



DOWNTOWN
TRACY
TRACY CITY CENTER
ASSOCIATION

REQUEST FOR PROPOSALS
DOWNTOWN MAINTENANCE SERVICES
FOR THE TRACY CITY CENTER ASSOCIATION PROPERTY & BUSINESS
IMPROVEMENT DISTRICT

Released: September 24, 2026

Walking District: TBD

Questions Due: October 8, 2026

Proposals Due: October 29, 2026

Contract Term: One (1) year, with the option to renew upon mutual agreement.

I. INTRODUCTION AND BACKGROUND

The Tracy City Center Association (TCCA) is a nonprofit organization responsible for administering programs and services within the Downtown Tracy Property and Business Improvement District (PBID).

TCCA is seeking proposals from qualified and experienced contractors to provide comprehensive downtown maintenance services throughout the designated PBID service area.

The purpose of this Request for Proposals (RFP) is to identify a contractor capable of maintaining a clean, safe, attractive, and welcoming downtown environment while supporting TCCA's ongoing beautification and maintenance efforts.

The selected Contractor will work closely with TCCA staff and applicable City of Tracy departments to maintain public spaces in accordance with the standards and expectations outlined in this RFP.

The Contractor shall provide sufficient personnel, equipment, materials, and supervision necessary to complete the services described herein.

II. SERVICE AREA

Maintenance services shall be performed throughout the Downtown Tracy Property and Business Improvement District.

A service-area map will be provided as **Exhibit A**.

Front Street Plaza & Transit Station Clarification

Although the Tracy Transit Station and The Front Street Plaza may appear within or adjacent to the PBID service area, **the Front Street Plaza & Transit Station and associated parking areas are City-owned facilities and are maintained by the City of Tracy.**

Tracy City Center Association

17 E 6th St. Ste 225 Tracy, CA 95376 | tracycitycenter.com

tcca@tracycitycenter.com | tel: 209.597.0073

Contractors **shall not include the Front Street Plaza and the Tracy Transit Station or its associated parking lot in their proposal or cost estimates.**

III. OVERALL OBJECTIVES

Through the retention of a downtown maintenance Contractor, TCCA seeks to accomplish the following:

1. District Cleanliness

Maintain a consistently clean, orderly, and attractive downtown environment.

2. Beautification

Support TCCA's efforts to improve the appearance of downtown through proper care of flower pots, planters, landscaped areas, and public amenities.

3. Consistent Maintenance

Establish a reliable maintenance schedule that ensures services are performed consistently throughout the PBID.

4. Communication

Maintain clear and timely communication between the Contractor, TCCA staff, and applicable City of Tracy departments.

5. Problem Identification

Identify and report maintenance, safety, landscaping, irrigation, vandalism, graffiti, and other issues requiring attention.

6. Quality of Service

Provide professional, courteous, and dependable service to businesses, property owners, residents, visitors, TCCA, and the City of Tracy.

IV. MAINTENANCE SERVICES TO BE PROVIDED

The Contractor shall furnish all labor, equipment, supervision, and materials necessary to perform the following services.

A. LITTER REMOVAL & DISTRICT CLEANLINESS

The Contractor shall:

- Remove litter, trash, debris, leaves, and other refuse throughout the downtown district.
- Remove accumulated debris from sidewalks, walkways, curb lines, alleys, tree wells, planter areas, and public gathering areas.
- Monitor public trash receptacles and address overflowing receptacles when necessary.
- Notify TCCA when City servicing is required.
- Maintain the downtown district in a clean and professional condition.

Proposed Frequency:

B. SIDEWALK CLEANING

The Contractor shall:

- Blow sidewalks, walkways, curb lines, alleys, tree wells, and public gathering areas.
- Remove accumulated dirt, leaves, litter, and debris.
- Coordinate with the City of Tracy street-sweeping program.
- Maintain pedestrian areas in a clean and presentable condition.
- Address areas with excessive debris or pedestrian traffic as needed.

Proposed Frequency: Twice a week.

C. WEED ABATEMENT

The Contractor shall:

- Remove weeds from planter beds.
- Remove weeds from decorative flower pots.
- Remove weeds from sidewalks and paver joints.
- Remove weeds from curbs and gutters.
- Remove weeds from tree wells.
- Maintain designated landscaped areas in a neat and reasonably weed-free condition.
- Report landscaping or tree issues that require City or TCCA attention.

Proposed Frequency:

D. FLOWER POT & PLANTER MAINTENANCE

The Contractor shall:

- Maintain TCCA flower pots and designated planter areas.
- Plant seasonal flowers as approved by TCCA.
- Fertilize and deadhead flowers as appropriate.
- Remove dead or deteriorated plant material.
- Recommend seasonal plant replacements and planting schedules.
- Report irrigation problems, damaged planters, or other landscaping concerns to TCCA.

Proposed Frequency:

E. MULCH INSTALLATION

The Contractor shall:

- Coordinate mulch deliveries with TCCA.
- Install and evenly distribute mulch in designated landscaped areas.
- Refresh mulch as directed by TCCA.

Note: The City of Tracy may provide recycled mulch when available.

