



GAIL FARBER, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AE-3**

January 25, 2016

### **NOTICE OF INVITATION FOR BIDS FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS (HQ) COMPLEX (2016-PA003)**

PLEASE TAKE NOTICE that Public Works requests Bid Submissions for a contract for Landscape and Grounds Maintenance Services for Public Works Headquarters (HQ) Complex (2016-PA003). This contract has been designed to have a potential maximum contract term of five years, consisting of an initial one-year term and four potential additional one-year option renewals. The total annual contract amount of this service is estimated to be \$85,000. The Invitation for Bids (IFB) with contract specifications, forms, and instructions for preparing and submitting Bids may be requested from Ms. Ani Karapetyan at (626) 458-4050, [akarapetyan@dpw.lacounty.gov](mailto:akarapetyan@dpw.lacounty.gov), Monday through Thursday, 7 a.m. to 5 p.m.

There are no mandatory conference and walk-through for this solicitation; however, it is the Bidders' sole responsibility to do their due diligence and to contact the Contract Manager (CM) to arrange a site visit and familiarize themselves with the site location and its requirements before submitting their bid. Bidders must coordinate with the CM prior to visiting the site. Arranging the date and time of the site visit will be at the CM's sole discretion. The CM's name and contact information can be found in Exhibit A.1, Scope of Work. The site visit should be carried out prior to the established Bid Submission deadline. The Bid Submission due date will not be extended to allow extra time to conduct the site visit.

All interested firms that are included in the Qualified Contractors List resulted from Request for Statement of Qualifications for Landscape and Grounds Maintenance

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Services (2014-SQPA001) are invited to submit a Bid provided that they meet the Minimum Requirements identified in this Invitation for Bids.

**Minimum Requirements:** At the time of Bid submission, Bidders must meet all minimum requirements set forth in the IFB document including, but not limited to:

**The use of Subcontractors is prohibited for this service.**

1. Bidder or its managing employee must have a minimum of three years of experience providing landscape maintenance services.
2. Bidder must hold a valid and active California-issued landscaping license, Contractor Classification C-27.
3. Bidder must hold a valid and active State of California Department of Pesticide Regulation Pest Control business license.
4. Bidder's employee assigned to this project must hold a valid and active State of California Agricultural Pest Control Qualified Applicator license.
5. Bidder must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.

**A. Bid Submission Requirements:**

Bids will be reviewed on a Pass/Fail basis concerning the items listed below. Bids not meeting all of these requirements may be rejected as nonresponsive. All responsive bids will be evaluated according to Section B, Bid Selection.

1. Completed and signed all appropriate forms listed in this IFB, Part I, Forms.
2. Proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5.

**The deadline to submit Bid Submission is Monday, February 8, 2016, at 5:30 p.m.**

Please direct your questions to Ms. Karapetyan at the number listed on the previous page. Bids must be submitted to the County of Los Angeles Department of Public Works Cashier, located on the Mezzanine Floor, 900 South Fremont Avenue, Alhambra, California 91803, in a package that clearly identifies the Bidder and this IFB. Bids are

received only when accepted and time stamped by the Cashier. All other indications of apparent timely delivery may be disregarded.

The deadline to submit written questions for a response is **Monday, February 1, 2016, at 5:30 p.m.** All Bidders on the Qualified Contractor List will be given a copy of all questions and answers for their information via e-mail only.

Bidders are instructed not to contact any County personnel other than the Contract Analyst listed below regarding this solicitation with the exception to contact the CM to arrange a site visit. All contact regarding this IFB or any matter relating thereto must be in writing and may be mailed, e-mailed, or sent via facsimile to:

County of Los Angeles Department of Public Works  
Architectural Engineering Division – 8th Floor  
Attention Ms. Ani Karapetyan  
P.O. Box 1460  
Alhambra, California 91802-1460

E-mail: [akarapetyan@dpw.lacounty.gov](mailto:akarapetyan@dpw.lacounty.gov)  
Telephone: (626) 458-4050

If it is discovered that a Bidder contacted and received material information from any County personnel other than the Contract Analyst named in the Notice of IFB and above, regarding this solicitation, the County, in its sole determination, may disqualify their Bid from further consideration.

**B. Bid Selection:**

All responsive submitted Bids will receive a composite score (rating) and be ranked in numerical sequence from high to low based on the following criteria:

Proposed Price (100 points)

The proposed price should accurately reflect the Bidder's cost of providing the required products and services and any profit expected during the contract term. Prior to scoring, the proposed prices must be adjusted in accordance with the Transitional Job Opportunities Preference, the Local Small Business Preference, or the Disabled Veteran Business Enterprise Preference, as applicable.

- Transitional Job Opportunities Preference. To the extent permitted by State and Federal law, should one or more of the Bidders qualify for the Transitional Job Opportunities Preference (Form PW-13.1), the price component points will

be adjusted prior to scoring as follows: 8 percent of the lowest price proposed will be calculated, and that amount will be deducted from the prices submitted by all Bidders who requested and were granted the Transitional Job Opportunities Preference. The Transitional Job Opportunities Preference will not reduce or change the Bidder's payment, which will be based on the Bidder's Bid amount.

- Local Small Business Enterprise (SBE) Preference. To the extent permitted by State and Federal law, should one or more of the Bidders qualify for the Local SBE Preference (Form PW-9.1), the price component points will be adjusted prior to scoring as follows: 8 percent of the lowest price proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the prices submitted by all Local SBE Bidders who requested and were granted the Local SBE Preference. The Local SBE Preference will not reduce or change the Bidder's payment, which is based on the Bidder's Bid amount.
- Disabled Veteran Business Enterprise (DVBE) Preference Program. To the extent permitted by State and Federal law, should one or more of the Bidders qualify for the Disabled Veteran Business Enterprise (DVBE) Preference (Form PW-18.1), the price component points will be adjusted prior to scoring as follows: 8 percent of the lowest price proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the prices submitted by all DVBE Bidders who requested and were granted the DVBE Preference. The DVBE Preference will not reduce or change the Bidder's payment, which is based on the Bidder's Bid amount.

Subject to such adjustment(s), the lowest Total Proposed Annual Price quoted in the Schedule of Prices (Forms PW-2.1-2.6) will receive the full weight of this evaluated item. Other Bids will receive a prorated score calculated as follows: divide the lowest Total Proposed Annual Price by each other Bidder's Total Proposed Annual Price and multiply the result by the maximum possible points for this evaluation criterion. The Bid with the lowest Total Proposed Annual Price may not necessarily be awarded a contract.

### **C. Invitation for Bids**

The definitions and other rules of interpretation set forth in requests statement of qualifications (SOQ) for the contract for Landscape and Grounds Maintenance Services (2014-SQPA001), also apply to interpretation of this IFB.

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We encourage you to follow-us on Twitter @[LACoBuildings](#) and @[LAPublicWorks](#) for information on Public Works and instant updates on contracting opportunities and solicitations.




Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters, or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference AE-3.

Very truly yours,

GAIL FARBER

Director of Public Works



PATRICK V. DeCHELLIS

Deputy Director

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Enc.

