



MARK PESTRELLA, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

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

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

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

February 18, 2020

IN REPLY PLEASE

REFER TO FILE: **BRC-1**

### NOTICE OF INVITATION FOR BIDS FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)

PLEASE TAKE NOTICE that Public Works requests bid submissions for the Landscape and Grounds Maintenance Services for Three Location Groups (BRC0000111) contracts. These contracts have been designed to have a potential maximum contract term of 5 years consisting of an initial 1-year term and four potential additional 1-year optional renewals. The total estimated annual contract amount for each service location group is shown in the chart below.

Service Location Group	Estimated Annual Amount
Location Group 1: Montrose/Altadena Medians	\$450,000
Location Group 2: RMD141/241 Medians	\$375,000
Location Group 3: RMD446 Medians	\$450,000

The Invitation for Bids (IFB) with contract specifications, forms, and instructions for preparing and submitting bids may be requested from Ms. Amber Turner at (626) 458-4199 or [aturner@pw.lacounty.gov](mailto:aturner@pw.lacounty.gov), or Mr. Danny Medina at (626) 458-4080 or [dmedina@pw.lacounty.gov](mailto:dmedina@pw.lacounty.gov), Monday through Thursday, 7 a.m. to 5 p.m.

**Note: Public Works intends to award services contracts for each Service Location Group identified above, Location Groups 1 through 3. Bidders may submit bids for any combination of the three groups. Bidders must clearly specify, which service contract group(s) they are submitting a bid for. Bids will be evaluated and awarded independently.**

A mandatory bidders' conference will be held on **Wednesday, February 26, 2020, at 1 p.m.** at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in the Construction Conference Room located on the 8th Floor. **ATTENDANCE BY THE BIDDER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY.** Public Works will reject bids from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract

terms. After the conference, bidders must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

It is the bidders' sole responsibility to do their due diligence and to contact the contract managers to arrange a site visit and familiarize themselves with each site location and its requirements before submitting their bid. Bidders must coordinate with the contract managers prior to visiting the site. Please contact the contract managers to arrange the date and time of the site visits before **Thursday, March 5, 2020**. 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 site visits.

The Public Works Contract Manager for the Road Maintenance Division, Location Group 1, Montrose/Altadena Medians contract will be Ms. Dana Zindroski who may be contacted at (661) 294-3520 or [dzindros@pw.lacounty.gov](mailto:dzindros@pw.lacounty.gov), Monday through Thursday, 6 a.m. to 4:30 p.m.

The Public Works Contract Manager for the Road Maintenance Division, Location Group 2, Road Maintenance District 141/241 Medians contract will be Ms. Laura Rockett who may be contacted at (562) 869-1176 or [lrockett@pw.lacounty.gov](mailto:lrockett@pw.lacounty.gov), Monday through Thursday and alternate Fridays, 6:30 a.m. to 4 p.m.

The Public Works Contract Manager for the Road Maintenance Division, Location Group 3, Road Maintenance District 446 Medians contract will be Mr. Brian Le who may be contacted at (562) 869-1176 or [ble@pw.lacounty.gov](mailto:ble@pw.lacounty.gov), Monday through Thursday and alternate Fridays, 6 a.m. to 3:30 p.m.

**PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://pw.lacounty.gov/brcd/servicecontracts>.**

**Public Works' "Do Business with Public Works" Website Registration**

All interested bidders for this IFB are strongly encouraged to register at <http://pw.lacounty.gov/general/contracts/opportunities/>. Only those firms registered for this IFB through the website will receive automatic notification when any update to this IFB is made. **The County does not have an obligation to notify any bidders other than through the Public Works website's automatic notification system.**

**Doing Business with Local Small Business Enterprise, Disabled Veteran Business Enterprise, and Social Enterprise**

The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the County's Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. The County's LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

All interested firms that are included in the Qualified Contractor List resulting from Request for Statement of Qualifications (RFSQ) for Landscape and Grounds Maintenance Services (2014-SQPA001) are invited to submit a bid provided that they meet the Minimum Requirements identified in this IFB.

Each area will be awarded and evaluated independently.

**Important: Please note and bid accordingly:**

**Contractor will not be applying any chemical application unless otherwise approved in writing by the Contract Manager. The use of any products containing glyphosate is banned for use by Los Angeles County.**

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

**No subcontractors will be allowed to fulfill any of the following Minimum Requirements.**

1. Bidder must be included in the Qualified Contractor List resulting from the RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001).
2. Bidder must have a minimum of 3 years of experience providing landscape maintenance services.
3. Bidder's on-site supervising employee(s) who will be assigned to this contract must have a minimum of 3 years of experience supervising landscaping maintenance services.

4. Bidder must have a minimum number of fulltime equivalent staff and mandatory minimum hours per week assigned to each landscaping worker and working foreman for each Service Location Group. Please note: The minimum number of landscaping workers are depicted on Form LW-8; however, you may assign additional staff if required to perform this service.

Service Location Groups	Minimum Number of Staff	Mandatory Minimum Hours per Week per Landscape Worker/Working Foreman
Group 1: Montrose/Altadena Medians	4 landscape workers including a working foreman	35
Group 2: RMD141/241 Medians	4 landscape workers including a working foreman	35
Group 3: RMD446 Medians	4 landscape workers including a working foreman	35

**Please note: The minimum number of crews and landscaping workers are depicted on Form LW-8. Bids submitted without showing these minimum number of crews and landscaping workers will be rejected as nonresponsive. Please note that this is only the minimum number of crews and landscaping workers, and bidders may prepare their bids and its price by assigning additional staff; however, the payment to the contractor will be according to Exhibit A, Section D, Contract Cost. The total annual price listed on LW-8 must match the total proposed annual price listed in Form PW-2.**

5. Bidder must submit a copy of a valid and active State of California Contractor's Class C-27 Landscaping license.
6. Bidder must submit a copy of a valid and active State of California Department of Pesticide Regulation, Pest Control Business license.
7. Bidder's employee(s) must submit a copy of a valid and active State of California Department of Pesticide Regulation, Qualified Applicator license.

8. The contracted work in this RFP constitutes "public works" as defined in the California Labor Code Section 1720, requiring payment of prevailing wages pursuant to Section 13, Prevailing Wages, of the RFSQ. Bidders are required to pay prevailing wages as applicable to the contract work. 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. Bidder has completed and signed all appropriate forms listed in this IFB, Part I, Forms.
2. Bidder has demonstrated that it complies with all minimum requirements as outlined in the Minimum Mandatory Requirements set forth in the RFSQ and IFB.
3. Bidder's submitted Form LW-8, Bidder's Staffing Plan and Cost Methodology, assigning the required minimum crews for each service location.
4. 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.
    - One redacted electronic copy - Bidder shall redact any trade secret, confidential, proprietary, or other personal information from the bid, such as Social Security numbers.
5. The LW-8 must demonstrate compliance with the prevailing wage requirements of the Labor Code for prevailing wage work and compliance with the County's Living Wage requirements, pursuant to County Code 2.121.250, for nonprevailing wage work. Bidders should comply with

both the Prevailing Wage and Living Wage Ordinance (LWO) requirements. While the Prevailing Wage should be paid when deemed necessary, the LWO language requires contractors to comply with other components of the LWO. Please refer to Section 9 of the RFSQ and Form LW-1, Living Wage Program, for LWO requirements.

**The deadline for bid submission is Wednesday, March 11, 2020, at 5:30 p.m.** Please direct your questions to Ms. Turner or Mr. Medina at the number listed below. Bids must be submitted to the Los Angeles County Public Works Cashier's office 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's office. All other indications of apparent timely delivery may be disregarded.

Bidders are instructed not to contact any County personnel other than the Contract Analyst listed below and the Contract Managers regarding this solicitation. All contacts regarding this IFB or any matter relating thereto must be in writing and may be mailed or e-mailed to:

Los Angeles County Public Works  
Business Relations and Contracts Division: 8th Floor  
Attention Ms. Amber Turner or Mr. Danny Medina  
P.O. Box 1460  
Alhambra, CA 91802-1460

E-mail: [aturner@pw.lacounty.gov](mailto:aturner@pw.lacounty.gov)  
Telephone: (626) 458-4199

or

E-mail: [dmedina@pw.lacounty.gov](mailto:dmedina@pw.lacounty.gov)  
Telephone: (626) 458-4080

If it is discovered that a bidder contacted and received material information from any County personnel other than the Contract Analysts named above and the Contract Managers 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 LSBE, DVBE, or SE Preference Programs, as applicable:

LSBE, DVBE, or SE Preference Programs: To the extent permitted by State and Federal law, should one or more of the bidders qualify for the County's Preference Programs stated in Part I of Form PW-9.1, Request for County's Preference Programs Consideration and CBE Firm/Consideration Information Form, the price component points will be adjusted prior to scoring as follows: 15 percent of the lowest averaged price proposed will be calculated, which shall not to exceed \$150,000 and that amount will be deducted from the averaged prices submitted by all LSBE, DVBE, or SE bidders who requested and were granted the LSBE, DVBE, or SE Preference Programs. The LSBE, DVBE, or SE Preference Programs will not reduce or change the bidder's payment, which is based on the bidder's proposed price.

Subject to such adjustment(s), the lowest averaged Total Proposed Price quoted in the Schedule of Prices (Forms PW-2.1-2.3) will receive the full weight of this evaluated item. Other bids will receive a prorated score calculated as follows: Divide the lowest average Total Proposed Price by each other bidder's average Total Proposed Price and multiply the result by the maximum possible points for this evaluation criterion. The bid with the lowest averaged Total Proposed Price may not necessarily be awarded a contract.

**C. Invitation for Bids:**

1. All definitions, provisions, requirements, and rules of interpretation set forth in the RFSQ, including the Addenda to the RFSQ, for the contract for Landscape and Grounds Maintenance Services (2014-SQPA001), also apply to this IFB.

2. The County reserves the right to cancel this IFB at any time at its sole discretion. In the event of any such rejection of IFBs or cancellation of this solicitation, the County will not be liable for any costs incurred in connection with the preparation and submittal of an IFB.

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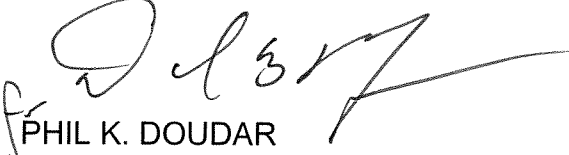
We encourage you to follow us on Twitter [@LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.



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) 458-7337, from 7:30 a.m. to 5 p.m., Monday through Thursday (excluding holidays). Persons who are hearing impaired may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least 1 week in advance to ensure availability. When making a reasonable accommodation request, please reference BRC-1.

Very truly yours,

MARK PESTRELLA  
Director of Public Works

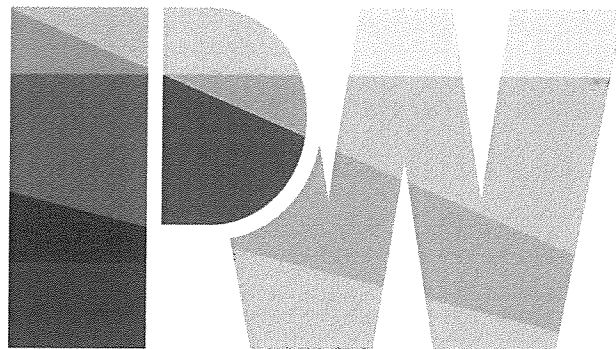
  
PHIL K. DOUDAR  
Assistant Director

AT

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Enc.

**LOS ANGELES COUNTY**  
**PUBLIC WORKS**  
**INVITATION FOR BIDS**  
**FOR**  
**LANDSCAPE AND GROUNDS MAINTENANCE**  
**SERVICES FOR THREE LOCATION GROUPS**  
**(BRC0000111)**



*Public Works*  
LOS ANGELES COUNTY

Approved February 4, 2020  
MARK PESTRELLA  
Director of Public Works

By   
Deputy Director

INVITATION FOR BIDS  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION  
GROUPS (BRC0000111)

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PW-9.1	(Supplemental) Request for County's Preference Program Consideration and Community Business Enterprise Firm/Organization Information Form
PW-10.1	(Supplemental) GAIN and GROW Employment Commitment
PW-17.1	(Supplemental) Zero Tolerance Human Trafficking Policy Certification
PW-18.1	(Supplemental) Compliance with Fair Chance Employment Hiring Practices Certification
PW-19.1	(Supplemental) Statement of Equipment Form
PW-20.1	(Supplemental) Compliance with the Minimum Requirements Affirmation
PW-21.1	(Supplemental) Integrated Pest Management Program Compliance Certification

LIVING WAGE FORMS

LW-2.1	(Supplemental) Living Wage Program – Application for Exemption (If requesting exemption, submit at least 7 days before due date for Proposals)
LW-3.1	(Supplemental) Living Wage Rate Annual Adjustments
LW-4.1	(Supplemental) Acknowledgement and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment

LW-7.1	(Supplemental) Instructions for PW-2, Schedule of Prices and LW-8, Cost Methodology
LW-8	Staffing Plan and Cost Methodology Submission Instructions Form
LW-8.1-8.3	Staffing Plan and Cost Methodology

## SUBCONTRACTORS FORMS

NOTE: If subcontractors are to be used, the following forms must be completed and submitted for each subcontractor. The forms below may be accessed through <http://pw.lacounty.gov/brcd/servicecontracts> for the Request for Statement of Qualifications (RFSQ) for the Landscape and Grounds Maintenance Services (2014-SQPA001).

PW-3	County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form
PW-4	Contractor's Industrial Safety Record
PW-5	Conflict of Interest Certification
PW-7	Proposer's Equal Employment Opportunity Certification
PW-9	Request for County's Preference Program Consideration and Community Business Enterprise Firm/Organization Information Form
PW-10	GAIN and GROW Employment Commitment
PW-12	Charitable Contributions Certification
PW-21	Compliance with Fair Chance Employment Hiring Practices Certification
LW-2	Living Wage Program – Application for Exemption (If requesting exemption, submit at least 7 days before due date for Bids.)
LW-4	Acknowledgment and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment
LW-5	Labor/Payroll/Debarment History (Disclose full details of any such determinations, claims, and/or debarments.)
LW-9	Wage and Hour Record Keeping for Living Wage Contracts

## PART II

### SAMPLE AGREEMENT FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)

#### EXHIBITS

- A.1 (Supplemental) Scope of Work
- A.2 Schedule of Prices  
[Successful Bidder's Form PW-2.1 - 2.3, will be incorporated here]
- A.3 Staffing Plan and Cost Methodology  
[Successful Bidder's Form LW-8.1 – 8.3, will be incorporated here]
- B-E Intentionally Omitted [Please refer to RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and all related addenda 1-4]
- F.1 (Supplemental) Performance Requirements Summary
- G.1 Service Area Maps for Service Location Group 1 – Montrose/Altadena Medians
- G.2 Service Area Maps for Service Location Group 2 – RMD141/241 Medians
- G.3 Service Area Maps for Service Location Group 3 – RMD446 Medians
- H Bid Submission Instructions

## **TABLE OF FORMS (LIVING WAGE CONTRACT)**

PW-2	Schedule of Prices Submission Instructions Form
PW-2.1-2.3	Schedule of Prices
PW-8.1	(Supplemental) List of Subcontractors
PW-9.1	(Supplemental) Request for County's Preference Program Consideration and Community Business Enterprise Firm/Organization Information Form
PW-10.1	(Supplemental) GAIN and GROW Employment Commitment
PW-17.1	(Supplemental) Zero Tolerance Human Trafficking Policy Certification
PW-18.1	(Supplemental) Compliance with Fair Chance Employment Hiring Practices Certification
PW-19.1	(Supplemental) Statement of Equipment Form
PW-20.1	(Supplemental) Compliance with the Minimum Requirements Affirmation
PW-21.1	(Supplemental) Integrated Pest Management Program Compliance Certification

## **LIVING WAGE PROGRAM**

LW-2.1	(Supplemental) Living Wage Program - Application for Exemption (If requesting exemption, submit at least 7 days before due date for Proposals.)
LW-3.1	(Supplemental) Living Wage Rate Annual Adjustments
LW-4.1	(Supplemental) Acknowledgement and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment
LW-7.1	(Supplemental) Instructions for PW-2, Schedule of Prices and LW-8, Cost Methodology
LW-8	Staffing Plan and Cost Methodology Submission Instructions Form
LW-8.1-8.3	Staffing Plan and Cost Methodology

## **ATTACHMENTS**

1. County of Los Angeles Policy on Doing Business with Small Business
2. Listing of Contractors Debarred in Los Angeles County
3. County of Los Angeles Lobbyist Ordinance

## **SUBCONTRACTORS FORMS**

NOTE: If subcontractors are to be used, the following forms must be completed and submitted for each subcontractor. The forms below may be accessed through <http://pw.lacounty.gov/brcd/servicecontracts> for the Request for Statement of Qualifications (RFSQ) for the Landscape and Grounds Maintenance Services (2014-SQPA001).

PW-3	County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form
PW-4	Contractor's Industrial Safety Record
PW-5	Conflict of Interest Certification
PW-7	Proposer's Equal Employment Opportunity Certification
PW-9	Request for County's Preference Program Consideration and Community Business Enterprise Firm/Organization Information Form
PW-10	Gain and Grow Employment Commitment
PW-12	Charitable Contributions Certification
PW-21	Compliance with Fair Chance Employment Hiring Practices Certification
LW-2	Living Wage Program – Application for Exemption (If Requesting Exemption, Submit At Least 7 Days Before Due Date for Bids.)
LW-4	Acknowledgment and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment
LW-5	Labor/Payroll/Debarment History (Disclose Full Details of Any Such Determinations, Claims, and/or Debarments.)
LW-9	Wage and Hour Record Keeping for Living Wage Contracts

**SCHEDULE OF PRICES  
SUBMISSION INSTRUCTIONS FORM  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE  
LOCATION GROUPS (BRC0000111)**

**PLEASE NOTE:** The PW-2 forms to fill out and submit with your bid must be accessed electronically. Forms may be accessed at: <http://pw.lacounty.gov/brcd/servicecontracts/>. Please complete, print, and include your forms with your bid submission.

**IMPORTANT:** Every service location group will be evaluated and awarded independently. Your bid must specify the service location group(s) for which your firm is submitting a bid for.

1. The undersigned Bidder offers to perform the work described in the Invitation for Bids for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, 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.
2. The County intends to award three separate service Contracts to three separate service location groups; however, Bidders are **not** required to submit bids for **all** service location groups solicited through this IFB. Bidder may submit a bid for one, two, or all three service locations groups being solicited. Each service location group contains its own landscape and grounds maintenance zone(s) with a Schedule of Prices (PW-2 Forms) particular to those zone(s). Bidder must indicate which location(s) they are submitting bid prices for on this form and submit completed bid prices for all services for the specific service location group as identified by the corresponding Schedule of Prices forms.
3. The County may reduce services and/or annual frequencies, which may result in a reduction of fees paid to the Bidder in accordance to the minimum hours, the frequencies, and the task description pricing hourly rates listed in the PW-2 Forms.
4. In accordance with these specifications, the undersigned Bidder is herewith submitting the Bid for the performance of the work described in the landscape and grounds service location group(s) as listed on the next page.

**PLEASE INDICATE THE SERVICE LOCATION GROUP(S) YOU ARE SUBMITTING FOR BY PLACING A CHECK MARK " ✓ " NEXT TO THE CORRESPONDING SERVICE LOCATION GROUPS BELOW:**

<b>SERVICE LOCATION GROUPS</b>	<b>SUBMITTING FOR (Check all that apply)</b>
<b>Location Group 1 – Montrose/Altadena Medians</b> <i>(Schedule of Prices for this location is on Forms PW-2.1)</i>	<input type="checkbox"/>
<b>Location Group 2 – RMD141/241 Medians</b> <i>(Schedule of Prices for this location is on Forms PW-2.2)</i>	<input type="checkbox"/>
<b>Location Group 3 – RMD446 Medians</b> <i>(Schedule of Prices for this location is on Forms PW-2.3)</i>	<input type="checkbox"/>

LEGAL NAME OF BIDDER	TITLE OF AUTHORIZED PERSON	
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT BID	DATE	
LICENSE TYPE	BUSINESS PHONE	MOBILE PHONE
STATE CONTRACTOR'S LICENSE NUMBER	BIDDER'S ADDRESS	
E-MAIL		

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**SCHEDULE OF PRICES  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
MONTROSE/ALTADENA MEDIANS**

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 1 (GANESHA AVE MEDIAN)**

**GANESHA AVE @ EAST MARIPOSA STREET**

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	1	12
2.	ALL MANAGEMENT AND SUPERVISION	1	12
3.	MOWING	1	9
4.	MECHANICAL EDGING		
a.	Turf Area	1	9
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	1	52
b.	Bare Areas		
6.	LITTER CONTROL	0.5	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	1	12
b.	Planter Beds and Planters	1	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	0.5	3
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	0.5	3
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	2	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION - WATER SOLUBLE FERT	1.5	1
14.	SWEEPING		
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
16.	CHEMICAL APPLICATION		
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary	0.5	12
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	12
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning	1	1
h.	Flush & inspect Y-filter at each RCV	1	4
i.	Flush & inspect Y-filter at each backflow	1	1
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)		ON-CALL
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 2 (ORIGINAL)**

**MT LOWE DR MEDIAN - MT CURVE LN TO MAIDEN LN**

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	1	12
2.	ALL MANAGEMENT AND SUPERVISION	2	12
3.	MOWING	4	9
4.	MECHANICAL EDGING	2	9
a.	Turf Area		
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	1	52
b.	Bare Areas		
6.	LITTER CONTROL	1	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	4	12
b.	Planter Beds and Planters	1	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	4	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	4	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	8	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		ON-CALL
14.	SWEEPING	1	12
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
16.	CHEMICAL APPLICATION		
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	12
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	0.25	52
i.	Flush & inspect Y-filter at each backflow	4	4
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	1	1
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 2 (RENOVATED)**

**MT LOWE DR MEDIAN - MT CURVE LN TO MAIDEN LN**

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	2	12
2.	ALL MANAGEMENT AND SUPERVISION	4	12
3.	MOWING	4	9
4.	MECHANICAL EDGING		
a.	Turf Area	2	9
b.	Ground Cover	2	9
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	4	52
b.	Bare Areas	1	12
6.	LITTER CONTROL	2	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	6	12
b.	Planter Beds and Planters	6	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	8	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	6	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	8	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		ON-CALL
14.	SWEEPING		
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
16.	CHEMICAL APPLICATION		
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	12	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components from downstream of backflow device to the before the heads, more often if necessary		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	12
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	0.25	52
i.	Flush & inspect Y-filter at each backflow	4	4
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	1	1
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		ON-CALL
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 3****ORANGEDALE AVE MEDIAN - ORANGEDALE @ MIRA VISTA RD**

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	0.5	12
2.	ALL MANAGEMENT AND SUPERVISION	0.5	52
3.	MOWING	1	9
4.	MECHANICAL EDGING		
a.	Turf Area	1	9
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	1	52
b.	Bare Areas		
6.	LITTER CONTROL	1	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	1	12
b.	Planter Beds and Planters	1	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	4	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	4	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	2	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		ON-CALL
14.	SWEEPING	1	12
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
16.	CHEMICAL APPLICATION		
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	12
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	0.25	52
i.	Flush & inspect Y-filter at each backflow	1	4
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	1	1
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		ON-CALL
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 4**

