



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

GAIL FARBER, Director

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ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
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ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

March 28, 2016

IN REPLY PLEASE
REFER TO FILE: **AE-3**

NOTICE OF INVITATION FOR BIDS FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA (2016-PA004)

PLEASE TAKE NOTICE that Public Works requests Bid Submissions for a contract for Landscape Maintenance Services – East Area (2016-PA004). 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 these services is estimated to be \$100,000. 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, anikarapetyan@dpw.lacounty.gov, Monday through Thursday, 7a.m. to 5 p.m.

There are no mandatory conference and walk-through requirements 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 each 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 visits will be at the CM's sole discretion. The deadline to request a walk-through is **Wednesday, March 30, 2016**. The CM's name and contact information can be found in Exhibit A.1, Scope of Work. All site visits 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 visits.

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

(Subcontractors are not allowed for these services except for the use of services of an Arborist, Certified Applicator, and/or Pest Control Advisor.)

March 28, 2016

Page 2

1. Bidder or its managing employee must have a minimum of five years of experience providing landscape maintenance services.
2. Bidder's on-site supervising employee must have a minimum of two years of experience supervising landscaping services.
3. Bidder must hold a valid and active California-issued landscaping license, Contractor Classification C-27.
4. Bidder's employee(s) or any subcontractor(s) must hold a valid State of California issued Pest Control Advisor license.
5. Bidder's employee(s) or any subcontractor(s) must hold a valid State of California Agricultural Pest Control Qualified Applicator license.
6. Bidder's employee(s) or any subcontractor(s) must hold a valid International Society of Arboriculture (ISA) Arborist certification.
7. 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. Bidder and Subcontractor(s), if any, has demonstrated that it complies with all minimum requirements as outlined in the Minimum Mandatory Requirements.
3. Bids shall be submitted with **five** complete sets of the Bid that includes all related information in the following formats:
 - Paper: One original and two copies.
 - Electronic: Two electronic copies on a CD or USB Drive in PDF format as follows:
 - One original electronic copy.

March 28, 2016

Page 3

- One redacted electronic copy – Bidder shall redact any trade secret, confidential, proprietary, or other personal information from the Bid such as Social Security numbers.

The deadline to submit Bid Submission is Monday, April 11, 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, April 4, 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 or e-mailed 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
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.

March 28, 2016

Page 5

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.

Follow-us on Twitter:

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

A handwritten signature in cursive script, appearing to read "Gary Hildebrand".

GARY HILDEBRAND
Deputy Director

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P:\aepub\Service Contracts\CONTRACT\Ani\Landscape\Landscape East\2015\RFSQ\01 IFB\01 IFB NOTICE.doc

Enc.

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
INVITATION FOR BIDS
FOR
LANDSCAPE MAINTENANCE SERVICES - EAST AREA
(2016-PA004)



Approved March 23, 2016
Gail Farber
Director of Public Works

By: Sally Hildebrand
Deputy Director

INVITATION FOR BIDS
FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA (2016-PA004)
TABLE OF CONTENTS

PART I

FORMS

PW-2.1–2.6	Schedule of Prices
PW-9.1	Supplemental) Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form
PW-13.1	(Supplemental) Transitional Job Opportunities Preference Application
PW-18.1	(Supplemental) Request for Disabled Veteran Business Enterprise (DVBE) Preference Program Consideration Form
PW-20.1	(Supplemental) Bidder's Compliance with the Minimum Requirement of the Invitation for Bids (IFB)

LIVING WAGE FORMS

LW-3.1	(Supplemental) Living Wage Rate Annual Adjustments
LW-4.1	(Supplemental) Acknowledgment and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment
LW-7.1	(Supplemental) Proposer's Employee Benefits
LW-8.1–8.5	Bidder's Staffing Plan and Cost Methodology

PART II

SAMPLE AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA (2016-PA004)

EXHIBITS

A.	Scope of Work
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- B-E. Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2]
- F.1. Performance Requirements Summary
(Supplemental)
- G.1. Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2]
- H. East Area Maps

TABLE OF FORMS
(LIVING WAGE CONTRACT)

PW-2.1-2.6 SCHEDULE OF PRICES

PW-9.1 (SUPPLEMENTAL) REQUEST FOR LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM CONSIDERATION AND CBE FIRM/ORGANIZATION INFORMATION FORM

PW-13.1 (SUPPLEMENTAL) TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

PW-18.1 (SUPPLEMENTAL) REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM

PW-20.1 (SUPPLEMENTAL) BIDDER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IFB

LW-3.1 (SUPPLEMENTAL) LIVING WAGE RATE ANNUAL ADJUSTMENTS

LW-4.1 (SUPPLEMENTAL) ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

LW-7.1 (SUPPLEMENTAL) PROPOSER'S EMPLOYEE BENEFITS

LW-8.1-8.5 BIDDER'S STAFFING PLAN AND COST METHODOLOGY

**SCHEDULES OF PRICES
FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)**

The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) 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 IFB. 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:

Public Works will reimburse all dumping fees. Public Works will not pay for labor and transportation of debris to the dump site.

Item No.	Task Description	Total Acres	Annual Frequency	Unit Price Per acre	Annual Price
1.	All services in Exhibit A, Section D, including but not limited to: Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control.				
1.a.	Las Flores Debris Basin (Altadena Earth Day Site)	0.24			
1.b.	San Gabriel River (La Primaria Earth Day Site)	0.16			
1.c.	San Gabriel River (Twin Lakes Earth Day Site)	0.20			
1.d.	San Gabriel River (Arrow Highway Gateway Enhancement)	0.39			
1.e.	Eaton Wash (Eaton Wash Landscape Improvement)	0.89			
1.f.	Doublegrove Relief Drain (Valinda Avenue Greening Project)	1.95			
	Total Acres	3.83	12	\$	\$ _____
Total Annual Proposed Price for Item No. 1					\$ _____

Item	Task Description	Unit	Estimated Number of Units	Unit price	Annual Proposed Price (Est. Number of Units X Unit Price)
2.	As-Needed Services (Only to be performed with Public Works' approval)				
2.a.	Manual operation of irrigation system past the required 30-day period.	Hour	50	\$	\$
2.b.	Irrigation system repairs*	Hour	50	\$	\$
2.c.	Flat rate for emergency call back to shut off water, turn off irrigation system	Each	50	\$	\$
2.d.	Replant Trees, Shrubs, Ground Cover, Plants, etc. (Submit plant receipts for reimbursement)	Hour	100	\$	\$
Total Annual Proposed Price for Item No. 2					\$ _____

TOTAL PROPOSED ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA FOR INITIAL TERM (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA + AS-NEEDED SERVICES) (ITEM 1 + ITEM 2)	
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*For every emergency call out, the Contractor will be paid at the minimum of 4 hours.

**SCHEDULES OF PRICES
FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)**

The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) 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 IFB. 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:

Public Works will reimburse all dumping fees. Public Works will not pay for labor and transportation of debris to the dump site.

Item No.	Task Description	Total Acres	Annual Frequency	Unit Price Per acre	Annual Price
1.	All services in Exhibit A, Section D, including but not limited to: Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control.				
1.a.	Las Flores Debris Basin (Altadena Earth Day Site)	0.24			
1.b.	San Gabriel River (La Primaria Earth Day Site)	0.16			
1.c.	San Gabriel River (Twin Lakes Earth Day Site)	0.20			
1.d.	San Gabriel River (Arrow Highway Gateway Enhancement)	0.39			
1.e.	Eaton Wash (Eaton Wash Landscape Improvement)	0.89			
1.f.	Doulegrove Relief Drain (Valinda Avenue Greening Project)	1.95			
	Total Acres	3.83	12	\$	\$ _____
Total Annual Proposed Price for Item No. 1					\$ _____

**FORM PW-2.2
(OPTION YEAR 1)**

Item	Task Description	Unit	Estimated Number of Units	Unit price	Annual Proposed Price (Est. Number of Units X Unit Price)
2.	As-Needed Services (Only to be performed with Public Works' approval)				
2.a.	Manual operation of irrigation system past the required 30-day period.	Hour	50	\$	\$
2.b.	Irrigation system repairs*	Hour	50	\$	\$
2.c.	Flat rate for emergency call back to shut off water, turn off irrigation system	Each	50	\$	\$
2.d.	Replant Trees, Shrubs, Ground Cover, Plants, etc. (Submit plant receipts for reimbursement)	Hour	100	\$	\$
Total Annual Proposed Price for Item No. 2					\$ _____

TOTAL PROPOSED ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA FOR OPTION YEAR 1 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA + AS-NEEDED SERVICES) (ITEM 1 + ITEM 2)	
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*For every emergency call out, the Contractor will be paid at the minimum of 4 hours.

**SCHEDULES OF PRICES
FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)**

The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) 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 IFB. 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:

Public Works will reimburse all dumping fees. Public Works will not pay for labor and transportation of debris to the dump site.

Item No.	Task Description	Total Acres	Annual Frequency	Unit Price Per acre	Annual Price
1.	All services in Exhibit A, Section D, including but not limited to: Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control.				
1.a.	Las Flores Debris Basin (Altadena Earth Day Site)	0.24			
1.b.	San Gabriel River (La Primaria Earth Day Site)	0.16			
1.c.	San Gabriel River (Twin Lakes Earth Day Site)	0.20			
1.d.	San Gabriel River (Arrow Highway Gateway Enhancement)	0.39			
1.e.	Eaton Wash (Eaton Wash Landscape Improvement)	0.89			
1.f.	Doublegrove Relief Drain (Valinda Avenue Greening Project)	1.95			
	Total Acres	3.83	12	\$	\$ _____
Total Annual Proposed Price for Item No. 1					\$ _____

**FORM PW-2.3
(OPTION YEAR 2)**

Item	Task Description	Unit	Estimated Number of Units	Unit price	Annual Proposed Price (Est. Number of Units X Unit Price)
2.	As-Needed Services (Only to be performed with Public Works' approval)				
2.a.	Manual operation of irrigation system past the required 30-day period.	Hour	50	\$	\$
2.b.	Irrigation system repairs*	Hour	50	\$	\$
2.c.	Flat rate for emergency call back to shut off water, turn off irrigation system	Each	50	\$	\$
2.d.	Replant Trees, Shrubs, Ground Cover, Plants, etc. (Submit plant receipts for reimbursement)	Hour	100	\$	\$
Total Annual Proposed Price for Item No. 2					\$ _____

TOTAL PROPOSED ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA FOR OPTION YEAR 2 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA + AS-NEEDED SERVICES) (ITEM 1 + ITEM 2)	
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*For every emergency call out, the Contractor will be paid at the minimum of 4 hours.

**SCHEDULES OF PRICES
FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)**

The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) 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 IFB. 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:

Public Works will reimburse all dumping fees. Public Works will not pay for labor and transportation of debris to the dump site.

Item No.	Task Description	Total Acres	Annual Frequency	Unit Price Per acre	Annual Price
1.	All services in Exhibit A, Section D, including but not limited to: Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control.				
1.a.	Las Flores Debris Basin (Altadena Earth Day Site)	0.24			
1.b.	San Gabriel River (La Primaria Earth Day Site)	0.16			
1.c.	San Gabriel River (Twin Lakes Earth Day Site)	0.20			
1.d.	San Gabriel River (Arrow Highway Gateway Enhancement)	0.39			
1.e.	Eaton Wash (Eaton Wash Landscape Improvement)	0.89			
1.f.	Doublegrove Relief Drain (Valinda Avenue Greening Project)	1.95			
	Total Acres	3.83	12	\$	\$ _____
Total Annual Proposed Price for Item No. 1					\$ _____

**FORM PW-2.4
(OPTION YEAR 3)**

Item	Task Description	Unit	Estimated Number of Units	Unit price	Annual Proposed Price (Est. Number of Units X Unit Price)
2.	As-Needed Services (Only to be performed with Public Works' approval)				
2.a.	Manual operation of irrigation system past the required 30-day period.	Hour	50	\$	\$
2.b.	Irrigation system repairs*	Hour	50	\$	\$
2.c.	Flat rate for emergency call back to shut off water, turn off irrigation system	Each	50	\$	\$
2.d.	Replant Trees, Shrubs, Ground Cover, Plants, etc. (Submit plant receipts for reimbursement)	Hour	100	\$	\$
Total Annual Proposed Price for Item No. 2					\$ _____

TOTAL PROPOSED ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA FOR OPTION YEAR 3 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA + AS-NEEDED SERVICES) (ITEM 1 + ITEM 2)	
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*For every emergency call out, the Contractor will be paid at the minimum of 4 hours.

**SCHEDULES OF PRICES
FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)**

The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) 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 IFB. 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:

Public Works will reimburse all dumping fees. Public Works will not pay for labor and transportation of debris to the dump site.

Item No.	Task Description	Total Acres	Annual Frequency	Unit Price Per acre	Annual Price
1.	All services in Exhibit A, Section D, including but not limited to: Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control.				
1.a.	Las Flores Debris Basin (Altadena Earth Day Site)	0.24			
1.b.	San Gabriel River (La Primaria Earth Day Site)	0.16			
1.c.	San Gabriel River (Twin Lakes Earth Day Site)	0.20			
1.d.	San Gabriel River (Arrow Highway Gateway Enhancement)	0.39			
1.e.	Eaton Wash (Eaton Wash Landscape Improvement)	0.89			
1.f.	Doublegrove Relief Drain (Valinda Avenue Greening Project)	1.95			
	Total Acres	3.83	12	\$	\$ _____
Total Annual Proposed Price for Item No. 1					\$ _____

**FORM PW-2.5
(OPTION YEAR 4)**

Item	Task Description	Unit	Estimated Number of Units	Unit price	Annual Proposed Price (Est. Number of Units X Unit Price)
2.	As-Needed Services (Only to be performed with Public Works' approval)				
2.a.	Manual operation of irrigation system past the required 30-day period.	Hour	50	\$	\$
2.b.	Irrigation system repairs*	Hour	50	\$	\$
2.c.	Flat rate for emergency call back to shut off water, turn off irrigation system	Each	50	\$	\$
2.d.	Replant Trees, Shrubs, Ground Cover, Plants, etc. (Submit plant receipts for reimbursement)	Hour	100	\$	\$
Total Annual Proposed Price for Item No. 2					\$ _____

TOTAL PROPOSED ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA FOR OPTION YEAR 4 (ANNUAL PRICE FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA + AS-NEEDED SERVICES) (ITEM 1 + ITEM 2)	
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*For every emergency call out, the Contractor will be paid at the minimum of 4 hours.

**SUMMARY SHEET OF SCHEDULE OF PRICES
FOR LANDSCAPE MAINTENANCE SERVICES - EAST AREA (2016-PA004)**

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.

	TERMS	ANNUAL PRICE FOR EACH TERM
1	LANDSCAPE MAINTENANCE SERVICES - EAST AREA INITIAL TERM	
2	LANDSCAPE MAINTENANCE SERVICES - EAST AREA OPTION YEAR 1	
3	LANDSCAPE MAINTENANCE SERVICES - EAST AREA OPTION YEAR 2	
4	LANDSCAPE MAINTENANCE SERVICES - EAST AREA OPTION YEAR 3	
5	LANDSCAPE MAINTENANCE SERVICES - EAST AREA OPTION YEAR 4	
TOTAL PRICE FOR YEARS' 1-5		

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.

Business Structure:	<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):					
Total Number of Employees (including owners):					
Race/Ethnic Composition of Firm. 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:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**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:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**BIDDER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IFB
LANDSCAPE MAINTENANCE SERVICES – EAST AREA (2016-PA004)**

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 five 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's on-site supervising employee must have a minimum of two years of experience providing supervising landscape maintenance services.

☐ Yes. Bidder's on-site supervising employee does meet the experience requirement stated above.

Bidder's on-site supervising employee	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience Please provide a detailed narrative of Bidder's on-site supervising employee's experience in your Invitation for Bids to validate this minimum mandatory requirement.

- ☐ No. Bidder's on-site supervising employee does not meet the experience requirement stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

3. Bidder must hold 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.**

4. Bidder's employee(s) or any subcontractor(s) must hold a valid State of California issued Pest Control Advisor 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(s) and/or its subcontractor(s) do not have the license as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

5. Bidder's employee(s) or any subcontractor(s) must hold a valid 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(s) and/or its subcontractor(s) do not have the license as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

6. Bidder's employee(s) or any subcontractor(s) must hold a valid International Society of Arboriculture (ISA) Arborist certification.

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

Type of Certification	Cert. No.	Name of Cert. Holder	Valid/Active Dates

- ☐ No. Bidder's employee(s) and/or its subcontractor(s) do not have the certification as stated above. **By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.**

7. 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:

Effective Date	Hourly Rate
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.