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**  
**INVITATION FOR BIDS**  
**FOR**  
**LANDSCAPE AND GROUNDS MAINTENANCE**  
**SERVICES FOR PUBLIC WORKS HQ**  
**COMPLEX (2016-PA003)**



Approved January 25, 2016  
Gail Farber  
Director of Public Works

By: Patrick V. O'Connell  
Deputy Director

INVITATION FOR BIDS  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ  
COMPLEX (2016-PA003)

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**SCHEDULE OF PRICES**

**FOR**

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)**

The undersigned Bidder offers to perform the work described in the Request for Bids (RFP) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

**ITEM A**

	<b>LOCATIONS</b>	<b>MONTHLY COST</b>	<b>NO. OF MONTHS</b>	<b>ANNUAL PRICE (Monthly Cost X No. of Months)</b>
1	<b>ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX</b>		12	
<b>A. TOTAL ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX</b>				

**ITEM B**

	<b>AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)</b>	<b>HOURLY RATE</b>	<b>EST. NO. OF HOURS</b>	<b>PRICE (Hourly Rate X Estimated No. of Hours)</b>
1	<b>AS-NEEDED LANDSCAPE MAINTENANCE WORKER</b>		100	
2	<b>AS-NEEDED IRRIGATION TECHNICIAN</b>		96	
3	<b>AS-NEEDED ARBORIST</b>		8	
4	<b>AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR</b>		108	
5	<b>AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR</b>		96	
<b>B. TOTAL PRICE FOR AS-NEEDED SERVICES</b>				

<b>TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HEADQUARTERS COMPLEX FOR INITIAL TERM (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES) (ITEM A + ITEM B)</b>	
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**SCHEDULE OF PRICES**

**FOR**

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)**

The undersigned Bidder offers to perform the work described in the Request for Bids (RFP) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

**ITEM A**

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX		12	
<b>A. TOTAL ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX</b>				

**ITEM B**

	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER		100	
2	AS-NEEDED IRRIGATION TECHNICIAN		96	
3	AS-NEEDED ARBORIST		8	
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR		108	
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR		96	
<b>B. TOTAL PRICE FOR AS-NEEDED SERVICES</b>				

<b>TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HEADQUARTERS COMPLEX FOR OPTION YEAR 1 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES) (ITEM A + ITEM B)</b>				
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**SCHEDULE OF PRICES**

**FOR**

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)**

The undersigned Bidder offers to perform the work described in the Request for Bids (RFP) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

**ITEM A**

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX		12	
<b>A. TOTAL ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX</b>				

**ITEM B**

	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER		100	
2	AS-NEEDED IRRIGATION TECHNICIAN		96	
3	AS-NEEDED ARBORIST		8	
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR		108	
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR		96	
<b>B. TOTAL PRICE FOR AS-NEEDED SERVICES</b>				

<b>TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HEADQUARTERS COMPLEX FOR OPTION YEAR 2 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES) (ITEM A + ITEM B)</b>				
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**SCHEDULE OF PRICES**

**FOR**

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)**

The undersigned Bidder offers to perform the work described in the Request for Bids (RFP) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

**ITEM A**

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX		12	
<b>A. TOTAL ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX</b>				

**ITEM B**

	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER		100	
2	AS-NEEDED IRRIGATION TECHNICIAN		96	
3	AS-NEEDED ARBORIST		8	
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR		108	
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR		96	
<b>B. TOTAL PRICE FOR AS-NEEDED SERVICES</b>				

<b>TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HEADQUARTERS COMPLEX FOR OPTION YEAR 3 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES) (ITEM A + ITEM B)</b>				
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## SCHEDULE OF PRICES

### FOR

### LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

The undersigned Bidder offers to perform the work described in the Request for Bids (RFP) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

#### ITEM A

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX		12	
<b>A. TOTAL ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX</b>				

#### ITEM B

	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER		100	
2	AS-NEEDED IRRIGATION TECHNICIAN		96	
3	AS-NEEDED ARBORIST		8	
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR		108	
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR		96	
<b>B. TOTAL PRICE FOR AS-NEEDED SERVICES</b>				

<b>TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HEADQUARTERS COMPLEX FOR OPTION YEAR 4 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES) (ITEM A + ITEM B)</b>		
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**SUMMARY SHEET OF SCHEDULE OF PRICES  
FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)**

The undersigned Bidder offers to perform the work described in the Request for Bids (RFP) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

NOTE: Bidder must provide pricing for ALL contract terms including the 5th term. Any submitted bid that does not include pricing for all terms maybe rejected at the sole discretion of the County.

It is the responsibility of the Bidder to calculate the Proposal price to take into consideration a possible escalation of wages, materials, and other costs during the Contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the Contractor for the work performed during the Contract period.

	<b>TERMS</b>	<b>ANNUAL PRICE FOR EACH TERM</b>
1	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX INITIAL TERM	
2	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 1	
3	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 2	
4	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 3	
5	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 4	
<b>TOTAL PRICE FOR YEARS' 1-5</b>		

Signature of Person Authorized to Submit Bid	
Title of Authorized Person	Date
State Contractor's License Number	License Type
Proposer's Address:	
Phone	Mobile
E-Mail	Facsimile

**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME:

My County (WebVen) Vendor Number:

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

☐ As Local SBE, certified by the County of Los Angeles, Internal Services Department, I request this proposal/bid be considered for the Local SBE Preference.

☐ Attached is a copy of Local SBE certification issued by the County.

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise
<input type="checkbox"/> Other (Please Specify):					
<b>Total Number of Employees</b> (including owners):					
<b>Race/Ethnic Composition of Firm.</b> Please distribute the above total number of individuals into the following categories:					
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff
	Male	Female	Male	Female	Male      Female
Black/African American					
Hispanic/Latino					
Asian or Pacific Islander					
American Indian					
Filipino					
White					

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature:	Title:	Date:



**TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION**

COMPANY NAME:		
COMPANY ADDRESS:		
CITY:	STATE:	ZIP CODE:

- ☐ I am not requesting consideration under the County's Transitional Job Opportunities Preference Program.

**I hereby certify that I meet all the requirements for this program:**

- ☐ My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years (*attach IRS Determination Letter*);
- ☐ I have submitted my three most recent annual tax returns with my application;
- ☐ I have been in operation for at least one year providing transitional job and related supportive services to program participants; and
- ☐ I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants, and any other information requested by the contracting department.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.**

PRINT NAME:	TITLE:
SIGNATURE:	DATE:

**REVIEWED BY COUNTY:**

<b>SIGNATURE OF REVIEWER</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>	<b>DATE</b>

**REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DBVE)  
PREFERENCE PROGRAM CONSIDERATION FORM**

**INSTRUCTIONS:** All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran-Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed 8 percent in response to any County solicitation.

Information about the State's DBVE certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov>.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations made be found in the Code of Federal Regulations, 38CFR 74, and is also available on the Veterans Affairs Website at: <http://www.vetbiz.gov>.

- ☐ I AM NOT a DVBE certified by the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs.
- ☐ I AM certified as a DVBE with the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

Name of Firm:	County Webven No.
Print Authorized Name:	Title:
Authorized Signature:	Date:

<b>SIGNATURE OF REVIEWER</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>	<b>DATE</b>

**BIDDER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IFB  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)**

**BIDDER MUST CHECK A BOX IN EVERY SECTION**

Important Note: The information on this form is subject to verification.

Completing this form by itself without including a detailed narrative/resume in your Bid Submission to support the minimum mandatory requirements of this IFB, any inconsistencies or inaccuracy in the information provided on this form, and/or your Bid Submission, may subject your Bid Submission to disqualification or other actions, at the sole discretion of the County.

**At the time of Bid Submission, Bidder must meet the following minimum requirements:**

1. Bidder or its managing employee must have a minimum of three years of experience providing landscape maintenance services.

☐ Yes. Bidder or its managing employee meets the experience requirement stated above.

Bidder or its managing employee	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience <small>Please provide a detailed narrative of Bidder's or its managing employee's experience in your Invitation for Bids to validate this minimum mandatory requirement.</small>

☐ No. Bidder or its managing employee does not meet the experience requirement stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

2. Bidder must hold a valid and active California-issued Landscaping license, Contractor Classification C-27.

☐ Yes. Please complete the chart below and submit a copy of the license.

Type of License	License No.	Name of License Holder	Valid/Active Dates

☐ No. Bidder does not have the license as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

3. Bidder must hold valid and active State of California Department of Pesticide Regulation Pest Control Business license.

☐ Yes. Please complete the chart below and submit a copy of the license.

Type of License	License No.	Name of License Holder	Valid/Active Dates

☐ No. Bidder does not have the license as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

4. Bidder's employee assigned to this project must hold a valid and active State of California Agricultural Pest Control Qualified Applicator license.

☐ Yes. Please complete the chart below and submit a copy of the license.