**SANTA ROSA AVE MEDIANS - CALAVERAS ST TO ALAMEDA ST**

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	0.5	52
2.	ALL MANAGEMENT AND SUPERVISION	0.5	52
3.	MOWING		
4.	MECHANICAL EDGING		
a.	Turf Area		
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	1	52
b.	Bare Areas		
6.	LITTER CONTROL	1	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	1	12
b.	Planter Beds and Planters	1	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	4	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	4	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	6	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		ON-CALL
14.	SWEEPING		
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL
16.	CHEMICAL APPLICATION		

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	52
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	1	4
i.	Flush & inspect Y-filter at each backflow	1	1
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)		ON-CALL
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 5****SANTA ROSA AVE CORNERS - NORTHEAST AND NORTHWEST CORNERS**

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

Shaded boxes =  
"N/A"

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	0.5	52
2.	ALL MANAGEMENT AND SUPERVISION	0.5	52
3.	MOWING		
4.	MECHANICAL EDGING		
a.	Turf Area		
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	1	52
b.	Bare Areas		
6.	LITTER CONTROL	1	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	1	12
b.	Planter Beds and Planters	1	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	4	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	4	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch		
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		ON-CALL
14.	SWEEPING		
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
16.	CHEMICAL APPLICATION		
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	52
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	1	4
i.	Flush & inspect Y-filter at each backflow	1	1
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)		ON-CALL
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 6**

**WOODBURY RD MEDIANS - WINDSOR AVE TO SANTA ANITA AVE**

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	5	12
2.	ALL MANAGEMENT AND SUPERVISION	5	12
3.	MOWING		
4.	MECHANICAL EDGING		
a.	Turf Area		
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	6	52
b.	Bare Areas		
6.	LITTER CONTROL	1	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges	6	12
b.	Planter Beds and Planters	6	12
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	4	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	4	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	14	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		
14.	SWEEPING	3	12
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL
16.	CHEMICAL APPLICATION		

## SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** *This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.*

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	52
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	3	4
i.	Flush & inspect Y-filter at each backflow	1	1
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)		ON-CALL
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		
19.	PLANTING OPERATIONS		ON-CALL

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**LOCATION NO. 7****FOOTHILL BLVD MEDIANS - PENNSYLVANIA AVE TO BRIGGS AVE**

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

**Shaded boxes =  
"N/A"**

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	5	12
2.	ALL MANAGEMENT AND SUPERVISION	5	12
3.	MOWING		
4.	MECHANICAL EDGING		
a.	Turf Area		
b.	Ground Cover		
5.	WEED REMOVAL		
a.	Walks, Beds, Planters, and Groundcover Hardscape	6	52
b.	Bare Areas		
6.	LITTER CONTROL	1	52
7.	RAKING		
a.	Turf Under Trees/Vines/Ivy/Hedges		
b.	Planter Beds and Planters	1	52
8.	CLEARANCE PRUNING/HEDGE TRIMMING		
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	4	6
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	4	6
c.	Hedge Shaping / Trimming		
9.	GROUND COVER MAINTENANCE		
a.	Mulch	9	1
10.	DETHATCHING		
11.	AERATION		
12.	TURF RESEEDING/RESTORATION OF BARE AREA		
13.	TURF AND PLANT FERTILIZATION		
14.	SWEEPING	2	12
15.	DISEASE/INSECT/RODENT CONTROL		ON-CALL
16.	CHEMICAL APPLICATION		

### SCHEDULE OF PRICES FOR LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

**\*MINIMUM HOURS PER FREQUENCY:** This represents the minimum hours Public Works estimates for the completion of each particular task. It is the responsibility of the contractor to provide their cost for completion of the given task.

Shaded boxes =  
"N/A"

ITEM	TASK DESCRIPTION	*MINIMUM HOURS PER FREQUENCY	ANNUAL FREQUENCY
a.	Turf - detailing general turf areas with systematic herbicides		
b.	Beds and Planters, Walkways, Hard Surfaces, Undeveloped Areas, Drainage Areas, Curb and Gutter Expansion Joints, Roadways, Stream Beds - with systematic herbicides		ON-CALL
17.	IRRIGATION / WATERING - AUTOMATIC		
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	0.5	12
b.	Reset rain sensor on controller		ON-CALL
c.	Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary		ON-CALL
d.	Repair, Replace, Relocate: irrigation system components		ON-CALL
e.	Valve Box Integrity - replace covers, check for safety and	0.25	52
f.	Manual Watering of Shrubs and Turf, more often if		ON-CALL
g.	Inspect salt buildup and inject solutions for cleaning		ON-CALL
h.	Flush & inspect Y-filter at each RCV	5	4
i.	Flush & inspect Y-filter at each backflow	1	4
j.	Flush each irrigations system (4 and every time any work is done on the irrigation system)		ON-CALL
18.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE		
19.	PLANTING OPERATIONS		ON-CALL

**TASK DESCRIPTION HOURLY COST**  
**LANDSCAPE MAINTENANCE SERVICES MONTROSE/ALTADENA MEDIANS**  
**INITIAL TERM**

ITEM	TASK DESCRIPTION	HOURLY COST
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	\$0.00
2.	ALL MANAGEMENT AND SUPERVISION	\$0.00
3.	MOWING	\$0.00
4.	MECHANICAL EDGING	
a.	Turf Area	\$0.00
b.	Ground Cover	\$0.00
5.	WEED REMOVAL	
a.	Walks, Beds, Planters, and Groundcover Hardscape	\$0.00
b.	Bare Areas	\$0.00
6.	LITTER CONTROL	\$0.00
7.	RAKING	
a.	Turf Under Trees/Vines/Ivy/Hedges	\$0.00
b.	Planter Beds and Planters	\$0.00
8.	CLEARANCE PRUNING/HEDGE TRIMMING	
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	\$0.00
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	\$0.00
c.	Hedge Shaping / Trimming	\$0.00
9.	GROUND COVER MAINTENANCE	
a.	Mulch	\$0.00
10.	PLANT FERTILIZATION	\$0.00
11.	SWEEPING	\$0.00
12.	DISEASE/INSECT/RODENT CONTROL	\$0.00
13.	IRRIGATION / WATERING - AUTOMATIC	
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	\$0.00
b.	Reset rain sensor on controller	\$0.00
c.	Manual Watering of Shrubs and Turf, more often if necessary	\$0.00
d.	Inspect salt buildup and inject solutions for cleaning	\$0.00
e.	Flush & inspect Y-filter at each RCV	\$0.00
f.	Flush & inspect Y-filter at each backflow	\$0.00
g.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	\$0.00
14.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE	\$0.00
15.	PLANTING OPERATIONS	\$0.00

**TASK DESCRIPTION HOURLY COST**  
**LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**  
**OPTION TERM 1**

ITEM	TASK DESCRIPTION	HOURLY COST
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	\$0.00
2.	ALL MANAGEMENT AND SUPERVISION	\$0.00
3.	MOWING	\$0.00
4.	MECHANICAL EDGING	
a.	Turf Area	\$0.00
b.	Ground Cover	\$0.00
5.	WEED REMOVAL	
a.	Walks, Beds, Planters, and Groundcover Hardscape	\$0.00
b.	Bare Areas	\$0.00
6.	LITTER CONTROL	\$0.00
7.	RAKING	
a.	Turf Under Trees/Vines/Ivy/Hedges	\$0.00
b.	Planter Beds and Planters	\$0.00
8.	CLEARANCE PRUNING/HEDGE TRIMMING	
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	\$0.00
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	\$0.00
c.	Hedge Shaping / Trimming	\$0.00
9.	GROUND COVER MAINTENANCE	
a.	Mulch	\$0.00
10.	PLANT FERTILIZATION	\$0.00
11.	SWEEPING	\$0.00
12.	DISEASE/INSECT/RODENT CONTROL	\$0.00
13.	IRRIGATION / WATERING - AUTOMATIC	
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	\$0.00
b.	Reset rain sensor on controller	\$0.00
c.	Manual Watering of Shrubs and Turf, more often if necessary	\$0.00
d.	Inspect salt buildup and inject solutions for cleaning	\$0.00
e.	Flush & inspect Y-filter at each RCV	\$0.00
f.	Flush & inspect Y-filter at each backflow	\$0.00
g.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	\$0.00
14.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE	\$0.00
15.	PLANTING OPERATIONS	\$0.00

**TASK DESCRIPTION HOURLY COST**  
**LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**  
**OPTION TERM 2**

ITEM	TASK DESCRIPTION	HOURLY COST
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	\$0.00
2.	ALL MANAGEMENT AND SUPERVISION	\$0.00
3.	MOWING	\$0.00
4.	MECHANICAL EDGING	
a.	Turf Area	\$0.00
b.	Ground Cover	\$0.00
5.	WEED REMOVAL	
a.	Walks, Beds, Planters, and Groundcover Hardscape	\$0.00
b.	Bare Areas	\$0.00
6.	LITTER CONTROL	\$0.00
7.	RAKING	
a.	Turf Under Trees/Vines/Ivy/Hedges	\$0.00
b.	Planter Beds and Planters	\$0.00
8.	CLEARANCE PRUNING/HEDGE TRIMMING	
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	\$0.00
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	\$0.00
c.	Hedge Shaping / Trimming	\$0.00
9.	GROUND COVER MAINTENANCE	
a.	Mulch	\$0.00
10.	PLANT FERTILIZATION	\$0.00
11.	SWEEPING	\$0.00
12.	DISEASE/INSECT/RODENT CONTROL	\$0.00
13.	IRRIGATION / WATERING - AUTOMATIC	
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	\$0.00
b.	Reset rain sensor on controller	\$0.00
c.	Manual Watering of Shrubs and Turf, more often if necessary	\$0.00
d.	Inspect salt buildup and inject solutions for cleaning	\$0.00
e.	Flush & inspect Y-filter at each RCV	\$0.00
f.	Flush & inspect Y-filter at each backflow	\$0.00
g.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	\$0.00
14.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE	\$0.00
15.	PLANTING OPERATIONS	\$0.00

**TASK DESCRIPTION HOURLY COST**  
**LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**  
**OPTION TERM 3**

ITEM	TASK DESCRIPTION	HOURLY COST
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	\$0.00
2.	ALL MANAGEMENT AND SUPERVISION	\$0.00
3.	MOWING	\$0.00
4.	MECHANICAL EDGING	
a.	Turf Area	\$0.00
b.	Ground Cover	\$0.00
5.	WEED REMOVAL	
a.	Walks, Beds, Planters, and Groundcover Hardscape	\$0.00
b.	Bare Areas	\$0.00
6.	LITTER CONTROL	\$0.00
7.	RAKING	
a.	Turf Under Trees/Vines/Ivy/Hedges	\$0.00
b.	Planter Beds and Planters	\$0.00
8.	CLEARANCE PRUNING/HEDGE TRIMMING	
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	\$0.00
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	\$0.00
c.	Hedge Shaping / Trimming	\$0.00
9.	GROUND COVER MAINTENANCE	
a.	Mulch	\$0.00
10.	PLANT FERTILIZATION	\$0.00
11.	SWEEPING	\$0.00
12.	DISEASE/INSECT/RODENT CONTROL	\$0.00
13.	IRRIGATION / WATERING - AUTOMATIC	
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	\$0.00
b.	Reset rain sensor on controller	\$0.00
c.	Manual Watering of Shrubs and Turf, more often if necessary	\$0.00
d.	Inspect salt buildup and inject solutions for cleaning	\$0.00
e.	Flush & inspect Y-filter at each RCV	\$0.00
f.	Flush & inspect Y-filter at each backflow	\$0.00
g.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	\$0.00
14.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE	\$0.00
15.	PLANTING OPERATIONS	\$0.00

**TASK DESCRIPTION HOURLY COST**  
**LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**  
**OPTION TERM 4**

ITEM	TASK DESCRIPTION	HOURLY COST
1.	ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	\$0.00
2.	ALL MANAGEMENT AND SUPERVISION	\$0.00
3.	MOWING	\$0.00
4.	MECHANICAL EDGING	
a.	Turf Area	\$0.00
b.	Ground Cover	\$0.00
5.	WEED REMOVAL	
a.	Walks, Beds, Planters, and Groundcover Hardscape	\$0.00
b.	Bare Areas	\$0.00
6.	LITTER CONTROL	\$0.00
7.	RAKING	
a.	Turf Under Trees/Vines/Ivy/Hedges	\$0.00
b.	Planter Beds and Planters	\$0.00
8.	CLEARANCE PRUNING/HEDGE TRIMMING	
a.	Tree/Vines Safety Clearance, Tree/Vines Pruning, Sucker Growth	\$0.00
b.	Shrub/Ivy Safety Clearance and/or Shrub Pruning	\$0.00
c.	Hedge Shaping / Trimming	\$0.00
9.	GROUND COVER MAINTENANCE	
a.	Mulch	\$0.00
10.	PLANT FERTILIZATION	\$0.00
11.	SWEEPING	\$0.00
12.	DISEASE/INSECT/RODENT CONTROL	\$0.00
13.	IRRIGATION / WATERING - AUTOMATIC	
a.	Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	\$0.00
b.	Reset rain sensor on controller	\$0.00
c.	Manual Watering of Shrubs and Turf, more often if necessary	\$0.00
d.	Inspect salt buildup and inject solutions for cleaning	\$0.00
e.	Flush & inspect Y-filter at each RCV	\$0.00
f.	Flush & inspect Y-filter at each backflow	\$0.00
g.	Flush each irrigations system (4 and every time any work is done on the irrigation system)	\$0.00
14.	LOW IMPACT DEVELOPMENT (LID) MAINTENANCE	\$0.00
15.	PLANTING OPERATIONS	\$0.00

# SCHEDULE OF PRICES FOR

FORM PW-2.1

## LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

### INITIAL TERM

ON-GOING MAINTENANCE TASKS PER LOCATION			MONTHLY COST	ANNUAL COST (Monthly Cost X 12)
A.				
1.	GANESHA AVE @ EAST MARIPOSA STREET			\$0.00 \$ -
2.	MT LOWE DR MEDIAN (A) - MT CURVE LN TO MAIDEN LN			\$0.00 \$ -
3.	MT LOWE DR MEDIAN (B) - MT CURVE LN TO MAIDEN LNE			\$0.00 \$ -
4.	ORANGEDALE AVE MEDIAN - ORANGEDALE @ MIRA VISTA RD			\$0.00 \$ -
5.	SANTA ROSA AVE MEDIANS - CALAVERAS ST TO ALAMEDA ST			\$0.00 \$ -
6.	SANTA ROSA AVE CORNERS - NORTHEAST AND NORTHWEST CORNERS			\$0.00 \$ -
7.	WOODBURY RD MEDIANS - WINDSOR AVE TO SANTA ANITA AVE			\$0.00 \$ -
8.	FOOTHILL BLVD MEDIANS - PENNSYLVANIA AVE TO BRIGGS AVE			\$0.00 \$ -
B.	TOTAL HOURS FOR ADDITIONAL WORK REQUESTS: ALL LOCATIONS			BIDDER'S HOURLY RATE
1.	ESTIMATED HOURS FOR ADDITIONAL WORK FOR A LABORER* (4,000 Hrs. x Hourly Rate = Annual Cost)	4000 Total Hours	X	\$0.00 \$ -

\*IMPORTANT: It is understood and agreed upon that the number of additional hours (4,000) is an estimate of the potential additional hours for requested work, which may be required of this contract, if any. This is only an estimate, billing for any additional requests of work shall be assessed only for items not listed in the Schedule of Prices, Forms PW-2.1 through PW-2.3 at the hourly rate provided herein, for the specified term.

TOTAL ANNUAL AMOUNT: Initial Term [A.1-8 + B.1] = \$ -	
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Legal Name of Bidder:	Title of Authorized Person:
Signature of Person Authorized to Submit Bid:	Date:

SCHEDULE OF PRICES FOR

FORM PW-2.1

LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS

OPTION YEAR 1

ON-GOING MAINTENANCE TASKS PER LOCATION			MONTHLY COST	ANNUAL COST (Monthly Cost X 12)
A.	1. GANESHA AVE @ EAST MARIPOSA STREET		\$0.00	\$ -
	2. MT LOWE DR MEDIAN (A) - MT CURVE LN TO MAIDEN LN		\$0.00	\$ -
	3. MT LOWE DR MEDIAN (B) - MT CURVE LN TO MAIDEN LNE		\$0.00	\$ -
	4. ORANGEDALE AVE MEDIAN - ORANGEDALE @ MIRA VISTA RD		\$0.00	\$ -
	5. SANTA ROSA AVE MEDIANS - CALAVERAS ST TO ALAMEDA ST		\$0.00	\$ -
	6. SANTA ROSA AVE CORNERS - NORTHEAST AND NORTHWEST CORNERS		\$0.00	\$ -
	7. WOODBURY RD MEDIANS - WINDSOR AVE TO SANTA ANITA AVE		\$0.00	\$ -
	8. FOOTHILL BLVD MEDIANS - PENNSYLVANIA AVE TO BRIGGS AVE		\$0.00	\$ -

TOTAL HOURS FOR ADDITIONAL WORK REQUESTS: ALL LOCATIONS			BIDDER'S HOURLY RATE	ANNUAL COST (4000 X Hourly Rate)
1.	ESTIMATED HOURS FOR ADDITIONAL WORK FOR A LABORER* (4,000 Hrs. x Hourly Rate = Annual Cost)	4000 Total Hours	X \$0.00	\$ -

\*IMPORTANT: It is understood and agreed upon that the number of additional hours (4,000) is an estimate of the potential additional hours for requested work, which may be required of this contract, if any. This is only an estimate, billing for any additional requests of work shall be assessed only for items not listed in the Schedule of Prices, Forms PW-2.1 through PW-2.3 at the hourly rate provided herein, for the specified term.

<b>TOTAL ANNUAL AMOUNT: Option Year 1 [A.1-8 + B.1] = \$ -</b>	
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Legal Name of Bidder:	Title of Authorized Person:
Signature of Person Authorized to Submit Bid:	Date:

**SCHEDULE OF PRICES FOR**

**FORM PW-2.1**

**LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**

**OPTION YEAR 2**

<b>A. ON-GOING MAINTENANCE TASKS PER LOCATION</b>				<b>MONTHLY COST</b>	<b>ANNUAL COST (Monthly Cost X 12)</b>
1.	GANESHA AVE @ EAST MARIPOSA STREET			\$0.00	\$ -
2.	MT LOWE DR MEDIAN (A) - MT CURVE LN TO MAIDEN LN			\$0.00	\$ -
3.	MT LOWE DR MEDIAN (B) - MT CURVE LN TO MAIDEN LNE			\$0.00	\$ -
4.	ORANGEDALE AVE MEDIAN - ORANGEDALE @ MIRA VISTA RD			\$0.00	\$ -
5.	SANTA ROSA AVE MEDIANS - CALAVERAS ST TO ALAMEDA ST			\$0.00	\$ -
6.	SANTA ROSA AVE CORNERS - NORTHEAST AND NORTHWEST CORNERS			\$0.00	\$ -
7.	WOODBURY RD MEDIANS - WINDSOR AVE TO SANTA ANITA AVE			\$0.00	\$ -
8.	FOOTHILL BLVD MEDIANS - PENNSYLVANIA AVE TO BRIGGS AVE			\$0.00	\$ -

<b>B. TOTAL HOURS FOR ADDITIONAL WORK REQUESTS: ALL LOCATIONS</b>				<b>BIDDER'S HOURLY RATE</b>	<b>ANNUAL COST (4000 X Hourly Rate)</b>	
1.	<b>ESTIMATED HOURS FOR ADDITIONAL WORK FOR A LABORER*</b> (4,000 Hrs. x Hourly Rate = Annual Cost)		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <div style="text-align: center;">4000 <small>Total Hours</small> </div> </div>	<b>X</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <div style="text-align: center;">\$0.00 </div> </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <div style="text-align: center;">\$ - </div> </div>

\*IMPORTANT: It is understood and agreed upon that the number of additional hours (4,000) is an estimate of the potential additional hours for requested work, which may be required of this contract, if any. This is only an estimate, billing for any additional requests of work shall be assessed only for items not listed in the Schedule of Prices, Forms PW-2.1 through PW-2.3 at the hourly rate provided herein, for the specified term.

<b>TOTAL ANNUAL AMOUNT: Option Year 2 [A.1-8 + B.1] = \$ -</b>
--

Legal Name of Bidder:	Title of Authorized Person:
Signature of Person Authorized to Submit Bid:	Date:

**SCHEDULE OF PRICES FOR**  
**LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIANS**  
**OPTION YEAR 3**

**FORM PW-2.1**

<b>A. ON-GOING MAINTENANCE TASKS PER LOCATION</b>		<b>MONTHLY COST</b>	<b>ANNUAL COST (Monthly Cost X 12)</b>
1.	GANESHA AVE @ EAST MARIPOSA STREET	\$0.00	\$ -
2.	MT LOWE DR MEDIAN (A) - MT CURVE LN TO MAIDEN LN	\$0.00	\$ -
3.	MT LOWE DR MEDIAN (B) - MT CURVE LN TO MAIDEN LNE	\$0.00	\$ -
4.	ORANGEDALE AVE MEDIAN - ORANGEDALE @ MIRA VISTA RD	\$0.00	\$ -
5.	SANTA ROSA AVE MEDIANS - CALAVERAS ST TO ALAMEDA ST	\$0.00	\$ -
6.	SANTA ROSA AVE CORNERS - NORTHEAST AND NORTHWEST CORNERS	\$0.00	\$ -
7.	WOODBURY RD MEDIANS - WINDSOR AVE TO SANTA ANITA AVE	\$0.00	\$ -
8.	FOOTHILL BLVD MEDIANS - PENNSYLVANIA AVE TO BRIGGS AVE	\$0.00	\$ -

<b>B. TOTAL HOURS FOR ADDITIONAL WORK REQUESTS: ALL LOCATIONS</b>			<b>BIDDER'S HOURLY RATE</b>	<b>ANNUAL COST (4000 X Hourly Rate)</b>
1.	<b>ESTIMATED HOURS FOR ADDITIONAL WORK FOR A LABORER*</b> (4,000 Hrs. x Hourly Rate = Annual Cost)	<b>4000 Total Hours</b>	<b>X</b>	<b>\$0.00</b>

\*IMPORTANT: It is understood and agreed upon that the number of additional hours (4,000) is an estimate of the potential additional hours for requested work, which may be required of this contract, if any. This is only an estimate, billing for any additional requests of work shall be assessed only for items not listed in the Schedule of Prices, Forms PW-2.1 through PW-2.3 at the hourly rate provided herein, for the specified term.

