



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

IN REPLY PLEASE

REFER TO FILE: **BRC-1**

October 27, 2021

NOTICE OF INVITATION FOR BIDS FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)

PLEASE TAKE NOTICE that Public Works requests bid submissions for the Landscape and Grounds Maintenance Services for Public Works Headquarters Complex (BRC0000252) contract. This contract has been designed to have a potential maximum contract term of 4 years consisting of an initial 1-year term and potential additional three 1-year option renewals. The total annual contract amount of these services is estimated to be \$600,000. 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, Ms. Ani Karapetyan at (626) 458-4050 or akarapetyan@pw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 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>.

"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 a County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

Community Business Enterprise Participation

The County has adopted a Community Business Enterprise (CBE) Program, which includes business enterprises owned by disabled veterans, disadvantaged business enterprises, minority, women, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprises. The County has established an aspirational goal that 25 percent of all County contract dollars shall go to certified CBEs. All bidders shall document good faith efforts it has taken to assure that CBEs are utilized when possible to provide supplies, equipment, technical services, and other services under this contract. The County will evaluate the bidder's good faith efforts to meet the CBE participation goal by reviewing the bidder's documentation. Suggested criteria include, but are not limited to, the following:

1. Bidder attended any preproposal meetings scheduled by the County to inform all bidders of the CBE program requirements for the project.
2. Bidder identified and selected specific items of the project for which a subcontract could be awarded to be performed by CBEs to provide an opportunity for participation by those enterprises.
3. Bidder advertised, not less than ten calendar days before the date the bids are due, in one or more daily or weekly newspapers, trade association publications, minority or trade-oriented publications, trade journals, or other media specified by the County for CBEs that are interested in participating in the project. This paragraph applies only if the County gave public notice of the project not less than 15 calendar days prior to the date the bids are due.
4. Bidder provided written notice of his or her interest in proposing on the project to certified CBEs not less than ten calendar days prior to the submittal of bids.
5. Bidder followed up initial solicitations of interest by contacting the CBEs to determine with certainty whether the CBEs were interested in performing specific items of the project.
6. Bidder provided interested CBEs with information about the project and requirements for selected subconsultants.

7. Bidder requested assistance from minority and women community organizations; minority and women contractor groups; local, state, or federal minority and women business assistance offices; or other organizations that provide assistance in the recruitment and placement of minority or women business enterprises, if any are available. Bidder used the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department of Commerce, the County of Los Angeles Department of Consumer and Business Affairs (<http://dcba.lacounty.gov> or [323] 881-3964), and other outreach agencies.

To obtain a list of firms that are certified by the County in the CBE Program, send an e-mail request to the County of Los Angeles Department of Consumer and Business Affairs: CBESBE@dcba.lacounty.gov. For additional information, contact the County of Los Angeles Department of Consumer and Business Affairs (Small Business Services). The website is: dcba.lacounty.gov.

8. Bidder negotiated in good faith with the CBEs and did not unjustifiably reject as unsatisfactory bids prepared by any CBE.
9. Where applicable, the bidder advised and made efforts to assist interested CBEs in obtaining bonds, lines of credit, or insurance required by these contract documents.
10. Bidder's efforts to obtain CBE participation could reasonably be expected by the County to produce a level of participation sufficient to meet the goals and requirements of the County.
11. Bidder commits to continue its good faith efforts to include in considering CBE participation throughout the term of the contract. The County shall be notified of any future additions in CBE participation.
12. Bidder is a certified CBE.
13. The Bidder's CBE participation shall be reflected in the CBE Form.
14. Public Works will answer questions from bidders regarding CBE participation.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the bidder's ability to provide the best service and value to the County.

All interested firms that are included in the Qualified Contractor List resulting from the Request for Statement of Qualifications (RFSQ) for Landscape and Grounds

Maintenance Services (2014 SQPA001 - Formerly 2014 PA039) are invited to submit a bid provided that they meet the Minimum Requirements identified in this IFB.

IMPORTANT: The 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 permanently 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 documents including, but not limited to:

Subcontracting is not allowed for this service. If a bidder makes reference to a subcontractor or if a bidder includes a list of subcontractors to perform the work requested, the bid will be immediately disqualified.

1. Bidder must be included in the Qualified Contractor List resulting from the RFSQ for Landscape and Grounds Maintenance Services (2014 SQPA001 - Formerly 2014 PA039).
2. Bidder must have a minimum of 3 years of experience providing landscape maintenance services.
3. Bidder's onsite supervisor assigned to this contract must have a minimum of 3 years of experience providing landscape maintenance services.
4. Bidder must provide at a minimum the following number of staff as indicated below:
 - a. Three onsite landscape maintenance workers for 8 hours per day, Monday through Friday
 - b. One onsite landscape maintenance supervisor for 8 hours per day, Monday through Friday

Please note that this is only the minimum number of landscaping workers, and bidders may prepare their bids and its price by assigning additional staff. The minimum number of onsite employees are depicted on Form LW-8. Bids submitted without showing these minimum number of landscaping workers will be rejected as nonresponsive.