Proposed Frequency:

F. CLEANING OF DOWNTOWN AMENITIES

The Contractor shall:

- Clean benches.
- Clean public trash receptacles.
- Clean decorative flower pots and planters.
- Remove stickers, tape, and minor graffiti where possible.
- Report larger graffiti, vandalism, damaged infrastructure, or safety concerns to TCCA.

Proposed Frequency:

V. SERVICE FREQUENCY & MAINTENANCE SCHEDULE

Service	Proposed Frequency
Litter Removal	WEEKLY
Sidewalk Cleaning	AS NEEDED WEEKLY
Weed Abatement	AS NEEDED WEEKLY
Flower Pot Maintenance	WEEKLY WEED MAINTENANCE & QUARTERLY TRIMMING
Planter Maintenance	WEEKLY
Amenity Cleaning	WEEKLY
Mulch Installation	MARCH & SEPTEMBER

VI. REPORTING REQUIREMENTS

The Contractor shall provide TCCA with **electronic maintenance reports**.
Reports shall include:

- Services completed.
- Date and time services were performed.

- Areas serviced.
- Maintenance issues identified.
- Photographs of problem areas.
- Description of recommended corrective action.
- Landscaping or irrigation concerns.
- Graffiti or vandalism reports.
- Safety concerns.
- Other conditions requiring TCCA or City attention.

The Contractor shall immediately notify TCCA of significant vandalism, irrigation failures, damaged landscaping, hazardous conditions, or public safety concerns.

VII. CONTRACTOR QUALIFICATIONS

Proposals should include:

- Company background and years in business.
- Relevant experience performing downtown, commercial, municipal, PBID, or landscape maintenance.
- Qualifications of key personnel.
- Current California business license.
- Proof of insurance.
- Applicable certifications.
- References from current or previous clients.
- Examples of comparable maintenance contracts.

VIII. PROPOSAL REQUIREMENTS

Each proposal shall include:

Company Information

- Company name
- Address
- Primary contact
- Phone number
- Email address
- Years in business

Work Plan

Provide a detailed description of:

- Proposed maintenance schedule.
- Staffing levels.
- Equipment to be utilized.
- Materials and supplies.
- Quality-control procedures.
- Communication process with TCCA.
- Reporting procedures.

- Emergency or special-event response capabilities.

Pricing

Provide:

- Monthly maintenance fee.
- Annual maintenance cost.
- Hourly labor rates, if applicable.
- Pricing for additional requested services.
- Any applicable equipment or material charges.
- Any other anticipated costs.

IX. INSURANCE

The successful Contractor shall maintain all insurance required by TCCA and applicable City of Tracy requirements.

The Contractor shall provide certificates of insurance prior to beginning work. Required coverage shall include, at minimum, applicable:

- Workers' Compensation.
- General Liability.
- Automobile Liability.
- Additional Insured endorsements naming TCCA and the City of Tracy, as required.

X. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

- Provide all labor, supervision, equipment, materials, and supplies necessary to perform the contracted services.
- Maintain all equipment in safe operating condition.
- Ensure employees are properly trained.
- Maintain professional conduct while working within Downtown Tracy.
- Comply with applicable federal, state, and local laws.
- Maintain required licenses and insurance.
- Communicate promptly with TCCA staff regarding issues affecting service delivery.

XI. SUBMITTAL OF PROPOSALS

Proposals shall be submitted electronically or VIA mail to:

Tracy City Center Association

17 E. 6th Street, Suite 225

Tracy, CA 95376

Email: admin@tracycitycenter.com

Proposal Deadline:

NA

XII. CONTRACTOR REPRESENTATIONS

By submitting a proposal, the Contractor represents that it:

1. Has reviewed and understands the RFP and all applicable exhibits.
2. Has reviewed the proposed service area.
3. Has had the opportunity to inspect the Downtown Tracy service area.
4. Understands the conditions that may affect the cost or performance of the services.
5. Will comply with all applicable federal, state, and local laws, ordinances, codes, rules, and regulations.

XIII. EVALUATION & AWARD

TCCA may consider the following when evaluating proposals:

- Relevant experience.
- Qualifications of personnel.
- Proposed maintenance schedule.
- Understanding of the scope of work.
- Quality of proposed work plan.
- Responsiveness and communication.
- References.
- Pricing and overall value.
- Ability to meet TCCA's maintenance standards.

TCCA reserves the right to accept, reject, or negotiate any proposal and is not required to select the lowest-cost proposal.

XIV. CONTRACT TERM

The anticipated contract term shall be **one (1) year**, with the option to renew upon mutual agreement between TCCA and the selected Contractor.

The anticipated start date will be [DATE].

XV. CONCLUSION

TCCA is seeking a professional maintenance partner capable of providing consistent, reliable, and high-quality maintenance services throughout Downtown Tracy.

The successful Contractor will be expected to work collaboratively with TCCA, communicate effectively regarding maintenance concerns, and demonstrate a commitment to maintaining a clean, attractive, and welcoming downtown environment.

TCCA reserves the right to accept, reject, amend, or negotiate any proposal received through this RFP process.

Exhibit A

Downtown Tracy Property and Business Improvement District (PBID) Service Area Map
(To be provided by TCCA.)