**TOTAL ANNUAL AMOUNT: Option Year 3 [A.1-8 + B.1] = \$ -**

Legal Name of Bidder:	Title of Authorized Person:
Signature of Person Authorized to Submit Bid:	Date:

# SCHEDULE OF PRICES FOR

FORM PW-2.1

## LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIAN

### OPTION YEAR 4

ON-GOING MAINTENANCE TASKS PER LOCATION				MONTHLY COST	ANNUAL COST (Monthly Cost X 12)
A.					
1.	GANESHA AVE @ EAST MARIPOSA STREET			\$0.00	\$ -
2.	MT LOWE DR MEDIAN (A) - MT CURVE LN TO MAIDEN LN			\$0.00	\$ -
3.	MT LOWE DR MEDIAN (B) - MT CURVE LN TO MAIDEN LNE			\$0.00	\$ -
4.	ORANGEDALE AVE MEDIAN - ORANGEDALE @ MIRA VISTA RD			\$0.00	\$ -
5.	SANTA ROSA AVE MEDIANS - CALAVERAS ST TO ALAMEDA ST			\$0.00	\$ -
6.	SANTA ROSA AVE CORNERS - NORTHEAST AND NORTHWEST CORNERS			\$0.00	\$ -
7.	WOODBURY RD MEDIANS - WINDSOR AVE TO SANTA ANITA AVE			\$0.00	\$ -
8.	FOOTHILL BLVD MEDIANS - PENNSYLVANIA AVE TO BRIGGS AVE			\$0.00	\$ -
B.	TOTAL HOURS FOR ADDITIONAL WORK REQUESTS: ALL LOCATIONS			BIDDER'S HOURLY RATE	ANNUAL COST (4000 X Hourly Rate)
1.	ESTIMATED HOURS FOR ADDITIONAL WORK FOR A LABORER* (4,000 Hrs. x Hourly Rate = Annual Cost)	4000 Total Hours	X	\$0.00	\$ -
<p>*IMPORTANT: It is understood and agreed upon that the number of additional hours (4,000) is an estimate of the potential additional hours for requested work, which may be required of this contract, if any. This is only an estimate, billing for any additional requests of work shall be assessed only for items not listed in the Schedule of Prices, Forms PW-2.1 through PW-2.3 at the hourly rate provided herein, for the specified term.</p>					
<p><b>TOTAL ANNUAL AMOUNT: Option Year 4 [A.1-8 + B.1] = \$ -</b></p>					
Legal Name of Bidder:			Title of Authorized Person:		
Signature of Person Authorized to Submit Bid:			Date:		

**SCHEDULE OF PRICES FOR  
LANDSCAPE MAINTENANCE SERVICES FOR MONTROSE/ALTADENA MEDIAN  
SUMMARY FOR ALL TERMS**

**FORM PW-2.1**

<b>Item</b>	<b>TERMS</b>	<b>ANNUAL PRICE</b>
1.	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES - MONTROSE/ALTADENA MEDIAN (Initial Term)	\$ -
2.	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES - MONTROSE/ALTADENA MEDIAN (Option Year 1)	
3.	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES - MONTROSE/ALTADENA MEDIAN (Option Year 2)	
4.	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES - MONTROSE/ALTADENA MEDIAN (Option Year 3)	
5.	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES - MONTROSE/ALTADENA MEDIAN (Option Year 4)	

<b>TOTAL PRICE FOR YEARS' 1 THROUGH 5</b>		
<b>AVERAGE TOTAL PRICE FOR YEARS 1 THROUGH 5 (TOTAL PRICE FOR YEARS 1 THROUGH 5 ÷ 5)</b>		\$ -
Legal Name of Bidder:	Title of Authorized Person:	
Signature of Person Authorized to Submit Bid:	Date:	

**UNIT PRICE LIST  
INITIAL TERM  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
MONTROSE/ALTADENA MEDIANS**

***Unit prices shall be wholesale costs + percentage for overhead and profit.***

Unit prices for additional work items (installed, unless otherwise specified):

- |   |          |          |     |
|---|----------|----------|-----|
| 1. Replacement of pop-up sprinkler (spray)                | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 2. Replacement of nozzle (pop-up sprinkler)               | @        | \$ _____ | ea. |
| 3. Replacement of swing joint assembly                    | @        | \$ _____ | ea. |
| 4. Replacement of riser (sch 80) 1/2"                     | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 8" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
|   | 18" @    | \$ _____ | ea. |
| 5. Replacement of gear driven spray (shrub)               | @        | \$ _____ | ea. |
| 6. Replacement of gear driven pop-up                      | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 7. Replacement of bubbler only      0.25 gpm-2.0 gpm      | @        | \$ _____ | ea. |
| 8. Replacement of reducer (adaptor)      3/4 mt x 1/2 ft. | @        | \$ _____ | ea. |
| 9. Replacement of PVC pipe UVR (In ft.)                   | 1/2" @   | \$ _____ | ea. |
|   | 3/4" @   | \$ _____ | ea. |
|   | 1" @     | \$ _____ | ea. |
|   | 1 1/4" @ | \$ _____ | ea. |

	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
10. Replacement of PVC sch 40 pipe (ln ft.)	1/2" @	\$ _____	ea.
	3/4" @	\$ _____	ea.
	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
11. Replacement of irrigation control valve with Superior valve	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
12. Replacement of diaphragm	@	\$ _____	ea.
13. Replacement of solenoid	@	\$ _____	ea.
14. Replacement of drip 5/8" (ln ft.)	@	\$ _____	ea.
15. Replacement of LOC-Eze coupling 5/8"	@	\$ _____	ea.
16. Replacement of 35 GPM filter 1"	@	\$ _____	ea.
17. 1 gallon shrub planted	@	\$ _____	ea.
18. 5 gallon shrub planted	@	\$ _____	ea.
19. 5 gallon tree planted (stakes included)	@	\$ _____	ea.
20. 15 gallon tree planted (stakes included)	@	\$ _____	ea.
21. 24" box tree planted (stakes included)	@	\$ _____	ea.
22. 36" box tree planted (stakes included)	@	\$ _____	ea.
23. Flat of ground cover planted	@	\$ _____	ea.

24. Flat of liner stock planted	@	\$ _____	ea.
25. Sod (sq. ft.) installed	@	\$ _____	ea.
26. Flat of annual color planted	@	\$ _____	ea.
27. Flat of annual color not planted	@	\$ _____	ea.
28. Jute netting (sq. ft.) installed	@	\$ _____	ea.
29. Earth Premium Grade Mulch (cubic yard) distributed	@	\$ _____	ea.
30. Pruning of palm tree (large-size)	@	\$ _____	ea.
31. Pruning of palm tree (medium-size)	@	\$ _____	ea.
32. Pruning of palm tree (small-size)	@	\$ _____	ea.
33. Pruning of ornamental tree (large-size)	@	\$ _____	ea.
34. Pruning of ornamental tree (medium-size)	@	\$ _____	ea.
35. Pruning of ornamental tree (small-size)	@	\$ _____	ea.
36. Tree removal (large-size)	@	\$ _____	ea.
37. Tree removal (medium-size)	@	\$ _____	ea.
38. Tree removal (small-size)	@	\$ _____	ea.
39. Aeration 1/2" Tines (1 acre)	@	\$ _____	ea.
40. Verticut (1 acre)	@	\$ _____	ea.
41. Overseed and top dress (1 acre)	@	\$ _____	ea.
42. Brush clearance (1 acre)	@	\$ _____	ea.
43. Weed Abatement (1 acre)	@	\$ _____	ea.
44. Hourly rate for laborer	@	\$ _____	ea.
45. Hourly rate for irrigation technician	@	\$ _____	ea.
46. Hourly rate for foreman	@	\$ _____	ea.
47. Hourly rate for chemical applicator	@	\$ _____	ea.

**UNIT PRICE LIST  
OPTION TERM 1  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
MONTROSE/ALTADENA MEDIANS**

***Unit prices shall be wholesale costs + percentage for overhead and profit.***

Unit prices for additional work items (installed, unless otherwise specified):

- |   |          |          |     |
|---|----------|----------|-----|
| 1. Replacement of pop-up sprinkler (spray)                | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 2. Replacement of nozzle (pop-up sprinkler)               | @        | \$ _____ | ea. |
| 3. Replacement of swing joint assembly                    | @        | \$ _____ | ea. |
| 4. Replacement of riser (sch 80) 1/2"                     | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 8" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
|   | 18" @    | \$ _____ | ea. |
| 5. Replacement of gear driven spray (shrub)               | @        | \$ _____ | ea. |
| 6. Replacement of gear driven pop-up                      | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 7. Replacement of bubbler only      0.25 gpm-2.0 gpm      | @        | \$ _____ | ea. |
| 8. Replacement of reducer (adaptor)      3/4 mt x 1/2 ft. | @        | \$ _____ | ea. |
| 9. Replacement of PVC pipe UVR (ln ft.)                   | 1/2" @   | \$ _____ | ea. |
|   | 3/4" @   | \$ _____ | ea. |
|   | 1" @     | \$ _____ | ea. |
|   | 1 1/4" @ | \$ _____ | ea. |

	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
10. Replacement of PVC sch 40 pipe (In ft.)	1/2" @	\$ _____	ea.
	3/4" @	\$ _____	ea.
	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
11. Replacement of irrigation control valve with Superior valve	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
12. Replacement of diaphragm	@	\$ _____	ea.
13. Replacement of solenoid	@	\$ _____	ea.
14. Replacement of drip 5/8" (In ft.)	@	\$ _____	ea.
15. Replacement of LOC-Eze coupling 5/8"	@	\$ _____	ea.
16. Replacement of 35 GPM filter 1"	@	\$ _____	ea.
17. 1 gallon shrub planted	@	\$ _____	ea.
18. 5 gallon shrub planted	@	\$ _____	ea.
19. 5 gallon tree planted (stakes included)	@	\$ _____	ea.
20. 15 gallon tree planted (stakes included)	@	\$ _____	ea.
21. 24" box tree planted (stakes included)	@	\$ _____	ea.
22. 36" box tree planted (stakes included)	@	\$ _____	ea.
23. Flat of ground cover planted	@	\$ _____	ea.

24. Flat of liner stock planted	@	\$ _____	ea.
25. Sod (sq. ft.) installed	@	\$ _____	ea.
26. Flat of annual color planted	@	\$ _____	ea.
27. Flat of annual color not planted	@	\$ _____	ea.
28. Jute netting (sq. ft.) installed	@	\$ _____	ea.
29. Earth Premium Grade Mulch (cubic yard) distributed	@	\$ _____	ea.
30. Pruning of palm tree (large-size)	@	\$ _____	ea.
31. Pruning of palm tree (medium-size)	@	\$ _____	ea.
32. Pruning of palm tree (small-size)	@	\$ _____	ea.
33. Pruning of ornamental tree (large-size)	@	\$ _____	ea.
34. Pruning of ornamental tree (medium-size)	@	\$ _____	ea.
35. Pruning of ornamental tree (small-size)	@	\$ _____	ea.
36. Tree removal (large-size)	@	\$ _____	ea.
37. Tree removal (medium-size)	@	\$ _____	ea.
38. Tree removal (small-size)	@	\$ _____	ea.
39. Aeration 1/2" Tines (1 acre)	@	\$ _____	ea.
40. Verticut (1 acre)	@	\$ _____	ea.
41. Overseed and top dress (1 acre)	@	\$ _____	ea.
42. Brush clearance (1 acre)	@	\$ _____	ea.
43. Weed Abatement (1 acre)	@	\$ _____	ea.
44. Hourly rate for laborer	@	\$ _____	ea.
45. Hourly rate for irrigation technician	@	\$ _____	ea.
46. Hourly rate for foreman	@	\$ _____	ea.
47. Hourly rate for chemical applicator	@	\$ _____	ea.

**UNIT PRICE LIST  
OPTION TERM 2  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
MONTROSE/ALTADENA MEDIANS**

***Unit prices shall be wholesale costs + percentage for overhead and profit.***

Unit prices for additional work items (installed, unless otherwise specified):

- |   |          |          |     |
|---|----------|----------|-----|
| 1. Replacement of pop-up sprinkler (spray)                | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 2. Replacement of nozzle (pop-up sprinkler)               | @        | \$ _____ | ea. |
| 3. Replacement of swing joint assembly                    | @        | \$ _____ | ea. |
| 4. Replacement of riser (sch 80) 1/2"                     | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 8" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
|   | 18" @    | \$ _____ | ea. |
| 5. Replacement of gear driven spray (shrub)               | @        | \$ _____ | ea. |
| 6. Replacement of gear driven pop-up                      | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 7. Replacement of bubbler only      0.25 gpm-2.0 gpm      | @        | \$ _____ | ea. |
| 8. Replacement of reducer (adaptor)      3/4 mt x 1/2 ft. | @        | \$ _____ | ea. |
| 9. Replacement of PVC pipe UVR (In ft.)                   | 1/2" @   | \$ _____ | ea. |
|   | 3/4" @   | \$ _____ | ea. |
|   | 1" @     | \$ _____ | ea. |
|   | 1 1/4" @ | \$ _____ | ea. |

	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
10. Replacement of PVC sch 40 pipe (ln ft.)	1/2" @	\$ _____	ea.
	3/4" @	\$ _____	ea.
	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
11. Replacement of irrigation control valve with Superior valve	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
12. Replacement of diaphragm	@	\$ _____	ea.
13. Replacement of solenoid	@	\$ _____	ea.
14. Replacement of drip 5/8" (ln ft.)	@	\$ _____	ea.
15. Replacement of LOC-Eze coupling 5/8"	@	\$ _____	ea.
16. Replacement of 35 GPM filter 1"	@	\$ _____	ea.
17. 1 gallon shrub planted	@	\$ _____	ea.
18. 5 gallon shrub planted	@	\$ _____	ea.
19. 5 gallon tree planted (stakes included)	@	\$ _____	ea.
20. 15 gallon tree planted (stakes included)	@	\$ _____	ea.
21. 24" box tree planted (stakes included)	@	\$ _____	ea.
22. 36" box tree planted (stakes included)	@	\$ _____	ea.
23. Flat of ground cover planted	@	\$ _____	ea.

24. Flat of liner stock planted	@	\$ _____	ea.
25. Sod (sq. ft.) installed	@	\$ _____	ea.
26. Flat of annual color planted	@	\$ _____	ea.
27. Flat of annual color not planted	@	\$ _____	ea.
28. Jute netting (sq. ft.) installed	@	\$ _____	ea.
29. Earth Premium Grade Mulch (cubic yard) distributed	@	\$ _____	ea.
30. Pruning of palm tree (large-size)	@	\$ _____	ea.
31. Pruning of palm tree (medium-size)	@	\$ _____	ea.
32. Pruning of palm tree (small-size)	@	\$ _____	ea.
33. Pruning of ornamental tree (large-size)	@	\$ _____	ea.
34. Pruning of ornamental tree (medium-size)	@	\$ _____	ea.
35. Pruning of ornamental tree (small-size)	@	\$ _____	ea.
36. Tree removal (large-size)	@	\$ _____	ea.
37. Tree removal (medium-size)	@	\$ _____	ea.
38. Tree removal (small-size)	@	\$ _____	ea.
39. Aeration 1/2" Tines (1 acre)	@	\$ _____	ea.
40. Verticut (1 acre)	@	\$ _____	ea.
41. Overseed and top dress (1 acre)	@	\$ _____	ea.
42. Brush clearance (1 acre)	@	\$ _____	ea.
43. Weed Abatement (1 acre)	@	\$ _____	ea.
44. Hourly rate for laborer	@	\$ _____	ea.
45. Hourly rate for irrigation technician	@	\$ _____	ea.
46. Hourly rate for foreman	@	\$ _____	ea.
47. Hourly rate for chemical applicator	@	\$ _____	ea.

**UNIT PRICE LIST  
OPTION TERM 3  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
MONTROSE/ALTADENA MEDIANS**

***Unit prices shall be wholesale costs + percentage for overhead and profit.***

Unit prices for additional work items (installed, unless otherwise specified):

- |   |          |          |     |
|---|----------|----------|-----|
| 1. Replacement of pop-up sprinkler (spray)                | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 2. Replacement of nozzle (pop-up sprinkler)               | @        | \$ _____ | ea. |
| 3. Replacement of swing joint assembly                    | @        | \$ _____ | ea. |
| 4. Replacement of riser (sch 80) 1/2"                     | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 8" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
|   | 18" @    | \$ _____ | ea. |
| 5. Replacement of gear driven spray (shrub)               | @        | \$ _____ | ea. |
| 6. Replacement of gear driven pop-up                      | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 7. Replacement of bubbler only      0.25 gpm-2.0 gpm      | @        | \$ _____ | ea. |
| 8. Replacement of reducer (adaptor)      3/4 mt x 1/2 ft. | @        | \$ _____ | ea. |
| 9. Replacement of PVC pipe UVR (In ft.)                   | 1/2" @   | \$ _____ | ea. |
|   | 3/4" @   | \$ _____ | ea. |
|   | 1" @     | \$ _____ | ea. |
|   | 1 1/4" @ | \$ _____ | ea. |

	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
10. Replacement of PVC sch 40 pipe (ln ft.)	1/2" @	\$ _____	ea.
	3/4" @	\$ _____	ea.
	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
11. Replacement of irrigation control valve with Superior valve	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
12. Replacement of diaphragm	@	\$ _____	ea.
13. Replacement of solenoid	@	\$ _____	ea.
14. Replacement of drip 5/8" (ln ft.)	@	\$ _____	ea.
15. Replacement of LOC-Eze coupling 5/8"	@	\$ _____	ea.
16. Replacement of 35 GPM filter 1"	@	\$ _____	ea.
17. 1 gallon shrub planted	@	\$ _____	ea.
18. 5 gallon shrub planted	@	\$ _____	ea.
19. 5 gallon tree planted (stakes included)	@	\$ _____	ea.
20. 15 gallon tree planted (stakes included)	@	\$ _____	ea.
21. 24" box tree planted (stakes included)	@	\$ _____	ea.
22. 36" box tree planted (stakes included)	@	\$ _____	ea.
23. Flat of ground cover planted	@	\$ _____	ea.

24. Flat of liner stock planted	@	\$ _____	ea.
25. Sod (sq. ft.) installed	@	\$ _____	ea.
26. Flat of annual color planted	@	\$ _____	ea.
27. Flat of annual color not planted	@	\$ _____	ea.
28. Jute netting (sq. ft.) installed	@	\$ _____	ea.
29. Earth Premium Grade Mulch (cubic yard) distributed	@	\$ _____	ea.
30. Pruning of palm tree (large-size)	@	\$ _____	ea.
31. Pruning of palm tree (medium-size)	@	\$ _____	ea.
32. Pruning of palm tree (small-size)	@	\$ _____	ea.
33. Pruning of ornamental tree (large-size)	@	\$ _____	ea.
34. Pruning of ornamental tree (medium-size)	@	\$ _____	ea.
35. Pruning of ornamental tree (small-size)	@	\$ _____	ea.
36. Tree removal (large-size)	@	\$ _____	ea.
37. Tree removal (medium-size)	@	\$ _____	ea.
38. Tree removal (small-size)	@	\$ _____	ea.
39. Aeration 1/2" Tines (1 acre)	@	\$ _____	ea.
40. Verticut (1 acre)	@	\$ _____	ea.
41. Overseed and top dress (1 acre)	@	\$ _____	ea.
42. Brush clearance (1 acre)	@	\$ _____	ea.
43. Weed Abatement (1 acre)	@	\$ _____	ea.
44. Hourly rate for laborer	@	\$ _____	ea.
45. Hourly rate for irrigation technician	@	\$ _____	ea.
46. Hourly rate for foreman	@	\$ _____	ea.
47. Hourly rate for chemical applicator	@	\$ _____	ea.

**UNIT PRICE LIST  
OPTION TERM 4  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
MONTROSE/ALTADENA MEDIANS**

***Unit prices shall be wholesale costs + percentage for overhead and profit.***

Unit prices for additional work items (installed, unless otherwise specified):

- |   |          |          |     |
|---|----------|----------|-----|
| 1. Replacement of pop-up sprinkler (spray)                | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 2. Replacement of nozzle (pop-up sprinkler)               | @        | \$ _____ | ea. |
| 3. Replacement of swing joint assembly                    | @        | \$ _____ | ea. |
| 4. Replacement of riser (sch 80) 1/2"                     | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 8" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
|   | 18" @    | \$ _____ | ea. |
| 5. Replacement of gear driven spray (shrub)               | @        | \$ _____ | ea. |
| 6. Replacement of gear driven pop-up                      | 4" @     | \$ _____ | ea. |
|   | 6" @     | \$ _____ | ea. |
|   | 12" @    | \$ _____ | ea. |
| 7. Replacement of bubbler only      0.25 gpm-2.0 gpm      | @        | \$ _____ | ea. |
| 8. Replacement of reducer (adaptor)      3/4 mt x 1/2 ft. | @        | \$ _____ | ea. |
| 9. Replacement of PVC pipe UVR (In ft.)                   | 1/2" @   | \$ _____ | ea. |
|   | 3/4" @   | \$ _____ | ea. |
|   | 1" @     | \$ _____ | ea. |
|   | 1 1/4" @ | \$ _____ | ea. |

	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
10. Replacement of PVC sch 40 pipe (ln ft.)	1/2" @	\$ _____	ea.
	3/4" @	\$ _____	ea.
	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
11. Replacement of irrigation control valve with Superior valve	1" @	\$ _____	ea.
	1 1/4" @	\$ _____	ea.
	1 1/2" @	\$ _____	ea.
	2" @	\$ _____	ea.
12. Replacement of diaphragm	@	\$ _____	ea.
13. Replacement of solenoid	@	\$ _____	ea.
14. Replacement of drip 5/8" (ln ft.)	@	\$ _____	ea.
15. Replacement of LOC-Eze coupling 5/8"	@	\$ _____	ea.
16. Replacement of 35 GPM filter 1"	@	\$ _____	ea.
17. 1 gallon shrub planted	@	\$ _____	ea.
18. 5 gallon shrub planted	@	\$ _____	ea.
19. 5 gallon tree planted (stakes included)	@	\$ _____	ea.
20. 15 gallon tree planted (stakes included)	@	\$ _____	ea.
21. 24" box tree planted (stakes included)	@	\$ _____	ea.
22. 36" box tree planted (stakes included)	@	\$ _____	ea.
23. Flat of ground cover planted	@	\$ _____	ea.

24. Flat of liner stock planted	@	\$ _____	ea.
25. Sod (sq. ft.) installed	@	\$ _____	ea.
26. Flat of annual color planted	@	\$ _____	ea.
27. Flat of annual color not planted	@	\$ _____	ea.
28. Jute netting (sq. ft.) installed	@	\$ _____	ea.
29. Earth Premium Grade Mulch (cubic yard) distributed	@	\$ _____	ea.
30. Pruning of palm tree (large-size)	@	\$ _____	ea.
31. Pruning of palm tree (medium-size)	@	\$ _____	ea.
32. Pruning of palm tree (small-size)	@	\$ _____	ea.
33. Pruning of ornamental tree (large-size)	@	\$ _____	ea.
34. Pruning of ornamental tree (medium-size)	@	\$ _____	ea.
35. Pruning of ornamental tree (small-size)	@	\$ _____	ea.
36. Tree removal (large-size)	@	\$ _____	ea.
37. Tree removal (medium-size)	@	\$ _____	ea.
38. Tree removal (small-size)	@	\$ _____	ea.
39. Aeration 1/2" Tines (1 acre)	@	\$ _____	ea.
40. Verticut (1 acre)	@	\$ _____	ea.
41. Overseed and top dress (1 acre)	@	\$ _____	ea.
42. Brush clearance (1 acre)	@	\$ _____	ea.
43. Weed Abatement (1 acre)	@	\$ _____	ea.
44. Hourly rate for laborer	@	\$ _____	ea.
45. Hourly rate for irrigation technician	@	\$ _____	ea.
46. Hourly rate for foreman	@	\$ _____	ea.
47. Hourly rate for chemical applicator	@	\$ _____	ea.