Type of License	License No.	Name of License Holder	Valid/Active Dates

☐ No. Bidder's employee assigned to this project does not have the license as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

5. Bidder must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.

☐ Yes. Please complete the chart below.

Registration No.	Registration Name	Valid/Active Dates

☐ No. Bidder does not have the registration as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

Bidder declares under penalty of perjury that the information stated above is true and accurate. Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Bid are made, the Bid may be rejected at the sole discretion of the County.

Bidder's Name:	
Authorized representative Name:	
Signature:	Date:

## **Living Wage Rate Annual Adjustments**

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

<b>Effective Date</b>	<b>Hourly Rate</b>
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

## COUNTY OF LOS ANGELES

# ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

## LIVING WAGE ORDINANCE:

- ☐ The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

## CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

- ☐ The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

## LABOR LAW/PAYROLL VIOLATIONS:

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

### History of Alleged Labor Law/Payroll Violations (Check One):

- ☐ The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**
- ☐ The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

### History of Determinations of Labor Law /Payroll Violations (Check One):

- ☐ There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- ☐ There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

### HISTORY OF DEBARMENT (Check one):

- ☐ The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**
- ☐ The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

**I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.**

Owner's/Agent's Authorized Signature	Print Name and Title
Print Name of Firm	Date

**PROPOSER'S EMPLOYEE BENEFITS****Proposer:** \_\_\_\_\_**Name of Proposer's Health Plan:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Medical Insurance/Health Plan:**

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

Annual Deductible  
Employee \$ \_\_\_\_\_ Family \$ \_\_\_\_\_

## Coverage (✓)

\_\_\_\_\_ Hospital Care (In Patient \_\_\_\_\_ Out Patient \_\_\_\_\_)  
 \_\_\_\_\_ X-Ray and Laboratory  
 \_\_\_\_\_ Surgery  
 \_\_\_\_\_ Office Visits  
 \_\_\_\_\_ Pharmacy  
 \_\_\_\_\_ Maternity  
 \_\_\_\_\_ Mental Health/Chemical Dependency, In Patient  
 \_\_\_\_\_ Mental Health/Chemical Dependency, Out Patient

**Dental Insurance:**

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

**Life Insurance:**

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

**Vacation:**

Number of Days \_\_\_\_\_ and

Any increase after \_\_\_\_\_ years of employment, number of days or hours \_\_\_\_\_

**Sick Leave:**

Number of Days \_\_\_\_\_ and

Any increase after \_\_\_\_\_ years of employment, number of days or hours \_\_\_\_\_

**Holidays:**

Number of Days \_\_\_\_\_ per year

**Retirement:**

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Premium \$ \_\_\_\_\_



## **Instructions to complete PW-2's, Schedule of Prices and LW-8's, Cost Methodology**

The Contract terms and the anniversary of the Living Wage rate increases are not the same dates. For example, the Contract may start from October 1, 2016, and will end September 30, 2017, which covers two different rates of Living Wage.

Living Wage rates will increase per dates indicated in Form LW-3, Living Wage Rate Annual Adjustments. This means in the same Contract term, for example, the initial term, proposer must adhere to two different rates of Living Wage.

Each Contract term has its own Form PW-2 and Form LW-8. Form LW-8 will have two parts.

Proposer must complete each part of the LW-8 based on the percentage of the Contract for each Living Wage rate. For example, proposer's first part of the Form LW-8 for the initial term must cover from October 1, 2016, to December 31, 2016, which the Living Wage rate is \$13.25. In the second part of the

Form LW-8 for the initial term, Proposer must adhere to the Living Wage rate of \$14.25, which will be the remainder of proposer's Contract term starting from January 1, 2017, to August 31, 2017. Proposer must do this for each term.

Each Contract term proposed prices indicated in Form PW-2, Schedule of Prices, must be equal to the total of two parts of Form LW-8.

**BIDDER:** \_\_\_\_\_

POSITION/TITLE *		HOURS PER DAY							HOURS	APPROXIMATE	HOURLY	COST
(LIST EACH EMPLOYEE SEPARATELY)		SUN	MON	TUE	WED	THU	FRI	SAT	HOURS (22 x Hrs per wk)	WAGE RATE**		
			8	8	8	8	8		40	880		\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
Comments/Notes:												
Total Salaries												
		(1) Vacations, Sick Leave, Holiday										
		(2) Health Insurance										
		(3) Payroll Taxes & Workers' Compensation										
		(4) Welfare and Pension										
		Total Employee Benefits (1+2+3+4)										
		(5) Equipment Costs										
		(6) Service and Supply Costs										
		(7) General and Administrative Costs										
		(8) Profit										
		Total Other Costs (5+6+7+8)										
		TOTAL PRICE										
		\$										

\* All employees shown must be FULL-TIME employees to use Part-Time employees has been granted by the County.

\*\* Living wage rate shall be at the wage rate as set forth in Form LW-3, Living Wage Rate Annual Adjustments.

**Note:** This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.**

Name of Bidder	Date
----------------	------





POSITION/TITLE *		HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (30 x Hrs per wk)	HOURLY WAGE RATE**	COST
		SUN	MON	TUE	WED	THU	FRI	SAT				
(LIST EACH EMPLOYEE SEPARATELY)			8	8	8	8	8	8	40	1200		\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
												\$
Comments/Notes:												
Total Salaries												
(1) Vacations, Sick Leave, Holiday												
(2) Health Insurance												
(3) Payroll Taxes & Workers' Compensation												
(4) Welfare and Pension												
Total Employee Benefits (1+2+3+4)												
(5) Equipment Costs												
(6) Service and Supply Costs												
(7) General and Administrative Costs												
(8) Profit												
Total Other Costs (5+6+7+8)												
TOTAL PRICE												

\* All employees shown must be FULL-TIME employees of the Bidder unless exemption to use Part-Time employees has been granted by the County.  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-3, Living Wage Rate Annual Adjustments.

**Note:** This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

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**BIDDER:** \_\_\_\_\_

POSITION/TITLE *	HOURS PER DAY							HOURS	APPROXIMATE HOURS (22 x Hrs per wk)	HOURLY WAGE RATE**	COST	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	TUE	WED	THU	FRI	SAT	PER WEEK				
		8	8	8	8	8		40	880		\$	
											\$	
											\$	
											\$	
											\$	
											\$	
											\$	
											\$	
											\$	
											\$	
Comments/Notes:											\$	
											Total Salaries	\$
											(1) Vacations, Sick Leave, Holiday	\$
											(2) Health Insurance	\$
											(3) Payroll Taxes & Workers' Compensation	\$
											(4) Welfare and Pension	\$
											Total Employee Benefits (1+2+3+4)	\$
											(5) Equipment Costs	\$
											(6) Service and Supply Costs	\$
											(7) General and Administrative Costs	\$
											(8) Profit	\$
											Total Other Costs (5+6+7+8)	\$
											TOTAL PRICE	\$

\* All employees shown must be FULL-TIME employees of the Bidder unless exemption to use Part-Time employees has been granted by the County.

**\*\*** Living wage rate shall be at the wage rate as set forth in Form LW-3, Living Wage Rate Annual Adjustments.

**Note:** This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BIDDER:** \_\_\_\_\_

POSITION/TITLE *	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (30 x Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
(LIST EACH EMPLOYEE SEPARATELY)		8	8	8	8	8		40	1200		\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
Comments/Notes:											\$
										Total Salaries	\$
								(1) Vacations, Sick Leave, Holiday			\$
								(2) Health Insurance			\$
								(3) Payroll Taxes & Workers' Compensation			\$
								(4) Welfare and Pension			\$
										Total Employee Benefits (1+2+3+4)	\$
								(5) Equipment Costs			\$
								(6) Service and Supply Costs			\$
								(7) General and Administrative Costs			\$
								(8) Profit			\$
										Total Other Costs (5+6+7+8)	\$
										TOTAL PRICE	\$

\* All employees shown must be FULL-TIME employees of the Bidder unless exemption has been granted by the County.