FORM LW-4.1 (SUPPLEMENTAL)

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 the below chart.

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79
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.

This means in the same Contract term, for example, the first option term, contractor 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.**

Contractor must complete each part of the LW-8 based on the percentage of the Contract for each Living Wage rate. For example, contractor's first part of Form LW-8 for the option 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 option term, Contractor must adhere to the Living Wage rate of \$14.25, which will be the remainder of contractor's contract term starting from January 1, 2017, to August 31, 2017. Contractor must do this for each option term.

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

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

[illegible]

* All employees shown must be FULL-TIME employees of the proposer, 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-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.**

Note: This cost methodology is to show, in detail, how the Proposer 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. Proposer'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 Proposer'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 proposal.

Name of Proposer

Signature

→

Date

(January 1, 2018 - July 4, 2018)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE MAINTENANCE SERVICES - EAST AREA (2016-PA004)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (27 x Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Employee #1		5	5	5	5	5					\$
Employee #2		5	5	5	5	5					\$
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* All employees shown must be FULL-TIME employees of the proposer, 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-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

Note: This cost methodology is to show, in detail, how the Proposer 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 allowances for vacation, sick, holiday, health and welfare, and pension. Proposer'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 Proposer'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 proposal.

Name of Proposer

Signature

4

Date

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (25 x Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Employee #1		5	5	5	5	5	5				\$
Employee #2		5	5	5	5	5	5				\$
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											\$
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 proposer, 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-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.**

Note: This cost methodology is to show, in detail, how the Proposer 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. Proposer'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 Proposer'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 proposal.

Name of Proposer

Signature

5

Date

FORM LW-8.3
OPTION YEAR 2 - 2 of 2
 (January 1, 2019 - July 4, 2019)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE MAINTENANCE SERVICES - EAST AREA (2016-PA004)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (27 x Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Employee #1		5	5	5	5	5	5				\$
Employee #2		5	5	5	5	5	5				\$
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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 proposer, 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-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.
 Note: This cost methodology is to show, in detail, how the Proposer 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. Proposer'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 Proposer'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 proposal.

Name of Proposer _____ Signature _____ Date _____

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

[illegible]

* All employees shown must be FULL-TIME employees of the proposer, 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-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

Note: This cost methodology is to show, in detail, how the Proposer 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. Proposer'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 Proposer'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 proposal.

Name of Proposer

Signature

7

Date

FORM LW-8.5
OPTION YEAR 4 - 2 of 2
 (January 1, 2021 - July 4, 2021)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE MAINTENANCE SERVICES - EAST AREA (2016-PA004)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (27 x Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Employee #1		5	5	5	5	5	5				\$
Employee #2		5	5	5	5	5	5				\$
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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 proposer, 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-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.
 Note: This cost methodology is to show, in detail, how the Proposer 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. Proposer'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 Proposer'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 proposal.

Name of Proposer

Signature

10

Date

Part II

Sample Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

AND

[NAME OF CONTRACTOR]

FOR

LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)

TABLE OF CONTENTS

AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES – EAST AREA (2016-PA004)

		PAGE
SAMPLE AGREEMENT	1-4
EXHIBIT A	Scope of Work	A.1-18
EXHIBIT B-E	Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001)]	
EXHIBIT F.1	Performance Requirements Summary	
(SUPPLEMENTAL)		
EXHIBIT G	Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001)]	
EXHIBIT H	East Area Maps	

SAMPLE AGREEMENT FOR
LANDSCAPE MAINTENANCE SERVICES – EAST AREA
(2016-PA004)

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 Maintenance Services – East Area (2016-PA004).

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, Bid Submission Instructions; Exhibit H, East Area Maps; 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 Forms PW-2.1 – PW-2.6, 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 upon 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 Forms PW-2.1 – PW-2.6, 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 H, inclusive, the COUNTY'S provisions shall control and be binding.

TWELFTH: In the event that there are discrepancies in the work requirements between the Scope of Work from the RFSQ document and this IFB's Scope of Work resulting from the RFSQ (2014-SQPA001), per the sole discretion of the Contract Manager, the higher requirements shall prevail and be binding.

FOURTEENTH: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

Page 3 of 4

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:

LORI GLASGOW
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 MAINTENANCE SERVICES – EAST AREA (2016-PA004)

A. Public Works Contract Manager

Public Works Contract Manager (CA) will be Ms. Wicky Yueng of Flood Maintenance Division, who may be contacted at (626) 458-4152, e-mail address: wyueng@dpw.lacountv.gov, Monday through Thursday, 7 a.m. to 5 p.m. 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. The CM may be assisted by an assigned Public Works Representative (PWR) in the field.

B. Work Location

The locations for which landscaping and ground maintenance services are to be provided are listed below. Please see Exhibit H for maps. Detailed landscape installation plans are available upon Contractor's request.

1. Las Flores Debris Basin (Altadena Earth Day Site) — Northwest of Rubio Crest Drive and Rubio Canyon Road intersection:
 - a. Total Area: 10,600 square feet
 - b. Planting Area: 9,200 square feet
2. San Gabriel River (La Primaria Earth Day Site) — South of Ramona Boulevard, behind 4220 Gilman Road:
 - a. Total Area: 7,000 square feet
 - b. Planting: 6,375 square feet
3. San Gabriel River (Twin Lakes Earth Day Site) — South of Ramona Boulevard, behind 3900 Gilman Road:
 - a. Total Area: 8,820 square feet
 - b. Planting Area: 7,644 square feet
4. San Gabriel River (Arrow Highway Gateway Enhancement) – South of 1600 Arrow Highway in Irwindale:
 - a. Total Area: 17,000 square feet
 - b. Planting Area: 9,000 square feet

5. Eaton Wash (Eaton Wash Landscape Improvement) – West side of Washington Boulevard in between Sierra Madre Boulevard and Woodlyn Road in Pasadena:
 - a. Total Area: 38,562 square feet
 - b. Planting Area: 22,215 square feet
6. Doublegrove Relief Drain (Valinda Avenue Greening Project) – East side of Valinda Avenue in between Amar Avenue and Puente Creek in Valinda:
 - a. Total Area: 84,994 square feet
 - b. Planting Area: 70,704 square feet

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 Contractor shall provide landscaping and grounds maintenance services in a neat, orderly, and professional manner in accordance with these terms, requirements, specifications, conditions, attachments, and exhibits. The costs for the following items are to be included in the lump sum price in Schedule of Prices, Form PW-2, under Item No. 1, all services in Section D, including, but not limited to: "Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, and Rodent Control."

1. Tree Trimming and Care

- a. The Contractor shall perform tree trimming to accomplish the following:
 - 1) Remove all dead, weak, diseased, insect-infested, and damaged branches and limbs.
 - 2) Prevent encroachment on adjacent property and to maintain required proper vertical clearances, which are 7 feet for pedestrian areas and 14 feet for vehicular roadways.

- 3) At a minimum, Elm, Eucalyptus, and Pepper trees shall be pruned every two years, beginning in the first Contract year. All other trees shall be pruned every three years, beginning in the first contract year.
 - 4) All cuts shall be made sufficiently close, as even as possible, to the parent stem so that healing can readily start. No stubs will be permitted.
 - 5) All limbs 1-1/2 inches or greater in diameter shall be undercut to prevent splitting.
 - 6) All limbs shall be lowered to the ground using a method, which prevents damage to the remaining limbs.
 - 7) The Contractor shall remove and dispose of all trees, which are downed by either natural or unnatural causes. Contractor shall dig out stumps or grind them to 12 inches below grade, remove the wood chips, and backfill the hole to grade with soil.
- b. The Contractor shall adhere to the following tree staking and tying requirements:
- 1) Replace missing or damaged stakes where the tree diameter is less than 3 inches.
 - 2) Install stakes in those cases where the tree has been damaged and requires staking for support.
 - 3) Check tree ties once a month and either retie or remove along with the stakes where the tree diameter is more than 3 inches. Removal of tree stakes may be requested by the CM for trees with a diameter less than 3 inches.
2. Trimming and Care of Shrubbery/Vines
- a. Contractor shall trim shrubbery and vines only to restrict growth of shrubbery/vines onto the adjacent roads, driveways, and walkways. To maintain safe vehicular and pedestrian visibility at street crossings, all shrubbery/vines located between the channel access gates and cross streets shall be kept trimmed to a maximum height of 4 feet.
 - b. Contractor shall trim the shrubs at the access gates a minimum of once a year during the month of March and as-needed upon request of the CM during the rest of the year to ensure they do not grow taller than 4 feet. These shrubs shall be trimmed no shorter than 3-1/2 feet in height.

- c. It is Public Works' intention for the landscape within the flood right of way to look natural. If pruning is necessary, the Contractor shall prune back branches individually and not shear plants.
 - d. Contractor shall remove and dispose of all dead or diseased plant materials as the condition develops.
- 3. Trimming and Care of Ground Cover
 - a. Contractor shall keep all ground covers adjacent to roadways away from the paved surfaces. The ground cover shall be pruned back from the paved surfaces so that the edges look natural, not sheared off. Any runners that start to climb the right-of-way fencing, shrubs or trees shall be pruned out of these areas. The pruning of the ground cover shall be done twice a year during the months of March and September.
- 4. Trimming and Care of Ornamental Grass
 - a. Contractor shall trim vines and ornamental grass in an artisan-like manner without scalping and in a way to keep them from growing onto the access road/bike trail. Vines and ornamental grass shall be trimmed once a year during the month of September except that the vines and ornamental grass along the bicycle trail are to be trimmed twice a year during the months of March and September. Vines located on the channel side of the wall shall be pruned so they hang no more than 2 feet below the top of the wall once a year during the month of September. Contractor shall direct the vines to grow onto the wall by the use of epoxy vine support or other methods approved by the CM.
- 5. Weed Control
 - a. Shrubbery, Ground Cover, Rock, Gravel, and Ornamental Grass Area
 - 1) Contractor shall keep all landscape areas including shrubbery, ground cover, rock areas, gravel areas, and ornamental areas weed free at all times. All perennial weeds, morning glory, vine-like weeds, ragweed, or other underground spreading weed shall be kept under strict control. Weeds may be removed by hand or by cultivation where appropriate. The Contractor may use pre-emergent weed control as approved by the CM. Contractor shall weed at least once a week.
 - b. Stone and Decomposed Granite Areas
 - 1) Contractor shall keep all landscape stone areas, gravel areas, and decomposed granite areas weed free at all times. Contractor shall remove weeds by hand, weed whipping, or the use of chemical weed control.

- 2) Contractor shall repair and recompact decomposed granite area where heavy wear or erosion occurs. Recompacting shall be done with new decomposed granite material (match with existing color) with stabilizing binding agent and follow manufacturer's installation recommendations.
- 3) Stabilizing binding agent shall be thoroughly blended into the decomposed granite by mechanical means at the rate of 12 pounds per 1 ton for pedestrian use, 14 pounds per 1 ton for vehicular use areas. Mixing shall be done at the supplier's site prior to delivery.

c. Paved Area

Contractor shall remove all weeds from walkways, drainage areas, expansion joints, and cracks in all hard surface areas, driveways, and roadways within the work limit. Contractor shall remove weeds by hand, weed whipping, or the use of chemical weed control.

6. Litter Control

The term "litter" shall be synonymous and interchangeable with "debris" and "trash" and shall include, but not be limited to, all wrappers, containers, bottles, paper, glass, styrofoam, tissue, plastics, cans, grocery bags, boxes, cigarette butts, straws, toys, ropes, tires, automotive scrap, furniture waste, construction debris (i.e., concrete, metal, nails, screws, wood pieces, etc.), dead foliage, tree cuttings, food, bones, and other organic materials. The Contractor shall remove only nonhazardous materials and immediately notify the CM of known hazardous materials. The Contractor shall NOT attempt to perform any type of hazardous waste removal not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc.

- a. Contractor shall remove litter and other accumulated debris (including animal feces) within the landscape areas, including, but not limited to, planted areas, rock areas, gravel areas, decomposed granite areas, adjoining access roads, driveways, and drains.
- b. Litter control shall take place on a weekly basis in all locations.
- c. At locations where trash cans/receptacles exist, they shall be emptied and cleaned at least once a week. The cost of trash can liners and supply shall be considered as part of the sites' monthly maintenance cost.

7. Watering and Irrigation System Management

Contractor shall be responsible for the operation of the automatic irrigation controllers and management of the complete irrigation system to provide the proper amount of water to the various species of plants.

The irrigation system is automatically controlled through electrically powered or solar powered irrigation controllers and remote control valves. There is one automatic irrigation controller on each side (north and south) of Aliso Creek - on San Fernando Mission Road, east of Newcastle Avenue. All irrigation systems for ground cover, shrubs, and trees are a combination of permanent, below ground, water-conserving drip systems and overhead spray systems.

a. Irrigation

- 1) Contractor shall operate the irrigation system in a way as to not cause excessive wetness, "waterlogged" areas. Native and drought-tolerant plant materials have been used throughout these various locations and require a minimal amount of water. Over watering may cause the plants to die. The Contractor shall incorporate infrequent deep-watering techniques to encourage deep-rooting, drought-tolerant plant characteristics to promote a self-sustaining, irrigation-free landscape.
- 2) When determining the watering schedule (controller settings for water quantities and frequencies), Contractor shall consider the season, weather (rainfall and temperature), variation in size and varieties of plants along with the desired infrequent deep-watering techniques. Seasonal controller rescheduling of circuits (systems) should occur at least twice, usually during the spring and fall season, and should be considered as part of the routine maintenance.
- 3) If necessary, Contractor shall use a moisture-sensing device to determine water penetration into the soil.
- 4) Contractor shall turn off the irrigation system at the controller during or following rainy weather when the soil has high enough moisture content that watering is not required.
- 5) If an automatic irrigation system or a portion of a system malfunctions, the Contractor shall be responsible for the manual manipulation of that system for a period of 30 days. Contractor shall report all systems, which require manual operation to the CM at the end of each week and also on the monthly maintenance report. Contractor's schedule for operating the irrigation system manually shall be approved by the CM (for the manual operation) to count toward the 30-day required period of manual operation. The irrigation system shall be manually operated at a minimum of once a week for the week to qualify as part of the 30-day required period of manual operation. One manual operation of a system cannot count towards more than one week of the 30-day manual operation requirement. If the system

requires manual manipulation for a longer period than the 30-day period, the Contractor is required to provide a schedule for operating the irrigation system. The CM may opt to pay the Contractor supplemental to continue the manual manipulation, or may decide to terminate the supplemental irrigation.

b. Irrigation System - Inspection and Maintenance

- 1) Contractor shall be responsible for the inspection and maintenance of the entire irrigation system and for specific repairs/replacements as noted in Exhibit A, Scope of Work, Item D.10.b. The County will be responsible for the repair or replacement of broken/worn-out components of the irrigation system: automatic controllers, backflow devices, gate valves, flow sensors, pressure regulators, wye strainers, filters, quick couplers, etc. The County will also be responsible for the inspection/certification of the mainline backflow devices located at each water service meter.
- 2) To ensure the operability and the correct adjustment of the irrigation system, Contractor shall cycle controller(s) through each station manually and automatically to check the function of all facets of the irrigation system, report any damage or incorrect operation to the CM, and include that information on the monthly maintenance report. This inspection shall be performed once a month or more frequently if problems/conditions indicate a need. Beyond regular testing, irrigation systems shall be tested and inspected as necessary when damage is suspected, observed, or reported to the Contractor by Public Works. The cost for these additional inspections are to be included in the lump sum price on Form PW-2, Schedule of Prices, Item 1, all services in Section D, including, but not limited to: "Tree Trimming and Care, Trimming and Care of Shrubbery/Vines, Trimming and Care of Ground Cover, Trimming and Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control."

c. Contractor shall perform the following tasks:

- 1) Repair or replace damaged bubbler heads and risers, as necessary.
- 2) Clean or replace clogged bubbler heads and risers, as necessary.
- 3) Clean or replace clogged or damaged drip line emitters.
- 4) Repair or replace immediately all broken drip lines or emitters, which are causing a loss of water creating ponding or erosion.

- 5) Maintain the filters for the drip system to help prevent the emitters from clogging. All filters at remote control valves shall be inspected and cleaned every two months. The location of any filter found to be worn out during this inspection shall be reported to the CM within one week of the discovery and also included on the required monthly maintenance report. The drip system filters are located within vaults located at the bottom of the backslope.
 - 6) Inspect and clean mainline filters, wye strainers, basket filters, and the filters at the backflow devices twice a year. The location of any filter found to be worn out during this inspection shall be reported to the CM within one week of the discovery and also included on the required monthly maintenance report.
 - 7) The bubbler heads in the vine pockets next to the parapet walls shall be inspected on a monthly basis to verify each vine is being watered.
 - 8) Recover and refasten removed valve box covers. Contractor shall report any missing valve box covers to the CM by the end of the day and also include that information on the required monthly maintenance report.
- d. The material and labor costs for repairing and replacing all equipment downstream of the backflow device shall be included in the base bid price except the material costs of the remote control valves, gate valves, and quick coupling valves and automatic irrigation controller, which will be reimbursed to the Contractor by Public Works. The Contractor will not receive a markup for purchases made to complete the work for this item.