**FORM PW-2.2-2.3**

**PLEASE NOTE:** The PW-2 forms to fill out and submit with your bid must be accessed electronically. Forms may be accessed at: <http://pw.lacounty.gov/brcd/servicecontracts/>. Please complete, print, and include your forms with your bid submission.

**LIST OF SUBCONTRACTORS**

Bidder is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

☐ Bidder in providing the requested services will not utilize Subcontractors. Bidder will perform all required services.

Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service

**FORM PW-8.1  
(SUPPLEMENTAL)**

Certification as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises: If any of your Subcontractors are currently certified as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises by a public agency, complete the following and attach a copy of the proof of certification. All Subcontractors listed in the bid/proposal shall be listed below (make copy of this form, if necessary).

	Subcontractor Name	Local SBE	SBE	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Declaration: I declare under penalty of perjury under the laws of the State of California that the above information is true and accurate.

Print Name:	Authorized Signature	Title	Date

**COMMUNITY BUSINESS ENTERPRISES PARTICIPATION FORM**

Contractors are required to indicate their good faith effort in Community Business Enterprises (CBE) participation by indicating on this form their proposed involvement on this project. CBEs are Minority/Women/Disadvantaged/Disabled Veteran owned Business Enterprises (MBE/WBE/DBE/DVBE). This form shall be provided to the COUNTY at the time of Bid submittal.

**LIST OF CBE PARTICIPATION**

The following is a list of certified CBE Subcontractors that the Bidder elects to list as a Subcontractor to perform a portion or portions of this work and known suppliers from whom Bidder proposes to procure materials and/or equipment for the work.

<u>NAME/ADDRESS</u>	<u>TYPE OF WORK OR PRODUCT</u>	<u>INDICATE MBE/ WBE/DBE OR DVBE</u>	<u>PERCENTAGE OF BASE PRICE BID</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**County of Los Angeles  
Request for County's Preference Program Consideration and  
Community Business Enterprises Firm/Organization Information Form**

**I. INSTRUCTIONS:** Businesses requesting preference consideration must complete and return this form for proper consideration of the bid. Businesses may request consideration for one or more preference programs. Check all certifications that apply.\*

**I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS BID BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.**

☐ **Request for Local Small Business Enterprise (LSBE) Program Preference**

- ☐ Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; **or**
- ☐ Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee sizes that meet the State's Department of General Services requirements; **and**
- ☐ Certified as a LSBE by the DCBA.

☐ **Request for Social Enterprise (SE) Program Preference**

- ☐ A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental, and/or human justice services; **and**
- ☐ Certified as a SE business by the DCBA.

☐ **Request for Disabled Veterans Business Enterprise (DVBE) Program Preference**

- ☐ Certified by the State of California, **or**
- ☐ Certified by U.S. Department of Veterans Affairs as a DVBE; **or**
- ☐ Certified as a DVBE with other certifying agencies under DCBA's inclusion policy that meets the criteria set forth by: The State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration; **and**
- ☐ Certified as a DVBE by the DCBA.

**\*BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.**

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

☐ **DCBA certification is attached.**

Name of Firm:		County WebVen No.:	
Print Name:		Title:	
Signature:		Date:	
<b>Reviewer's Signature</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Date</b>

**FORM PW-9.1**  
**(SUPPLEMENTAL)**

**All Bidders responding to the Invitation for Bids must complete and return this form for proper consideration of the Bid.**

Firm Name:
My County (WebVen) Vendor Number:

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

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
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. Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Bid is made, the Bid may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.**

**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:
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GAIN and GROW EMPLOYMENT COMMITMENT

As a threshold requirement for consideration for contract award, Bidder shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Bidder shall attest to a willingness to provide employed GAIN/GROW participants access to the Bidder's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall e-mail: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) and [BSERVICES@wdacs.lacounty.gov](mailto:BSERVICES@wdacs.lacounty.gov).

**Bidder's unable to meet this requirement shall not be considered for contract award.**

Bidder shall complete all of the following information, sign where indicated below, and return this form with their bid.

A. Bidder has a proven record of hiring GAIN/GROW participants.

\_\_\_\_\_ YES (subject to verification by County) \_\_\_\_\_ NO

B. Bidder is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Bidder is willing to interview qualified GAIN/GROW participants.

\_\_\_\_\_ YES \_\_\_\_\_ NO

C. Bidder is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A (Program not available)

Signature	Title
Firm Name	Date

**ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	E-Mail Address:	
Solicitation/Contract for _____ Services		

**BIDDER CERTIFICATION**

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Bidder acknowledges and certifies compliance with Exhibit B, Section 1.00, Compliance with County's Zero Tolerance Human Trafficking Policy, of the proposed Contract and agrees that Bidder or a member of his staff performing work under the proposed Contract will be in compliance. Bidder further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any bid, or cancellation of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct, and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:

**COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	E-Mail Address:	
Solicitation/Contract for _____ Services		

**BIDDER/CONTRACTOR CERTIFICATION**

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Bidder/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952, as indicated in Section 8.56 (Compliance with Fair Chance Employment Practices) of the Contract and agrees that Bidder/Contractor and staff performing work under the Contract will be in compliance. Bidder/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any bid, or termination of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct, and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:

**STATEMENT OF EQUIPMENT FORM  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)**

BIDDER'S NAME:  
\_\_\_\_\_  
\_\_\_\_\_  
ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE:  
\_\_\_\_\_

**STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE**

Please list one item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

[illegible]

**COMPLIANCE WITH THE MINIMUM REQUIREMENTS AFFIRMATION  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION  
GROUPS (BRC0000111)**

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

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

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

**No Subcontractors will be allowed to fulfill any of the following minimum requirements.**

1. Bidder must be included in the Qualified Contractor List resulting from the Request for Statement of Qualifications for Landscape and Grounds Maintenance Services (2014-SQPA001).

☐ Yes. Bidder does meet the minimum mandatory requirement stated above.

☐ No. Bidder **does not** meet the minimum mandatory requirement stated above. **By checking this box, your Bid submission will be immediately disqualified as nonresponsive.**

2. Bidder must have a minimum of three years of experience providing landscape maintenance services.

☐ Yes. Bidder does meet the experience requirement stated above. Please complete the chart below.

Bidder's Name	Dates of Experience (Mo./Yrs. to Mo./Yrs.)	Description of Services/Experience Please provide a detailed narrative of Bidder's experience in your Invitation for Bids to validate this minimum mandatory requirement.	Page No. (Page in your bid which details this requirement.)
	____/____ to ____/____		

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

**FORM PW-20.1  
(SUPPLEMENTAL)**

3. Bidder's on-site supervising employee(s) who will be assigned to this contract must have a minimum of three years of experience supervising landscaping services.

☐ Yes. Bidder's on-site supervising employee(s) does meet the experience requirement as stated above. Please complete the chart below.

Bidder's on-site supervising employee(s) name(s)	Dates of Experience (Mo./Yrs. to Mo./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.	Page No. (Page in your bid which details this requirement.)
	____/____ to ____/____		
	____/____ to ____/____		

☐ No. Bidder's onsite supervising employee(s) **does not** meet the experience requirement as stated above. **By checking this box, your Bid submission will be immediately disqualified as nonresponsive.**

4. For Service Location Group 1, Montrose/Altadena Medians, Bidder must have four landscaping workers, including a working foreman, for a minimum of four landscaping workers total. Each landscaping worker must be assigned a minimum of 35 hours per week for this service.

☐ Yes. Bidder does meet the minimum mandatory requirement stated above. Please complete chart below.

**INTENTIONALLY LEFT BLANK**

**FORM PW-20.1  
(SUPPLEMENTAL)**

<b>SERVICE LOCATION GROUP 1 – MONTROSE/ALTADENA</b>		
<b>Employees</b>	<b>Working Foreman or Landscaping Worker</b> (Check one that applies)	<b>Minimum Hours per Week to be Assigned to this Service</b>
<b>Employee 1</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 2</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 3</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 4</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	

☐ No. Bidder **does not** meet the minimum requirement stated above. **By checking this box, your Bid submission will be immediately disqualified as nonresponsive.**

☐ N/A. Bidder is not bidding on this location.

5. For Service Location Group 2, RMD141/241 Medians, bidder must have four landscaping workers, including a working foreman, for a minimum of four landscaping workers total. Each landscaping worker must be assigned a minimum of 35 hours per week for this service.

☐ Yes. Bidder does meet the minimum mandatory requirement stated above. Please complete chart below.

<b>SERVICE LOCATION GROUP 2 – RMD141/241</b>		
<b>Employees</b>	<b>Working Foreman or Landscaping Worker</b> (Check one that applies)	<b>Minimum Hours per Week to be Assigned to this Service</b>
<b>Employee 1</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 2</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 3</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 4</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	

☐ No. Bidder **does not** meet the minimum requirement stated above. **By checking this box, your Bid submission will be immediately disqualified as nonresponsive.**

☐ N/A. Bidder is not bidding on this location.

6. For Service Location Group 3, RMD446 Medians, bidder must have four landscaping workers, including a working foreman, for a minimum of four landscaping workers total. Each landscaping worker must be assigned a minimum of 35 hours per week for this service.

☐ Yes. Bidder does meet the minimum mandatory requirement stated above. Please complete chart below.

<b>SERVICE LOCATION GROUP 3 – RMD446</b>		
<b>Employees</b>	<b>Working Foreman or Landscaping Worker</b> (Check one that applies)	<b>Minimum Hours per Week to be Assigned to this Service</b>
<b>Employee 1</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 2</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 3</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	
<b>Employee 4</b>	<input type="checkbox"/> Landscaping Worker <input type="checkbox"/> Working Foreman	

☐ No. Bidder **does not** meet the minimum requirement stated above. **By checking this box, your Bid submission will be immediately disqualified as nonresponsive.**

☐ N/A. Bidder is not bidding on this location.

7. Bidder must submit a copy of a valid and active State of California Contractor's Class C-27 Landscaping license.

☐ Yes. Bidder does meet the licensing requirement as stated above. Please complete the chart below.

<b>Name of License Holder</b>	<b>Type of License</b>	<b>License No.</b>	<b>Valid/Active Dates</b>	<b>Page No.</b> (Page in your bid which details this requirement.)

**FORM PW-20.1  
(SUPPLEMENTAL)**

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

8. Bidder must submit a copy of a valid and active State of California Department of Pesticide Regulation, Pest Control Business license.

- ☐ Yes. Bidder does meet the licensing requirement as stated above. Please complete the chart below.

Name of License Holder	License No.	Valid/Active Dates	Page No. (Page in your bid which details this requirement.)

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

9. Bidder's employee(s) must submit a copy of a valid and active State of California Department of Pesticide Regulation, Qualified Applicator certification.

- ☐ Yes. Bidder does meet the certification requirement as stated above. Please complete the chart below.

Name of Certification Holder	Certification No.	Valid/Active Dates	Page No. (Page in your bid which details this requirement.)

- ☐ No. Bidder **does not** meet the certification requirement as stated above. **By checking this box, your Bid submission will be immediately disqualified as nonresponsive.**

10. 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.**

**FORM PW-20.1  
(SUPPLEMENTAL)**

- ☐ Yes. Bidder does meet the registration requirement as stated above.  
Please complete the chart below.

Name of Registration Holder	Registration No.	Registration Dates	Expiration Dates	Page No. (Page in your bid which details this requirement.)

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

**I declare under the penalty of perjury that the information provided 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:

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**INTEGRATED PEST MANAGEMENT PROGRAM COMPLIANCE CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	E-Mail Address:	
Solicitation/Contract for Services:		

**BIDDER CERTIFICATION**

Los Angeles County is a permittee to a National Pollutant Discharge Elimination System Permit (NPDES Permit) issued by the Los Angeles Regional Water Quality Control Board to reduce or eliminate pollutants moved into surface water through storm water management systems and facilities. One of the conditions of the NPDES Permit is the Integrated Pest Management Program (IPM Program), which was developed to reduce the impact of pesticides and fertilizers to surface water. Among other things, the IPM Program imposes requirements to County Purchasing and Contracting, which are outlined in Exhibit A, Scope of Work, Integrated Pest Management Program Compliance of the proposed Contract. The entire Countywide IPM Program is available at [www.lacountyipm.org](http://www.lacountyipm.org)

Bidder acknowledges and certifies compliance with Exhibit A, Scope of Work, Integrated Pest Management Program Compliance of the proposed Contract and agrees that Bidder or a member of its staff performing work under the proposed Contract will be in compliance. Bidder further acknowledges that noncompliance with the County's IPM Program may result in rejection of any Bid, or cancellation of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct, and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:

## COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

### APPLICATION FOR EXEMPTION

The Contract to be awarded pursuant to the County's solicitation is subject to the County of Los Angeles Living Wage Program (LW Program) (Los Angeles County Code, Chapter 2.201). Contractors and Subcontractors must apply individually for consideration for an exemption from the LW Program. **To apply, Contractors must complete and submit this form with supporting documentation to the County after the Mandatory Proposers Conference by the due date set forth in the solicitation document.** Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the Contractor and/or Subcontractor is/are exempt from the LW Program.

Company Name:			
Company Address:			
City:		State:	Zip Code:
Telephone Number:	Facsimile Number:		E-Mail Address:
Awarding Department:			Contract Term:
Type of Service:			
Contract Dollar Amount:			Contract Number (if any):
My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.			<input type="checkbox"/> Yes <input type="checkbox"/> No

**I am requesting an exemption from the LW Program for the following reason(s) (*attach all documentation that supports your claim to this form*). Please check all that apply:**

- ☐ My business is subject to a bona fide Collective Bargaining Agreement (*attach agreement*); **AND**
- ☐ the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; **OR**
- ☐ the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

\_\_\_\_\_

\_\_\_\_\_

**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:

### 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
January 1, 2020	\$16.31
January 1, 2021	CPI

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 will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES

**ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE  
AND CONTRACTOR NONRESPONSIBILITY 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, Sections 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 Sections 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 bid; **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 bid. (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 bid 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 bid 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 Bidder'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

## Instructions for PW-2, Schedule of Prices and LW-8, Cost Methodology

The Contract's terms and the anniversary of the Living Wage rate increases are not the same dates. For example, the Contract may start from October 1, 2020, and will end September 30, 2021, which covers two different rates of Living Wage.

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.

**Important: CONTRACTOR IS RESPONSIBLE TO PAY THE REQUIRED MINIMUM LIVING WAGE RATE FOR EACH YEAR REGARDLESS IF THE RATES LISTED ON FORM LW-8s ARE LOWER.**

**HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATE IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.**

Effective Date	Hourly Rate
January 1, 2019	\$15.79
January 1, 2020	\$16.31
January 1, 2021	\$16.31 + CPI
January 1, 2022	Previous Year + CPI
January 1, 2023	Previous Year + CPI

For example, contractor's term cover from October 1, 2020, to December 31, 2021, the Living Wage rate is \$16.31 and from January 1, 2020, to August 31, 2021, the Living Wage rate is \$16.31+CPI; therefore, the Contractor's LW-8 for this period must be \$16.31+CPI or higher or Contractor's LW-8 clearly shows the two rates during those periods.

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

**STAFFING PLAN AND COST METHODOLOGY  
SUBMISSION INSTRUCTIONS FORM  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE  
LOCATION GROUPS (BRC0000111)**

**PLEASE NOTE:** The LW-8 forms to fill out and submit with your bid must be accessed electronically. Forms may be accessed at: <http://pw.lacounty.gov/brcd/servicecontracts/>. Please complete, print, and include your forms with your bid submission.

**IMPORTANT:** Every service location group will be evaluated and awarded independently. Your bid must specify the service location group(s) for which your firm is submitting a bid for.

**PLEASE INDICATE THE SERVICE LOCATION GROUP(S) YOU ARE SUBMITTING FOR BY PLACING A CHECK MARK " ✓ " NEXT TO THE CORRESPONDING SERVICE LOCATION GROUPS BELOW:**

<b>SERVICE LOCATION GROUPS</b>	<b>SUBMITTING FOR (Check all that apply)</b>
<b>Location Group 1 – Montrose/Altadena Medians</b> <i>(Bidder's Staffing Plan and Cost Methodology for this location is on Forms LW-8.1)</i>	<input type="checkbox"/>
<b>Location Group 2 – RMD141/241 Medians</b> <i>(Bidder's Staffing Plan and Cost Methodology for this location is on Forms LW-8.2)</i>	<input type="checkbox"/>
<b>Location Group 3 – RMD446 Medians</b> <i>(Bidder's Staffing Plan and Cost Methodology for this location is on Forms LW-8.3)</i>	<input type="checkbox"/>

## FORM LW-8

LEGAL NAME OF BIDDER	TITLE OF AUTHORIZED PERSON	
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT BID	DATE	
LICENSE TYPE	BUSINESS PHONE	MOBILE PHONE
STATE CONTRACTOR'S LICENSE NUMBER	BIDDER'S ADDRESS	
E-MAIL		

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POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY						HOURS PER WEEK	APPROXIMATE HOURS (52 x Hrs per wk)	HOURLY WAGE RATE**	COST	
	SUN	MON	TUE	WED	THU	FRI					SAT
CREW 1											
Working Foreman (1)							0	0	\$	-	
Landscaping Worker (2)							0	0	\$	-	
Landscaping Worker (3)							0	0	\$	-	
Landscaping Worker (4)							0	0	\$	-	
List Additional Staff Below, if any:											
							0	0	\$	-	
							0	0	\$	-	
							0	0	\$	-	
ESTIMATED HOURS FOR ADDITIONAL WORK											
(4,000 Hrs x Hourly Rate = Annual Cost)							4000		\$	-	
Comments/Notes:							Total Salaries		\$	-	
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.	(1) Vacations, Sick Leave, Holiday										
	(2) Health Insurance										
	(3) Payroll Taxes & Workers' Compensation										
	(4) Welfare and Pension										
	Total Employee Benefits (1+2+3+4)								\$	-	
Please note: The minimum number of crews and landscaping workers are depicted on this form. Bids submitted without showing these minimum number of crews and landscaping workers will be rejected as nonresponsive. Please note that this is only the minimum number of crews and landscaping workers, and Bidders may prepare their bids and its price by assigning additional staff, however, the payment to the Contractor will be according to Exhibit A, Section D, Contract Cost. The total annual price listed on LW-8 must match the total proposed annual price listed in Form PW-2.	(5) Equipment Costs										
	(6) Service and Supply Costs										
	(7) General and Administrative Costs										
	(8) Profit										
	Total Other Costs (5+6+7+8)								\$	-	
	TOTAL PRICE								\$	-	

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

Date \_\_\_\_\_

**SERVICE LOCATION GROUP 1 - MONTROSE/ALTADENA MEDIANS  
OPTION TERM 1 (August 1, 2021 - July 31, 2022)**

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY						HOURS PER WEEK	APPROXIMATE HOURS (52 x Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI				
<b>CREW 1</b>										
Working Foreman (1)							0	0	\$	-
Landscaping Worker (2)							0	0	\$	-
Landscaping Worker (3)							0	0	\$	-
Landscaping Worker (4)							0	0	\$	-
List Additional Staff Below, if any:										
							0	0	\$	-
							0	0	\$	-
<b>ESTIMATED HOURS FOR ADDITIONAL WORK</b>							0	0	\$	-
(4,000 Hrs x Hourly Rate = Annual Cost)							4000		\$	-
Comments/Notes:										
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.	(1) Vacations, Sick Leave, Holiday								Total Salaries \$	-
	(2) Health Insurance									
	(3) Payroll Taxes & Workers' Compensation									
	(4) Welfare and Pension									
	Total Employee Benefits (1+2+3+4)								\$	-
Please note: The minimum number of crews and landscaping workers are depicted on this form. Bids submitted without showing these minimum number of crews and landscaping workers will be rejected as nonresponsive. Please note that this is only the minimum number of crews and landscaping workers, and Bidders may prepare their bids and its price by assigning additional staff, however, the payment to the Contractor will be according to Exhibit A, Section D, Contract Cost. The total annual price listed on LW-8 must match the total proposed annual price listed in Form PW-2.	(5) Equipment Costs									
	(6) Service and Supply Costs									
	(7) General and Administrative Costs									
(8) Profit										
Total Other Costs (5+6+7+8)								\$	-	
<b>TOTAL PRICE</b>								\$	-	

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

\*\* Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your proposal to rejection.

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

Name of Bidder

Signature

Date

SERVICE LOCATION GROUP 1 - MONTROSE/ALTADENA MEDANS  
OPTION TERM 2 (August 1, 2022 - July 31, 2023)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	APPROXIMATE HOURS (52 x Hrs per wk)	HOURLY WAGE RATE**	COST	
	SUN	MON	TUE	WED	THU	FRI	SAT					
<b>CREW 1</b>												
Working Foreman (1)								0	0	\$	-	
Landscaping Worker (2)								0	0	\$	-	
Landscaping Worker (3)								0	0	\$	-	
Landscaping Worker (4)								0	0	\$	-	
List Additional Staff Below, if any:												
								0	0	\$	-	
								0	0	\$	-	
<b>ESTIMATED HOURS FOR ADDITIONAL WORK</b>												
(4,000 Hrs x Hourly Rate = Annual Cost)								4000		\$	-	
<b>Comments/Notes:</b>												
<p><b>**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.</b></p>												
<p>Please note: The minimum number of crews and landscaping workers are depicted on this form. Bids submitted without showing these minimum number of crews and landscaping workers will be rejected as nonresponsive. Please note that this is only the minimum number of crews and landscaping workers, and Bidders may prepare their bids and its price by assigning additional staff, however, the payment to the Contractor will be according to Exhibit A, Section D, Contract Cost. The total annual price listed on LW-8 must match the total proposed annual price listed in Form PW-2.</p>												
										<p>(1) Vacations, Sick Leave, Holiday</p>		
										<p>(2) Health Insurance</p>		
										<p>(3) Payroll Taxes &amp; Workers' Compensation</p>		
										<p>(4) Welfare and Pension</p>		
										<p><b>Total Employee Benefits (1+2+3+4)</b></p>		\$
										<p>(5) Equipment Costs</p>		
										<p>(6) Service and Supply Costs</p>		
										<p>(7) General and Administrative Costs</p>		
										<p>(8) Profit</p>		
										<p><b>Total Other Costs (5+6+7+8)</b></p>		\$
										<p><b>TOTAL PRICE</b></p>		\$

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

\*\* Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your proposal to rejection.

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

SERVICE LOCATION GROUP 1 - MONTROSE/ALTADENA MEDIANS  
OPTION TERM 3 (August 1, 2023 - July 31, 2024)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK (52 x Hrs per wk)	APPROXIMATE HOURS	HOURLY WAGE RATE**	COST		
	SUN	MON	TUE	WED	THU	FRI	SAT						
<b>CREW 1</b>													
Working Foreman (1)								0	0	\$	-		
Landscaping Worker (2)								0	0	\$	-		
Landscaping Worker (3)								0	0	\$	-		
Landscaping Worker (4)								0	0	\$	-		
List Additional Staff Below, if any:													
								0	0	\$	-		
								0	0	\$	-		
<b>ESTIMATED HOURS FOR ADDITIONAL WORK</b>													
(4,000 Hrs x Hourly Rate = Annual Cost)								4000		\$	-		
<b>Comments/Notes:</b>													
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.													
Please note: The minimum number of crews and landscaping workers are depicted on this form. Bids submitted without showing these minimum number of crews and landscaping workers will be rejected as nonresponsive. Please note that this is only the minimum number of crews and landscaping workers, and Bidders may prepare their bids and its price by assigning additional staff, however, the payment to the Contractor will be according to Exhibit A, Section D, Contract Cost. The total annual price listed on LW-8 must match the total proposed annual price listed in Form PW-2.													
										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)		\$	-
										<b>TOTAL PRICE</b>		\$	-

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

\*\* Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your proposal to rejection.