Living wage rate shall be at the wage rate as set forth in Form LW-3, Living Wage Rate Annual Adjustments.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Part II

## Sample Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES,  
DEPARTMENT OF PUBLIC WORKS

AND

[NAME OF CONTRACTOR]

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)

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<b>EXHIBIT B-E Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2]</b>	
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SAMPLE AGREEMENT FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
PUBLIC WORKS HQ COMPLEX (2016-PA003)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and [Name of CONTRACTOR], a [State of Incorporation] [Form of Entity] (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Statement of Qualifications filed with the COUNTY on \_\_\_\_\_, 2016, and Bid Submission filed with the COUNTY on \_\_\_\_\_, 2016, hereby agrees to provide services as described in this Contract for Landscape and Grounds Maintenance Services for Public Works HQ Complex (2016-PA003).

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F.1 (Supplemental), Performance Requirements Summary; Exhibit G.1 (Supplemental), Bid Submission Instructions; Exhibit H, Indoor Plant Locations; Exhibit I, Nesting Bird Avoidance Procedures Verification Form; Exhibit J, Countywide Integrated Pest Management Program; Exhibit K, Public Works Site Map; the CONTRACTOR'S Statement of Qualifications and Bid Submission, all attached hereto; the Request for Statement of Qualifications; and Addenda to the Request of Statement of Qualifications, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Bid and attached hereto as Form PW-2, an amount not to exceed \$\_\_\_\_\_ per year or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term shall be for a period of one year commencing on \_\_\_\_\_, or Board approval whichever occurs last. The COUNTY shall have the sole option to renew this Contract term for up to four additional one-year periods and six month-to-month extensions for a maximum total Contract term of five years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed on a month-to-month basis upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as

of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices quoted in Form PW-2, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: No cost-of-living adjustments shall be granted for the optional renewal periods.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Bid, conflict with the COUNTY'S specifications, requirements, terms, and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through K, inclusive, the COUNTY'S provisions shall control and be binding.

TWELFTH: The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.





IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chair of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

PATRICK OGAWA  
Acting Executive Officer of the  
Board of Supervisors of  
the County of Los Angeles

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By \_\_\_\_\_  
Deputy

[NAME OF CONTRACTOR]

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

## SCOPE OF WORK

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS  
HEADQUARTERS COMPLEX (2016-PA003)A. Public Works Contract Manager

Public Works Contract Manager (CM) will be Ms. Victoria Valles of Operational Services Division, who may be contacted at (626) 458-7393, e-mail address: [vvalles@dpw.lacounty.gov](mailto:vvalles@dpw.lacounty.gov), Monday through Thursday. The CM is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change the CM. The Contractor will be notified in writing when there is a change in the CM.

B. Work Location

The facility to be maintained is located at the County of Los Angeles Department of Public Works Headquarters (HQ) Complex at 900 South Fremont Avenue, Alhambra, California 91803. The jobsite may be landscaped with turf, groundcover, shrubs, trees, and may be irrigated by manual and/or automatic irrigation systems.

C. Request of Work from Contractor

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract at the County's sole and absolute discretion. The Contractor waives all claims against the County for damages or loss of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

D. Work Description

The following are the general requirements governing the work to be performed and the manner of performance.

1. Lawns

- a. The Contractor shall mow the lawns (as-needed) on Fridays (as required and weather permitting) to maintain a neat appearance. Lawn shall be trimmed to all walks, curb paving, headers, and shrub areas. Contractor shall only use walk mowers with a blade diameter of 35 inches or less. Riding mowers will not be allowed.

Debris from this work shall be removed from the worksite by the Contractor and the area left in a neat and clean condition.

- b. As-needed, Contractor shall treat and control broadleaf weeds. For example, dandelions with safe and selective herbicides.
- c. Certain lawn weeds (e.g., Bermuda grass and Crabgrass) are not effectively controlled using selective chemical herbicides. Infestations of grass weeds as stated, shall be identified and eliminated. This work shall include spraying a complete clean-up chemical, such as "Round-up" or the latest chemical used by industry standards. This work shall also include spraying the infested area, mechanical removal of the targeted weeds, and reseeding with desirable lawn seed.
- d. Contractor shall adjust and program the irrigation system to deliver adequate soil moisture to the lawn areas as determined by a weekly inspection. Contractor shall inspect weather station and the weather-based automatic irrigation controller on a monthly basis.
- e. Contractor shall perform hand sweeping Monday through Thursday. Blowers will be allowed before 6:30 a.m. and/or during nonpopulated times. If blower is used, electric blower is recommended.
- f. Contractor shall assign a minimum of one on-site landscape maintenance worker (or the equivalent) to Public Works HQ Complex for eight hours a day, Monday through Friday, for general grounds maintenance work.

2. Ground Covers and Shrubs

- a. Contractor shall ensure all plants receive sufficient water to ensure healthy growth, unless otherwise instructed by CM.
- b. Contractor shall prune or trim ground covers neatly away from shrubs, trees, walks, walls, headers, etc., weekly. If power pruner is used, electric power pruner is recommended.
- c. Contractor shall prune shrubs to maintain a natural shape and proper size as a continual operation so plants will not develop stray or undesirable growth. Hedging of shrubs is allowed only along Fremont Avenue, Orange Avenue, and Date Street. Contractor may shear using electric shear.

- d. Contractor shall clean ground cover beds weekly of all debris, leaves, branches, papers, bottles, etc.
- e. Contractor shall replace dead, missing, and unhealthy looking ground cover plants to maintain full, even, and healthy looking planting beds. Contractor shall submit a Bid for replacement of plants to Public Works before beginning installation. Plants shall not be replaced with different types unless there is consistency in design.
- f. Contractor shall regularly cultivate the open soil between plants where planting permits. Intruding weeds shall be removed by hand wherever possible. Where weed infestation is in a large area and as approved by the Department, weeds can be controlled by chemical means. Green products are recommended.
- g. Contractor shall apply fertilizer twice a year or as required to stimulate growth.
- h. Contractor shall replace annuals in front of the Department of Public Works sign at the corner of Orange and Fremont Avenue, minimum twice a year.
- i. Contractor shall conduct weed control throughout the parking lot in-between cracks and along parking stops a minimum of twice per month. Remove all dead weeds from the area. Work to be performed on Friday's.

3. Trees

- a. Contractor shall clearance prune all trees. Trees shall be pruned in a manner to develop (in most cases) open and even branching so as not to overlay one another to eliminate dead, diseased, or branch forks that lack strength to reduce toppling, and wind damage by thinning out and shaping.
- b. Contractor shall adhere to "Nesting Bird Avoidance" procedures prior to all tree maintenance. Refer to Exhibit I.
- c. Contractor shall trim trees around parking lots, fences, and roads (including hedges outside of the fences along Fremont Avenue, Orange Avenue, and Date Street) to provide sufficient bottom clearance to allow unobstructed vehicle and pedestrian traffic. Trees shall be trimmed to not obstruct view of signs, etc.

- d. Contractor shall maintain the tree drip system, clean, inspect filters, flush the system, and check for any breaks quarterly. Inspect, repair, and replace parts as-needed.
- e. Contractor shall water and fertilize all trees sufficiently to ensure health and growth. Deep root feeding of all trees shall be done once in early spring (April) every year to promote healthy growth.
- f. Contractor shall properly stake and tie trees as necessary. Trees tied shall be inspected at least three times a year to prevent bark wounds caused by abrasion. Removal of tree stakes shall be considered as soon as possible to encourage tree development.
- g. Contractor shall routinely inspect trees for insects and diseases. Approved chemical sprays shall be applied, if required, for the following insect and disease infestations: aphids, mealybugs, mites, snails, whiteflies, gophers, fungus diseases, etc.
- h. Contractor shall twice annually (June and December) have a certified arborist conduct a site visit and provide a written report to Public Works.

4. Litter

- a. Contractor shall keep all walks clear of debris from the maintenance operations, erosion run-off from storms, and irrigation or windblown debris on a daily basis.
- b. Contractor shall remove all or any portion of green waste accumulated as a result of the Contract work. Removal of green waste shall be recycled either at an on-site designated area for the use of mulch/compost material or taken out of the premise to a recycled green waste location preapproved by the CM.