8. Rodent Control

All areas shall be maintained free of rodents, including, but not limited to, gophers, ground squirrels, and rats, since they may cause damage to shrubs, ground cover, trees, and/or irrigation systems. The rodenticide product to be used shall be recommended by a California Pest Control Advisor and preapproved by the CM.

All Contractor work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and shall be accomplished by a California Certified Applicator under the direction of a licensed Pest Control Advisor. In compliance with the California Food and Agricultural Code, the Contractor shall provide the CM with a copy of the valid Pest Control Applicator's and Pest Control Advisor's licenses or a copy of these licenses from the Subcontractor prior to using any and all applicable chemicals within the area(s) to be maintained.

9. Monthly Maintenance Reports

Contractor shall submit a proposed maintenance schedule prior to the start of this Contract. Contractor shall maintain and keep current monthly maintenance report that records when all periodic, seasonal, and additional work and maintenance functions performed by the Contractor's personnel were completed. The report shall also include: locations where erosion on the channel backslope greater than 6 inches have been discovered; locations where disease or insect infestation has been discovered; locations where trees, shrubs, vines, or other plants are missing or dead or should be removed; any dead trees or plant materials replaced; any irrigation systems that have to be operated manually; any problems with the irrigation system, such as malfunctions, needed maintenance, or repairs/replacements. The CM will provide the report form. Contractor shall submit the maintenance report to the CM at the end of each month or upon request, within three working days.

10. As-Needed Items (Only to be performed with Public Works' approval)

Upon request by the CM, the Contractor shall perform the following as-needed services at Public Works' facilities throughout County of Los Angeles.

- a. Manual operation of irrigation system past the required 30-day period.

If Public Works approves manual operation of the irrigation system past the 30-day period, the Contractor will be reimbursed at the hourly rate for personnel to manually operate the system. The County will not pay for preparation or travel time to and from the jobsite, only the actual time spent manually operating the irrigation system. The Contractor's schedule for operating the irrigation system manually shall be preapproved by the CM as part of the approval for the Contractor to manually operate the irrigation system. The hourly cost to manually operate the irrigation system, past the required 30-day period, is not to be included in total annual proposed price for Item No. 1. This cost is to be included in Form PW-2, Schedule of Prices, Item 2.a.

- b. Irrigation System Repairs

The County may at its discretion have the Contractor make additional repairs and/or replacements to the irrigation system. Contractor will be paid at the hourly rate indicated in Schedule of Prices, Item 2.b. The County will not pay for preparation time or travel time to and from the jobsite for these repairs. For an emergency call out, the Contractor will be paid at a 4-hour minimum for emergency repairs. Emergency call out is defined as work requested during outside of normal working hours. For work

described in this paragraph, Contractor will be reimbursed of the actual cost for parts provided by the Contractor to make repairs upon receipt of an invoice to the CM.

c. Replant Trees, Shrubs, Ground Cover, Plants, etc.

- 1) Contractor shall remove all dead or diseased plant materials as the condition develops. Upon request by the CM, Contractor shall replace dead or damaged plant materials. The Contractor's labor for plant replacement work shall be the hourly rate indicated in Form PW-2, Schedule of Prices, Item 2.d. Contractor shall furnish all labor, supervision, equipment, and general materials for this work. Upon approval of CM, Public Works will reimburse the Contractor for plants purchased provided the Contractor attaches receipts showing the price of the items. The Contractor will not receive a mark-up for purchases made to complete the work for this item.

d. After Hours Emergency to Shut Off Water

Respond to requests received from Public Works, pertaining to waterline breaks, etc., requiring an emergency response to shut off water or turn off the irrigation system (other than normal working hours). Contractor will be reimbursed for each emergency response at the flat rate under Form PW-2, Schedule of Prices, Item 2.c.

E. Hours and Days of Service

Hours of services shall be primarily performed within the 7 a.m. to 4 p.m. time period, Monday through Friday, each week, except legal 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.

Minimally, the Contractor shall provide telephone answering service and FAX within the County from 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays, to receive instructions, information, complaints, etc., from Public Works. Contractor shall also provide a 24-hour, 7 days a week, emergency phone number to receive emergency reports from Public Works.

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	

F. Utilities

The County will provide electric and water services to operate the irrigation system.

G. Storage Facilities

The County will not provide storage facilities for the Contractor. Public Works will not be liable or responsible for any damage, by whatever means, or for theft of materials or equipment from the jobsite.

H. Removal of Debris

All debris derived from these landscaping services shall be removed from Public Works property by the Contractor and properly disposed. Public Works will pay the Contractor for dump fees and the Contractor shall be responsible for all work and transportation required to remove and dispose of debris. The Contractor shall submit dump tickets with invoices each month, whereupon Public Works will reimburse the Contractor for the cost of the debris disposal only. Materials earmarked to a landfill shall be delivered to an approved dumpsite. Landscape waste materials diverted from landfills to cogeneration facilities shall be registered on a log to be submitted on a monthly basis to the CM. 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.

I. 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 all times. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.
3. Contractor shall inspect and identify, any condition(s) 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 days or the 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.
 - e. Contractor shall provide traffic control, including obtaining any required permits that conform to the most recent version of the California Department of Transportation Manual of Traffic controls for Maintenance Work Zones wherever work operations encroach upon public streets or highways, bikeways, pedestrian paths, and/or employees of the Contractor who are exposed to traffic hazards. Contractor shall ensure that all traffic control configurations, devices, equipment, and setup comply with the California Department of Transportation Manual of Traffic Controls for Construction and Maintenance Work Zones.
5. All pesticide, herbicide, etc., application shall be under the direct supervision of a Pest Control Advisor licensed by the State of California.
 6. Contractor shall close the bicycle trail portion of the channel access road

(San Gabriel River) when the landscape maintenance operation warrants closing the trail to the public. Contractor shall block the access road/bicycle trail and place signs at the point both upstream and downstream of the work area. The upstream and downstream closure points shall be as follows:

- a. The trail closure signs shall state the date of closure and the date the trail will be reopened.
- b. The signs shall also state the limits of the closure (where the bicyclist can re-enter the trail).
- c. The signs shall use 3-inch lettering.
- d. The trail closure signs shall be placed on the trail two weeks prior to the trail closure.
- e. Public Works Bicycle Trail Coordinator shall be notified 48 hours prior to the closure of the bicycle trail.
- f. All questions regarding the bicycle trail closure shall be directed to the Public Works Bicycle Trail Coordinator, Ricardo Gordillo, at (626) 458-3994.

J. Maps

Maps are included in Exhibit H, East Area Maps.

K. AB 939 County Diversion Requirements

The California Integrated Waste Management Act of 1989 (AB 939) requires that all cities and counties in the State of California divert materials going to landfill by 50 percent by the year 2000. Based on this mandate, all Contractors handling landscape waste materials for the County shall be required to divert all landscape waste materials from any landfills and cogeneration facilities. Landscape materials utilized for cogeneration or daily landfill cover may not qualify for diversion credit and, therefore, may not be acceptable methods of disposal of this material. Contractor shall be required to seek "recycling" alternatives for these organic, biodegradable landscape waste materials. Acceptable "recycling" alternatives would include the utilization of these materials as feedstock for composting, cocomposting, mulching, soil amendments, and wood chip products.

Contractor shall be required to arrange for the chipping and transport of all landscape materials to its selected processor with all cost to be borne by the Contractor. Use of any other processing method not listed above will require the approval of Public Works and must qualify for diversion credit as specified in AB 939, or subsequent legislation. Proof of delivery of the material and weight tickets (from an approved public or private scale) shall be required.

L. Additional Responsibilities of the Contractor

1. Maintain a valid and active California issued landscaping License, Contractor Classification C-27.
2. Furnish all supervision, labor, material, tools, equipment, transportation, and other items needed to perform landscape services as outlined herein.
3. Provide landscape personnel with the skills and experience necessary to perform the various landscape activities in a professional manner. Contractor shall ensure all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems (including drip systems) and can readily identify and isolate problems.
4. Contractor shall use a certified arborist for providing directions during maintenance (e.g., for tree trimming, shrubbery pruning, and slope cutting and on fertilizing disease and pest recommendations).
5. Contractor shall use a California Certified Applicator under the direction of a licensed Pest Control Advisor when using chemicals or rodenticide for rodent control.
6. At a minimum, Contractor shall provide the following number of staff as indicated below:
 - Two on-site landscape maintenance workers for at least five hours per day/employee, Monday through Friday.
7. Ensure that all equipment used is adjusted properly and adequately sharp. The Contractor shall not use climbing spurs.
8. Repair any damage to Public Works facilities resulting from the Contractor's work, including, but not limited to, irrigation systems, fences, gates, and access road pavement.
9. Assume responsibility for any damage due to over-spray of the adjoining areas (grasses and wildflowers, shrubs, trees, etc.) in areas where chemical weed eradication is used.
10. Remove all trimmings, debris, trash, and properly dispose of them off-site at the end of each work day. Also, all roadways, driveways, and sidewalks adjacent to each landscape operation shall be cleaned immediately following each landscape operation.
11. Inspect all landscaped areas for disease and insect infestation that could cause damage to the plant materials during each landscape maintenance activity. The CM shall be notified by the end of the week of any disease or insect infestation detected by the Contractor. The infestations shall also be reported on the monthly maintenance report. The cost for this inspection shall be included in bid Item No.1, all services in Section D, including, but not limited to: "Tree Trimming and Care, Trimming and Care of

Care Ornamental Grass, Weed Control, Litter Control, Watering and Irrigation System Management, Rodent Control," in the Schedule of Prices, Form PW-2.

12. Inspect the channel back slope for erosion during each maintenance activity. All erosion 6 inches or deeper shall be reported to the CM at the end of each week and also reported on the monthly maintenance report.
13. Ensure that its on-site supervisor has at least two years of experience in performing supervising landscaping services. Contractor's change in on-site supervisors shall be reported to the CM.

Contractor shall submit the proposed on-site replacement supervisor resume to the CM for preapproval.

M. Responsibilities of Public Works

Public Works shall be responsible for the following:

1. Provide jobsite inspection. The CM may accompany the Contractor's crews conducting work and serve as an observer and quality control person at the jobsite.
2. Review and process all inspection/maintenance reports, which should result in completeness and accuracy of reporting. If any work referenced in Exhibit A, Scope of Work, Section D, Work Description, and Section L, Additional Responsibilities of Contractor are not done properly, the CM will not approve the work for payment and will order the work be redone.
3. Provide Maps and Irrigation and Landscape Drawings:
 - a. Exhibit H consists of drawings showing the locations where landscape maintenance services are to be performed.
 - b. Detailed landscaping and irrigation drawings are available showing the design of the irrigation systems and the landscaping. It should be noted that landscaping plans may have been modified subsequent to the original installation and thus the drawings should be verified in the field.
 - c. Public Works will be responsible for the inspection/certification of the mainline backflow devices located at each water service meter.

N. Additional Work/Locations

- a. Additional Locations
 - 1) 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.

- 2) Additional location(s) may be added during the Contract period. Upon request by the CM, the Contractor shall provide a written quotation for any additional location(s) based on the rates quoted in Form PW-2, Schedule of Prices, using the location(s) that most closely correspond to, or are adjacent to the additional location(s). The Contractor shall be paid for additional locations at the rates provided in the PW-2. Upon CM's negotiation and acceptance of the Contractor's written quotation, and subject to approval of the CM, the additional location(s) may be added to the Contract.

b. 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, 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 rates in Form PW-2, Schedule of Prices, Item 2, As-Needed Items. 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.

O. Water Pollution Control

National Pollutant Discharge Elimination System

1. To comply with the National Pollutant Discharge Elimination System (NPDES) requirements, the Contractor shall not allow any debris from its operations under this Contract to be deposited into the channels, storm drains, and/or gutters.
2. Best Management Practices (BMPs)

Best Management Practices (BMPs) shall be defined as any program, technology, process, siting criteria, operating method, measure, or device that controls, prevents, removes, or reduces water pollution. Contractor

that controls, prevents, removes, or reduces water pollution. Contractor shall obtain and refer to the California Storm Water BMPs Handbooks, Volume 3 of the Construction BMP Handbook. This Publication is available from:

Blue Print Service
1700 Jefferson Street
Oakland, CA 94612
(510) 444-6771

County of Los Angeles
Department of Public Works
Cashier's Office
900 South Fremont Avenue
Alhambra, CA 91803
(626) 458-6959

Contractor shall have a minimum of one readily accessible copy of this publication on the Contract site at all times.

P. 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.

Q. Proposed Price

All services required in this Exhibit A, Scope of Work, shall be included in the price quoted by the Contractor in Forms PW-2.2 - 2.6, Schedule of Prices.

R. 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.

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 Proposal 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.1, 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 that are 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 H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, 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
A. SCOPE OF WORK				
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; 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; suspension; possible termination for default of contract	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
B. REPORTS/DOCUMENTATIONS				
Monthly Reports	Submitted to Contract Manager	\$50 per day per report that is late or not submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
C. EMPLOYEES				
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	\$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	

*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 H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, 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
	background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract Employees who do not pass or is not certified shall be immediately removed.			
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. 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	
D. SUPERVISOR/MANAGERS				
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	

*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 H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, 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
3. 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	
4. 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	
5. 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	
E. CONTRACT ADMINISTRATION				
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. Use of Subcontractor without Approval and/or Authorization.	Obtain County's written approval prior to subcontracting any work	\$500 per occurrence; possible suspension; possible termination for default of contract	<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	\$200 per day the County	<input type="checkbox"/> Yes	

*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 H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, 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
	rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County.	is not informed of this change; possible suspension; possible termination for default of contract	<input type="checkbox"/> No <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.