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

Name of Bidder \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

SERVICE LOCATION GROUP 1 - MONTROSE/ALTADENA MEDIAN  
OPTION TERM 4 (August 1, 2024 - July 31, 2025)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY						HOURS PER WEEK (52 x Hrs per wk)	APPROXIMATE HOURS	HOURLY WAGE RATE**	COST	
	SUN	MON	TUE	WED	THU	FRI					SAT
<b>CREW 1</b>											
Working Foreman (1)								0	0	\$ -	
Landscaping Worker (2)								0	0	\$ -	
Landscaping Worker (3)								0	0	\$ -	
Landscaping Worker (4)								0	0	\$ -	
List Additional Staff Below, if any:											
								0	0	\$ -	
								0	0	\$ -	
								0	0	\$ -	
<b>ESTIMATED HOURS FOR ADDITIONAL WORK</b>											
(4,000 Hrs x Hourly Rate = Annual Cost)								4000		\$ -	
Comments/Notes:											
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.											
Please note: The minimum number of crews and landscaping workers are depicted on this form. Bids submitted without showing these minimum number of crews and landscaping workers will be rejected as nonresponsive. Please note that this is only the minimum number of crews and landscaping workers, and Bidders may prepare their bids and its price by assigning additional staff, however, the payment to the Contractor will be according to Exhibit A, Section D, Contract Cost. The total annual price listed on LW-8 must match the total proposed annual price listed in Form PW-2.											
										(1) Vacations, Sick Leave, Holiday	
										(2) Health Insurance	
										(3) Payroll Taxes & Workers' Compensation	
										(4) Welfare and Pension	
										Total Employee Benefits (1+2+3+4)	\$ -
										(5) Equipment Costs	
										(6) Service and Supply Costs	
										(7) General and Administrative Costs	
										(8) Profit	
										Total Other Costs (5+6+7+8)	\$ -
										TOTAL PRICE	\$ -

\* All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use part-time employees has been granted by the County.  
\*\* Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your proposal to rejection.

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

Name of Bidder \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FORM LW-8.2-8.3**

**PLEASE NOTE:** The LW-8 forms to fill out and submit with your bid must be accessed electronically. Forms may be accessed at: <http://pw.lacounty.gov/brcd/servicecontracts/>. Please complete, print, and include your forms with your bid submission.



## **COUNTY OF LOS ANGELES**

### ***Policy on Doing Business With Small Business***

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about 4 percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

#### **WE RECOGNIZE...**

##### **The importance of small business to the County:**

- In fueling local economic growth.
- Providing new jobs.
- Creating new local tax revenues.
- Offering new entrepreneurial opportunity to those historically under-represented in business.

##### **The County can play a positive role in helping small business grow:**

- As a multibillion dollar purchaser of goods and services.
- As a broker of intergovernmental cooperation among numerous local jurisdictions.
- By greater outreach in providing information and training.
- By simplifying the bid/proposal process.
- By maintaining selection criteria which are fair to all.
- By streamlining the payment process.

#### **WE THEREFORE SHALL:**

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully coordinated among our departments and districts, as well as other participating governments to: (a) inform and assist the local business community in competing to provide goods and services; and, (b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate, and select prospective vendors, address subcontracting, and conduct business with our vendors, in order to: (a) expand opportunity for small business to compete for our business; and, (b) to further opportunities for all businesses to compete regardless of size.
4. Ensure that staff who manage and carry out the business of purchasing goods and services are well-trained, capable, and highly motivated to carry out the letter and spirit of this policy.

**Listing of Contractors Debarred in Los Angeles County**

**List of Debarred Contractors in Los Angeles County may be obtained by going to the following website:**

**<https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>**

# County of Los Angeles *Lobbyist Ordinance*



IT'S THE LAW

## It may affect you!

Chapter 2.160 of the Los Angeles County Code requires Lobbyists, Lobbying Firms and Lobbyist Employers to register with the Executive Office of the Board of Supervisors. This ordinance imposes extensive reporting requirements on individuals, businesses and other organizations. It places restrictions on the activities of anyone seeking to influence an official action of the County of Los Angeles including actions of the Board of Supervisors or the granting or denial of County contracts, licenses, permits, grants and franchises.

### YOU MAY BE CONSIDERED A COUNTY LOBBYIST

If you are compensated to communicate directly (or through agents) with any County official for the purpose of influencing official action, then you may be required to register with the Executive Office of the Board of Supervisors. The requirement to register is the same whether you are an employee of, or on contract with, a firm or organization with business before the County. Additionally, an individual or business entity may be considered a County Lobbying Firm if it receives compensation to influence the County on behalf of any **other** persons or businesses. An individual, business entity or organization that employs or contracts with another individual or firm to represent or make contacts with a County agency on their behalf to influence County action may be considered a County Lobbyist Employer who must also register. If in doubt, it is best to register.

Furthermore, each person or entity who is not otherwise required to register as a County Lobbyist, Lobbying Firm or Lobbyist Employer, but who directly or indirectly expends \$5,000 or more during a calendar quarter to influence official action need not register BUT must report the expenditure to the Executive Office of the Board of Supervisors on a form available from the Executive Office.

### REGISTERING IS IMPORTANT

Failure to comply with the ordinance may subject offending Lobbyists, Lobbying Firms, and Lobbyist Employers to **serious penalties including fines up to \$2,000 and denial of contracts, licenses, permits, grants or franchises. Moreover, some violators may be refused permission to address the Board of Supervisors or any County commission.**

### HERE'S HOW TO COMPLY WITH THE LAW

Within 10 days of qualifying as a County Lobbyist, Lobbying Firm, or Lobbyist Employer as described in the ordinance, you must register with the Executive Office of the Board of Supervisors.

Registering with the County is easy. To receive a copy of the ordinance and registration forms, or to receive additional information or answers to specific questions, please contact the Executive Office of the Board of Supervisors at the following address or you may call one of the following telephone numbers:

Executive Office of the Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall Of Administration  
500 West Temple Street  
Los Angeles, California 90012

(213) 974-1093      (213) 974-1578

A copy of the ordinance is available for your review at this County facility or on the Internet.

<http://bos.co.la.ca.us/>

Thank you for your cooperation and attention.

Part II  
Sample Agreement



*Public Works*  
LOS ANGELES COUNTY

BY AND BETWEEN

LOS ANGELES COUNTY  
PUBLIC WORKS

AND

[NAME OF CONTRACTOR]

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR  
THREE LOCATION GROUPS (BRC0000111)

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SAMPLE AGREEMENT FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION  
GROUPS (BRC0000111)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, 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 Proposal filed with the COUNTY on \_\_\_\_\_, 2020, hereby agrees to provide services as described in this Contract for Landscape and Grounds Maintenance Services for Three Location Groups (BRC0000111).

SECOND: This AGREEMENT, together with Exhibit A.1, Scope of Work; Exhibit A.2, Schedule of Prices; Exhibit A.3, Staffing Plan and Cost Methodology; 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, Performance Requirements Summary, Exhibit G.1-G.3, Service Area Maps; and Exhibit H, Bid Submission Instructions; the CONTRACTOR'S Bid, the CONTRACTOR'S Statement of Qualifications and Bid Submission, all attached hereto; the Invitation for Bids; and Addenda to the Invitation for Bids, 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, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Forms PW-2.1 through PW-2.3, an amount not to exceed the maximum potential Contract sum of \$\_\_\_\_\_ for the entire contract period plus any remaining amount unused from the previous Contract term(s), or such greater amount as the Board may approve (Maximum Contract Sum). The sum for the initial term is \$\_\_\_\_\_; the sum for the first optional term is \$\_\_\_\_\_; the sum for the second optional term is \$\_\_\_\_\_; the sum for the third and last optional term is \$\_\_\_\_\_; and a month-to-month extension up to 6 months at the PW-2 rates for \$\_\_\_\_\_.

FOURTH: This Contract's initial term shall be for a period of one year commencing on \_\_\_\_\_, or upon Board's approval whichever occurs last. The COUNTY shall have the sole option to renew this Contract term for up to four additional one-year period and six month-to-month extension, for a maximum total Contract term of 5 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 hourly rates and unit prices quoted in Form PW-2, Schedule of Prices.

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

Los Angeles County 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 any and all contractors under this Program 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 Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through G, 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.

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

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.

[illegible]

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:

CELIA ZAVALA  
Executive Officer of the  
Board of Supervisors of the  
County of Los Angeles

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

APPROVED AS TO FORM:

MARY WICKHAM  
County Counsel

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

[NAME OF CONTRACTOR]

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

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

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

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

## SCOPE OF WORK

### LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THREE LOCATION GROUPS (BRC0000111)

#### A. Public Works Contract Manager

The Public Works Contract Manager for the Road Maintenance Division, Maintenance District 2, Location Group 1, Montrose/Altadena Contract will be Ms. Dana Zindroski who may be contacted at (661) 294-3520 or [dzindros@pw.lacounty.gov](mailto:dzindros@pw.lacounty.gov), Monday through Thursday, 6 a.m. to 4:30 p.m.

The Public Works Contract Manager for the Road Maintenance Division, Maintenance District 4, Location Group 2, Road Maintenance District 141/241 Medians Contract will be Ms. Laura Rockett who may be contacted at (562) 869-1176 or [lrockett@pw.lacounty.gov](mailto:lrockett@pw.lacounty.gov), Monday through Thursday and alternate Friday, 6:30 a.m. to 4 p.m.

The Public Works Contract Manager for the Road Maintenance Division, Maintenance District 4, Location Group 3, Road Maintenance District 446 Medians Contract will be Mr. Brian Le who may be contacted at (562) 869-1176 or [ble@pw.lacounty.gov](mailto:ble@pw.lacounty.gov), Monday through Thursday and alternate Fridays, 6 a.m. to 3:30 p.m.

The Contract Manager is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change the Contract Manager. The Contractor will be notified in writing when there is a change in the Contract Manager.

#### B. Work Locations

Exhibits G.1 through G.3, Service Area Maps, provide a more detailed outline of each landscape and grounds maintenance service area, which are located throughout the County of Los Angeles. The service area maps are provided in the following exhibits:

- Exhibit G.1 – Montrose/Altadena Medians
- Exhibit G.2 – RMD141/241 Medians
- Exhibit G.3 – RMD446 Medians

The jobsites may be landscaped with groundcover, shrubs, trees, and may be irrigated by manual and/or automatic irrigation systems.

#### C. Request of Work from Contractor

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract at the County's sole and absolute

discretion. The Contractor waives all claims against the County for damages or loss of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

D. Contract Cost

All services required in this Exhibit A, Scope of Work, shall be included in the prices quoted by the Contractor in Forms PW-2.1-2.3, Schedule of Prices, unless stated otherwise in the Contract.

E. Work Description

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

The Contractor shall:

1. Complete each task thoroughly and in a professional manner. Quality equipment and materials that comply with all current regulations shall be used.
2. Render and provide landscape and grounds maintenance services including, but not limited to:
  - a. Maintenance of groundcover, shrubs, and trees
  - b. Pruning of trees and shrubs
  - c. Control of weeds, vegetation disease, pests, and rodents
  - d. Maintenance, operation, and repair of all irrigation systems, sprinkler heads, and risers
  - e. Renovation of groundcover areas
  - f. Maintenance and repair of low impact development (LID) systems.

Such activities shall be performed pursuant to these specifications and to the frequencies established by Public Works, as set forth herein by Public Works in Form PW-2, Schedule of Prices, and shall govern the Contractors performance obligation for the specified area.

3. Not perform any operations, which may destroy or damage groundcover areas during periods of inclement weather.

4. Recognize that during the course of this Contract, other activities may be conducted by County work forces and other Contractors that may include, but are not limited to, landscape refurbishment, irrigation system modification or repair, construction, and/or storm-related operations. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request made by the Contract Manager.
5. During the hours and days of service as identified in Section J, Hours and Days of Service, respond to all emergencies within two hours of notification.
6. Clearly identify and equip each vehicle used at Public Works jobsites/facilities with decals on the exterior right and left front door panels, visible and readable from a distance of 50 feet, identifying the Contractor's name and phone number.
7. Submit advanced weekly work schedules for all work to be performed the following week. See Section I, Maintenance Schedules.
8. Submit weekly maintenance inspection report to the Contract Manager at least once a month. See Section H, Maintenance Function Report and Form PW-2, Schedule of Prices.
9. Ensure, prior to proceeding with any general landscape maintenance task, the site is inspected by a knowledgeable and responsible employee who shall determine the practicality of initiating the operation.
10. Immediately notify the Contract Manager if an operation cannot be thoroughly completed within the designated time frame

F. Management/Supervision

The Contractor shall:

1. Provide fully trained and qualified personnel, as well as appropriate management, supervision, materials, supplies, and equipment.
2. Require, but is not limited to, the following personnel:
  - a. Management and Administrative Support (owner, office staff, etc.)
  - b. Field Supervisor
    - 1) The field supervisor shall closely monitor its crews to prevent and/or detect operational irregularities and noncompliance

with contractual requirements. This person will be responsible for quality control.

- 2) The field supervisor will maintain a report as described in Section H, Maintenance Function Report. The report shall be submitted once a month at a minimum; however, the Contract Manager may request a copy of inspection report at any time.
- 3) The field supervisor shall not be the same person as the working foreman described below.

c. Working Foreman/Landscaping Crew(s)

- 1) A working foreman shall be part of the landscaping crew. The working foreman will be in charge of the landscaping crew.
- 2) An adequate number of workers to ensure the work at each site are completed correctly and during the scheduled time.

3. Ensure its executive, management, administrative, and supervisory staffs:
  - a. Oversee these service activities, and shall not delay, ignore, or otherwise fail to fully comply with any Contract obligations, task specifications, or reasonable requests of the Contract Manager.
  - b. Are fully versed in the operational mandates and timelines required by this Contract. The task requirements, schedules, and timelines for each jobsite shall be kept by each working foreman.
  - c. Provide ongoing observation and correction of operations to ensure compliance with these specifications. Public Works' deficiency notices, deductions, or inspections will not be utilized or viewed as a substitute for the Contractor's ongoing direction and management of its employees.

G. Ongoing General Maintenance Tasks

1. Mowing

The Contractor shall:

- a. Prior to initiating a mowing operation, have the site inspected by a knowledgeable and responsible employee who will determine the practicality of initiating the operation.

- b. Perform mowing operations in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain. Contractor's workers shall stop immediately once they notice mowing equipment is producing these unsightly conditions.
- c. Mow the turf with a reel-type mower equipped with rollers or a rotary-type mower. All mowing equipment shall be adjusted to the proper cutting heights and adequately sharpened.
- d. Mow turf species to appropriate height. Mowing heights may vary according to use parameters, such as for special events and conditions. In general, cutting height shall be 2 to 3 inches high.
- e. Perform mowing operations on a schedule (dates, days, and/or hours of scheduled work) that is acceptable to the Contract Manager.
- f. Clean walkways immediately following each mowing so that no clippings create a hazardous or unsightly condition.
- g. During leaf drop periods (autumn through winter), when there is an abundance of fallen leaves, mowing leaves on turf areas is not permitted. Contractor shall rake and pick up leaves from turf before commencing mowing operations.
- h. Glass bottles shall be picked up and not be driven over or broken.
- i. Excessively wet turf areas shall not be driven across.
- j. Complete mowing of turf and cleanup at each facility in one continuous operation.
- k. If a mowing operation cannot be completed thoroughly within the designated time frame, immediately notify the Contract Manager.

2. Mechanical Edging

The Contractor shall:

- a. Trim all turf median edges with a lawn edge trimmer. The Contractor shall not use herbicide for this purpose.
- b. Keep all turf edges, including designed edges in flower beds, neatly edged, and all grass invasions eliminated.

- c. Trim all turf edges including, but not limited to, edges next to sidewalks, drives, curbs, shrub beds, flower beds, groundcover beds and around tree bases, in a neat and uniform line.
- d. Complete all edging of turf and clean up in one continuous operation and in a manner that result in a well-defined, V-shaped edge that extends into the soil.
- e. Maintain the turf adjacent to sprinklers at the same height as the surrounding turf. The exception would be if the normal turf height prevents the sprinklers from working properly. In such a case, keep the turf edges trimmed low adjacent to sprinklers to provide optimum water coverage. Likewise, keep turf adjacent to valve boxes, meter boxes, backflow devices, and other equipment and obstacles at the same height as the surrounding turf.
- f. Keep all groundcover and flower bed areas maintained next to turf areas neatly edged and all grass invasions eliminated.
- g. Clear walkways, planting areas, and curb and gutters immediately following each edging operation to ensure removal of accumulated debris and to limit hazardous and unsightly conditions.

3. Weed Removal

The term "weed" applies to any vegetation that is obviously not a part of the planned landscaping (i.e., a single pine sapling growing in a planting area where mature Crape Myrtle trees are growing).

The Contractor shall:

- a. Keep all annual, biennial, and perennial herbaceous and woody weeds to include volunteer palms and trees under strict control. Control weed growth before weeds exceed six inches in spread and height.
- b. Remove and/or control all weeds and grass from beds, planters, other cultivated areas, walkways, drainage areas, expansion joints in all hard surface areas, pavement, driveways, roadways, slopes, hillsides, bare areas, undeveloped areas, and tree wells.
- c. Determine, in consultation with the Contract Manager and subject to his or her instructions, the manner and method of weed control

and removal. Methods for removal of weeds may incorporate one or more of the following:

- Hand or mechanical removal
  - Cultivation
  - Chemical Treatment (Refer to Section U, Use of Chemicals)
  - Mulching
  - Mowing
  - Tillage
  - Grazing or other forms of herbivory
  - Steaming
  - Foaming
  - Soil solarization
  - Hardscaping
  - Weed mats
  - Biological control
  - Preventative weed control
  - Cover planting
  - Flaming
  - Prescribed fire/controlled burn
  - LN2 thermal weeding
- d. Not perform chemical treatment without first receiving prior written approval from the Contract Manager.
- e. Maintain, in a weed-free condition, developed areas of a facility that have become denuded.
- f. Leave in a natural state, designated areas by County of a facility so that the plants' root systems are utilized to stabilize the soil.

However, such areas may occasionally need to be mowed or otherwise controlled to a given height for appearance or fire suppression reasons.

#### 4. Litter Control

The Contractor shall:

- a. Inspect and pick up litter thoroughly and completely to ensure a neat appearance in all areas being maintained by removing paper, nondecorative rocks, glass, trash, siltation, erosion, loose tree branch less than 6 inches in diameter, and other accumulated debris and undesirable materials.

- b. Perform litter control operations along, but not limited to, walkways, adjacent roadway gutters, service roads, between and around planted areas, steps, planters, drains, catch basins, and areas on slopes from the toe or top of slope to ten feet up or down the slope adjacent to developed areas.
- c. At sites with trash containers for the general public, remove all trash from containers at least once per week. Complete trash pickup before the end of the workday.

5. Raking

The Contractor shall remove accumulation of leaves from all landscaped areas including beds, planters, turf, and areas under trees.

6. Shrub and Ground Cover Maintenance

a. General Pruning/Trimming/Edging

The Contractor shall:

- 1) Prune all plant materials to a maximum height of 36" and 18" behind any curb face to maintain access, safe vehicular and pedestrian visibility, clearance, and to prevent or eliminate hazardous situations.
- 2) Prune all groundcover to maintain a neat edge along planter box edges, walkways, walls, and headers.
- 3) Prune shrubbery as necessary to encourage healthy growth specific to each species of plant, for an overall balanced shape and appearance, and to allow irrigation to spray the intended coverage area.
- 4) Remove all dead shrub and ground cover, as well as any diseased, unsightly branches, vines, volunteers, or other growth.
- 5) Treat minor instances of disease, insect, or rodents/pests in the shrub and ground cover areas as part of regular shrub and ground cover maintenance. Should the problem to the affected area persist or increase, the Contract Manager may authorize for detailed attention in accordance with Section G.10, Disease/Insect/Rodent Control.
- 6) Cultivate the open soil between plants where planting permits.

- 7) Remove all pruned plant material from site the same day.
- 8) Prune shrubs with hand pruners/toppers/saws and trim hedges with hand pruners or hedge trimmers.
- 9) Not use a string trimmer/weed whip around shrubs.
- 10) Trim designated formal hedges and shrubs to heights indicated by the Contract Manager to maintain formal hedges and topiary work.
- 11) Trim climbing vines (e.g. Ivy, Ficus, Virginia Creeper) to limit their growth on block wall surfaces and prevent their entanglement in ground cover and shrubs (except as designated).
- 12) Trim shrubbery and ground cover to prevent plant growth onto curbs, walkways, outside of planter beds, next to walls, fences, and utility poles.

b. Renovation

The Contractor shall renovate and lower ground covers (e.g. Rosemary, Acacia) once per year during the months of February and March, as necessary, according to the prescribed practices in the industry to maintain a healthy, vigorous appearance and growth rate. Ground cover height shall be at the discretion of the Contract Manager.

c. Shrub and Ground Cover Replacement

The Contractor shall:

- 1) Replace all damaged, diseased (untreatable), missing, or dead shrubs and ground covers with plant material of the same size species unless otherwise approved by the Contract Manager in writing. Original or existing plans should be consulted to determine correct identification and specifications of plant material.
- 2) Submit a quote for replacement of shrubs to the Contract Manager before beginning installation. Contractor shall price the plant materials per Form PW-2, Schedule of Prices.

- 3) Replace shrubs and ground cover damaged or lost due to Contractor negligence at Contractor's expense.
- 4) Be responsible for ensuring the healthy condition of the replacement plants for no less than 6 months from the date of acceptance of the replacement planting by the Contract Manager.
- 5) Perform all planting and/or installation operations in accordance with the following:
  - a. Transport/deliver and install all plant materials (shrub, ground cover, or backfill) as necessary, at the request of the Contract Manager.
  - b. Plant materials shall be planted in accordance with the planting guidelines identifies in the "California Master Gardener Handbook" published by the University of California, Publication Number 3382.
  - c. Have installation performed on-site by trained personnel that is familiar with the planting operation, utilizing industry standard equipment and methods to carry out the planting operations.
  - d. Provide materials that confirm to the "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc.
  - e. Use plant names that conform to "Standard Plant Names" by the American Joint Committee on Horticultural Nomenclature when ordering, purchasing, or referencing plant material. In cases where plant names are not covered, the custom of the nursery trade shall be followed.
  - f. Guarantee all shrubs and groundcover to live and remain in healthy condition for no less than 90 days for plants from containers up to 15 gallons and 1 year for plants from 24-inch box or greater or greater specimens from the date of acceptance of the job by the Contract Manager.
  - g. Contractor may substitute plant materials with backfill or other type of material only with prior written approval from the Contract Manager.