5. Pest Control

- a. Contractor shall inspect all plant materials for insects and diseases. Approved chemical sprays shall be applied, if required, for the following insect and disease infestations: aphids, mealybugs, mites, snails, whiteflies, gophers, fungus diseases, etc. All chemical sprays shall be approved by the CM prior to use.
- b. The preferred method of control shall be biological control or with nontoxic, biodegradable, organic materials. If stronger materials are needed, only materials that are recommended by a licensed

Pest Control Advisor and are Environmental Protection Agency approved and regulated shall be used. Application of said product shall only be done under the direct supervision of a California Qualified Applicator certified by the State of California and registered with the County of Los Angeles.

- c. Contractor shall adhere to the Countywide Integrated Pest Management Program (IPMP). Refer to Exhibit J.
- d. All Contractor's personnel shall exercise the proper use of Personal Protective Equipment (PPE) and the proper use of chemical controls, spray equipment, and keep Material Safety Data Sheets (MSDS) on site and take any necessary prudent safety precautions.

6. Irrigation System

- a. Contractor's personnel shall inspect the irrigation systems weekly (preferably on Fridays) for broken and clogged heads, malfunctioning, or leaking valves or any other condition, which hampers the correct operation of the system. Contractor shall sequence operation of the system. Automatic irrigation controls, sprinkler heads, and control valves requiring repairs shall be reported to Facilities Management immediately so that necessary action can be taken.
- b. Contractor shall clean, inspect the filters, flush the system, and check for any breaks quarterly. Inspect, repair, and replace parts as-needed.
- c. Contractor shall adjust and clean sprinkler heads, risers, Polyvinyl Chloride (PVC) piping, and automatic or manual sprinkler control valves to maintain the system in an efficient operating condition. Sprinkler heads shall be adjusted a minimum of once a month to provide even water coverage to planted areas. At no additional cost, the Contractor shall replace the following sprinkler parts as required to maintain the irrigation system in fully operative condition: PVC plastic pipe, fittings, nozzles, rotor pop-ups, control valves, and sprinkler heads. Also, at no additional cost, the Contractor should replace and repair the following parts: major piping (up stream of automatic control valves), control valves, sprinkler heads, and irrigation controllers due to normal wear and tear as required maintaining functionality of the irrigation system. Contractor shall maintain and replace low voltage wiring from controllers to valve as-needed to maintain efficient operations.

- d. Contractor shall eliminate excessive over spray and misting, over pressurization, misalignment or tilted spray heads, or other malfunction and/or out-of-adjustment condition, which results in unreasonable waste of potable water.
- e. Contractor shall program the automatic irrigation controllers to deliver adequate soil moisture as determined by monthly (or more) personal inspection. Specific care shall be taken to keep irrigation runoff to a minimum. Contractor shall turn off the irrigation system or the irrigation clocks during rainy weather or high moisture periods where watering is not required.

7. Indoor Plants

Contractor shall provide upkeep for various predetermined indoor plants, which shall be part of the regular duties of the employees assigned for general grounds maintenance work. Contractor shall have knowledge as to the care and upkeep for various predetermined indoor plants. Replace plants or other potting soil amendments (as-needed). A list of the indoor plant locations is located in Exhibit H, Indoor Plant Locations.

8. Inspection and Workmanship

- a. All work shall be in a workmanlike manner to the satisfaction of the CM. Any unacceptable work shall be corrected at no additional cost and shall be accomplished in a timely manner.
- b. Contractor shall provide such adequate supervision as to furnish monthly surveillance and inspection of workmanship and adherence to schedules by the crews performing the work under this Contract.
- c. The facilities shall be assigned a regular on-site experienced landscape maintenance worker(s) along with an as-needed oncall experienced landscape maintenance supervisor together with all the necessary materials, tools, and equipment for the complete performance of this work.
- d. Contractor's personnel shall not perform work during inclement weather, which may destroy or damage ground cover or turf areas. On rainy days, the Contractor shall turn off irrigation clocks, check storm drains, and check for storm damage to the landscape.

- e. Any plant material that dies due to Contractor's improper maintenance procedures shall be replaced by the Contractor up to a maximum 15 gallon size at no cost to Public Works. Damages to trees and other plant materials due to circumstances beyond the control of the Contractor will be remedied by Public Works. Upon request by Public Works, the Contractor, shall plant the trees and other plant material at no cost to the County.

E. Additional Work

1. The CM may authorize the Contractor to perform additional work including, but not limited to, repairs and replacements when the need for such work arises out of unforeseen incidents such as vandalism, acts of God, and third-party negligence, or improvements in order to add new, modify existing, or to refurbish existing landscaping and irrigation systems. If the CM determines such additional work can be obtained in whole or in part by temporarily modifying the Contractor's tasks and work schedules, he or she may direct such modification.
2. Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials consistent with the rates in the Schedule of Prices (Form PW-2). The hourly labor rates quoted in the estimate shall be in accordance with the rate in the Form PW-2, Schedule of Prices, Item B, As-Needed Repair Services. No markups are allowed. No additional work shall commence without written authorization from the CM. However, when a condition threatens imminent injury to the public or damage to property, the CM may orally authorize the work to be performed upon receiving an oral estimate from the Contractor. Within 24 hours after receiving an oral authorization, the Contractor shall submit a written estimate to the CM for approval.
3. All additional work provided herein shall commence on the specified date established. The Contractor shall proceed diligently to complete said work within the time allotted.

F. Hours and Days of Service

Hours and services shall be primarily performed within the 5 a.m. to 2 p.m., time period, Monday through Friday, each week, except County observed holidays, at which time the service shall be done before or after such holiday. Work hours may be altered, when necessary, with the approval of the CM.

Holidays Observed by the County of Los Angeles are:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Presidents' Day	



Cesar Chavez Day (beginning 2017)	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

G. Utilities

Public Works will provide, at its own expense, water and electrical services for the operation of the Contractor's equipment. Contractor shall provide all electrical cords, ladders, hoses, and other tools or equipment required in the performance of its duties.

H. Storage Facilities

Public Works will provide a small area for a storage shed the Contractor may keep on-site. Public Works will not be liable or responsible for any damage, by whatever means, or theft of materials or equipment from the worksite. At no time are chemicals, gasoline, or gasoline operated equipment to be stored in the shed.

I. Removal of Debris

All debris derived from these services shall be removed from Public Works property and become the property of the Contractor. The Contractor shall dispose of all debris from these services in a legally established area appropriate for type of debris being disposed. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains and/or gutters in violation of the National Pollutant Discharge Elimination System.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the CM. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

J. Special Safety Requirements

1. All Contractor's operators shall be expected to observe all applicable State of California Occupational Safety, Health Administration (Cal/OSHA), and Public Works' safety requirements while at Public Works' jobsites.

2. Hard hats will be worn at as required. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.
3. Contractor shall inspect and identify any condition that renders any portion of the premises unsafe. Contractor shall notify the CM immediately when a condition threatens imminent injury to the public or damage to property. The Contractor shall be responsible for blocking any unsafe areas by using barricades or traffic cones to alert the public of the existence of hazards, and to protect members of the public or others from injury. The Contractor shall cooperate fully with Public Works in the investigation of any accidental injury or death occurring on the premises, including a complete written report to the CM within five days following the occurrence.
4. Special emphasis shall be placed on public safety during landscape maintenance operations, particularly when adjacent to roadways, sidewalks, and bicycle trails. Contractor shall be responsible for providing all necessary safety measures to ensure public safety within the limits of or adjacent to each particular landscape maintenance operation.