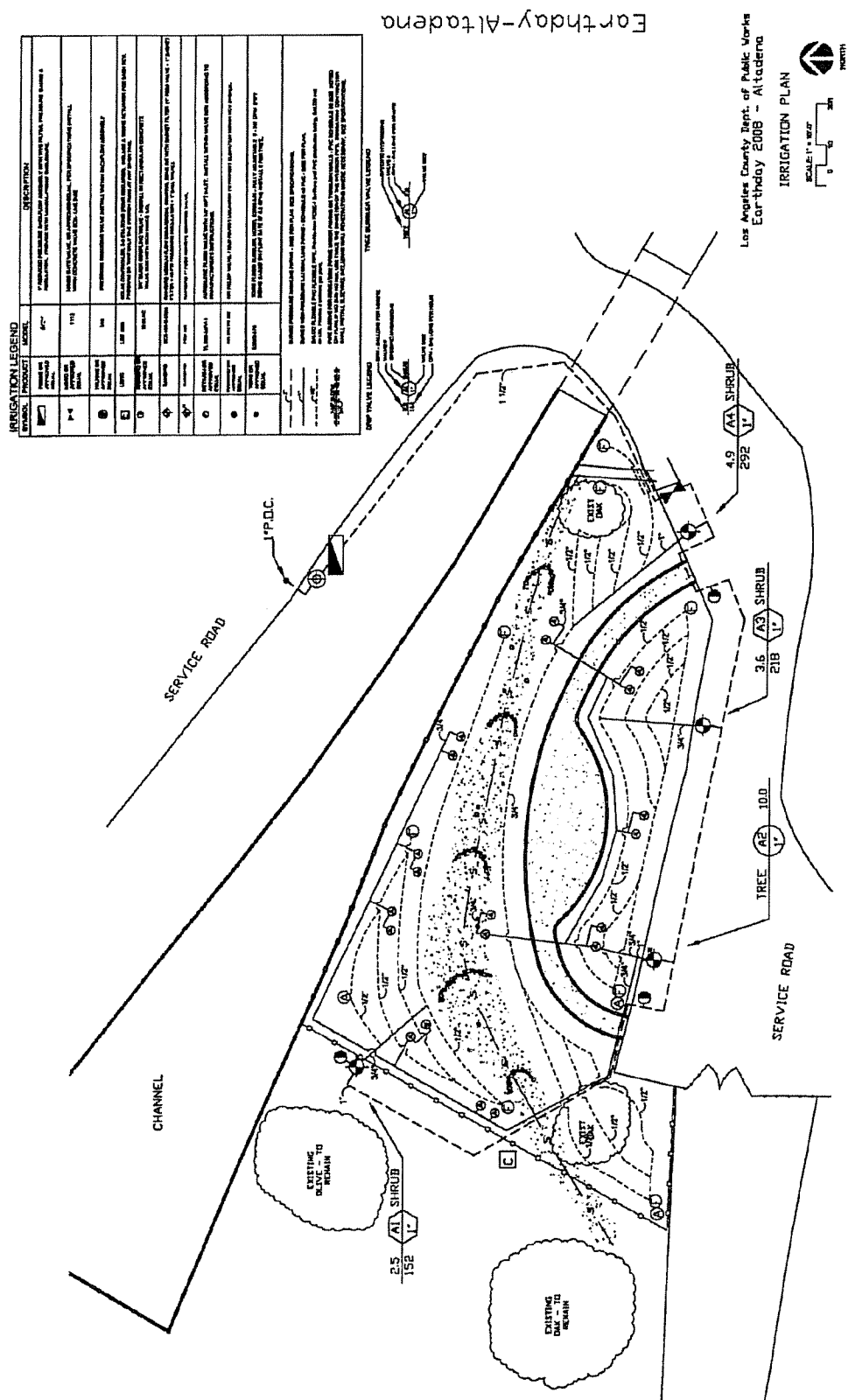
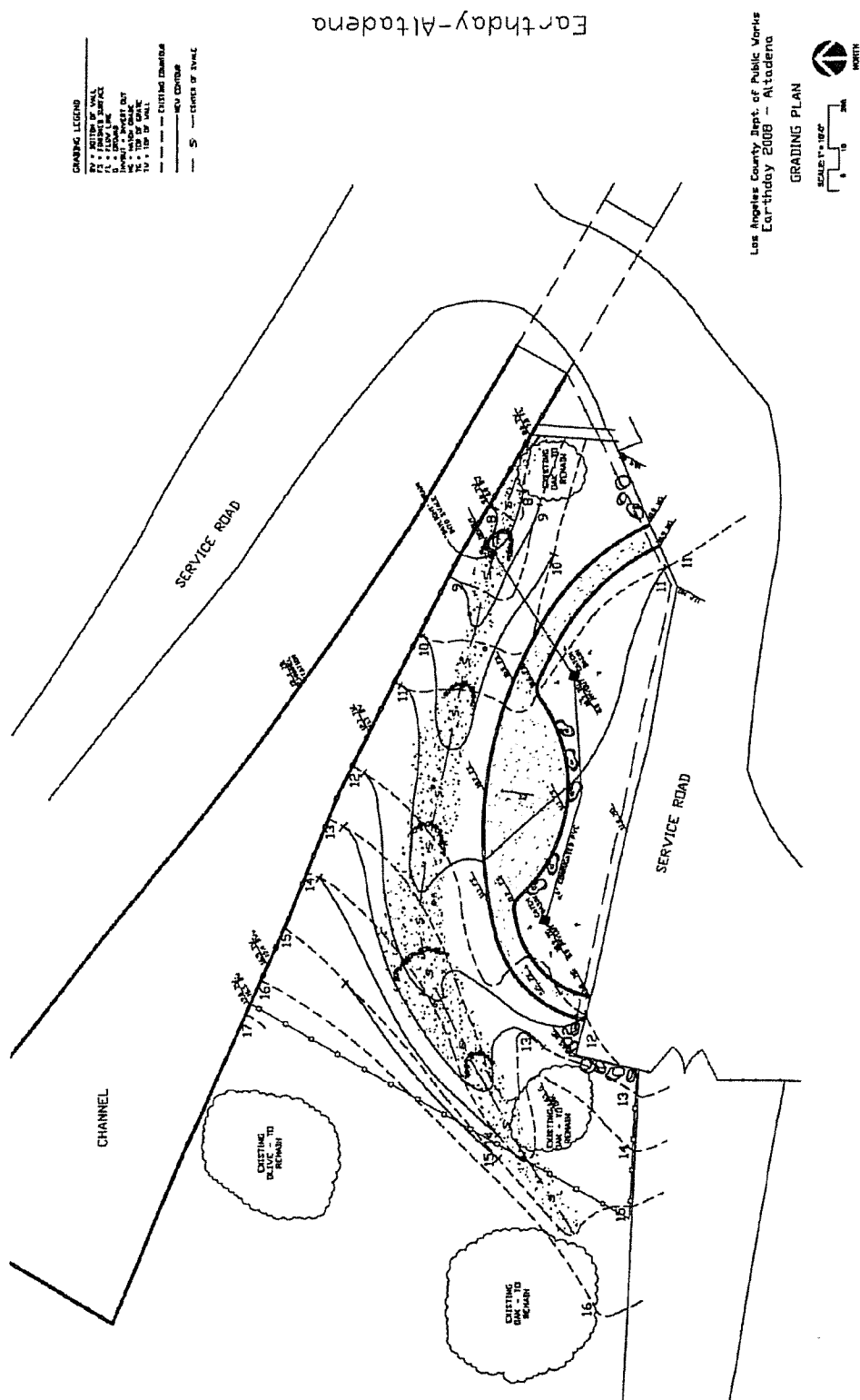
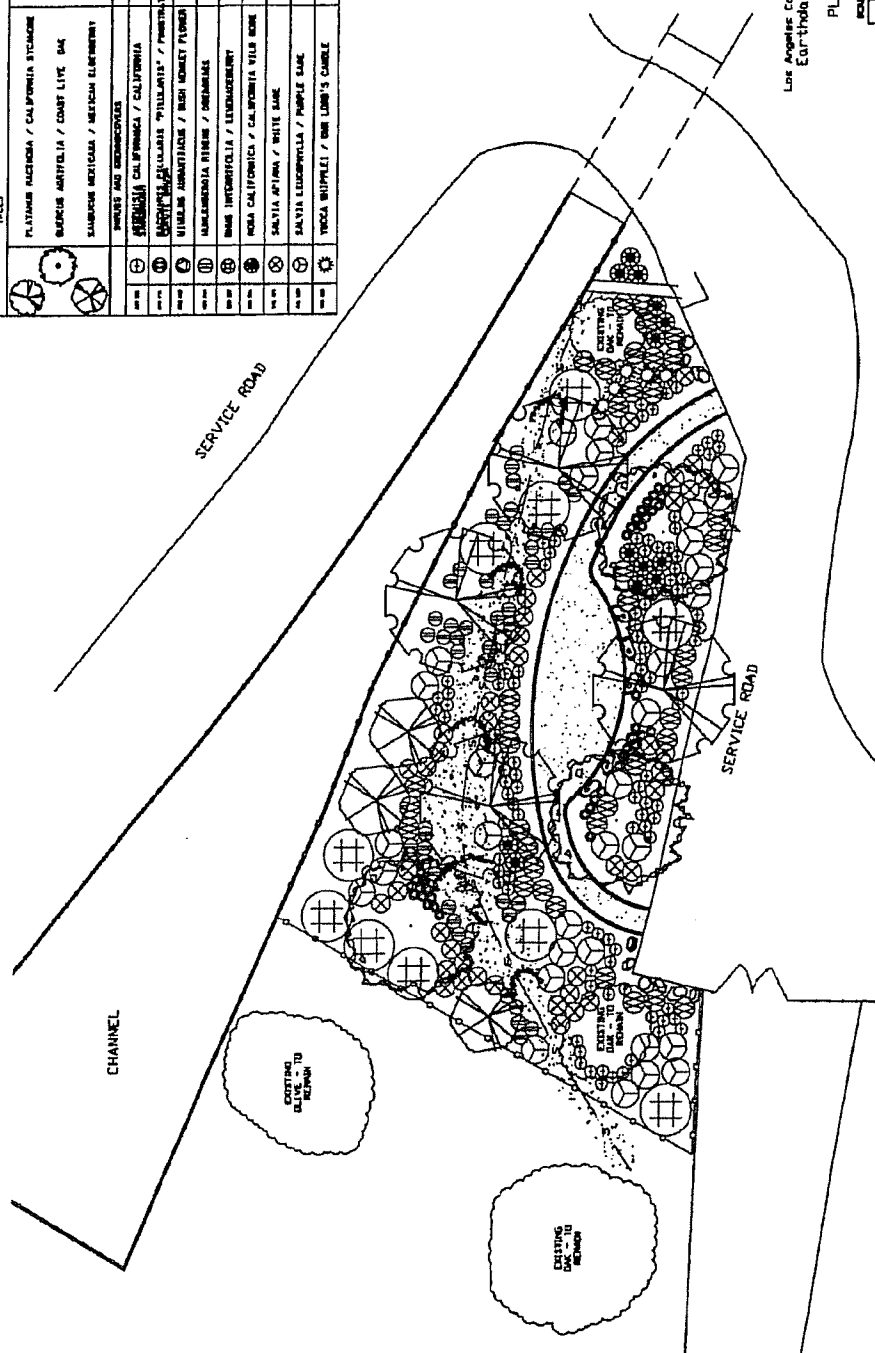