- h. Quality of plants/ground cover shall be sound, healthy, vigorous, disease-free, and free from insect pests or their eggs. Plants/ground cover shall have healthy normal root systems, be free from noxious weeds, and comply with all State and Local regulations governing these matters.
  - i. Where caliper or other dimensions of any plant material are omitted from the list of plants provided by the Contractor, it shall be understood that these plant materials shall be normal stock for type listed. Plant material shall be sturdy enough to stand safely without staking.
  - j. Plant materials shall be symmetrical and/or typical for variety and species and conform to measures specified in the list of plants provided by the Contractor.
  - k. All plant materials shall be provided from a licensed nursery and shall be subject to acceptance as to quality by the Contract Manager.
- d. Annual Color

The Contractor shall:

- 1) Replace all damaged, diseased (untreatable), missing, or dead shrubs and ground covers with plant material of the same size species unless otherwise approved.
- 2) At the direction of the Contract Manager, the Contractor shall install annual color, where applicable, during the months specified by the Contract Manager or as noted on the original landscape plans. Contractor shall fertilize all annual plants by hand broadcasting one month after each annual color installation, generally during the months of March, May, September, and November. Contractor shall use Super Iron 9-9-9 fertilizer, per the manufacturer's application recommendations, for each annual color area.
- 3) Use plants that are sound, healthy, vigorous, free from disease, noxious weeds, insect pests or their eggs, have healthy normal root systems, symmetrical, and/or typical for the species in accordance with this Section G.14 of this Scope of Work, Planting Operations.

- 4) Provide all plant materials from a licensed nursery within 25 miles of the location where the plant material will be planted. All plant materials will be subject to quality inspection by the Contract Manager prior to the Contractor purchasing the plants.
- 5) Be responsible for ensuring the survival and healthy condition of the annual color plants for no less than 4 weeks from the date of acceptance of the planting by the Contract Manager.

7. Tree Maintenance

Trees in the landscape areas shall be maintained and cared for in accordance with the specifications set forth herein, as well as Form PW-2, Schedule of Prices. Contractor shall routinely consult with an International Society of Arborists (ISA) certified arborist for providing recommendations regarding tree maintenance operations to the Contract Manager. Contractor shall perform all tree care maintenance tasks and operations in a workmanlike manner in compliance with the following:

a. Routine Maintenance and Reporting

The Contractor shall:

- 1) Visually inspect trees for any insect infestations or diseases including but not limited to aphids, mealy bugs, mites, snails, whiteflies, thrips, fungal diseases, etc. Additionally, Contractor shall also inspect for structural integrity including but not limited to any suspected structural weaknesses to the tree including to split crotch, cracked limbs, cavities, or severe lean.
- 2) Keep ground cover, turf, and mulch no more than 2 feet from the trunks of all trees. Contractor shall not use string trimmers/weed whips around trees.
- 3) Not "...take, possess, or needlessly destroy the nest eggs of any bird..." in accordance with Fish and Game Code, Section 3503. In case of an accidental take, the Contractor shall contact the California Department of Fish and Wildlife (888) 334-2258.
- 4) Replace tree stakes and guy wires, where applicable, as necessary, which have been broken or damaged on existing trees pursuant to the specifications identified in Section G.7.d., Tree Replacement.

- 5) Submit a monthly tree maintenance report to the Contract Manager on the overall condition and health of the observed tree landscape with regard to the aforementioned specifications.

b. Tree Pruning Specifications

The Contractor shall:

- 1) Allow tree pruning to be performed only by qualified personnel or trainees under the direct supervision of qualified personnel. Any and all pruning of shade trees is to be performed by qualified tree workers, who, through related training and/or on-the-job experience, are familiar with the techniques and hazards of arboricultural work including trimming, repairing or removing trees, and the equipment used in such operations.
- 2) Utilize industry standard equipment and tools which are clean, sharp, and expressly designed for tree pruning. Climbing spurs shall not be used.
- 3) Prune trees seasonally in accordance with ISA standards and at the direction of a certified arborist.
- 4) Prune trees where necessary. Trees to be pruned shall be designated by Contract Manager at the time of pruning.
- 5) To maintain access, safe vehicular and pedestrian visibility, clearance, and to prevent or eliminate hazardous situations; trees shall be pruned in accordance with the following specifications:
  - a. Prune ail trees to provide 9-foot vertical clearance for branches overhanging walks and 17-foot vertical clearance for branches overhanging roadways.
  - b. Contractor shall head back lower branches and prune the number of trees including those on slopes, for correct branching structure, in accordance with Form PW-2, Schedule of Prices.
  - c. Generally pruning cuts shall be perpendicular to the branch just outside of the raised branch bark collar. However, all cuts shall be made according to ISA standards and at the direction of a certified arborist.

- d. All limbs shall be lowered to the ground using a method that prevents damage to the remaining limbs. Reducing cuts for clearance and to prevent encroachment onto private property shall be accomplished by pruning back leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least 1/3 of the diameter of the limb being pruned).
  - e. Topping trees shall not be permitted. Topping causes decay and can create hazards by producing multiple shoots that are weakly attached and often fail. The central leader shall be allowed to develop to prevent disfigurement and future hazards.
  - f. Contractor shall remove and dispose of all trimming and debris offsite at the end of each workday.
  - g. Contractor shall not trim any trees during the bird nesting season from March 15th through August 31st, unless otherwise approved by the Contract Manager.
- 6) Prune trees to thin foliage. Thinning shall adhere to the following:
- a. Contractor shall prune to increase light and air penetration to the tree crown and landscape below providing an even distribution of foliage along large limbs and the lower portion of the crown.
  - b. Contractor shall not remove an excessive amount of inner foliage and small branches. No more than a quarter of the tree foliage may be removed at one time.
  - c. Maintain at least half of the foliage on the lower two-thirds of the tree. Trim and shape all trees to provide a symmetrical appearance typical of the species.
- 7) Notwithstanding the specifications above, all pruning operations are divided into four categories as follows:
- a. Class 1: Fine Pruning
    - Fine pruning is recommended for premium quality work with an emphasis on aesthetic consideration in addition to structural integrity.

- Fine pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.

b. Class 2: Standard Pruning

- Standard Pruning is recommended where aesthetic considerations are secondary to structural integrity and tree health concerns.
- Standard pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.

c. Class 3: Hazard Pruning

- Hazard pruning is recommended where safety considerations are paramount.
- Hazard pruning shall consist of the removal of dead, diseased, decayed and obviously weak branches 2 inches in diameter or greater.

d. Class 4: Crown Reduction Pruning

Crown reduction pruning consists of the reduction of tops, sides, or individual limbs. It involves the removal of parent limb or dominant leader at the point of attachment of a lateral branch. This practice is to be undertaken only for the following reasons:

- Branches are interfering with utility lines.
- Areas of significant crown dieback.
- To achieve specific topiary training and dwarfing.
- Due to safety and/or aesthetic reasons arising from instances of storm damage or prior incorrect pruning of the tree.

c. Tree Removal

- 1) Allow tree pruning to be performed only by qualified personnel or trainees under the direct supervision of qualified personnel. Any and all pruning of shade trees is to be performed by qualified tree workers, who, through related training and/or on-the-job experience, are familiar with the techniques and hazards of arboricultural work including trimming, repairing or removing trees, and the equipment used in such operations.
  - a. Trees shall be removed in a manner that will not jeopardize the public safety or damage structures including utility lines or services or adjacent trees.
  - b. Work includes removal of basal sprout and brush and weeds within three feet of the trunk.
  - c. Where possible, the tree stump will be ground out to a depth of 12 inches below the normal surface level including all surface roots. Immediately after grinding each stump, all debris must be removed from the work area, including wood chips. Area shall be backfilled with topsoil to grade. Adjacent sidewalks, lawns, streets, and gutters will be cleaned.
  - d. Backfill consisting of clean earthen soil should be used to fill the cavity, free of debris, to normal ground level and seeded with an approved seeding mix. Do not backfill with wood chips unless surrounding terrain consists of similar mulch.
  - e. The cost of tree removal and its offsite disposal, whether tree is downed and removed as a result of natural causes, unnatural causes, or otherwise requested by the Contract Manager; shall be in accordance with the prices quoted in Form PW-2, Schedule of Prices, depending on the tree's size and location as determined by the following:
    - Small-sized trees are defined as any tree with a circumference no greater than 12 inches at the base.
    - Medium-sized trees are defined as any tree with a circumference no greater than 24 inches, but no less than 12 inches at the base.
    - Large-sized trees are defined as any tree with a circumference no less than 24 inches at the base.

d. Tree Replacement

- 1) All trees permanently damaged or irreversibly neglected by Contractor shall be replaced at the Contractor's expense, with the identical species of tree which previously existed, unless otherwise notified in writing by the Contract Manager.
- 2) Substitutions will require prior written approval by the Contract Manager. Original plans and specifications should be consulted to ensure correct identification of species.
- 3) The need for and the size of a replacement tree shall be determined by recommendation from a certified arborist in compliance with Section P, Responsibilities of Contractor.
- 4) Planting operation for replacement of trees shall not commence without prior notification and approval from the Contract Manager. Notwithstanding the above, replacement of trees shall be overseen by an ISA certified arborist and adhere to the following planting operations:
  - a. Provide all installation services for all tree planting materials (trees, stakes, backfill, etc.) as requested by the Contract Manager. The installation service shall include, but not be limited to, transportation/delivery of all planting materials and equipment to the jobsite and trained personnel to carry out the planting operations.
  - b. Tree planting shall conform to Standard Plans for Public Works Construction, Standard Plan 520. Tree staking shall conform to "Double Staking" per Standard Plans for Public Works Construction, Standard Plan 518 unless otherwise specified by the Contract Manager. Stakes and ties will be placed so no chafing of bark occurs and shall be checked frequently to determine if removal of stakes or retying is needed to prevent girdling.
  - c. Contractor may substitute tree plant materials only with prior written approval by the Contract Manager.
  - d. The following inspections and approvals by the Contract Manager will be required:
    - At the nursery
    - After delivery to the zone
    - Ingredients and soil mixing process

- Planting holes before backfilling
  - Backfill soil mix before planting
  - Trees at the beginning of the maintenance period
  - Trees at the completion of the maintenance period
- e. Contractor shall guarantee all trees to live and remain in healthy condition for no less than 90 days for trees from 15 gallons and 1 year for trees from 24-inch box or greater specimens from the date of acceptance of the job by the Contract Manager.
- f. Contractor shall provide the following level of quality:
- Ingredients Plants shall be sound, healthy, vigorous, free from disease, free from insect pests or their eggs, shall have healthy normal root systems, and comply with all State and Local regulations governing these matters and shall be free from noxious weeds.
  - Fifteen-gallon size trees shall not be less than 7 feet in height, nor have a trunk less than 3/4 inches in diameter, measured 6 inches above the roots crown unless otherwise specified. Backfill soil mix before planting.
  - All trees shall be grown in 15-gallon containers. Container grown stock shall have been in the container for a sufficient length of time for root establishment but not less than 9 months or as approved by the Contract Manager.
  - All trees in storage shall have the root balls uniformly moist at all times. Trees delivered to the zone with dry root balls will be rejected. Trees shall be covered while in transit to prevent wind damage.
  - Trees shall be sturdy enough to stand safely without staking.
  - Trees shall be symmetrical and/or typical for variety and species and conform to measures specified in the list of trees provided by the Contractor.
  - All plant materials shall be provided from a licensed nursery and shall be subject to acceptance as to quality by the Contract Manager.

8. Plant Fertilization

The Contractor shall:

- a. Have approval of the Contract Manager prior to applying any fertilizer/micronutrient.
- b. Apply fertilizers by areas covered by each irrigation system. All areas fertilized shall be thoroughly soaked immediately after fertilization.
- c. Provide water-soluble fertilizers by either portable dispensing system or utilizing inline systems per manufacture's discretions.
- d. Fertilize areas utilizing ratios and mixtures recommended by the Contract Manager at the rate of application per the manufacturer's recommendation.
- e. Recognize that fertilization requirements vary according to plant type and season.
- f. Any over application of fertilizer shall be swept up from any hard surface or pavement and applied to the treated area.

9. Sweeping

The Contractor shall:

- a. Check concrete areas for cracks, crevices, and deterioration. When found, the Contractor shall immediately notify the Contract Manager.
- b. Clean walkways, steps, curbs and gutters including, but not limited to, the removal of all foreign objects from surfaces, such as gum, grease, broken glass, cans, bottles, and other foreign objects not designed as part of the landscape, etc. Methods for sweeping of designated areas may incorporate one or more of the following:
  - Power pack blowers
  - Vacuums
  - Brooms
  - Push power blowers
- c. Comply with local ordinances regarding noise levels, if the Contractor elects to use power equipment to complete such operations. The Contractor shall not use any power equipment

prior to 7 a.m., or later than 3:30 p.m. Any schedule of such operations may be modified by the Contract Manager in order to ensure that the public is not unreasonably subjected to noise.

- d. Control cleanup with power blowers such that debris is blown into piles and picked up. Contractor shall not utilize blowers to disperse debris onto street or blow back on to landscaped area.

10. Disease/Insect/Rodent Control

The Contractor shall:

- a. Maintain all areas free of disease, insects, and rodents including, but not limited to, gophers and ground squirrels causing damage to turf, shrubs, groundcovers, trees, and irrigation systems.
- b. Notify the Contract Manager immediately of any diseases, insects, rodent, or unusual conditions that might be developing.
- c. Fumitoxin (Aluminum Phosphide) shall be used according to its label for the control of rodents and is subject to the provisions of Section U, Use of Chemicals.
- d. Provide, as needed, a disease control program to prevent all common diseases from causing serious damage. Disease control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

11. Chemical Application

The Contractor shall:

- a. Have prior written approval of the Contract Manager before applying any chemical application.
- b. Not use any products containing glyphosate, which is permanently banned for use by Los Angeles County.
- c. Use all chemicals in accordance with Section U, Use of Chemicals.
- d. Employ precautionary measures when using chemicals. Chemicals shall not be applied during windy days. Chemicals shall be applied in a manner to minimize drift.
- e. Shall not use chemicals in lieu of edging operations on turf areas.

- f. Not apply water to treated areas for 48 hours after each application. Reapply per manufacturer's recommendation if rain occurs within 48 hours.
- g. Shield trunks, stems, or foliage from the chemical application to avoid damaging them.
- h. Leave weeds, treated using a systemic herbicide, in place per manufacturer's recommendation. If control is not achieved by the time specified in the manufacturer's recommendation, a second application, at no additional cost to Public Works, shall be made.
- i. Remove all dead weeds from the area after control is achieved.
- j. Inspect all walkways, beds, planters, landscapes, and spot treat weeds as necessary.
- k. Provide a written recommendation (site specific) from a licensed Pest Control Advisor before any pesticide application is made.

12. Watering and Irrigation System

Irrigation of all landscape areas is performed by either point, conventional, subterranean, or reclaimed water irrigation systems. These systems are in place for turf, slopes, flat areas, and medians. Contractor shall prepare an Irrigation Schedule, which outlines dates, days, and hours of scheduled irrigation operations incorporating the services specified in this exhibit. Irrigation schedule shall be acceptable to the Contract Manager and except where noted, Contractor shall perform in a workmanlike manner the following:

a. Operability

1) Scope of Responsibility

The Contractor shall be responsible for keeping the irrigation systems in optimal working condition and to that end must maintain in an operable condition all irrigation equipment from the meter to the irrigation heads including, but not limited to, sprinkler heads, main and lateral galvanized and poly vinyl chloride pipes, schedule 80 nipples, caps, plugs, elbows, couplings, risers, swing joints, quick couplers, remote control valves, valve boxes, shut-off valves, automatic controllers, booster pumps, pressure regulators, injector systems, flow meters and backflow prevention devices.

## 2) Irrigation Operations

Contractor shall ensure all landscaped areas are irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Contractor shall ensure the delivery of adequate moisture to the landscaped areas through various means, primarily through proper utilization of the automatic controllers of the irrigation systems in place but, when necessary, irrigation operations may include hand watering, manual operation of valves, and/or bleeding of valves. Contractor shall pay close attention to the demands of plants influenced by their exposure to sun, wind, and location and take into consideration the variation in the size of plants installed, as well as the varieties during irrigation.

- a. Contractor shall ensure that all personnel working on the irrigation systems are fully trained in all phases of landscape irrigation systems. Knowledge of the landscape irrigation systems shall include, but not be limited to, the ability to operate, conduct inspections, test, troubleshoot and isolate problems, maintain the various components, and make adjustments, as necessary.
- b. In landscape areas equipped with smart controllers capable of weather-based irrigation, Contractor shall have a minimum of 2 personnel proficient in programming of the smart controllers. Contractor shall procure, at their sole expense, the items necessary to operate and maintain smart controller software and hardware at Contractor's office throughout the duration of the Contract.
- c. Contractor shall verify that locations with manually operated irrigation systems are watered in order to keep turf/plants healthy.
- d. Contractor shall maintain adequate soil moisture to all landscape areas by programming the automatic sprinkler controllers as follows:
  - Contractor shall adjust all controllers to consider the water requirements of each season, plant species, and adverse weather changes.
  - Contractor shall control irrigation systems in such a way as not to cause excessively wet areas, which

could interfere with the Contractor's ability to mow turf and maintain landscape areas.

- Contractor shall provide adequate soil moisture, taking into consideration the soil conditions, seasonal temperatures, wind conditions, humidity, minimizing runoff, and the effect of day and night watering. This may include daytime watering during winter weather to prevent icy conditions and manual operation of the irrigation system during periods of windy or inclement weather. During freezing and/or windy conditions, automatic irrigation may be discontinued with approval of Contract Manager.
- Contractor shall regulate watering to avoid interference with use of the roadway, pavements, or walkways.
- In areas where wind creates problems of spraying water onto private property or road rights of way, Contractor shall set irrigation controllers to operate during the period of lowest wind velocity, which would normally occur at night (between the hours of 7 p.m. and 6 a.m.).
- Contractor shall irrigate all groundcover areas as needed to maintain healthy plants, with appropriate care being taken not to over water in shady areas.
- Contractor shall control the irrigation system in such a way to avoid any excessively wet or "water-logged" areas, which could interfere with the ability to mow turf. Trees and other plant material planted within the turf areas shall be monitored for overwatering and runoff from surrounding slopes.

### 3) Repair and Replacement of System Components

Contractor shall repair or replace any component or irrigation equipment, as necessary. Including irrigation equipment that is damaged, missing, or inoperable due to vandalism or other unforeseeable events.

Contractor shall re-cover and re-fasten any removed valve box covers. Contractor shall immediately replace any damaged or missing valve box covers.

Contractor shall repair/replace all leaking or defective valves or irrigation connections immediately upon occurrence or within 24 hours following receipt of a daily alert from the computer/controller or notification from the Contract Manager of such a deficiency.

Contractor shall remove and dispose of all broken or damaged components from the site in accordance with Section M, Removal of Debris.

When replacing any irrigation components, Contractor shall use originally specified parts/equipment of the same size, type, and quality. Contractor may install substitute parts and equipment only with prior written request and approval from the Contract Manager.

Contractor shall restore all landscaped areas to their original condition following maintenance or repair of the irrigation system that may have caused alterations. Contractor must flush irrigation pipeline following any and all completed repairs/replacements to ensure system operability.

#### 4) Recoverable Costs

Material costs associated with such repairs and replacement shall be reimbursed by the County in accordance with Section Y, Pass-Through Costs and Additional Work/Locations.

Contractor shall notify the Contract Manager if a controller cabinet is missing or damaged (including vandalism). Repair and/or replacement of damaged or missing controller cabinets may be requested by the Contract Manager. This cost for repair or replacement will be reimbursed by the County as determined by Section Y, Pass-Through Costs and Additional Work/Locations.

Contractor shall notify the Contract Manager regarding the need for replacement or relocation of any irrigation components or valve box covers. Contractor shall indicate the problem and location. Sprinkler heads shall be exempt from notification and should be replaced immediately.

Contractor shall complete repair and/or replacement of any irrigation components within one watering cycle of identification of the irrigation damage/deficiency or following verbal or written notification from the Contract Manager.

Notwithstanding the above, the County will pay Contractor for the costs of replacing irrigation equipment that has deteriorated under normal wear and tear, cost for repair or replacement will be reimbursed by the County as determined by Section Y, Pass-Through Costs and Additional Work/Locations.

5) Extent of Responsibility

Contractor shall be responsible for hand watering and bleeding valves in the event that automatic irrigation systems malfunction in order to sustain and prevent loss of turf, trees, plants, and ground cover.

b. Testing

Contractor shall be responsible for inspecting all irrigation system components on a monthly basis, unless otherwise specified by the Contract Manager, to ensure the system is operational and in accordance with the specifications and frequencies identified in this Contract. In addition, Contractor shall be responsible for the inspection and maintenance of irrigation systems that are equipped with sensors (e.g., rain bucket, soil moisture sensors, and weather stations).

1) Inspection Operations

Each time a landscape maintenance zone is serviced, the Contractor shall check for irrigation system malfunctions and hazards. A comprehensive operability check will identify malfunctions and the subsequent need for repair. Contractor shall initiate required repairs in a timely manner. Contractor shall cycle controllers through each station both manually and automatically, check the function of all facets of the irrigation system and report any damage or incorrect operations to the Contract Manager.

Contractor shall also be responsible for inspection of the manual and/or automatic irrigation control systems including, but not limited to: visual inspection and adjustment of the irrigation systems, verification of valve box integrity, testing of irrigation system for operability, on-going repair of system components, response to intermittent malfunctions, performance of backflow maintenance, and annual backflow certification. Contractor shall be responsible for identifying deficiencies in the irrigation systems by performing inspections including, but not limited to, the following:

- 2) Contractor shall inspect drip emitters, drip tubes, inspect/clean, and flush filters, etc. It is the responsibility of the Contractor to unblock any clogged heads and flush lines to free lines of rock, mud, and debris.
- 3) Contractor shall inspect and maintain irrigation controller cabinets to ensure they remain free from insects or other pests that could impact the proper operation of the equipment.
- 4) Contractor shall monitor smart irrigation systems, via Internet, to check for alerts that might indicate broken or clogged sprinklers, broken pipes, nonfunctioning valves, broken wires, etc. to prevent excessive waste of water or loss of plant material.
- 5) Contractor shall monitor and correct for coverage, adjustment, clogging of lines, and removal of obstacles, including plant materials, which obstruct the spray pattern of the irrigation head.
- 6) Contractor shall adjust all sprinkler heads for the correct coverage and check systems and adjust and/or repair/replace any sprinkler heads causing excessive runoff, including slope areas, or which throw water directly onto roadway or walkway surfaces.
- 7) Contractor shall use a soil probe, by random testing of the root zones, to a depth of 12 inches to determine water penetration at least once per month in each work location covered by an individual irrigation controller.
- 8) For subterranean irrigation systems, Contractor shall inspect for leaks and breaks every other week and make repairs as necessary. Contractor shall replace all filters four times annually and flush the irrigation system monthly.
- 9) For landscape areas irrigated using reclaimed water, Contractor shall conduct routine visual inspections to ensure the landscaped terrain is being irrigated. Any suspected malfunctions shall be reported to the Contract Manager. Contractor shall also be responsible for maintaining and replacing all nonportable water signs damaged through vandalism and/or normal wear and tear.

Failure to monitor and correct an irrigation system malfunction/failure may result in replacement of plant material, and excessive water usage reimbursement, at the Contractors

expense, if such negligence is determined by the Contract Manager.

c. Schedules

Contractor shall provide the Contract Manager with a quarterly written irrigation schedule, on December 1st for January-March, March 1st for April-June, June 1st for July-September and September 1st for September-December. Contract Manager retains the right to adjust or change the irrigation schedule.