Contractor shall do the following for safety issues:

- a. Public Safety: Contractor shall perform a prework survey to identify potential safety issues and, if any are found, address them before work starts; if any hazards are found, the Contractor will report to the County's CM; if the hazards are potentially harmful or pose imminent risk to the public, contact 911.
  - b. Emergency Response: When the emergency involves injury to a member of the public, call 911; stay with the injured person until help arrives, if doing so does not pose a risk to the County crews or Contractor, and direct emergency services to the injured person, if practical; secure the site to restrict the public from going through the area. When needed, use appropriate signage and delineations.
  - c. Contractor shall file a County of Los Angeles Non-Employee Injury Report form to document the incident and injuries to the public and transmit the forms to Public Works Representative (PWR) within two business day or first day of the next business week. PWR will provide the report form.
  - d. Contractor shall submit a project safety plan and provide training to employees on the above provisions.
5. All herbicide applications shall be under the direct supervision of a Commercial Applicator certified by the State of California.

K. Maps

A site plan of the Public Works Headquarters Complex is included in Exhibit K, Public Works Site Map.

L. Responsibilities of the Contractor

1. The Contractor shall furnish all labor, materials, tools, equipment, transportation, fertilizer, insecticides, herbicides, and other items needed to perform landscape maintenance work as outlined.
2. All work shall be performed in accordance with accepted horticultural standards of quality and workmanship so as to maintain the landscape in the highest possible aesthetic condition.
3. Contractor shall provide landscape personnel with the skills and experience necessary to perform the various landscape activities for the full performance of this work.
4. Contractor shall provide at a minimum the following number of staff as indicated below:
  - a. One on-site landscape maintenance worker for eight hours per day, Monday through Friday.
5. Contractor must register annually with each County Agricultural Commissioner in those areas they plan to do work.
6. Contractor must provide annual Pesticide Handler Training to its employee working on this Contract.
7. Contractor must store the pesticides properly.
8. All pesticide, rodenticide, herbicide, and other such chemical application shall be under the direct supervision of a supervisor or employee with a valid and active California Qualified Applicator certified by the State of California and registered with the County of Los Angeles.
9. Contractor shall possess a valid and active C27 – Landscaping Contractor's license, California Qualified Applicator license, and California Pest Control Business license throughout the term of the Contract.

M. Responsibilities of Public Works

The County will determine the need to conduct its own jobsite inspections of Contractor's work.

N. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

O. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums and deduct them from any regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or untimely or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.
2. The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:
  - a. All of the time limits and acts required to be done by both parties are of the essence of the Contract.
  - b. The parties are both experienced in the performance of the Contract work.
  - c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Bid price.
  - d. The parties are not under any compulsion to contract.
  - e. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by

agreement and willingness to be bound as part of the consideration being offered to the County for the award of the Contract.

- f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.
  - g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item, for which an amount of liquidated damages is specified.
- 3. The Contractor shall pay Public Works, or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the sum of \$500 for each consecutive calendar day that the Contractor fails to complete work within the time specified unless otherwise provided in this Contract.
  - 4. In addition to the above, Public Works may use Exhibit F, Performance Requirements Summary, to evaluate Contractor's performance.

## **EXHIBIT B-E**

Exhibit B: Service Contract General Requirements

Exhibit C: Internal Revenue Service Notice 1015

Exhibit D: Safely Surrendered Baby Law Posters

Exhibit E: Defaulted Property Tax Reduction Program

See RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2 for the above exhibits to be incorporated by reference.

## PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through K, inclusive, of this Contract (Exhibits A-K) and this PRS, Exhibits A-K shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-K, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
<b>A. SCOPE OF WORK</b>				
1. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.	\$500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Violation of the National Pollutant Discharge Elimination System	Discharge of debris into storm drains and/or gutter.	\$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>B. REPORTS/DOCUMENTATIONS</b>				
1. Daily/Weekly/Monthly/Quarterly Reports	Submitted to Contract Manager daily/weekly/monthly report.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Special Reports As Needed	Filed within time frame requested.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through K, inclusive, of this Contract (Exhibits A-K) and this PRS, Exhibits A-K shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-K, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
<b>C. EMPLOYEES</b>				
1. Contractor's Employee Criminal Background Investigation	Prior to the start of the contract and continuation of the contract the contractor shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract. Employees who <u>do not</u> pass or is not certified shall be immediately removed.	\$100 per employee per day who is not certified as passing the background check.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Employees Well Oriented To Job	Employees must have thorough knowledge of facility and its needs.	\$50 per error resulting from lack of orientation; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Staffing	Staffing levels are equal or exceed contract requirements.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Photo I.D. Badges	Photo I.D. Badges worn by all employees on the job at all times.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Uniform	Uniforms worn by all day time employees on the job.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.



## PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through K, inclusive, of this Contract (Exhibits A-K) and this PRS, Exhibits A-K shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-K, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
			<input type="checkbox"/> N/A	
6. Training program	Document training of each employee.	\$250 per untrained employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Maintain Knowledge of Safety Requirements	Completion of training of all accepted standards for safe practices related to the work.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>D. SUPERVISOR/MANAGERS</b>				
1. Change in Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Respond to complaints, requests, and discrepancies.	Respond within the time frame outlined in the Contract.	\$50 per complaint not responded to within the time frame outlined in the specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Makes Site Inspections	Facility inspected each shift or as required by Contract.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Competent Supervisory Staff	Responsiveness to complaints and requests; maintain good work records, and acceptable level of service.	\$200 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through K, inclusive, of this Contract (Exhibits A-K) and this PRS, Exhibits A-K shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-K, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
5. Provide Adequate Supervision and Training	Contract specifications met.	\$50 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Project Safety Official	Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Supervisors speak, read, write, and understand English	On-site supervisor can communicate in English with County Contract Manager.	\$100 per day for use of non English-speaking supervisor; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>E. CONTRACT ADMINISTRATION</b>				
1. Insurance Certifications	Certifications submitted before implementation of contract and on a timely basis there-after.	\$200 per day; work/contract; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Record Retention & Inspection/Audit Settlement	Maintain all required documents as specified in contract.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. License and Certification	All license and certifications required to perform the work, if any.	\$200 per day; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Assignment and Delegation	Contractor shall not assign its rights or delegate its duties	\$200 per day the County is not informed of this	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through K, inclusive, of this Contract (Exhibits A-K) and this PRS, Exhibits A-K shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-K, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
	under this Contract, or both, whether in whole or in part, without the prior written consent of County.	change; possible suspension; possible termination for default of contract.	<input type="checkbox"/> N/A	
5. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA)	\$500 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

**INDOOR PLANT LOCATIONS**

**FOR**

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AT**

**PUBLIC WORKS HEADQUARTERS COMPLEX**

<b>ITEM</b>	<b>LOCATION</b>	<b>NUMBER OF PLANTS</b>
1.	Headquarters - Lobby	1
2.	Headquarters - 2nd Floor a. Southeast Corner of Building – Facilities Management Section.	5
3.	Headquarters – 5th Floor a. North Side of Building – Entrance and Conference Room.	3
4.	Headquarters – 12th Floor a. North Side of Building – Administration Section.	Multiple
5.	Annex – Lobby	1
6.	Alhambra Room - Stairwell	2
7.	Conference Room - Lobby	4

NAME/TITLE: \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_  
TYPE OF ACTIVITY: \_\_\_\_\_

### NESTING BIRD AVOIDANCE PROCEDURES VERIFICATION FORM

(To be conducted by trained and responsible staff, ONLY on maintenance and repair projects that do NOT have Environmental Permits from CDFG, COE, and the RWQCB. Otherwise, request for a qualified biologist.)

\*\*\*Only to be filled out during the nesting bird season\*\*\*

Please check boxes and fill in blanks below to demonstrate application of procedures to avoid potential impacts to nesting birds. Further information can be found in the *Nesting Bird Awareness Brochure* training materials.

**Step 1: Consider the Season** Yes ☐ No ☐

Will the work be conducted in the nesting season (March 15 to August 31)? If yes, follow Steps 2 through 5.

**Note:** These dates may change slightly so confirm annually with your supervisor. Although nesting is not expected to occur outside of this season, nesting is protected regardless of when it occurs.

**Step 2: Approach with Caution** Yes ☐ No ☐

While entering a new work area, was every reasonable effort used to minimize initial disturbance by approaching slowly and quietly when feasible?