EXHIBIT H

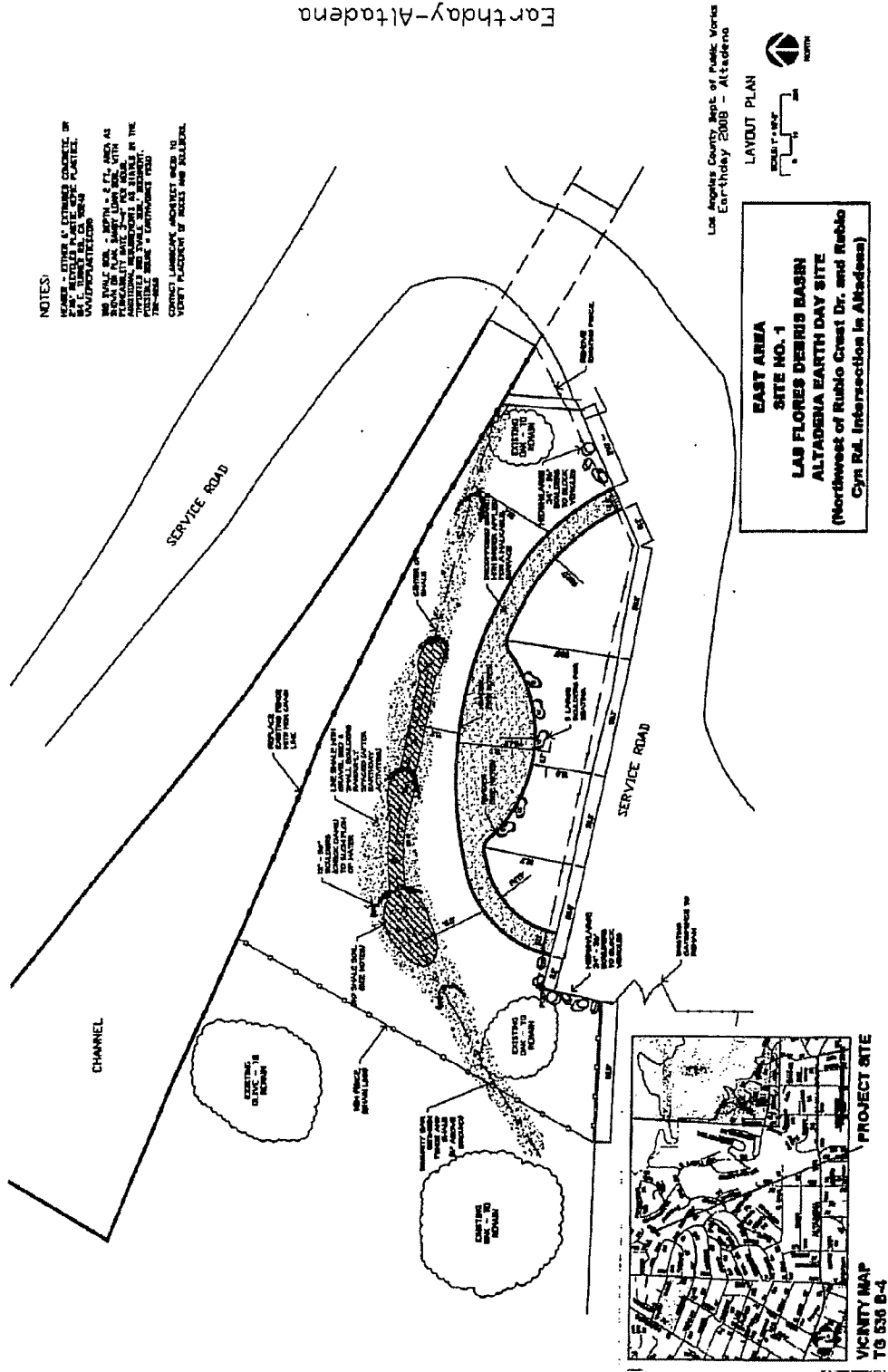


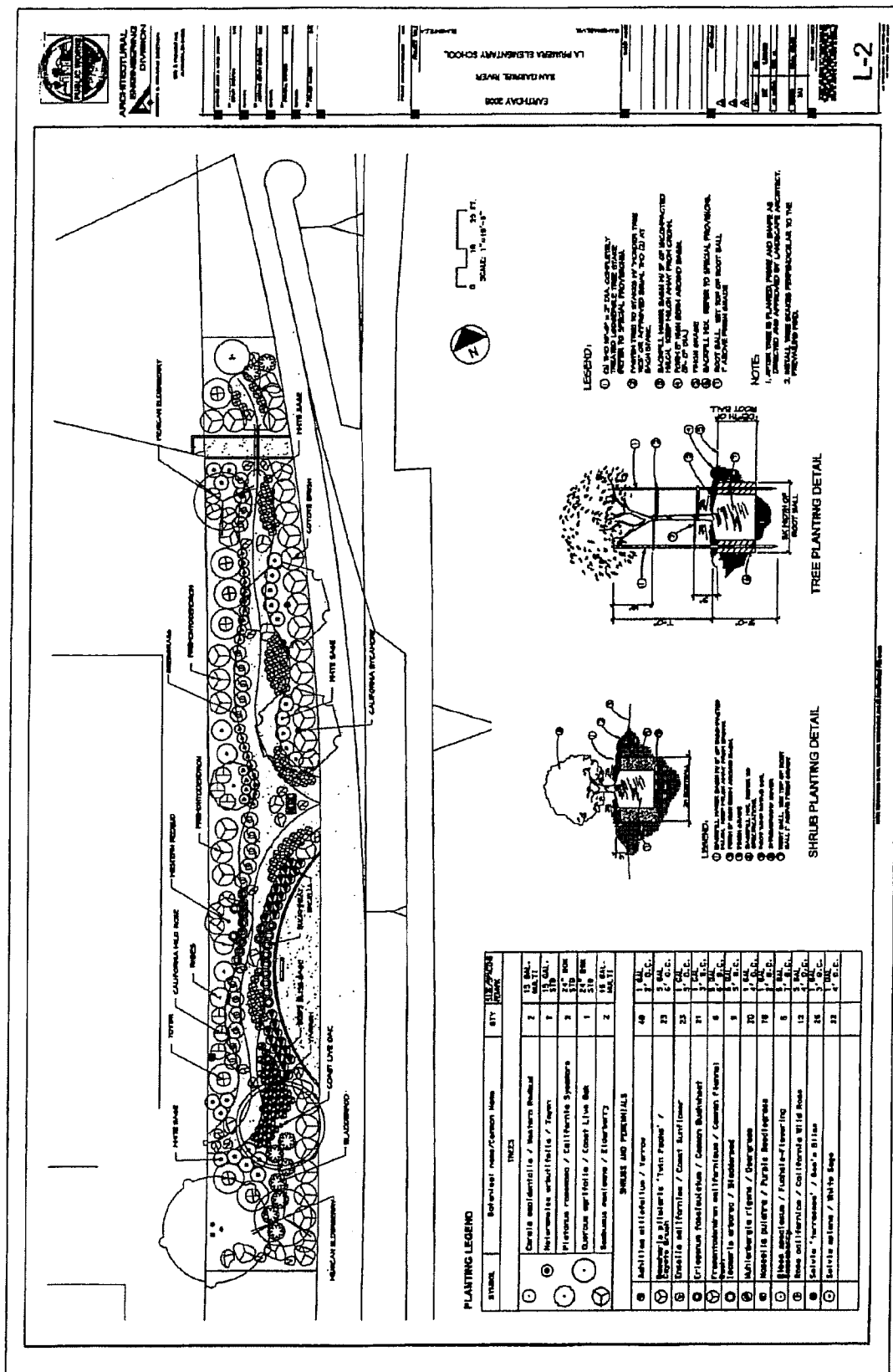
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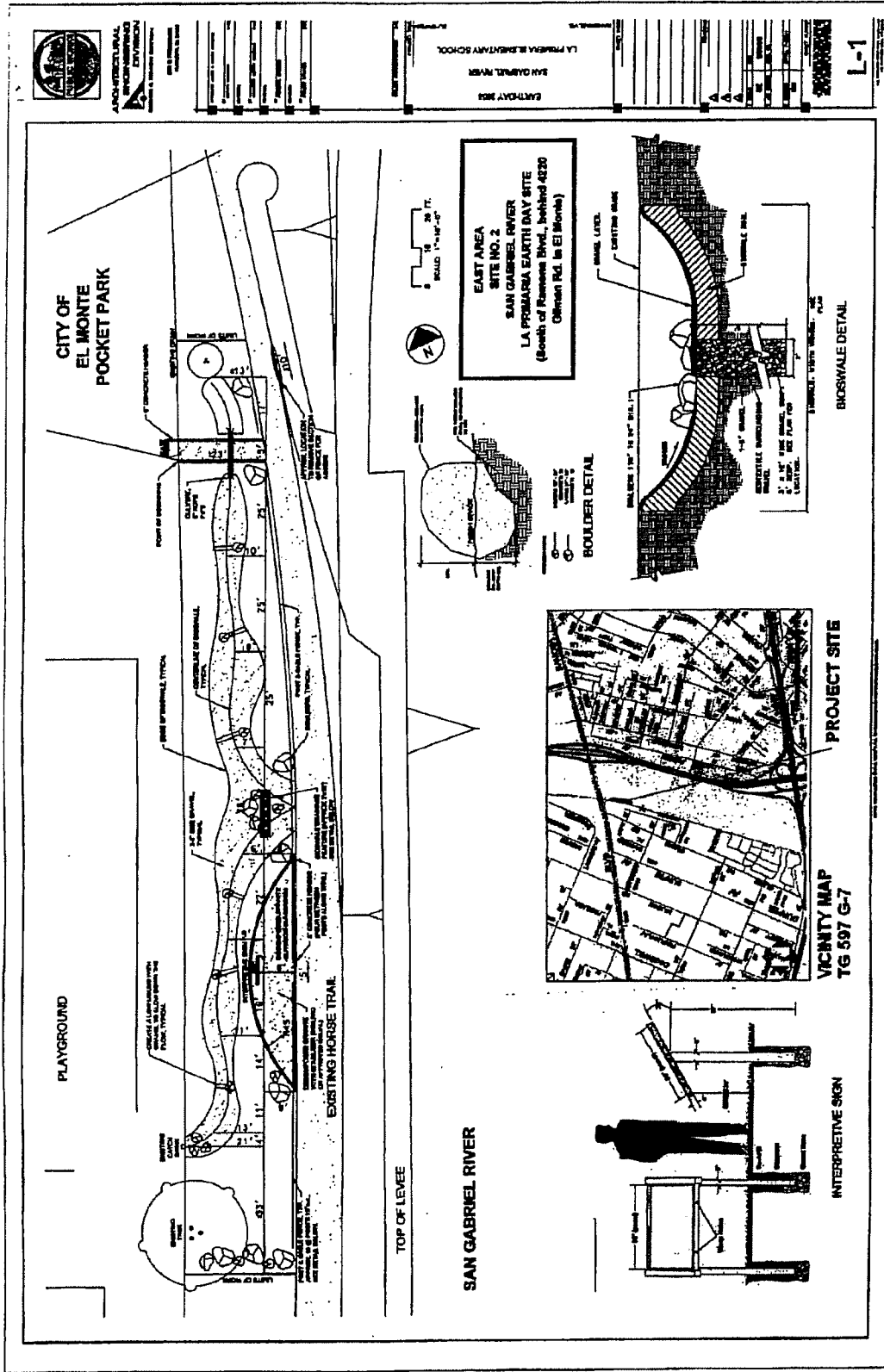
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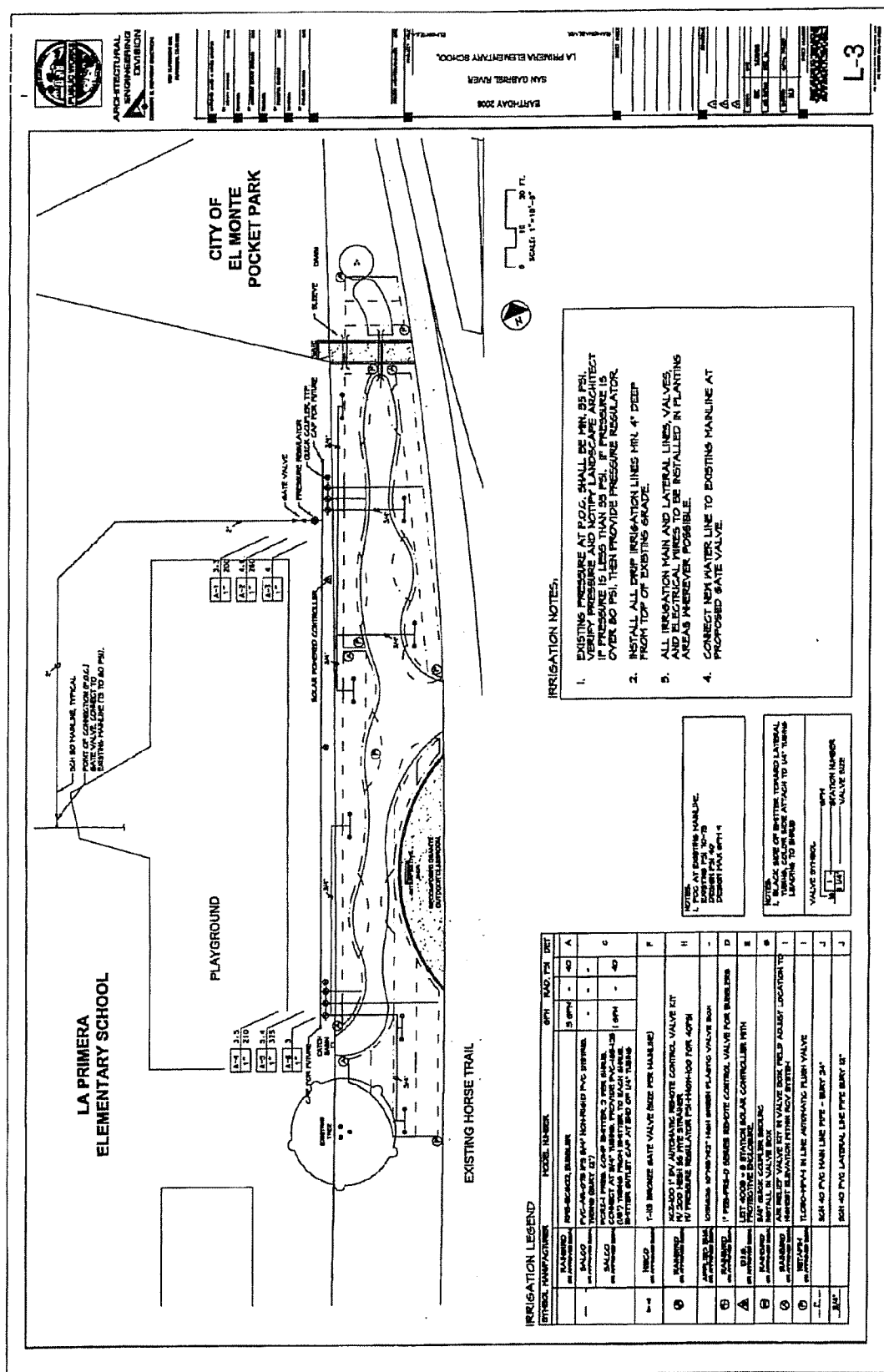
PLANTING PLAN