Contractor shall file a monthly certification statement with the Contract Manager certifying that all irrigation systems are functioning properly.

d. Reporting

Contractor shall ensure that its personnel inspects the landscaped zones immediately and shall record and report all system malfunctions, damages, abnormalities, hazards, obstructions, and emergencies to the Contract Manager verbally and in writing. Contractor shall, to the extent possible, appropriately mitigate observed malfunctions, damages, abnormalities, hazards, obstructions, and emergencies and should mark or otherwise preventing access to the area by others.

Contractor shall review daily alerts or flags from the computer and/or smart controller that identify irrigation problems and take corrective action. Contractor shall immediately notify the Contract Manager if an irrigation operability check cannot be thoroughly completed within the designated time frame.

e. Backflow Maintenance

Contractor shall complete and submit an annual certification (Backflow Prevention Device Field Testing and Maintenance Report) for each irrigation system's backflow prevention device showing that it is operating in accordance with the requirements established by the County of Los Angeles, Health Services Department. Contractor shall complete and submit the certification within 30 days upon notification from the Department of Health Services that said certifications need to be made.

Contractor shall repair any backflow prevention devices as necessary; inclusive in the rates for Irrigation System Maintenance in PW-2. Notwithstanding the above, in the event the backflow

prevention device needs to be replaced due to deterioration as a result of normal wear and tear, Contractor shall justify in writing as to the wear and tear of the backflow prevention device to receive reimbursement payment.

13. Low Impact Development (LID) Systems - Maintenance and Repair

a. Bioretention

The Contractor shall:

- 1) Inspect soil and repair eroded areas.
- 2) Inspect for erosion or damage to vegetation, preferably at the end of the wet season, to schedule summer maintenance and before major fall runoff to be sure the strips are ready for winter. However, additional inspection after periods of heavy runoff may be requested by the Contract Manager.
- 3) Inspect to ensure grass is well established. If not, notify the Contract Manager and upon approval of the Contract Manager, either prepare soil, reseed, or replace with alternative species. Install erosion control blanket.
- 4) Inspect for litter and debris and areas of sediment accumulation.
- 5) Inspect health of trees and shrubs.
- 6) Water all new plants daily for two weeks.
- 7) Remove litter and debris.
- 8) Remove all accumulated sediment.
- 9) Notify Contract Manager of existence of all dead and diseased trees, shrubs, and other vegetation. Upon approval of the Contract Manager, remove and replace dead and diseased vegetation.
- 10) Mow turf areas.
- 11) Repair erosion at inflow points.
- 12) Repair outflow structures.
- 13) Unclog underdrain structure.

- 14) Add mulch when needed. Mulch shall be replaced every 2 to 3 years or when bare spots appear. Remulch prior to the wet season.
- 15) Replace tree stakes and wires, unless support is no longer necessary.
- 16) Upon completion of all inspections, submit to the Contract Manager an inspection and maintenance report that documents all inspection, maintenance, and repair operations.

b. Infiltration Basin

The Contractor shall:

- 1) Inspect newly established vegetation at least once monthly for the first year to determine if any landscape maintenance (reseeding, irrigation, etc.) is necessary.
- 2) Inspect for the following issues: signs of wetness or damage to structures, erosion of the basin floor, dead or dying grass on the bottom, condition of riprap, drain time, media clogging, signs of petroleum hydrocarbon contamination, standing water, litter and debris, sediment accumulation, slope stability, and pretreatment device condition.
- 3) Factors responsible for clogging should be repaired immediately.
- 4) Weed at least once monthly.
- 5) Stabilize eroded banks.
- 6) Repair undercut and eroded areas at inflow and outflow structures.
- 7) Maintain access to the basin for regular maintenance activities.
- 8) Mow as appropriate for vegetative cover species.
- 9) Monitor health of vegetation and replace as necessary.
- 10) Control mosquitoes as necessary. Notify Contract Manager of existence.
- 11) Remove litter and debris from infiltration basin area as required.
- 12) Mow and remove grass clippings, litter, and debris.

- 13) Trim vegetation at the beginning and end of the wet season to prevent establishment of woody vegetation and for aesthetic and vector reasons.
- 14) Replant eroded or barren spots to prevent erosion and accumulation of sediment per Form PW-2, Unit Cost List.
- 15) Scrape bottom, remove, and properly dispose all accumulated sediment.
- 16) Seed or sod to restore ground cover.
- 17) Disc or otherwise aerate bottom.
- 18) Dethatch basin bottom.
- 19) Upon completion of all inspections, submit to the Contract Manager an inspection and maintenance report that documents all inspection, maintenance, and repair operations.

c. Stormwater Bioretention Filtration Basin

The Contractor shall:

- 1) Ensure that the system is functioning properly.
- 2) Inspect after every major storm to ensure that the system is functioning properly.
- 3) Ensure that filter surface, inflow, and high flow bypass are clear of debris.
- 4) Check to ensure that the filter surface is not clogging.
- 5) Ensure that activities in the drainage area minimize oil/grease and sediment entry to the system.
- 6) Inspect for standing water, sediment, litter and debris, structural damage, and to identify potential problems.
- 7) Check to see that the filter bed is clean of sediments and the inflow chamber contains no less than 6 inches of clearance between the surface of the mulch/washed CAB layer and the bottom of the grates. Remove accumulated sediment when inflow chamber contains less than 6 inches of clearance.
- 8) Inspect grates.

- 9) Inspect inflow and high flow bypass to ensure good condition and no evidence of erosion.
- 10) Ensure that flow is not bypassing the facility.
- 11) Ensure that no noticeable odors are detected outside the inflow.
- 12) Remove litter and debris from the sedimentation chamber.
- 13) Prevent grass clippings from washing into the filter.
- 14) Remove litter and debris from inlet grates to maintain the inflow capacity of the media filter.
- 15) Upstream vegetation should be maintained as needed.
- 16) Notify the Contract Manager upon discovery of any missing or damaged structural parts.
- 17) Stabilize any eroded areas.
- 18) If facility drain time exceeds 48 hours, notify the Contract Manager and upon approval from the Contract Manager, remove and replace the top 3 inches of mulch/washed CAB and, if required, remove and replace the bottom 24 inches to 25 inches of sand/soil/concrete aggregate mix.
- 19) Inspect and evaluate the health of the tree or other vegetation planted within the unit and trim, prune, or replace the vegetation as necessary. Notify the Contract Manager before removing and replacing any vegetation.
- 20) Inspect the mulch/washed CAB levels and if levels are below 8 inches from the bottom of the grate, contact the Contract Manager and upon approval of the Contract Manager, install additional mulch/washed CAB and ensure correct position of erosion control stones.
- 21) Upon completion of all inspections, submit to the Contract Manager an inspection and maintenance report that documents all inspection, maintenance, and repair operations.

d. Vegetated Buffer Strip

The Contractor shall:

- 1) Inspect buffer strip and repair all damage.

- 2) Inspect buffer strips after seeding and repair as needed.
- 3) Inspect soil and repair eroded areas.
- 4) Inspect for erosion or damage to vegetation, preferably at the end of the wet season to schedule summer maintenance and before major fall runoff to be sure the strips are ready for winter. Additional inspection after periods of heavy runoff may be requested by the Contract to be performed at the unit rates for All Site Inspection and Reporting per requirements in Form PW-2.
- 5) Inspect pea-gravel diaphragm/level spreader for clogging and effectiveness and remove built-up sediment.
- 6) Inspect for rolls and gullies. Immediately fill with topsoil, install erosion control blanket, and seed or sod.
- 7) Inspect to ensure grass is well established. If not, notify the Contract Manager, and upon approval of the Contract Manager, either prepare soil and reseed or replace with alternative species. Install erosion control blanket.
- 8) Check for debris and litter and areas of sediment accumulation.
- 9) Water all new plants daily for two weeks after planting.
- 10) Mow regularly to maintain vegetation height between 2 inches to 4 inches, and to promote thick, dense vegetative growth. Cut only when soil is dry to prevent tracking damage to vegetation, soil compaction, and flow concentrations. Clippings are to be removed immediately after mowing.
- 11) Remove all litter, branches, rocks, or other debris. Damaged areas of the filter strip should be repaired immediately by reseeding and applying mulch.
- 12) Regularly maintain inlet flow spreader.
- 13) Irrigate continuously in order to maintain the vegetation.
- 14) Add mulch when needed. Mulch shall be replaced every 2 to 3 years or when bare spots appear. Remulch prior to the wet season.
- 15) Notify Contract Manager of existence of all dead and diseased trees, shrubs, and other vegetation. Upon approval of the Contract Manager, remove and replace dead and diseased vegetation.

- 16) Remove sediment and replant in areas of buildup. Sediment accumulating near culverts and in channels should be removed when it builds up to 3 inches at any spot or covers vegetation.
- 17) Rework or replant buffer strip if concentrated flow erodes a channel through the strip.
- 18) Upon completion of all inspections, submit to the Contract Manager an inspection and maintenance report that documents all inspection, maintenance, and repair operations.

e. Vegetated Swale

The Contractor shall:

- 1) Inspect after seeding and after all major storms for any damages.
- 2) Inspect for signs of erosion, damage to vegetation, channelization of flow, debris and litter, and areas of sediment accumulation. Perform inspections at the beginning and end of the wet season. Additional inspections after periods of heavy runoff may be requested by the Contract Manager.
- 3) Inspect level spreader for clogging, grass alongside slopes for erosion and formation of rills or gullies, and sand/soil bed for erosion problems.
- 4) Mow grass to maintain a height of 4 inches to 6 inches, or to a height approved by the Contract Manager, for safety aesthetic or other purposes. Litter should always be removed prior to mowing. Clippings should be composted.
- 5) Irrigate swale during dry season (April through October) or when necessary to maintain the vegetation.
- 6) Provide weed control to control invasive species.
- 7) Remove litter, branches, rocks blockages, and other debris and dispose of properly.
- 8) Maintain inlet flow spreader (if applicable).
- 9) Repair any damaged areas within a channel identified during inspections. Erosion rills or gullies should be corrected, as needed. Bare areas should be replanted as necessary.
- 10) Declog the pea gravel diaphragm, if necessary.

- 11) Correct erosion problems in the sand/soil bed of dry swales.
  - 12) Upon approval of the Contract Manager, plant an alternative grass species if the original grass cover has not been successfully established. Reseed and apply mulch to damaged areas.
  - 13) Remove all accumulated sediment that may obstruct flow through the swale. Sediment accumulating near culverts and in channels should be removed when it builds up to 3 inches at any spot, covers vegetation, or once it has accumulated to 10 percent of the original design volume. Replace the grass areas damaged in the process.
  - 14) Rototill or cultivate the surface of the sand/soil bed of dry swales if the swale does not draw down within 48 hours.
  - 15) Upon completion of all inspections, submit to the Contract Manager an inspection and maintenance report that documents all inspection, maintenance, and repair operations.
- f. All other LID Systems

The Contractor shall, at a minimum:

- 1) Perform a monthly inspection in order to evaluate the overall existing conditions, identify potential structural irregularities, such as bank slumping, erosion, or other harmful conditions. All irregularities shall be reported to the Contract Manager immediately upon discovery.
- 2) Replant any bare vegetation patches where vegetation has been unsuccessful or removed.
- 3) Maintain ideal vegetation heights by mowing, pruning, and trimming operations.
- 4) Remove all litter and debris.
- 5) Remove all sediment build-up.
- 6) Remove all obstructions from curb drain openings.

14. Planting Operations

At the request of the Contract Manager, the Contractor shall:

- a. Provide, as needed, all installation services of all plant materials (trees, shrubs, backfill, etc.) as requested by the Contract Manager. The installation services shall include, but not be limited to, transportation/delivery of all planting materials and equipment to the jobsite and trained personnel to carry out the planting operations.
- b. Provide plant materials that conform to the requirements of the landscape plan of the areas and the "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plant material larger than those specified may be supplied if complying in all other respects.
- c. Be allowed substitutions, but only with prior written approval by the Contract Manager.
- d. Use plant names that conform to "Standard Plant Names" by American Joint Committee on Horticultural Nomenclature. In those cases where plant names are not covered, the custom of the nursery trade shall be followed.
- e. Provide the following level of quality:
  - 1) Plants shall be sound; healthy; vigorous; free from plant disease, insect pest, or their eggs; shall have healthy normal root systems and comply with all State and local regulations governing these matters; and shall be free from any noxious weeds.
  - 2) All trees shall be measured 6 inches above the ground surface.
  - 3) Where caliper or other dimensions of any plant material are omitted from the list of plants provided by the Contractor, it shall be understood that these plant materials shall be normal stock for type listed. They shall be sturdy enough to stand safely without staking.
  - 4) Plant materials shall be symmetrical and/or typical for variety and species and conform to measures specified in the list of plants provided by the Contractor.

5) All plant materials shall be provided from a licensed nursery and shall be subject to acceptance as to quality by the Contract Manager.

f. Guarantee all shrubs to live and remain in healthy condition for no less than 30 days from the date of acceptance of the job by the Contract Manager.

#### H. Maintenance Function Report

The Contractor shall maintain and keep current a weekly report that records all maintenance functions. All periodic, seasonal, additional work, and weekly maintenance functions can be recorded on the same report as these tasks are performed based on the frequency outlined in Form PW-2, Schedule of Prices.

Contractor must submit reports and timestamped photos after servicing each area subject to Contract Managers approval. Contractor shall submit the reports and timestamped photos as applicable to each job location and obtain Contract Manager's approval prior to the start of the maintenance. The reports and timestamped photos shall be submitted to the Contract Manager.

#### I. Maintenance Schedules

The Contractor shall:

1. Submit an upcoming weekly work schedule to the Contractor Manager.
  - a. The upcoming week's schedule shall be e-mailed to the Contract Manager no later than Thursday of the current week.
  - b. The weekly schedule shall include (but not limited to):
    - 1) Maintenance date and time for each location.
    - 2) Number of workers at each location.
2. Submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Contract Manager for approval within five working days prior to scheduled time for the work.
3. Notify and obtain County approval for any design or change in landscape.
4. Not construe the above provisions to eliminate the Contractor's responsibility in complying with the requirements to notify the

Contract Manager for "on-call" maintenance operation as set forth immediately below.

5. Notwithstanding the foregoing, notify the Contract Manager, in writing, at least 2 weeks prior to the date and time of all "on-call" maintenance operations.
6. Be allowed to invoice for additional on-call hours at the hourly rate quoted on Form PW-2 for items specifically labeled on Form PW-2, Schedule of Prices, as "on-call" or other items so designated by the Contract Manager.

J. Hours and Days of Service

The maintenance service shall be primarily performed, Monday through Friday, except County observed holidays, at which time the service shall be done before or after such holiday, as follows:

- a. For the months of November through April, 7 a.m. to 3:30 p.m.
- b. For the months of May through October, 6 a.m. to 3:30 p.m.

Holidays Observed by Los Angeles County are:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Indigenous People's Day
Presidents' Day	Veterans Day
Cesar Chavez Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

K. Utilities

Public Works will pay for all utilities with the exception of the telephone. No electrical connections will be provided. However, water usage shall not exceed the amount required to comply with irrigation schedules established by the Contract Manager. The Contractor shall pay for all excessive utility usage due to the Contractor's failure to monitor irrigation system malfunctions or unauthorized increases in the frequency of irrigation. The excess cost will be determined by comparing current usage with historical usage for the same time period. The excess costs to be deducted from payments to the Contractor by County will be presented to the Contractor by the Contract Manager prior to actual deduction to allow for explanations.

L. Storage Facilities

The County will not provide storage facilities for the Contractor.

M. Removal of Debris

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

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered or created during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to remove any hazardous waste or 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.

N. Special Safety Requirements

1. The Contractor agrees to perform all work outlined in this Contract in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain equipment, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all local, County, State, or other legal requirements including, but not limited to, full compliance with the terms of the applicable OSHA and Cal/OSHA Safety Orders at all times so as to protect all persons, including the Contractor's employees, agents of Public Works, vendors, members of the public, or others from foreseeable injury or damage to their property. The Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.
2. Hard hats will be worn at all times. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.
3. It shall be the Contractor's responsibility to inspect and identify, any condition(s) that renders any portion of the premises unsafe, as well as, any unsafe practices occurring thereon. The Contract Manager shall be

notified immediately of any unsafe condition that requires major correction. The Contractor shall be responsible for making minor corrections including, but not limited to, filling holes in turf areas, using barricades or traffic cones to alert patrons of the existence of hazards, replacing valve box covers, and to protect members of the public or others from injury. During normal hours, the Contractor shall obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury occurring on the premises. 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 Contract Manager within 5 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 service.
5. It shall be the Contractor's responsibility to provide temporary traffic control (TTC) plans (including, but not limited to, detour plans) while working along roadways, along bike paths, or in the traveled way while moving equipment to and from the jobsite(s) as needed. The Contractor will provide all necessary items (e.g. signs, delineators, barricades, flashing arrow signs, flagpersons, etc.) to accomplish this task. All street closures, detours, lane closures, signs, lights and other TTC devices shall conform to the California Manual on Uniform Traffic Control Devices (California MUTCD), [http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca\\_mutcd2012.htm](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2012.htm), and the State of California Standard Plans, [http://www.dot.ca.gov/hq/esc/oe/project\\_plans/HTM/stdplns-UScustomary-units-new10.htm](http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/stdplns-UScustomary-units-new10.htm), unless otherwise directed by the Contract Manager.
6. Public Works will furnish any necessary "No Parking" sign(s) at no cost to the Contractor if such signs are warranted for the activities and operations of the Contractor. Signs shall be installed by the Contractor after approval for such by the Contract Manager. Signs shall be installed for each activity or operation, unless such activities or operations will occur within two working days of each other. Signs shall be posted a minimum of 48 hours in advance of the start of each "No Parking" restriction. It shall be the Contractor's responsibility to allow passage of public transit coaches through operation areas at all times. For the Metropolitan Transportation Authority (MTA), the Contractor shall notify the Stops and Zones Representative, (213) 972-7100, at least 48 hours prior to activities and operations at bus stop zones to allow the MTA to temporarily abandon and relocate bus stop zones within the activities and operations area.

7. The Contractor shall comply with all applicable State and County requirements for the closure or partial closure of streets. The Contractor shall provide flagpersons and watch persons as required to control traffic and advise the public of detours and operation hazards. The Contractor shall also be responsible for compliance with all applicable public safety requirements, which may arise during maintenance operations.
8. Any action on the part of the Contract Manager in directing the Contractor's attention to any inadequacy of the required TTC devices and services or any action of Public Works to alleviate the Contractor's inadequacies shall not relieve the Contractor from its responsibility for public safety or abrogate its obligation to provide and maintain these devices and services. If the Contractor fails to provide and maintain these devices and services and Public Works is required to alleviate said condition, the total charges of labor, equipment and materials, including overhead and transportation, accrued by Public Works for such work will be deducted from any monies due the Contractor.
9. The Contractor shall be responsible for maintaining TTC devices in their proper positions at all times. The Contractor shall replace, repair, or clean such devices whenever necessary in order to ensure and preserve their appearance and functionality.
10. All herbicide applications shall be under the direct supervision of a Commercial Applicator certified by the State of California.

O. Integrated Pest Management Program Compliance

Contractor shall certify that it has reviewed, understands, and will adhere to the County's Integrated Pest Management (IPM) Program (the Program) requirements set forth at: [www.lacountyipm.org](http://www.lacountyipm.org). As further explained in the website, a requirement of the Program is to reduce the unnecessary use and impact of pesticides and fertilizers to storm water (surface water).

Contractor must ensure and certify that its employees who apply pesticides on County-owned or maintained property are appropriately trained. The training, which must be conducted on an annual basis, but no later than June 30th of each calendar year, must meet the County's minimum requirements under the Program.

Employee training may be self-certified by Contractors, provided the County has the ability to audit the training and must include, at a minimum, the following:

1. The potential for pesticide-related surface water toxicity.
2. Proper use, handling, and disposal of pesticides.
3. Least toxic methods of pest prevention and control, including IPM.
4. Reduction of pesticide use.

All users of commercial pesticides are required by State law to provide a monthly pesticide report to the Los Angeles County Department of Agricultural Commissioner/Weights and Measures (ACWM). In addition to the mandatory monthly reporting requirement, Contractor shall provide to Public Works, with a copy to the ACWM, an annual summary of the pesticides used outdoors on County-owned or maintained property by Fiscal Year (July 1 to June 31). For each pesticide, the summary shall include all of the following:

1. Product trade name
2. Active ingredient(s)
3. EPA registration number
4. Total amount used

The units reported shall be appropriate to the product (gallons, ounces, pounds, etc.).

P. Responsibilities of the Contractor

1. The Contractor shall account for all work required in this Exhibit A, Scope of Work, whether or not it is specified in Form PW-2, Schedule of Prices.
2. The Contractor shall have a minimum of 3 years of experience providing landscape maintenance services.
3. The Contractor's on-site supervising employee(s) shall have a minimum of 3 years of experience supervising landscaping services.
4. The Contractor must have a minimum number of fulltime equivalent staff and mandatory minimum hours per week assigned to each landscaping worker and working foreman for each Service Location Group.

Service Location Groups	Minimum Number of Staff	Mandatory Minimum Hours per Week per Landscape Worker/Working Foreman
Group 1: Montrose/Altadena Medians	4 landscape workers including a working foreman	35
Group 2: RMD141/241 Medians	4 landscape workers including a working foreman	35
Group 3: RMD446 Medians	4 landscape workers including a working foreman	35

5. The Contractor must maintain a valid and active State of California Contractor's Class C-27 Landscaping license.

6. The Contractor must maintain a valid and active State of California Department of Pesticide Regulation Pest Control Business license.
7. The Contractor's employee(s) must maintain a valid and active California Department of Pesticide Regulation, Qualified Applicator license.
8. Prior to performing any tree work, the Contractor shall provide a staff with a valid and active certified arborist and/or a certified horticulturist.
9. The Contractor must register as a Pest Control Business with the Los Angeles County Agricultural Commissioner and provide ACWM with monthly pesticide use reports with a copy to the Contract Manager by the 10th of each month following application.
10. The Contractor must maintain a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5.

Q. Contractor's Staff

The Contractor shall:

1. Provide sufficient personnel and supervision to perform all work in accordance with the specifications set forth herein. The Contractor's employees, whether assigned to any one facility or as part of a crew serving any number of facilities, shall include at least one individual who speaks and comprehends the English language.
2. Establish an identification system for personnel assigned to each jobsite/facility. The identification system shall indicate to the public the name of the Contractor responsible for the landscape and grounds maintenance services. The identification system shall be furnished at the Contractor's expense and shall include appropriate uniform attire and/or name badges as approved by the Contract Manager.
3. Ensure each of its employees adhere to a basic standard of working attire. This standard is basically: uniforms, proper shoes and other gear required by State safety regulations, and proper wearing of the clothing. Shirts shall be worn and buttoned at all times.

