monitoring wells.

Window Coverings and Treatments: Install or apply decorative, functional, or architectural window coverings and treatments, including louvers, shutters, and blinds, metal window and door guards, drapery and screens, and film window treatments for temperature control, screening, or graffiti protection.