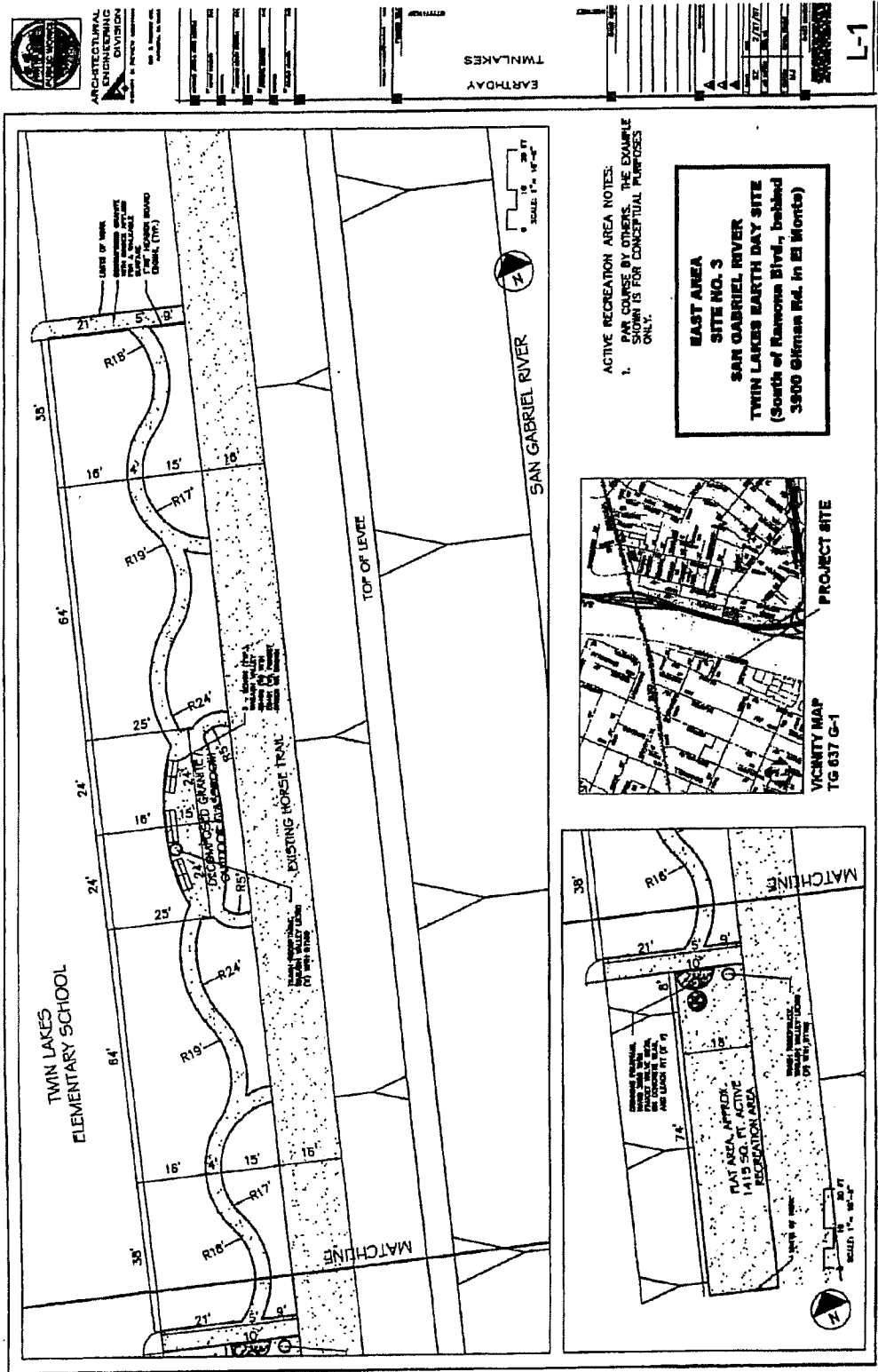


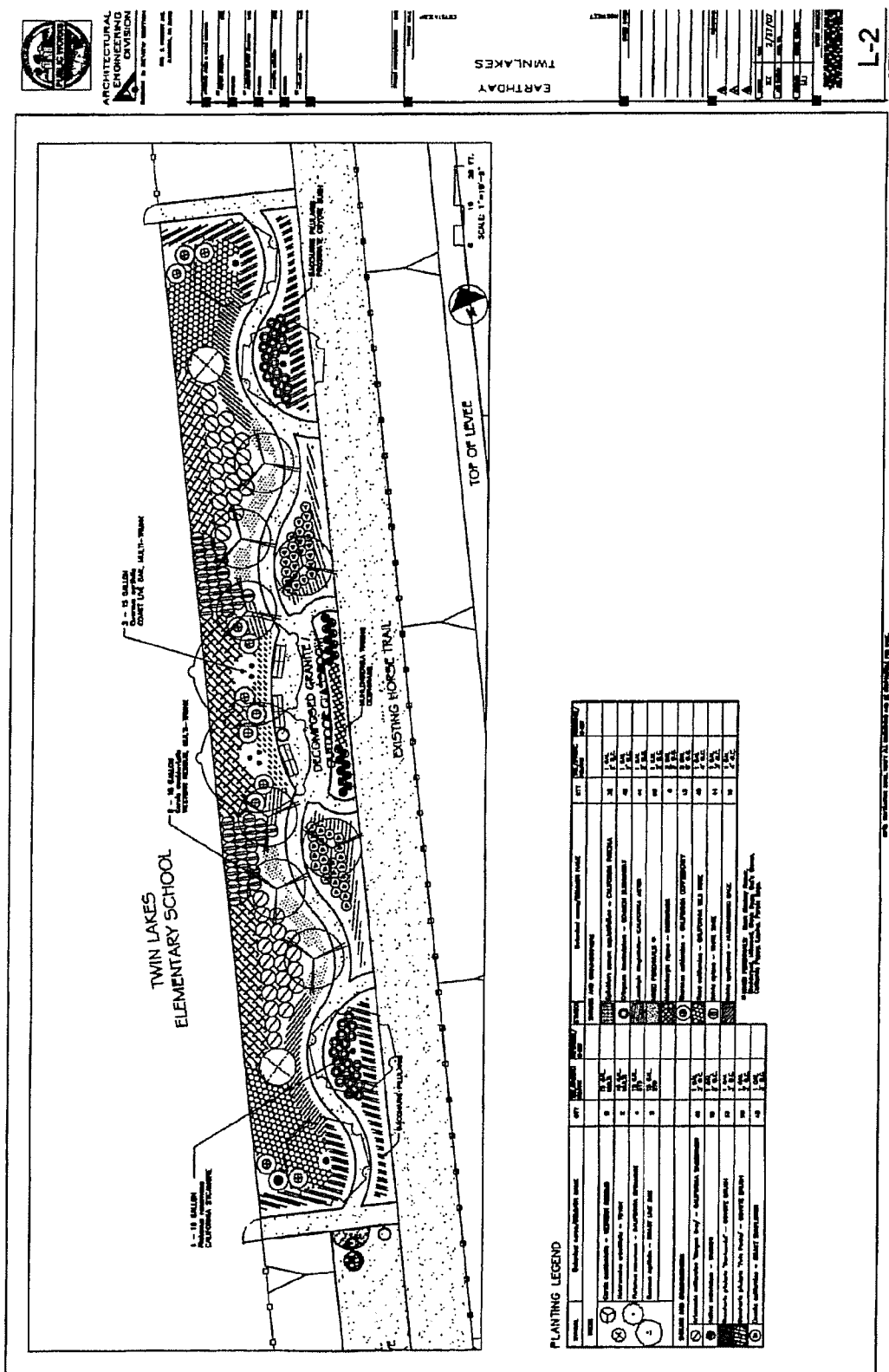


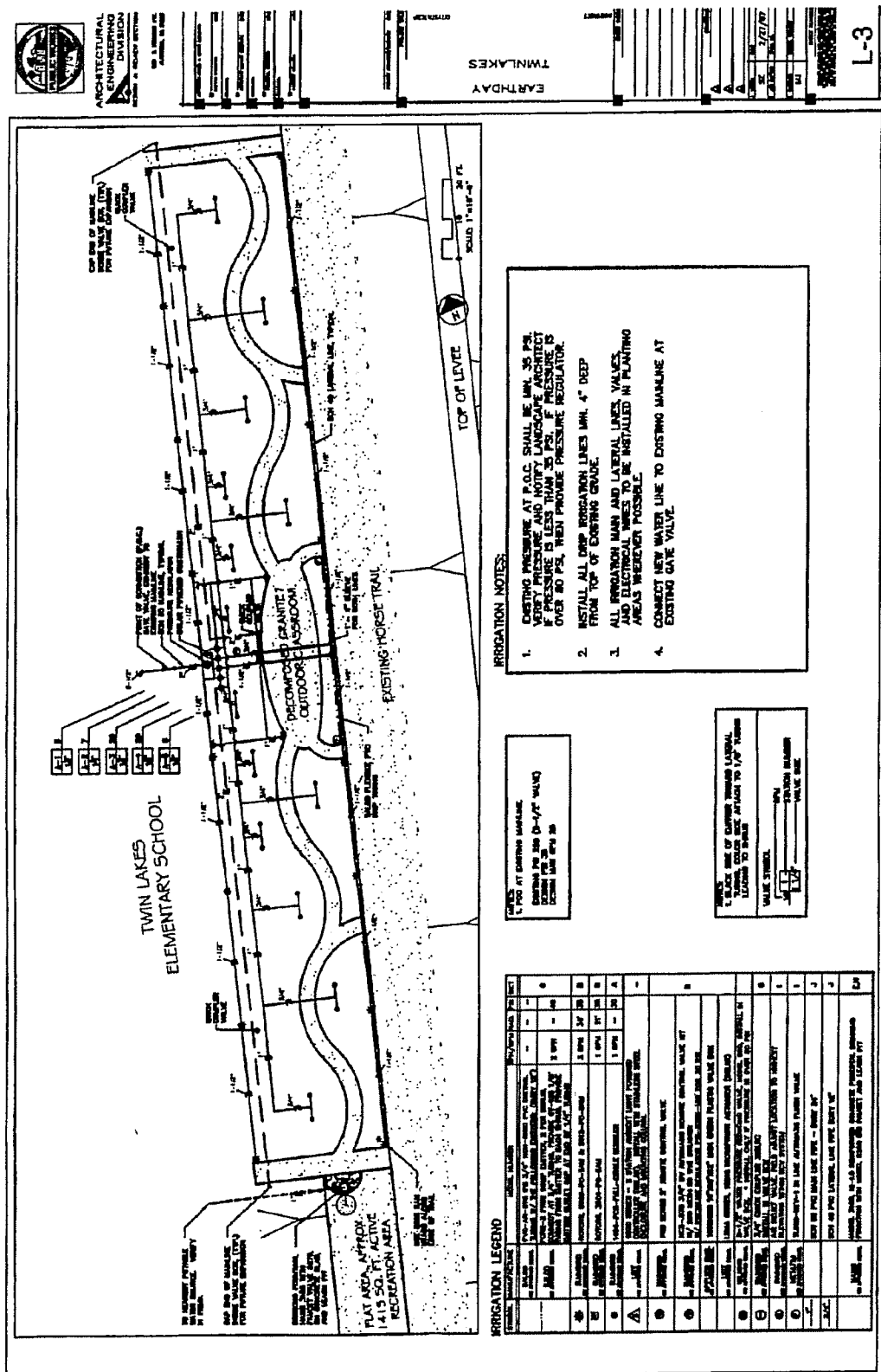








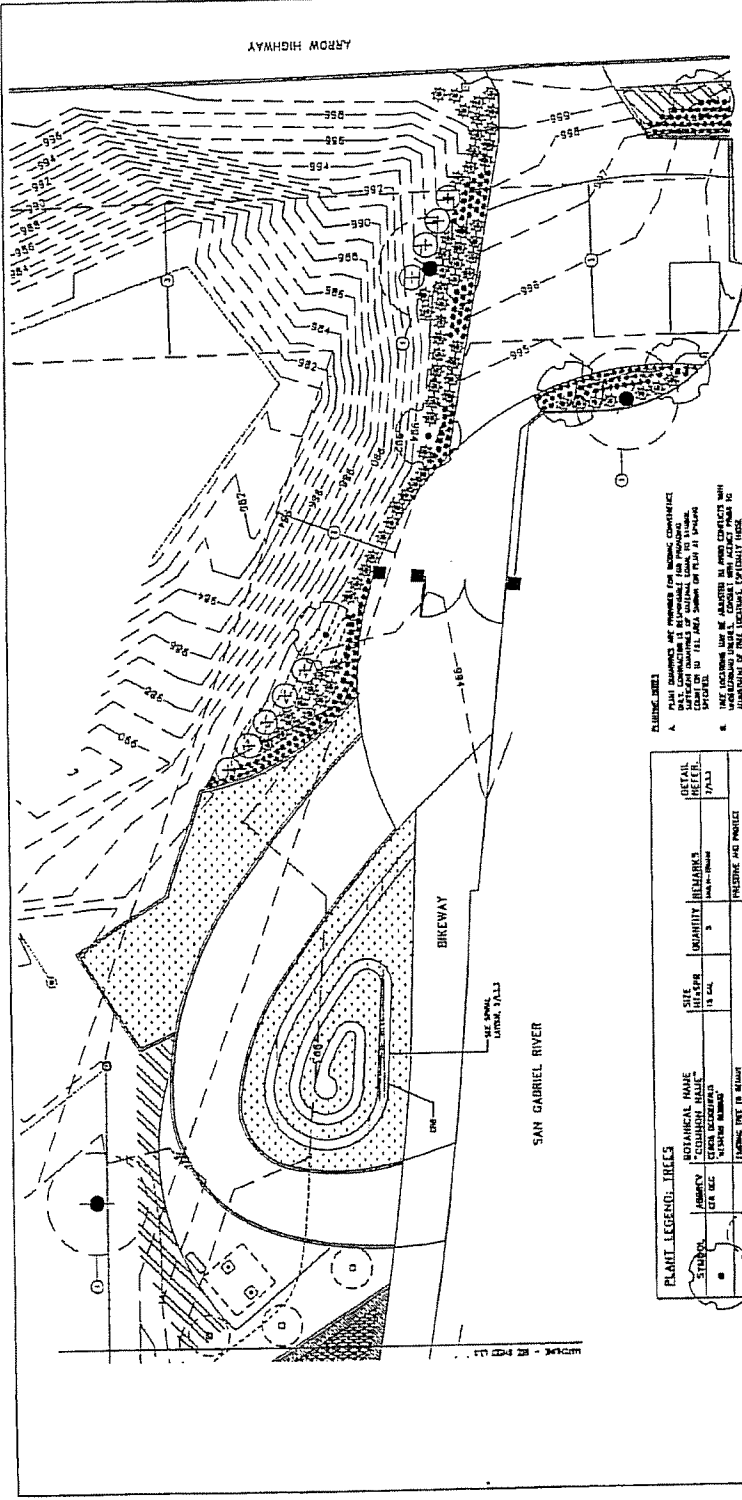




abbe
8729 Washington Blvd
Claremont, CA 91711
Tel: 951-251-1100



ARROW HIGHWAY
GATEWAY
ENHANCEMENT
AT SAN GABRIEL RIVER



- PLANTING NOTES:**
1. PLANT SPECIES ARE PROVIDED FOR EACH PLANTING AREA. PLANTING IS TO BE COMPLETED BY THE CONTRACTOR. PLANTING IS TO BE COMPLETED BY THE CONTRACTOR. PLANTING IS TO BE COMPLETED BY THE CONTRACTOR.
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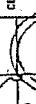


PLANT LEGEND: TREES			
SYMBOL	ABBREVIATION	QUANTITY	REMARKS
(Symbol)	CELESTIAL	10	10' DBH
(Symbol)	CELESTIAL	10	10' DBH
(Symbol)	CELESTIAL	10	10' DBH
(Symbol)	CELESTIAL	10	10' DBH
(Symbol)	CELESTIAL	10	10' DBH
(Symbol)	CELESTIAL	10	10' DBH
(Symbol)	CELESTIAL	10	10' DBH
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(Symbol)	CELESTIAL	10	10' DBH

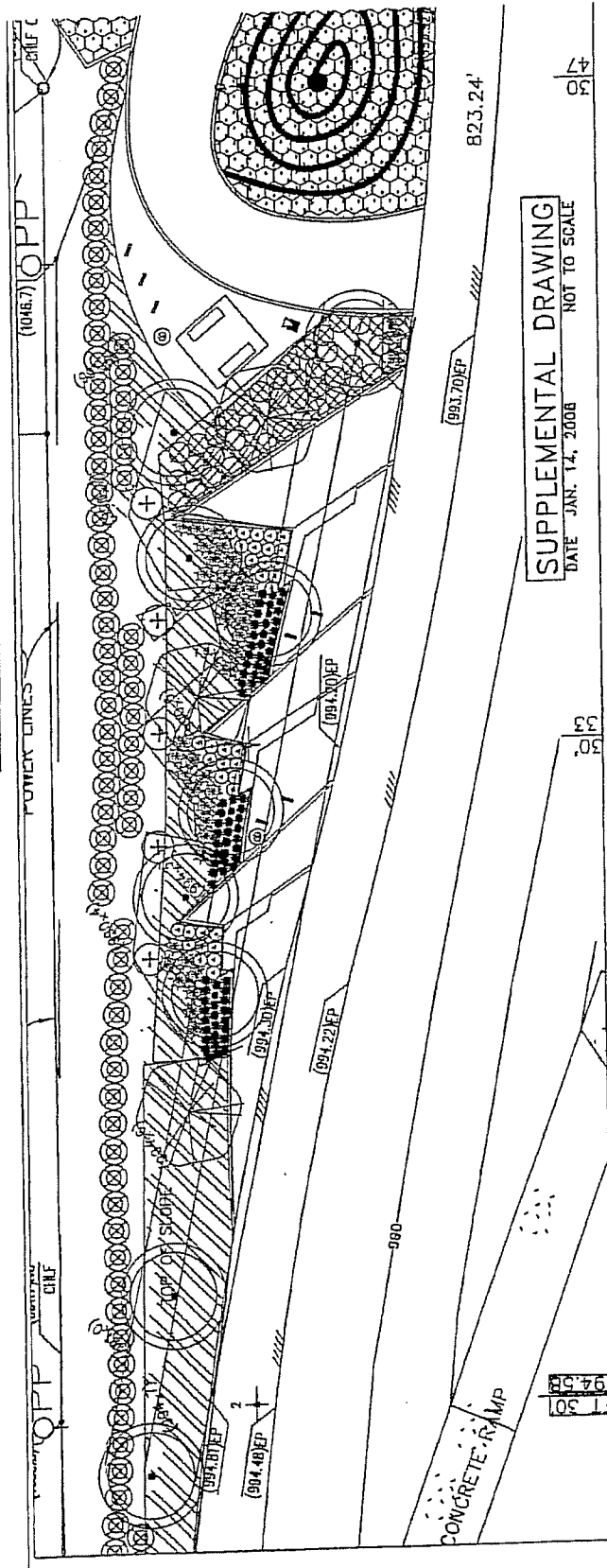
PLANT LEGEND: SHRUBS & GROUNDCOVERS			
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(Symbol)	CELESTIAL	10	10' DBH
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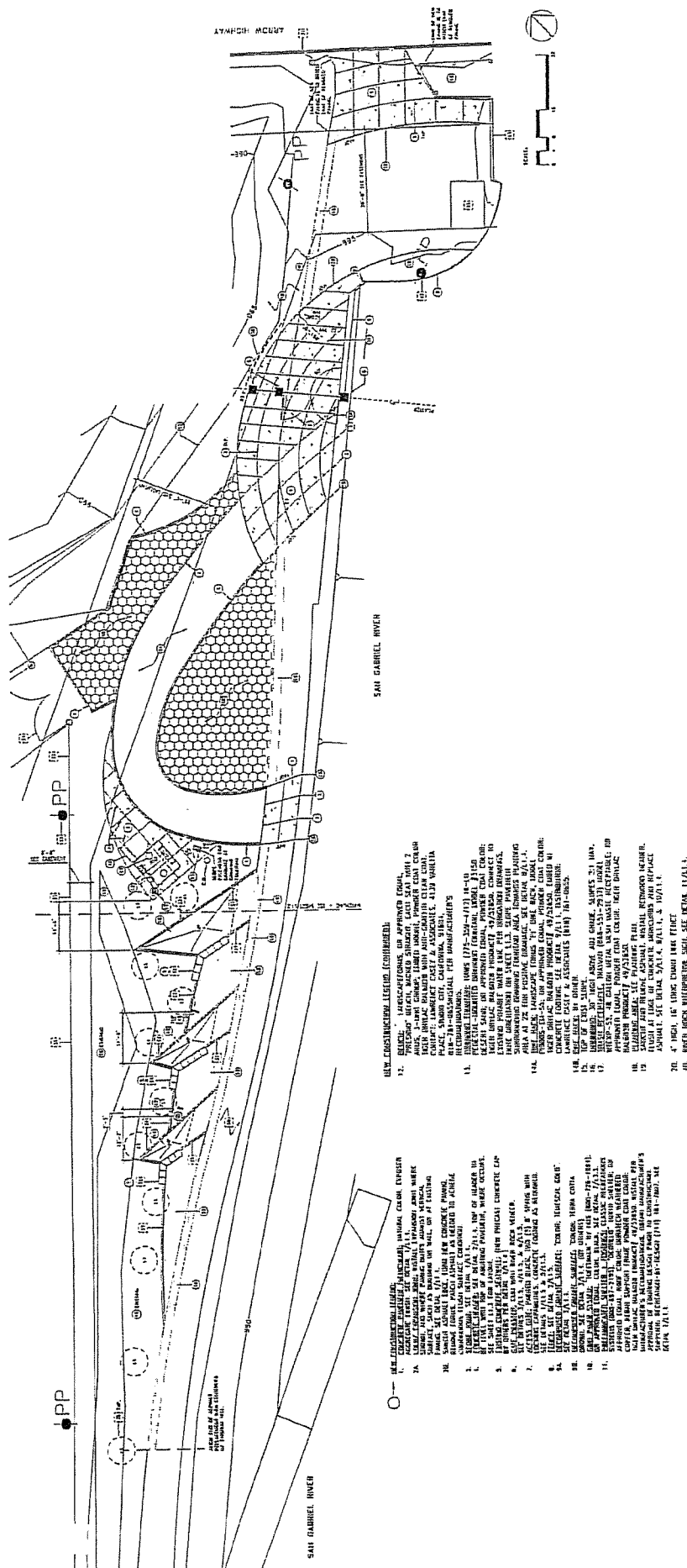
PLAN
NORTH

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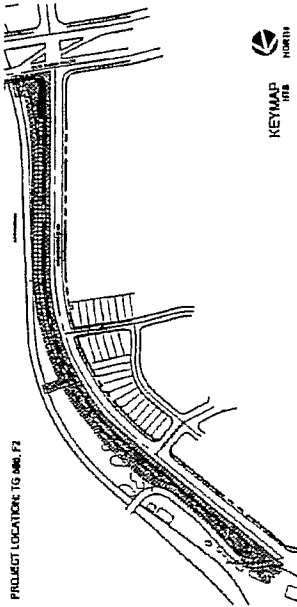
PLANT LEGEND: SHRUBS & GROUNDCOVERS							
SYMBOL	ABBREY	BOTANICAL NAME	SIZE & SPACING	TOTAL QUANTITY	EARTH DAY QUANTITY	REMARKS	DETAIL REFER.
①	ARC EXE	"COMMON PALM" MACARANGA PALLAS WIL. PEELERS COTONE BRUSH	1 GAL # 30' D.C.	159	42	-	7/13/3
②	CAN PWA	CANE PRIMERGUELS "CUSHIERE FIELD SORE"	-	2515 SF	-	THROWED, LARD SILL ON LANDSCAPE PLUG, ONE PER GROSS/SPRINKLER SILL	7/13/3
③	EPI LAY	EPALBARI DAWAN LUTERUM "DAUFAMIA PRISON"	1 GAL # 10' D.C.	180	22	-	7/13/3
④	HET AMB	HESTERGUELS AMBIFLOA "RUDIN"	5 GAL	9	6	-	7/13/3
⑤	RHB DVA	RHUS DAVA "SACAT BUSH"	1 GAL # 45' D.C.	25	-	-	7/13/3
⑥	SAL ALL	SALV. WALLEFIA "SACAT SORE"	1 GAL # 30' D.C.	55	38	-	7/13/3
⑦	ETH FAS	ETHIOPIAN FASCICULATI "SALV. BROWNI"	1 GAL # 75' D.C.	per plan	35	-	7/13/3
⑧	SAL WTH	SALV. WALLEFIA "SACAT SORE"	1 GAL # 30' D.C.	-	90	-	7/13/3
⑨	SAND	CINDERED AND BRICK	-	-	-	THE THROSSITY "LARD ON AS SHOWN"	-

PLANT LEGEND: TREES						
SYMBOL	ABBREV	BOTANICAL NAME "COMMON NAME"	TOTAL QUANTITY	EARTH DAY QUANTITY	REMARKS	DETAIL REFER.
	CEDR DEC	CEDRUS DEODORA "WESTERN REDWOOD"	2		WART-TREE	2/L/3 1/0 5'
	PLA MEX	PLATANUS MEXICANA "CALIFORNIA STAGHORE"	17	3	WART-TREE ON LOW BRANCHING	2/L/3 1/L/3
	QUA AGE	QUERCUS AGRIFOLIA "COAST LIVE OAK"	17	3	WART-TREE ON LOW BRANCHING	2/L/3 3/L/3 1/L/3

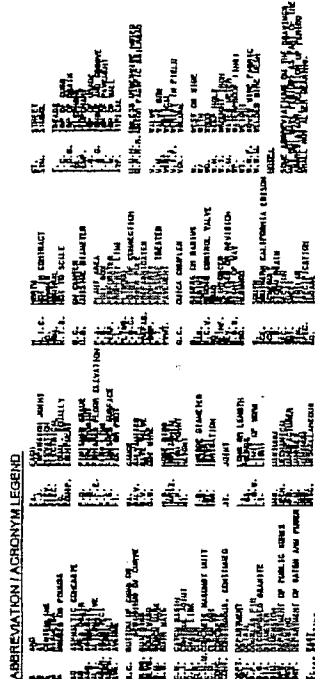




COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
LANDSCAPE IMPROVEMENTS
EATON WASH LANDSCAPE IMPROVEMENT
PROJECT ID NO. FCC0001156



- GENERAL NOTES:
1. PLANS AND DIMENSIONS: THE CONTRACTOR SHALL VERIFY THE ACCURACY OF THE LANDSCAPE DIMENSIONS PRIOR TO THE START OF CONSTRUCTION.
 2. MATERIALS: ALL MATERIALS SHALL BE OF THE BEST QUALITY AND SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.
 3. ALL DIMENSIONS SHALL BE TO THE FACE UNLESS OTHERWISE NOTED.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO THE START OF CONSTRUCTION.
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 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO THE START OF CONSTRUCTION.