R. Office of Inquiries and Complaints

The Contractor shall:

1. Maintain an office at some fixed place located in the Los Angeles Metropolitan Area and shall maintain a telephone there, listed in the telephone directory in the Contractor's own name or in the firm name by

which it is most commonly known, and as found on doors of maintenance vehicles. During the daily hours of maintenance operation, the Contractor shall have some responsible person(s) employed by the Contractor authorized to take the necessary action regarding all inquiries and complaints that may be received from the Contract Manager, County personnel, or patrons using the facilities. An answering service shall be considered an acceptable substitute to full-time coverage, provided the Contractor is advised of any complaint within one hour of such complaint by the answering service, both the Contractor and an answering service shall have the ability to answer the inquiries and/or complaints in both English and Spanish. During normal working hours, the Contractor's supervisor or manager of maintenance services shall be available for notification through electronic communications.

2. Maintain a written log of all complaints, date, time, and the action taken or reason for inaction. The log of complaints shall be scanned and submitted via e-mail to the Contract Manager on a weekly basis.
3. Abate all complaints to the satisfaction of the Contract Manager as soon as possible after notification, but in all cases within 24 hours. If any complaint is not abated within 24 hours, the Contract Manager shall be notified immediately of the reason for not abating the complaint, followed by a written report to the Contract Manager within 5 days. If a complaint is not abated within the time specified or to the satisfaction of the Contract Manager, the Contract Manager may correct the specific complaint, and the total cost incurred by Public Works may be deducted from the payments owed to the Contractor from Public Works.

S. Signs/Improvements

The Contractor shall not post signs or advertising matter on Public Works/County property unless prior approval is obtained from the Contract Manager.

T. Non-Interference

The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed. Should it be necessary to close a public area during the Contractor's operations, the Contractor shall commence the operation and close the area only at the direction of the Contract Manager.

U. Use of Chemicals

1. 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

State of California Qualified Applicator license. In compliance with the California Food and Agricultural Code, the Contractor shall provide the Contract Manager with a copy of the valid Qualified Applicator license and Pest Control Business license prior to using any and all applicable chemicals within the area(s) to be maintained.

2. A listing of proposed chemicals to be used, including commercial name, application rates, and type of usage shall be submitted to the Contract Manager for approval at the commencement of this Contract. The Contractor shall consult and receive written permission from the Contract Manager prior to performing any chemical application. Glyphosate-based herbicides cannot be used.
3. Chemicals shall only be applied by those persons possessing a valid California Qualified Applicator's license. Application shall be in strict accordance with all governing regulations.
4. Safety Data Sheets (SDS) and product use labels for each pesticide used shall be kept on-site.
5. Records of all operations stating dates, times, methods of application, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of 3 years. The Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the recommendation for each application (site specific) shall be provided to the Contract Manager and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner.
6. Each contract year, prior to using any California Restricted Materials, a Restricted Materials Permit will be obtained from the County Agricultural Commissioner's Office and a copy provided to the Contract Manager.
7. All regulations and safety precautions listed in the Pesticide Information Series (PSIS) N - Series created by the California Department of Pesticide Regulations shall be adhered to by the Contractor.
8. Chemicals shall be applied when air currents are still, so as to prevent drifting onto adjacent property and toxic exposure to persons whether or not they are in or near the area of application.
9. Contractor must register annually with the County Agricultural Commissioner in those areas they plan to do work.
10. Contractor must provide annual pesticide handler training to each of their employees handling pesticides.
11. Contractor must store all pesticides brought to the jobsite in a safe and secure manner.

V. Specific Requirements

1. Locks and Keys

- a. Public Works will develop an initial chain and lock system for controllers and valve/pump cover boxes during the term of this Contract. Public Works will provide the Contractor with replacement locks for those that have been vandalized or are inoperable.
- b. The Contractor shall:
  - 1) Be responsible for the series of keys provided by Public Works and shall in turn assign these keys to their personnel for use in maintaining these facilities outlined in these specifications.
  - 2) Be held responsible for the proper use and safe keeping of all keys issued by the Public Works to the Contractor.
  - 3) Report all lost or stolen keys to the Contract Manager within 24 hours of discovery of the loss. The Contractor shall reimburse Public Works for the cost, as determined by the Contract Manager of rekeying the location or duplicating additional keys.
  - 4) Upon termination, cancellation, or expiration of this Contract, return all keys received from Public Works to the Contract Manager.
  - 5) Do not duplicate any keys provided by Public Works. California law stipulates that it is unlawful for a person to duplicate any keys without the permission of the owner. The penalty for violation of this law is either 6 months imprisonment or a \$500 fine or both.

W. 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. To assist in achieving this mandate, all Contractors handling landscape materials for Public Works shall be required to divert all landscape materials from any landfills and cogeneration facilities. Landscape material utilized for alternate daily landfill cover is currently acceptable for diversion credit. Contractor shall be required to seek "recycling" alternatives for these organic, biodegradable landscape materials. Acceptable "recycling"

alternatives would include the utilization of these materials as feedstock for composting, cocomposting, mulching, soil amendment, and wood chip products.

The Contractor shall be required to arrange for the chipping and transport of all landscape materials to their selected processor with all cost to be borne by the Contractor. In addition, the Contractor shall provide proof of delivery of the material and weight tickets (from an approved public or private scale) or a signed statement of verification that all above AB 939 requirements have been met.

X. Responsibilities of Public Works

The County will provide access to the jobsite(s) and will conduct jobsite inspection at its discretion. The Contract Manager or Public Works Representative may accompany the Contractor's crews conducting work and serve as an observer and quality control person at the jobsite.

Y. Pass -Through Cost and Additional Work/Locations

1. The Contract Manager may authorize the Contractor to perform additional work/locations including, but not limited to, performing repairs and replacements when the need for such work arises out of unforeseen incidents such as vandalism, acts of God, third-party negligence, or any other unanticipated need. If the Contract Manager 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. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional work/location(s), based on the rates quoted in Form PW-2, Schedule of Prices. Upon Contract Manager's negotiation and acceptance of the Contractor's written quotation, and subject to written approval of the Contract Manager, the additional work/location(s) may be added to the Contract.
3. When a condition threatens imminent injury to the public or damage to property, the Contract Manager may orally authorize the work to be performed upon receiving a verbal estimate from the Contractor. Within 24 hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the Contract Manager for written approval.
4. 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.

5. **Pass-Through Costs:** County recognizes that during the term of this Contract, there may be needed repairs or modifications to the service locations resulting from accidents, storms, neglect, or other causes that are beyond the control of the Contractor, the cost of which has not been identified elsewhere in this Contract. In order for such work and/or materials to be eligible for reimbursement as a pass-through cost, the Contractor shall present a price quotation for such work and/or materials and obtain the CM's written approval prior to the commencement of work. Claims for payment of pass-through costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices. The Contractor shall submit an invoice with attached applicable receipts for a particular job without markups. The County reserves the right to purchase parts and materials directly to be given to the Contractor to perform the installation at the applicable rates listed in the Schedule of Prices.

Z. Damage Caused by Contractor's Operations

1. All damage caused to Public Works/County property by the Contractor's operations or resulting from the Contractor's negligence of scheduled maintenance, shall be repaired, replaced, or remedied at the Contractor's expense as follows:
  - a. Irrigation system damage (including valve box covers and controller cabinets) shall be repaired or replaced within one watering cycle.
  - b. All damage to shrubs, trees, turf, or groundcover shall be repaired or replaced within five working days.
  - c. Any type of other plant material.
  - d. Trees
    - 1) Damage to bark from the impact of mowing or edging equipment or damage caused by excessive pruning shall be inspected by a certified arborist and/or a certified horticulturist for recommendations for treatment or replacement.
    - 2) If damage results in loss of a tree, the damaged tree shall be removed and replaced in accordance with the instructions of Contract Manager.
    - 3) If replacement with an equivalent size and type of tree is not practical, the Contractor shall be responsible for the value of the destroyed tree.

e. Shrubs

- 1) Minor damage may be corrected by appropriate pruning as required in the "Shrub/Hedge/Tree Pruning and Trimming" (see this Exhibit's paragraph F.6).
- 2) Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the provisions in "Plant Materials Operation" (see this Exhibit's paragraph F.16).

- f. All damages resulting from chemical operation, including spray-drift and lateral leaching, shall be corrected in accordance with best practices, and the soil conditioned or replaced as recommended by an agronomical soil test and report to ensure its safety and ability to support plant life.

AA. 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.

BB. Gratuities

Contractor is advised that it is improper for any County officer, employee, or agent to solicit consideration, in any form, from Contractor with the implication, suggestion, or statement that Contractor's provision of the consideration, or failure to provide consideration, may cause favorable or unfavorable treatment, respectively, for the Contractor relating to the amendment or extension of the Contract or the making of any determinations with respect to Contractor's performance under this Contract. A Contractor shall not offer or give, either directly or through an intermediary, such improper consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment as described herein.

1. A Contractor shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

2. Among other items, such improper consideration may take the form of cash; discounts; services; and the provision of travel, entertainment, or tangible gifts.
3. Note that Contractor's failure to adhere to this requirement could subject this Contract to termination for improper consideration under Section 3, Termination/Suspensions of Exhibit B.

CC. Liquidated Damages

1. Public Works will evaluate the Contractor's performance of this Contract's tasks and may assess liquidated damages if the tasks are not performed adequately.
2. The methods and standards by which Contractor's performance will be evaluated include, but are not limited to, review, sampling, and complaints.
3. Failure to perform Contract work in accordance with these specifications is considered unacceptable. Public Works may cite the Contractor for a discrepancy for any incident of failure to comply with these specifications or other unacceptable performance. In the case of continuing discrepancies, Public Works may cite the Contractor for a separate discrepancy each day the discrepancy continues.
4. The Contractor shall immediately correct unacceptable performance, and shall explain in writing, within seven work days of the date of the discrepancy that caused the unacceptable performance, how and when the performance will be returned to acceptable levels, and how the unacceptable performance will be prevented in the future. After considering the incident, the Contractor's statement and any history of unacceptable performance, the Contract Manager may excuse the incident or elect any remedy provided by this Contract.
5. In any case of the Contractor's failure to meet certain specified performance requirements, Public Works 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 Public Works' acceptance of liquidated damages shall be construed to waive Public Works' right to reimbursement for damage to its property or indemnification against third-party claims.

6. The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:
  - a. All of the time limits and acts required to be done by both parties are of the essence of the Contract.
  - b. The parties are both experienced in the performance of the Contract work.
  - c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of Public Works 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 the 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 Public Works for the award of the Contract.
  - f. The liquidated sums specified represent a fair approximation of the damages incurred by Public Works resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.
  - g. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.
7. 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 or approved by Contract Manager.
8. In addition to the above, Public Works may use Exhibit F, Performance Requirements Summary, to evaluate Contractor's performance and assess liquidated damages identified therein.

9. Please note, should an inconsistency be determined between the Scope of Work and the Performance Requirements Summary (Exhibit F), the higher service level in the judgment of Public Works shall prevail.

**SCHEDULE OF PRICES**  
**(FORM PW-2)**

[TO BE DETERMINED]

**STAFFING PLAN AND COST METHODOLOGY**  
**(FORM LW-8)**

[TO BE DETERMINED]

## **EXHIBITS 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 Addenda 1-4 for the above exhibits that are incorporated here 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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
<b>A. CONTRACT COMPLIANCE</b>				
1. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.	\$500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency	<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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>B. REPORTS/DOCUMENTATIONS</b>				
1. Daily/Weekly/Monthly/Quarterly Reports	Submitted to Contract Manager daily/weekly/monthly report.	\$50 per day per report that is late or not submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Special Reports As Needed	Filed within time frame requested.	\$50 per day per report that is late or not submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>C. EMPLOYEES</b>				
1. Minimum number of crews and landscaping workers, including the working foreman, while performing tasks at each location	Provided the minimum number of crews and landscaping workers, including the working foreman, met at each location.	\$300 per employee under the minimum number required, per day	<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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
2. Contractor's Employee Criminal Background Investigation	Prior to the start of the Contract and continuation of the Contract, the Contractor shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review as required by the Contract. Employees who do not pass or are not certified shall be immediately removed.	\$100 per employee per day who is not certified as passing the background check	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Employees Well Oriented to Job	Employees must have thorough knowledge of facility and its needs.	\$50 per error resulting from lack of orientation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. 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	
5. Name Badges	Name badges worn by all employees on the job at all times.	\$50 per employee, per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Uniform	Uniforms worn by all day time employees on the job.	\$50 per employee, per occurrence	<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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
7. Training Program	Document training of each employee.	\$250 per untrained employee	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Maintain Knowledge of Safety Requirements	Completion of training of all accepted standards for safe practices related to the work.	\$50 per employee, per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>D. SUPERVISOR/MANAGERS</b>				
1. Change in Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	\$50 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Respond to Complaints, Requests, and Discrepancies.	Respond within the time frame outlined in the Contract.	\$50 per complaint not responded to within the time frame outlined in the specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Makes Site Inspections	Facility inspected each shift or as required by Contract.	\$50 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Competent Supervisory Staff	Responsiveness to complaints and requests, maintain good work records, and acceptable level of service.	\$100 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Provide Adequate Supervision and Training	Contract specifications met.	\$50 per occurrence plus suspension	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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

**PERFORMANCE REQUIREMENTS SUMMARY**

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

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
6. Project Safety Official	Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Provide an individual who can speak, read, write, and understand English	Provide an individual who can communicate in English with County Contract Manager.	\$100 per day for use of non-English-speaking individual plus suspension	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>E. CONTRACT ADMINISTRATION</b>				
1. Insurance Certifications	Certifications submitted before implementation of contract and on a timely basis thereafter.	\$200 per day; work/contract suspension; possible termination for default of contract	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Record Retention & Inspection/Audit Settlement	Maintain all required documents as specified in Contract.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. 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	
4. License and Certification	All license and certifications required to perform the work, if any.	\$200 per day; suspension; possible termination for default of Contract	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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**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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
5. Assignment and Delegation	Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County.	\$200 per day the County is not informed of this change; suspension; possible termination for default of contract	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA).	\$500 per occurrence; suspension; possible termination for default of contract	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>F. SCOPE OF WORK</b>				
1. All Site Inspection and Reporting Per Requirements	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. All Management and Supervision	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Mowing	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Mechanical Edging				
a. Turf Areas	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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**EXHIBIT F.1  
(SUPPLEMENTAL)**

**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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
b. Groundcover	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Weed Removal				
a. Walks, Beds, Planters, and Groundcover Hardscape	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Bare Areas	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Undeveloped Areas	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Litter Control	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Raking				
a. Turf Under Trees/Vines/Ivy/Hedges	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Planter Beds and Planters	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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## PERFORMANCE REQUIREMENTS SUMMARY

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Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
8. Shrub/Hedge/Tree Pruning and Trimming				
a. Tree/vines safety clearance, tree/vines pruning, sucker growth	As required in the Scope of Work.	\$200 per tree per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Shrub/ivy safety clearance and/or shrub pruning	As required in the Scope of Work.	\$200 per plant per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Hedge shaping/trimming	As required in the Scope of Work.	\$150 per plant per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Groundcover Maintenance	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. Dethatching	As required in the Scope of Work.	\$100 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11. Aeration	As required in the Scope of Work.	\$100 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12. Turf Reseeding/Restoration of Bare Area	As required in the Scope of Work.	\$250 per day if the work is not done within the time frame specified by the Contract Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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## 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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
13. Turf and Plant Fertilization	As required in the Scope of Work.	\$250 per day if the work is not done within the time frame specified by the Contract Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14. Sweeping	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15. Disease/Insect/Rodent Control	As required in the Scope of Work.	\$250 per day if the work is not done within the time frame specified by the Contract Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16. Chemical Application				
a. Turf-detailing general turf areas with systematic herbicides	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Beds and planters, walkways, hard surfaces, undeveloped areas, drainage areas, curb and gutter expansion joints, roadway, stream beds with systematic herbicides	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17. Watering/Irrigation				
a. Inspect, operate, control, and make adjustments to watering/irrigation system, more often if necessary	As required in the Scope of Work.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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**PERFORMANCE REQUIREMENTS SUMMARY**

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Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
b. Reset rain sensor on controller	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Repair, Replace, Relocate: sprinkler heads, drip emitters, drip tubes, more often if necessary	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d. Repair, Replace, Relocate: irrigation system components from downstream of backflow device to the before the heads, more often if necessary	As required in the Scope of Work.	\$250 per day if the work is not done within the time frame specified by the Contract Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
e. Valve Box Integrity: replace covers, check for safety and security, more often if necessary	As required in the Scope of Work.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
f. Manual watering of shrubs and turf, more often if necessary	As required in the Scope of Work.	\$150 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
g. Inspect salt buildup and inject solution for cleaning	As required in the Scope of Work.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
h. Flush and inspect Y-filter at each RCV	As required in the Scope of Work.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
i. Flush and inspect Y-filter at each backflow	As required in the Scope of Work.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
j. Flush each irrigations system (every time any work is done on the irrigation system)	As required in the Scope of Work.	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
k. Ensure that all personnel working on the irrigation systems are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include, but not be limited to, the operation, maintenance, adjustment, and repair of said systems and their components.	As required in the Scope of Work	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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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 G, inclusive, of this Contract (Exhibits A-G) and this PRS, Exhibits A-G shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-G, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
18. Low Impact Development (LID) Maintenance	As required in the Scope of Work.	\$250 per day if the work is not done within the time frame specified by the Contract Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19. Planting Operations	As required in the Scope of Work.	\$250 per day if the work is not done within the time frame specified by the Contract Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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**SERVICE AREA MAPS**

**LANDSCAPE AND GROUNDS  
MAINTENANCE SERVICES FOR  
MONTROSE/ALTADENA MEDIANS**

Please note: All maps for this location may be accessed at:  
<http://pw.lacounty.gov/brcd/servicecontracts/>.

<b><u>No.</u></b>	<b><u>Location</u></b>	<b><u>Limits</u></b>
1.	Ganesha Island	Ganesha Ave @ E Mariposa St
2.	Mt Lowe Drive (A & B)	N Mt Curve Ave to Maiden Lane
3.	Orangedale Ave	Orangedale @ Mira Vista Rd
4.	Santa Rosa Ave Median	Calaveras St to Alameda St
5.	Santa Rosa Ave Corners	Santa Rosa @ E Woodbury Rd (Northeast and Northwest Corners)
6.	Woodbury Road Medians	Windsor Ave to Santa Anita Ave
7.	Foothill Blvd Medians	Pennsylvania Ave to Briggs Ave

## SERVICE AREA MAPS

### LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR RMD 141/241 MEDIANS

Please note: All maps for this location may be accessed at:  
<http://pw.lacounty.gov/brcd/servicecontracts/>.

<u>No.</u>	<u>Location</u>	<u>Limits</u>
1.	120 <sup>th</sup> St	Parmelee Ave to Compton Ave
2.	120 <sup>th</sup> St (Parkway Trees/Streetscape)	Compton Ave to Willowbrook Ave
3.	123 <sup>rd</sup> St	Central Ave to Elva Ave
4.	123 <sup>rd</sup> St	Slater Ave to Compton Ave
5.	Alameda Street	Florence Ave to Firestone Blvd
6.	Atlantic Ave (Center Median)	Compton Ave to Rose St
7.	Atlantic Ave (Parkway Trees)	Compton Ave to Alondra Blvd
8.	Castlegate Ave	200' North of San Vincente St to San Luis St
9.	Central Ave (Center Median)	127 <sup>th</sup> St to 121 <sup>st</sup> St
10.	Central Ave (East Median)	127 <sup>th</sup> St to 121 <sup>st</sup> St
11.	Compton Ave (Both Side Medians)	121 <sup>st</sup> St to 123 <sup>rd</sup> St
12.	Cookacre St	200' North of San Vincente St to San Luis St
13.	El Segundo Blvd	Wilmington Ave to Willowbrook Ave
14.	Firestone Blvd	Hooper Ave to Compton Ave
15.	Florence Ave (Streetscape)	Central Ave to Seville Ave
16.	Florence Ave (Center Medians)	Central Ave to Seville Ave
17.	Frailey Ave	200' North of San Vincente St to San Luis St
18.	Graham Elementary Urban Trail	Alley West of Fir Ave and South of 83 <sup>rd</sup> St
19.	Hooper Ave	73 <sup>rd</sup> St to 74 <sup>th</sup> St
20.	Lime Ave	200' North of San Vincente St to San Luis St
21.	Nadeau St	Beach St to Maie Ave
22.	Palos Verde Avenue	Parkcrest Street to Conant Street
23.	Santa Fe Ave	Independence Ave to 100' North of Independence Ave
24.	White Ave	200' North of San Vincente St to San Luis St
25.	Williams Ave	200' North of San Vincente St to San Luis St

EXHIBIT G.2

26. Willowbrook Ave (Both Side of Railroad) 350' North of 118<sup>th</sup> St to 126<sup>th</sup> St
27. Wilmington Ave (Center Medians) 400' North of 118<sup>th</sup> St to 126<sup>th</sup> St
28. Wilmington Ave (Parkway Trees/Streetscapes) South of Imperial Highway to 126<sup>th</sup> St

# SERVICE AREA MAPS

## LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR RD446 MEDIANS

**Please note:** All maps for this location may be accessed at:  
<http://pw.lacounty.gov/brcd/servicecontracts/>.

<b><u>No.</u></b>	<b><u>Location</u></b>	<b><u>Limits</u></b>
1.	1 <sup>st</sup> Avenue	Marlinton Drive to Richvale Drive
2.	1 <sup>st</sup> Avenue (Parkway Trees)	Imperial Highway to Marlinton Drive
3.	Carmenita Road	Imperial Highway to Florence Avenue
4.	Carmenita Road/Painter Avenue	Lanett Avenue to Lanning Drive
5.	Carmenita Road (Parkway Trees)	Imperial Highway to Florence Avenue
6.	Carmenita Road/Painter Avenue (Parkway Trees)	Lanett Avenue to Lanning Drive
7.	Florence Avenue	Carmenita Road to Telegraph Road
8.	Hollydale Yard	Garfield Avenue/Gardendale St
9.	Imperial Highway	Shoemake Avenue to Valley View Avenue
10.	Imperial Highway (Parkway Trees)	Shoemake Avenue to Valley View Avenue
11.	Imperial Highway (Parkway Trees)	Valley View Avenue to Wicker Drive
12.	Imperial Highway (Parkway Trees)	Clearglen Avenue to Orange County Line
13.	La Mirada Boulevard (Parkway Trees)	Leffingwell Road to Dunton Drive
14.	La Mirada Boulevard	Leffingwell Road to Dunton Drive
15.	Lambert Road	Leffingwell Road to Grayling Avenue
16.	Lambert Road (Parkway Trees)	Leffingwell Road to Grayling Avenue
17.	Leffingwell Road	Imperial Highway to Meyer Road
18.	Leffingwell Road (Parkway Trees)	Imperial Highway to Meyer Road
19.	Mills Avenue	NE corner Mills Avenue/Telegraph Road
20.	Mulberry Drive	Colima Road to Stamy Road
21.	Mulberry Drive (Parkway Trees)	Colima Road to Stamy Road
22.	Rivera Road	Cascade Drive to Vicki Drive

## EXHIBIT G.3

- |     |                                |                               |
|-----|--------------------------------|-------------------------------|
| 23. | Splendora Drive                | Fidel Avenue to Laurel Avenue |
| 24. | Telegraph Road                 | Mills Avenue to Colima Road   |
| 25. | Telegraph Road (Parkway Trees) | Mills Avenue to Colima Road   |

## **EXHIBIT H**

### **Bid Submission Instructions**

See RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addenda 1-4 for the above exhibit that is incorporated here by reference.