**Step 3: Stop and Watch** Yes ☐ No ☐

When approaching the new work area, did staff stop momentarily and watch for any signs of bird nesting?

**Note:** This activity involves visually scanning the trees, other vegetation, bare ground, natural or man-made crevices, eaves of buildings, areas under bridges, or other potential nest sites. Indications of nesting may include: carrying nest building material, copulation, courting behavior (such as unusual fight patterns, mated birds (chasing or following closely in flight), sudden fly away when closely approached, or prolonged activity on or adjacent to nest.

**Step 4: Search for Nest** Yes ☐ No ☐

If potential indicators of nesting were observed, did staff continue to make observations and search for likely nest locations?

**Note:** Search initially from a distance to avoid disturbance, then slowly approach a suspected location with caution.

**Step 5: Establish Protective Buffer** Yes ☐ No ☐

If a nesting area was detected, was a buffer zone around the nest established and demarcated with flag or other marking device?

**Note:** The buffer zone is typically 300 ft from the nest for song birds and 500 ft for raptors.

### RESULTS:

☐ Nesting bird indicators and/or nest(s) were NOT detected.

☐ Nesting bird indicators and/or nest(s) were detected.

If detected, briefly describe observations made and actions taken below:

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### III. Integrated Pest Management, Erosion Control, and Landscape Management Plan

#### General

- Policy to be made available to HQ FM Employees
- Documentation:
  - Weekly Inspection Pest Control Log (FM, Contractor)
  - Universal Notifications (FM, Contractor)
  - Pest Management Contract (FM, Contractor)
  - Landscape Management Contract (FM, Contractor)
  - Material safety data sheet (MSDS) for all pesticides used (FM)
  - Storm Water Pollution prevention Plans (SWPPP) (FM)
  - Storm Water Maintenance Log (FM)
  - Landscaping Fertilizer Usage Log/receipt (Contractor)
  - Water usage reports (Contractor)
  - Arborist Reports (Contractor)
  - Green Yard Waste Receipt (Contractor) - if no onsite mulching is developed
- All cataloged, logs, and maintained in central location on site kept up to one year.

#### Areas of the Plan

##### Integrated Pest Management – General Section

- Weekly inspection of the facility and remedy any pest issues.
- Schedule routine pest inspection on Fridays so that pest issue may be resolved before starting of work on Monday.
- If pest is found, IPM as described below is deployed.
- Once source of the pest attraction is determined and removed, bait trap is set up to capture the pest(s).
- As a last resort, spray pesticide. Occupants must be notified (Universal Notification).
- Pesticide shall be least-toxic as described in the IPM below
- Weekly Inspection Pest Control Logs to be kept on site. Logs to contain the following information:
  - Date and time of investigation and date of application of IPM
  - Location of infestation/application
  - Individual Responsible - technician
  - Type of Pests found
  - Pest control method used
  - Pest control product(s) used
  - Universal Notification (if used) – provide a copy

- FM shall review inspection logs, pest management practices, and contracts yearly.
- Retain copies of all logs and notices up to one year.
- IPM – Integrated Pest Management
  - Identify and investigate the pest problem
  - Use least-toxic method to control pest issues:
    - Use traps, or
    - Low hazard Tier 3 products as identified in the San Francisco Hazard Screening List.
    - Non rodent pesticides are used in self-contained baits and placed in inaccessible locations.
    - All pesticides other than least-toxic will need Building Facility Manager's approval
  - Universal Notification shall occur before pesticide other than a least-toxic is applied
    - Normal - 72 hours advance notice is required.
    - Emergency - 24 hours notice is required
    - Emergency condition is as defined by FM - where normal operation of facility is severely disrupted and occupants are subjected to health risks
    - Notifications to be by email and/or posted signs where applicable. Notification to include the following:
      - Pesticide product name,
      - Active ingredient(s),
      - Product label signal word (e.g., "caution", "danger"),
      - Time and location of application, and
      - Contact information-phone number
  - All pesticide residues shall be cleaned and removed before occupying the area.

## **1. Outdoor Integrated Pest Management Plan (IPM) (FM, ISD, and Contractors)**

- See General Section above for Integrated Pest Management Plan

### **Custodial and Maintenance Crew Tasks:**

- Empty trash container at least once each work day.
- Clean trash containers once a month.
- Store trash away from doors.
- Repair cracks in pavement and sidewalks.
- Seal all cracks and crevices around building to minimize pest or insect intrusion.
- Maintain adequate drainage away from building structures.
- Landscape Contractor:

- Select a mixture of turf types (such as certified seed, sod, or plugs) that are best for area.
- Raise mowing height to enhance turf's competitiveness against weeds.
- Apply fertilizer appropriately. Avoid excessive fertilizer. Use aeration techniques.
- Prune branches of ornamental shrubs / trees to prevent access by pests.
- Select plants from disease-resistant types of ornamental shrubs and trees.
- Routinely inspect all plants for insects / diseases. Use least toxic chemical sprays available making sure they are targeted towards threatening species. Clearly mark lawn/ affected area. Use organic chemical pest control for the following insect and disease infestations: Aphids, mealy bugs, mites, snails, whiteflies, mole, gophers, fungus diseases, etc. All personnel exercise proper use of personal protective equipment, chemical controls, and spray equipment. Material Safety Data Sheets (MSDS) shall be kept on site.
- Use traps to capture pests and insects in place of pesticides.

## **2. Indoor Integrated Pest Management (FM, ISD, Contractors)**

- See General Section above for Integrated Pest Management Plan

### **Maintenance Crew/Contractor Tasks:**

- Food service areas and break rooms should be cleaned daily.
- Clean all spills promptly, eliminate clutter to simplify cleaning and minimize hiding places for pests.
- Install barriers to prevent pests from entering the building.
- Break rooms are cleaned twice during working hours. Any noticeable spills are cleaned at time of service. Trash cans are emptied and wiped down at night.
- Fix dripping faucets and leaking pipes when noticed by employees or janitorial staff.

## **3. Erosion and Sediment Control (FM)**

- Facility Manager will inspect / evaluate once a year in addition to quarterly inspection and storm occurrence inspection for prevention of sedimentation.
- Ongoing landscaping activities and future construction activities must follow Capital Projects Procedures Storm Water Pollution prevention Plans (SWPPP) and Los Angeles County - DPW Best management Practices for Construction Activities.



**Best Management Practices:**

- Eroded sediments and other pollutants must be retained on site and may not be transported from site via sheet flow, swales, area drains, natural drainage courses, or wind.
- Stockpiles of earth and other materials must be protected from being transported from site by the forces of wind or water.
- Fuels, oils, solvents and other toxic materials must be stored in accordance with listing and not to contaminate soil and surface waters. All approved storage containers to be protected from weather. Spills be cleaned up immediately and disposed of in proper manner. Spills may not be washed into drainage system.
- Non-storm water runoff from equipment and vehicle washing or any other activity shall be contained at project site.
- Excess or waste concrete may not be washed into public way or drainage system. Provisions must be made to retain concrete wastes on site until disposed of as solid waste.
- Trash and other solid waste must be deposited into covered receptacle to prevent contamination of rainwater or dispersal by wind.
- Sediments and other materials may not be tracked from site by vehicle traffic. Construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into public way. Accidental depositions must be swept up immediately and not washed down by rain or other means.
- Any slopes with disturbed soils or denuded of vegetations must be stabilized so as to inhibit erosion by wind and water.
- Reduce erosion/sedimentation within landscape areas. Install temporary sedimentation control as approved by department.

**Maintenance Crew Tasks:**

- Inspect any erosion/sedimentation occurring within landscape areas and repair as necessary.
- Provide temporary sedimentation control as approved by Department. Eroded slope after a storm shall receive permanent erosion control measure, e.g. erosion control matting and planting.