KEYMAP

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- IRRIGATION INSTALLATION NOTES:
1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING LINES AND UTILITIES PRIOR TO THE START OF CONSTRUCTION.
 2. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO THE START OF CONSTRUCTION.
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COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

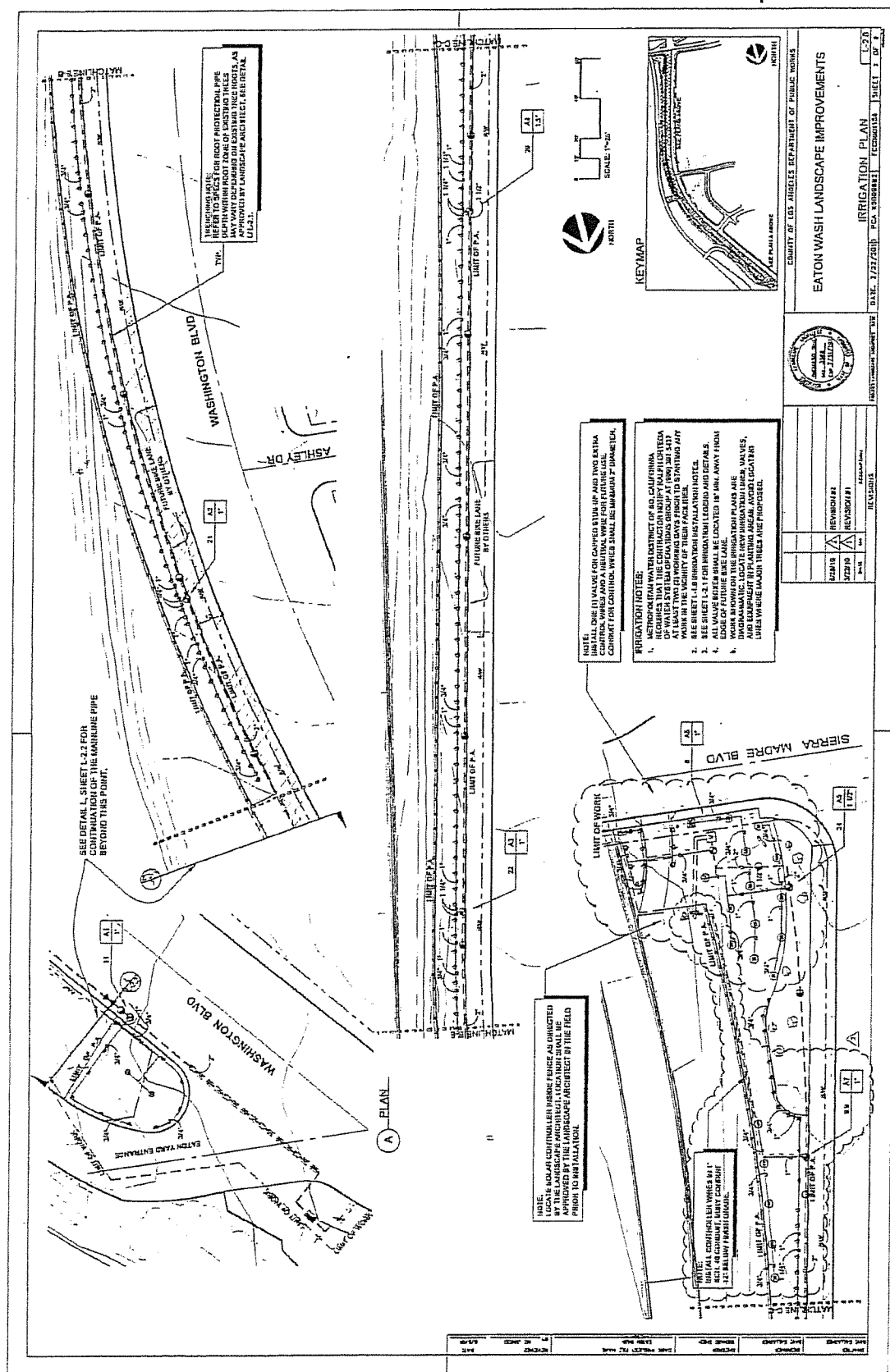
EATON WASH LANDSCAPE IMPROVEMENTS

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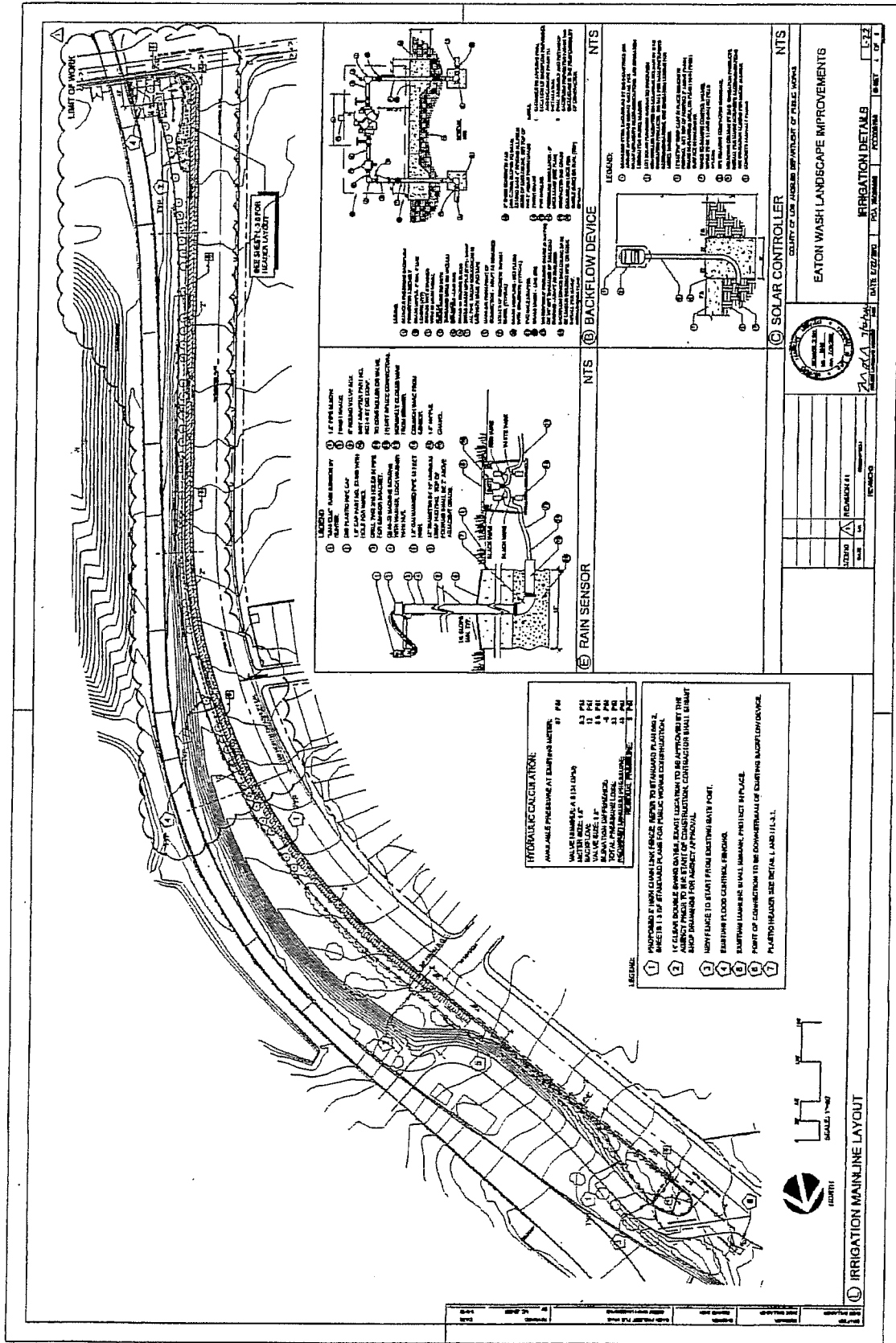
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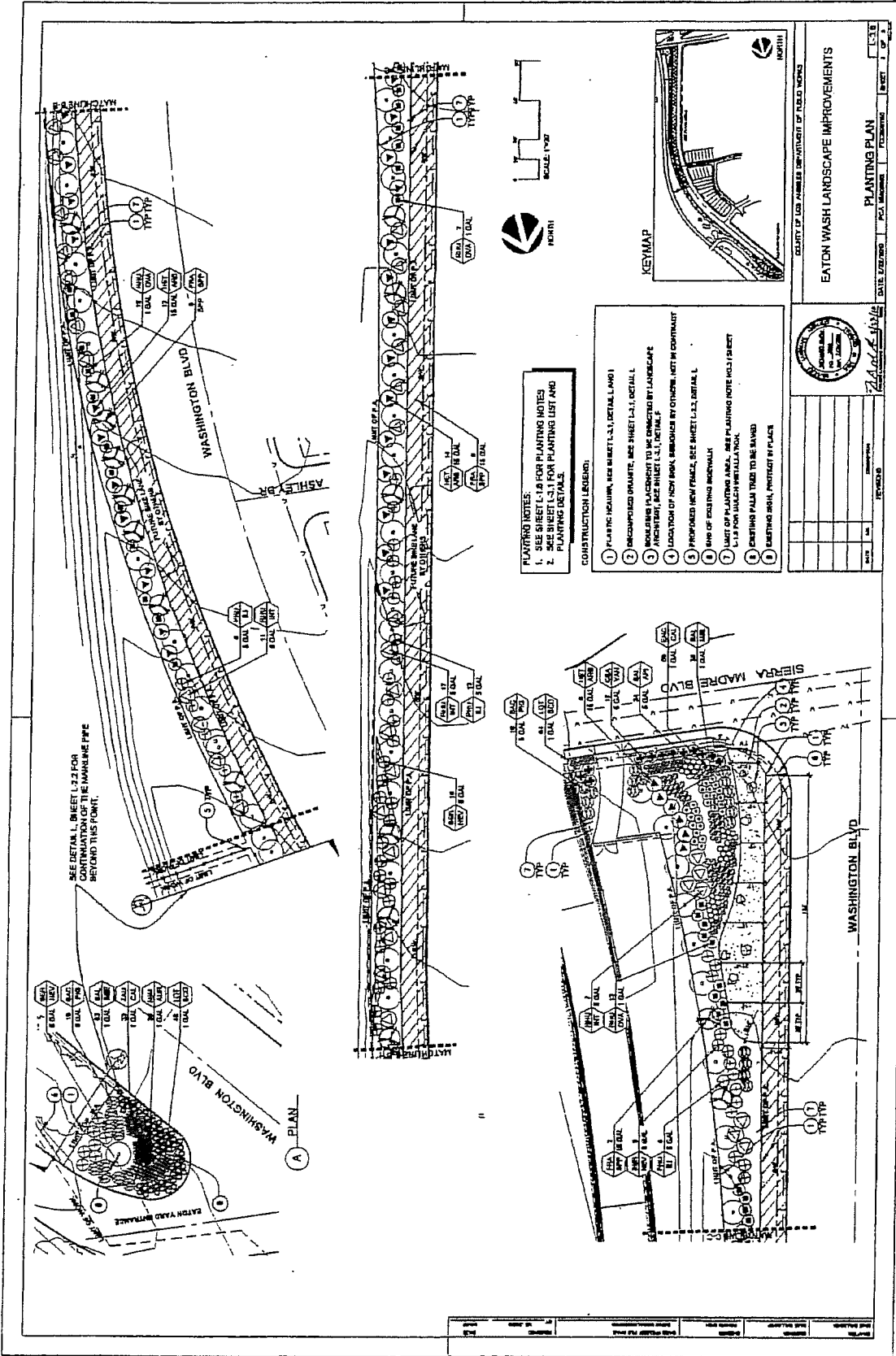
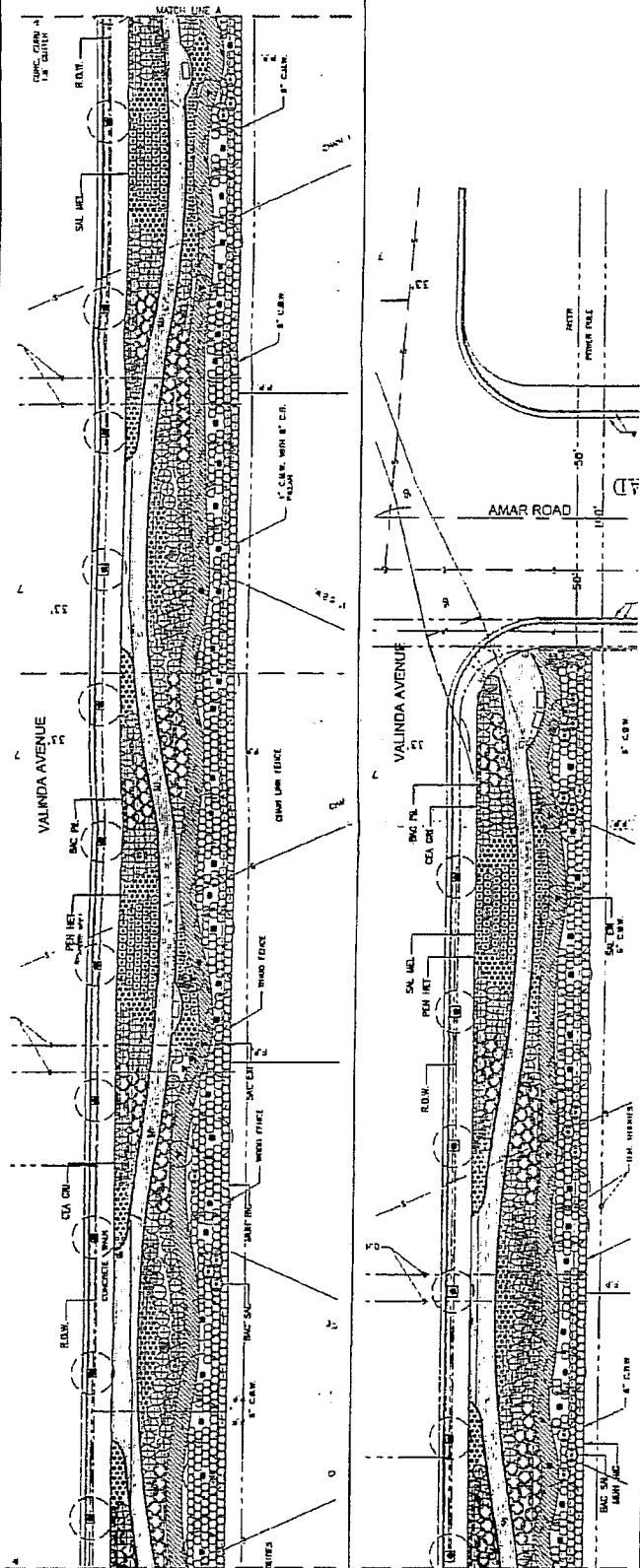


