



GENERAL SERVICES DEPARTMENT

965 Fir Street
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May 3, 2011

To Whom It May Concern,

Attached are the proposal guidelines for the annual Bidwell Park and Chico Creeks Cleanup to be held in the Fall of 2011. For years, the event has been held on the same weekend as the annual California Coastal Cleanup Day, which is scheduled for Saturday, September 17, 2011.

Feel free to give me a call if you have any questions about the event or the guidelines at 530-896-7831.

Thank you for your interest.

Sincerely,

Lise Smith-Peters
Management Analyst

cc. Parks and Natural Resources Manager



**REQUEST FOR STATEMENT OF INTEREST AND
QUALIFICATION REQUIREMENTS FOR
BIDWELL PARK & CHICO CREEKS CLEAN UP EVENT
FALL 2011**

GENERAL REQUIREMENTS

The City of Chico is soliciting proposals from local (Chico Urban Area) non-profit organizations who are interested in conducting one clean-up event in Bidwell Park during the fall of 2011. The purpose of the clean-up is to help maintain heavily used portions of Bidwell Park and other Chico creek areas and heighten public sensitivity to the problem of littering in the parks, pathways and greenways throughout our community.

The City anticipates awarding a grant to not exceed \$2,000 to one organization to conduct this event. Only non-profit organizations are eligible to apply.

PROPOSAL FORMAT AND CONTENT

Organizations which can successfully plan, organize, publicize and execute a one-day clean-up event in Bidwell Park are encouraged to submit proposals. The event is expected to be in September or October 2011. Proposals should include a proposed date and park and nearby creek locations for the event. Final approval of date and locations shall be made by the Park and Natural Resources Director.

Proposals should include the following elements:

1. Introduction providing history and purpose of the organization. Include a copy of non-profit designation.
2. Publicity plan.
3. Relevant experience on similar projects or a clear demonstration of the organizational skills, knowledge and volunteer support to successfully complete the project.
4. Identify the person who will be responsible for coordinating the events and their relevant experience. Indicate other key individuals who will be involved, their roles and relevant experience.
5. Time line of activities and milestones leading up to the event.
6. Proposed cost to the City of Chico and proposed funding (for example matching grants or donations) from non-City sources. Include a budget for the event including when payments would be requested. A summary of actual costs will be required.
7. Estimated/target quantity of material to be removed.

SUBMITTING PROPOSALS

Please submit the proposal in a sealed envelope labeled as “Bidwell Park Cleanup Proposal”, or by email or fax no later than 4:00 PM on June 30, 2011 to:

Physical Address	Mailing/Email/Fax Address
General Services Department Park Division 965 Fir Street Chico, CA 95928	Park Division General Services Department P.O. Box 3420 Chico, CA 95928 Attn.: Lise Smith-Peters email: Lspeters@ci.chico.ca.us Fax: 530-895-4731

Note: Applications received after the due date will NOT be accepted (even if postmarked before the due date).

SCOPE OF SERVICES

The City will expect the successful organization to provide the following:

1. Conduct an event that removes trash from Bidwell Park and surrounding creek areas.
2. Provide a written report after the event which includes number of participants, amount of material collected, a map of the areas covered, and photos of dumpsters filled and other event activities and participants.
3. Provide advance publicity to attract as many participants as possible to the event.
4. Heighten public awareness to refrain from littering and leaving debris in Bidwell Park or any park, pathway or greenway.
5. Collect a minimum of 1,000 pounds per event and arrange for the disposal of material collected including recyclables.
6. CLEARLY INDICATE IN ALL ADVERTISEMENT AND PUBLICITY THAT THE EVENT IS BEING SPONSORED AND SUPPORTED BY THE CITY OF CHICO.
7. Ensure that all activities are consistent with the management policies of Bidwell Park. Example, glass containers will not be used during the event.
8. Insurance - Liability Insurance.
 The organization shall obtain commercial general liability insurance from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better, or in the alternative, an unlicensed U.S. domiciled company or companies with a rating of "A," which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, **with a maximum policy**

deductible of \$500. Said insurance coverage shall be evidenced by a certificate of insurance with policy **endorsements** and shall be executed by an authorized official of the insurer(s).

In addition to the limits of coverage provided herein above, policy **endorsements** shall be attached to the certificate that also provide that:

- (a) "The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as **additional insureds** with respect to any liability arising out of the activities of the named insured."
- (b) "The insurance coverages afforded by this policy shall be **primary insurance** with respect to the City of Chico, its officers, officials and employees. Any insurance or self-insurance maintained by the City of Chico, its officers, officials or employees shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it."
- (c) A statement that "The insurer will provide to the City at least **thirty (30) days** prior notice of cancellation or material change in coverage."

SELECTION PROCEDURE

The City of Chico will review and evaluate all proposals received by the due date. Incomplete proposals will not be considered. Complete proposals from organizations that demonstrate the ability to organize the event, will be evaluated and the award will be made to the organization that provides the required quality of service at the lowest cost to the City of Chico. The City may elect to conduct interviews with organizations that have presented complete proposals.