**4. Landscape Management (FM, Contractor)**

- Facility Management will annually review landscaping contract, update as necessary to reduce waste volume added to landfill, and potable water and fertilizer use. Additional use of native plants will also be reviewed.
- Plants should be selected to minimize waste by choosing species that are appropriate to micro-climate and grow to natural size in space

allotted and chosen based on perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred. Goal is to reduce landscaping irrigation by 50% / maintenance of landscaping by 50%.

### **Green Landscaping Products and Materials**

- SmartLine® water management system – goal - reduce water usage by 50% and eliminate runoff.
- Drip irrigation with timers or moisture sensors.
- Mulch or compost from food waste programs within 500 miles of the project.
- Drought tolerant plants or those requiring minimal water once established.
- Plants species appropriate for the micro-climate.
- Bio-degradable, organic, and low impact cleaning products that meet the same requirements as those listed for "Green Cleaning".

### **Fertilizer**

- Use fertilizers during times of plant uptake / not when heavy rain is expected. Use fertilizers as-needed only.
- Keep fertilizer use 25 feet from waterways.
- Use organic and natural materials to the greatest extent possible.
- If synthetic fertilizers are used, choose slow-release formulas and not "weed and feed" products
- 20% of fertilizer used must contain organic ingredients.

### **Lawn Procedures**

- 1) Mow lawns weekly basis during growing season (e.g. March 15 - October 15) and as needed. Mow lawns Fridays to maintain a neat appearance without disruption of business performance. Lawn shall be trimmed to all walks, curb paving, headers, and shrub areas. Debris from this work shall be removed from worksite to be recycled by contractor and area left in a neat / clean condition. Recycled shall be defined as turning green waste into mulch.
- 2) Scalp and dethatch lawn areas twice yearly; once during fall, usually in October, weather permitting, and once again in spring during March or April. Seed lawns twice yearly during fall and spring with a Triple Crown Dwarf and Manhattan II, after the lawn areas have been scalped and dethatched.
- 3) Apply organic fertilizer three times each year in early spring (March to April), summer (June to August) and fall (September to October) to maintain color and vigor. A non-burning commercial organic fertilizer material shall be used per the manufacturer's recommendations.

- 4) As required, treat and control broadleaf weeds (i.e. dandelions) with safe and selective herbicides at min. twice a year. Non-toxic insecticides and fungicides shall be applied to lawns as needed to control pest and disease infestations.
- 5) Certain lawn weeds (e.g., Bermuda grass and Crabgrass) are not effectively controlled using selective chemical herbicides. Infestations of grass weeds shall be identified / eliminated. This shall include spraying organic chemicals at infested area, mechanical removal of the targeted weeds, and reseeding with desirable lawn seed.
- 6) Weed control products (or equivalent) include the following: Scotts Turf Builder with Halts Crabgrass Preventer (May), Scotts Turf Builder Plus2 Weed Control (June), Scotts Super Turf Builder with Summer Guard (August), and Scotts Winterized Fall Lawn Fertilizer (October).
- 7) Mechanical damage and/or dead patches that may occur in turf areas shall be reseeded to maintain a full / even lawn.
- 8) Adjust and program irrigation system to deliver adequate soil moisture to lawn areas as determined by weekly inspection. Inspect weather station and weather based automatic irrigation controller on a weekly basis.
- 9) Monitor water use on a weekly basis and submit written report. See Documentation Requirements.
- 10) Where possible, use electric walk mowers with a blade diameter of 35 inches or less. Riding mowers will also be allowed.
- 11) Perform hand sweeping Monday through Thursday. Blowers allowed before 6:30 a.m. and/or during non-populated times. If blowers used, electric preferred.

#### **Documentation Requirements**

- 1) Landscape contractor hired by Department shall submit to Department, a delivery slip containing quantity purchased for each application
- 2) Submit written report documenting water usage every month to Department

#### **Ground covers and shrubs**

- 1) Select native plants and apply xeriscaping techniques to conserve water.
- 2) When appropriate, use drip irrigation system.
- 3) Prune or trim ground covers neatly away from shrubs, trees, walks, walls, headers, etc. weekly.
- 4) Manually prune shrubs to maintain natural shape and proper size as a continual operation so plants will not develop stray or undesirable growth. Hedging of shrubs allowed only along Orange

Avenue and Date Avenue. Contractor may shear using electric shear.

- 5) Clean ground cover beds weekly of all debris, leaves, branches, papers, bottles, etc.
- 6) Replace dead, missing, and unhealthy looking ground cover plants to maintain full, even and healthy looking planting beds. Submit proposal for replacement of plants to Department of Public Works before beginning installation. Plants shall be replaced with native or drought tolerant species as approved with design consistency.
- 7) Maintain mulch regularly in all planting areas and cultivate open soil between plants where planting permits. Weeds shall be removed by hand wherever possible. Where weed infestation is in large area and as approved by the Department, weeds can be controlled by organic chemical means.
- 8) Apply fertilizer twice a year or as required to stimulate growth. Replace annuals in front of the Department of Public Works sign at the corner of Orange and Fremont Avenue, minimum twice a year.

#### **Trees**

- 1) Maintain trees to natural height and shape. Trees shall be pruned to develop (in most cases) open and even branching so as not to overlay one another; eliminate dead, diseased, or branch forks that lack strength; reduce toppling and wind damage by thinning out and shaping.
- 2) Trim trees around parking lots, fences, and roads to provide sufficient bottom clearance to allow unobstructed vehicle and pedestrian traffic. Trees to be trimmed to not obstruct view of signs, etc.
- 3) Water / fertilize all trees sufficiently to ensure health and growth. Deep root feeding of all trees as needed.
- 4) Properly stake / tie trees as necessary. If used, tree ties shall be inspected at least three times a year to prevent bark wounds caused by abrasion. Removal of tree stakes shall be considered as soon as possible to encourage tree development.
- 5) Routinely inspect trees for insects / diseases. Approved chemical sprays shall be applied for insect and disease infestations: Aphids, mealy bugs, mites, snails, whiteflies, gophers, fungus diseases, etc
- 6) Twice annually (June and December) have third party certified arborist conduct site visit / provide written report to Public Works.

#### **Litter**

- 1) Once a week, or as needed, remove paper, grass, cans, branches, leaves and other debris from lawns, flower beds, and all other landscaped areas; deposit them into on-site trash and recycle bins.
- 2) Keep walks clear of debris from maintenance operations, erosion run-off from storms, and irrigation or windblown debris.

### **Irrigation System**

- 1) Inspect irrigation systems weekly (preferably on Fridays) for broken and clogged heads, malfunctioning or leaking valves, or any other condition which hampers the correct operation of system. Adjust sequence operation of system. Automatic irrigation controls, sprinkler heads, and control valves requiring repairs shall be reported to the Department of Public Works immediately so necessary action can be taken.
- 2) Adjust / clean sprinkler heads, risers, Polyvinyl Chloride (PVC) piping, and automatic or manual sprinkler control valves to maintain the system in an efficient operating condition. Sprinkler heads shall be adjusted a minimum of once a month to provide even water coverage to planted areas. At no additional cost to Department, replace the following sprinkler parts as required to maintain the irrigation system in fully operative condition: PVC plastic pipe, fittings, control valves, and sprinkler heads damaged by landscape maintenance operations. The replacement and repair of major piping (up stream of automatic control valves) shall be the responsibility of the Department. Contractor is responsible for everything downstream of, including, control valves, sprinkler heads, and irrigation controllers due to normal wear and tear. Maintain / replace low voltage wiring from controllers to valve as needed to maintain efficient operations.
- 3) Program the automatic irrigation controllers to deliver adequate soil moisture, as determined by monthly (or more) personal inspection. Specific care shall be taken to keep irrigation runoff to a minimum. Turn off the irrigation system or the irrigation clocks during rainy weather, or high moisture periods.

### **Green/Yard Waste**

- 1) All or any portion of green/yard waste accumulated as a result of contract shall be recycled either at an on-site designated area for use of mulch/compost material, or taken out of the premise to a recycled green waste location, pre-approved by the Department.
- 2) DPW's goal is to eventually have on-site composting for all green and organic wastes.

# PUBLIC WORKS SITE MAP