EXHIBIT H



STATION	ARMORY	FOUNDER NAME	FOUNDER DATE	SEX	QTY.	NOTES	REMARK
1	1	MAJ. PAUL	1/1/1941	MALE	207	-	
2	2	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
3	3	MAJ. PAUL	1/1/1941	MALE	841	-	
4	4	MAJ. PAUL	1/1/1941	MALE	2100	-	
5	5	MAJ. PAUL	1/1/1941	MALE	2000	-	
6	6	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
7	7	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
8	8	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
9	9	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
10	10	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
11	11	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
12	12	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
13	13	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
14	14	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
15	15	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
16	16	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
17	17	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
18	18	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
19	19	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
20	20	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
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22	22	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
23	23	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
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25	25	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
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35	35	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
36	36	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
37	37	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
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42	42	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
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44	44	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
45	45	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
46	46	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
47	47	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
48	48	MAJ. PAUL	1/1/1941	MALE	1	SPICE 1/2 TON (ONE 1/2 OF ALL PLANTS)	
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50	50	MAJ. PAUL	1				

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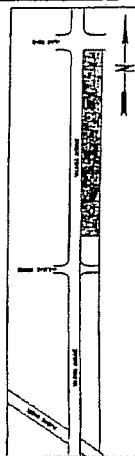
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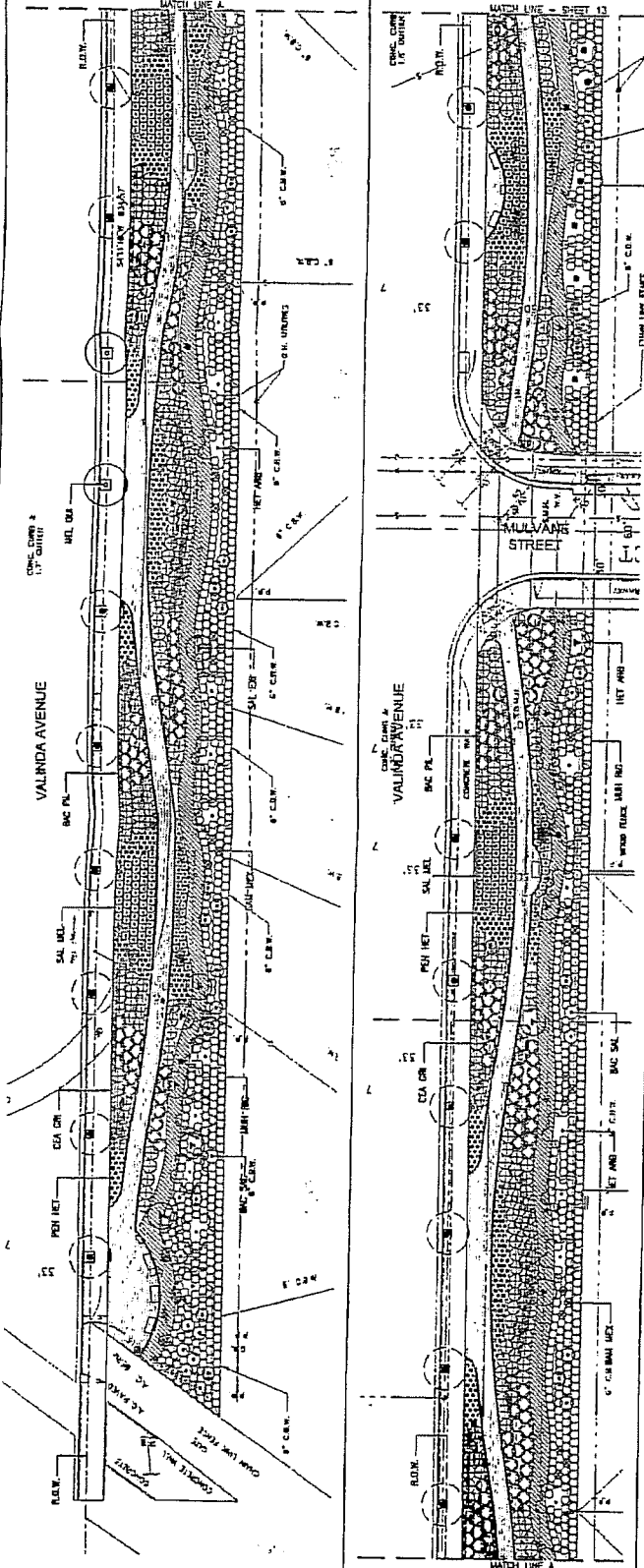
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 || 310.264.1943
 handbags@arhbe.com

COMMUNITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

VALINDA AVENUE GREENING PROJECT
FROM AMAR ROAD TO PUENTE CREEK
PLANTING PLAN - NORTH



NO DATE INCOME YOU OWN				
1-11-90				STAYERS
4-18-90				HOM CONSTRUCTION DOCUMENTS
3-10-90				HOM CONSTRUCTION DOCUMENTS
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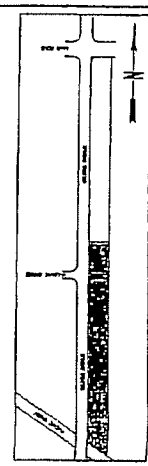


PLANT LEGEND: SHRUBS, GROUND COVERS, VINES									
SYMBOL	ABBREVIATION	COMMON NAME	SIZE	QTY	NOTES	QTY	NOTES	QTY	NOTES
○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>
○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>
○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>
○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>
○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>
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○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>
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○	BNC PL	BRANDYBERRY	1' GAL	317	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>	1/2\"/>

PLANT LEGEND: TREES

SYMBOL	ABBREVIATION	COMMON NAME	SIZE	QTY	NOTES	QTY	NOTES	QTY	NOTES
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○	SAL	SALICATA	1\"/>	1\"/>	1\"/>	1\"/>	1\"/>	1\"/>	1\"/>
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CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

VALINDA AVENUE GREENING PROJECT

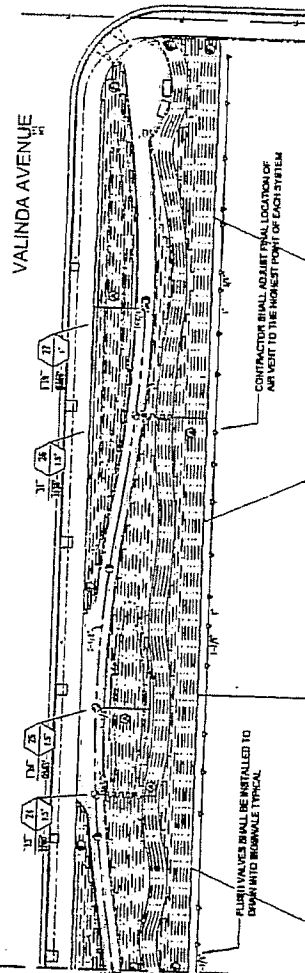
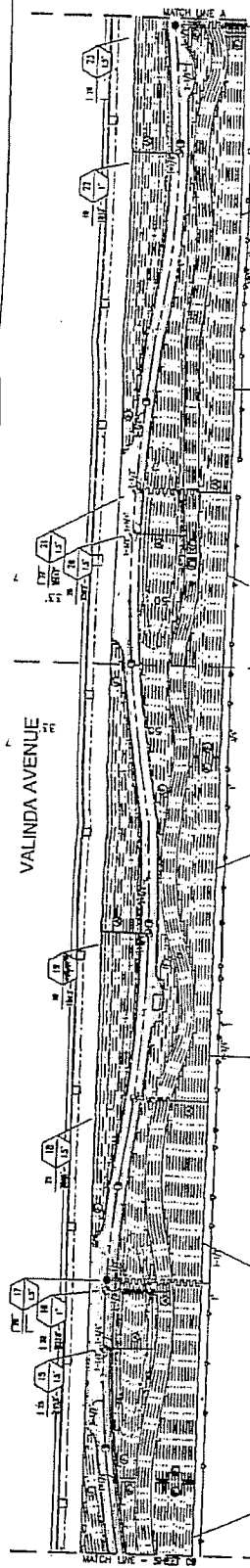
FROM AMAR ROAD TO PUENTE CREEK

PLANTING PLAN - SOUTH

DATE: 10/1/00

BY: [Signature]

1-800-227-2800



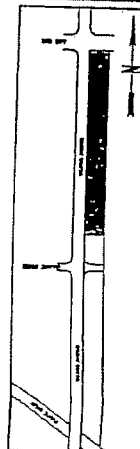
INFLATION MATCHING

1. SEE SHEET 11 FOR IRRIGATION LEGEND AND SHEET 12 FOR IRRIGATION INSTALLATION NOTES.
2. SEE SHEET 13 AND 14 FOR IRRIGATION DETAILS.
3. WORK SHOWN ON THE IRRIGATION PLAN IS QUANTITATIVE. LOCATE NEW IRRIGATION LINES, VALVES AND EQUIPMENT IN PLANTING AREAS. AVOID LOCATING LINES WHERE ADJACENT TREES ARE PROTECTED.

NOTE A:
HIGHLIGHTED EQUIPMENT SHOWN WITHIN PAYING FOR CLARITY ONLY.
ACTUAL LOCATION OF HIGHLIGHTED EQUIPMENT TO BE WITHIN PLANTER AND
MINIMUM OF 18" OFF ADJACENT HARDSCAPE AND OTHER OBSTACLES. TYP.

NOTE B:
CONTRACTOR SHALL ADJUST ALL HEADS AS REQUIRED TO ACCOMMODATE ANY
CRITICAL OBSTRUCTIONS THAT MAY OCCUR, INCLUDING BUT NOT LIMITED TO LIGHT
POLES, FIRE HYDRANTS, ETC. VERIFY ALL HEAD LAYOUT WITH THE EMPLOYER PRIOR TO
STARTING WORK.

NOTE C:
BRIDGE AND LATERAL LINES ARE SHOWN WITHIN PAVING FOR CLARITY ONLY.
ACTUAL LOCATION TO BE WITHIN PLANTER. BURNERS SHALL BE ALIGNED WITH THREE
LINES AS DIRECTED BY THE ENGINEER. CONFIRM ALL LAYOUT IN FIELD WITH THE
ENGINEER PRIOR TO STARTING WORK.



and the following are the names of the persons who have been elected to the office of the President of the United States since 1789.

Call USA TOLL FREE
1-800-227-2800

1-27-08	REVISED	100% CONSTRUCTION DOCUMENTS
2-18-08		100% CONSTRUCTION DOCUMENTS
3-10-08		100% CONSTRUCTION DOCUMENTS
4-11-08		100% CONSTRUCTION DOCUMENTS

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
VALINDA AVENUE GREENING PROJECT
FROM AMAR ROAD TO PUENTE CREEK
IRRIGATION PLAN - NORTH

EXHIBIT H

EQUIPMENT LEGEND				
SYMBOL	DESCRIPTION	MANUF.	PART # AND DESCRIPTION	DETAILS/HIT REFERENCE
---	LITERATURE	AS APPROVED	PVC PIPE 3/4" - 2' BOLL 10 ALTERNATE LINES 17' BELOW GRADE	O / L314
---	MANHOLE	AS APPROVED	PVC PIPE 2' I.D. CL. 315 SUDENT WELD AS UNDESIGNED 1' BELOW GRADE	O / L314
---	SEWER UNDER PAVEMENT	AS APPROVED	PVC PIPE CL. 315 AS BE FLOWING TWICE THE ALLOWED DEPTH. PLACE BELOW ALL PAVED, HANGAR, ETC. NOT CONNECTED BY OWNERS AUTHORIZED REPRESENTATIVE	O / L314
---	CONCRETE FLEX WIRE	AS APPROVED	1" I.D. BOLL 40 ELECTRICAL CONDUIT FOR CONTROL WIRE. PROVIDE A MINIMUM OF 18" COVER	O / L314
---	NO SYMBOL	AS APPROVED	BRIDGATION CONTROL WIRE #14AF AND DIRECT SIGNAL (ILL. APPROVED)	O/P / L314
---	WIRE CONNECTORS	3M	DRIVE DIRECT BURIAL WATER PROOF WIRE CONNECTORS FOR USE ON ALL WIRE CONNECTIONS BOLL APPROVED	P / L314

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EQUIPMENT LEGEND				
SYMBOL	DESCRIPTION	MANUF.	PART # AND DESCRIPTION	DETAILS/ST REFERENCE
60	EXISTING POINT OF CONNECTION	P.O.C.	EXISTING 1-1/2" CONCRETE JACKET WITH 1-1/2" SERVICE LINE PROVIDED BY THE AGENCY, VERIFY SIZE, LOCATION, AND STATUS WITH PRELIMINARY FIELD	NA
61	BACKFLOW PREVENTION ASSEMBLY	EXISTING	EXISTING 1-1/2" W/PT BACKFLOW PREVENTION ASSEMBLY, VERIFY LOCATION AND OPERATION IN FIELD, PRIOR TO CONNECTION	NA
NO SYMBOL	BACKFLOW DEVICE ENCLOSURE	V.I.T.	STRONG BOX 48-435 "SMOOTH TOUCH" STAINLESS STEEL BACKFLOW DEVICE ENCLOSURE	NA
62	WATER CONTROL VALVE W/ FLOW METER & VALVE BOX	EXISTING	MODEL 3100 1-1/2" NORMALLY OPEN MASTER CONTROL VALVE W/ CALSENSE FM 1250 FLOW METER ON APPROVED EQUAL	B / L013
63	GATE VALVE (2-1/2" W/PT) WITH VALVE BOX	NEW	INCHES T113 BRONZE GATE VALVE ON APPROVED EQUAL	CR / L013
64	QUICK-CLOSURE VALVE WITH VALVE BOX	NEW	RAM 1810 3/4" ON APPROVED EQUAL	E / L013
65	REMOTE CONTROL VALVE WITH VALVE BOX	NEW	PERIPHER 1" (1-1/2" BORE) PRESSURE REGULATOR IN PLASTIC REMOTE CONTROL VALVE, SIZE AS SHOWN	F / L013
66	DRIP VALVE ASSEMBLY WITH VALVE BOX	NEW	KCZ 23X 1/2" DRIP VALVE CONTROL LINE ASSEMBLY, SIZE AS SHOWN	G / L013
67	23 STATION CONTROLLER	CALSENSE	CALSENSE ET200A-22 CONTROLLED ON APPROVED EQUAL. INSTALL INSIDE ELECTRICAL SERVICE RIGID TO ELECTRICAL PLANS FOR ENCLOSURE	H / L013
68	ELECTRICAL SERVICE	WATERS	INSTRUCT 1-1/2" OUTDOOR COMMUNICATION ELECTRIC, METEOROLOGICAL CONTROL LINE PERISTALTIC - SEE ELECTRICAL NOTES	I / L014
69	DRIP TUBING	METAFLEX	FLOW-B 1/2" DRIP TUBING W/ 3/8" DRIP EMITTER 12" ON CENTER, INSTALL TUBING ROWS A THROUGH J, 12" ON CENTER. ALL TUBING SHALL BE INSTALLED "J" OR "K" OR "L" OR "M" OR "N" OR "O" OR "P" OR "Q" OR "R" OR "S" OR "T" OR "U" OR "V" OR "W" OR "X" OR "Y" OR "Z" OR "AA" OR "AB" OR "AC" OR "AD" OR "AE" OR "AF" OR "AG" OR "AH" OR "AI" OR "AJ" OR "AK" OR "AL" OR "AM" OR "AN" OR "AO" OR "AP" OR "AQ" OR "AR" OR "AS" OR "AT" OR "AU" OR "AV" OR "AW" OR "AX" OR "AY" OR "AZ" OR "BA" OR "BB" OR "BC" OR "BD" OR "BE" OR "BF" OR "BG" OR "BH" OR "BI" OR "BJ" OR "BK" OR "BL" OR "BM" OR "BN" OR "BO" OR "BP" OR "BQ" OR "BR" OR "BS" OR "BT" OR "BU" OR "BV" OR "BW" OR "BX" OR "BY" OR "BZ" OR "CA" OR "CB" OR "CC" OR "CD" OR "CE" OR "CF" OR "CG" OR "CH" OR "CI" OR "CJ" OR "CK" OR "CL" OR "CM" OR "CN" OR "CO" OR "CP" OR "CQ" OR "CR" OR "CS" OR "CT" OR "CU" OR "CV" OR "CW" OR "CX" OR "CY" OR "CZ" OR "DA" OR "DB" OR "DC" OR "DD" OR "DE" OR "DF" OR "DG" OR "DH" OR "DI" OR "DJ" OR "DK" OR "DL" OR "DM" OR "DN" OR "DO" OR "DP" OR "DQ" OR "DR" OR "DS" OR "DT" OR "DU" OR "DV" OR "DW" OR "DX" OR "DY" OR "DZ" OR "EA" OR "EB" OR 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COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

VALINDA AVENUE GREENING PROJECT
FROM AMAR ROAD TO PUENTE CREEK
IRRIGATION MATERIALS LEGEND

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DATE RECEIVED _____ **FCC#0007078**

STOCK 11 OF 17