5. Bidder must submit a copy of valid and active State Contractor's Class C-27, Landscaping Contractor License.

6. Bidder must hold a valid and active State of California Department of Pesticide Regulation Pest Control business license.
7. Bidder's employee assigned to this project must hold a valid and active State of California Agricultural Pest Control Qualified Applicator license.
8. Bidder must submit a copy of a valid and active arborist and/or horticulturist certification.
9. Bidder must affirm they have battery-electric operated hand tools to provide the services under the Scope of Work or affirm they shall obtain battery-electric operated hand tools to provide the services under the Scope of Work prior to the commencement of the contract.

Note: The use of gas-powered hand tools to provide the services under the Scope of Work is prohibited.

10. The contracted work in this IFB 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 and subcontractor(s), if any, performing prevailing wage work, 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.**

IMPORTANT NOTICE

Submission of bids **will only be accepted electronically using BidExpress.** Submission of hard copy bids **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 submitted copies of the licenses, certifications, permits, and registrations required to perform the work.
3. Bidder has demonstrated that it complies with all minimum requirements as outlined in the Minimum Mandatory Requirements set forth in the RFSQ and IFB.

(Use Form PW-19.1, Bidder's Compliance with the Minimum Mandatory Requirements of the IFB.)

4. Bidder's submitted Form LW-8, Proposer's Staffing Plan and Cost Methodology, assigning at least four fulltime equivalent landscape maintenance workers including an onsite landscape maintenance supervisor to this contract.
5. Bids shall be submitted electronically using the following method:
 - Bids must be submitted electronically on www.bidexpress.com, a secure online bidding service website.
 - To submit your bids electronically, register with BidExpress, by the due date. A new registration page must be signed, notarized, and received by BidExpress Customer Support for processing before the due date. There is a nominal service fee to use BidExpress.
 - Please note, each upload of file in BidExpress is limited to 10 MB per file up to 50 files for a total of 500 MB. Bidders shall plan ahead and allow sufficient time to account for the file size limitation before the bid submission deadline to complete the uploading of bid files. If bidder submits a bid through BidExpress, bidder should not send hard copies, CDs, or any other materials to the County via mail.
 - Bids received after the closing date and time specified in this Notice of Invitation for Bids will be rejected by Public Works as nonresponsive.
6. 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.

A mandatory bidders' conference will be held on **Tuesday, November 9, 2021, at 10 a.m.** via Microsoft Teams Meeting Online Events. **ATTENDANCE BY THE BIDDER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY.** To participate, the bidders will need to sign-in using the electronic sign-in-sheet through the website listed below. Attendees should be prepared to ask questions at that time about the specifications, bid requirements, and contract terms. It is the bidders' sole responsibility to do their due diligence to visit and familiarize themselves with the work locations and their requirements before submitting their bid. 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.

The deadline to submit written questions for a response is **Tuesday, November 16, 2021, at 5:30 p.m.** All bidders on the Qualified Contractors List will be given a copy of all questions and answers for their information via e-mail only.

The deadline to submit bids via BidExpress is Monday, November 22, 2021, at 5:30 p.m. Please direct your questions to Ms. Turner or Ms. Karapetyan.

Bidders are instructed not to contact any County personnel other than the Contract Analyst listed below 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
P.O. Box 1460
Alhambra, CA 91802-1460

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

Or

Attention Ms. Ani Karapetyan
E-mail: akarapetyan@pw.lacounty.gov
Telephone: (626) 458-4050

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

B. Bid Selection:

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

Proposed Price (100 points)

The proposed price should accurately reflect the bidder's cost of providing the required products and services and any profit expected during the contract term. Prior to scoring, the proposed prices must be adjusted in accordance with the 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 Community Business Enterprise 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-2.6) 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.

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 - Formerly 2014 PA039), 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.

Follow us on Twitter:

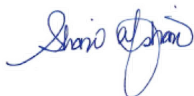
We encourage you to follow us on Twitter @LACoPublicWorks for information on Public Works and instant updates on contracting opportunities and solicitations.



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, PE
Director of Public Works



SHARI AFSHARI
Deputy Director

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Enc.

LOS ANGELES COUNTY

PUBLIC WORKS

INVITATION FOR BIDS

FOR

**LANDSCAPE AND GROUNDS MAINTENANCE
SERVICES FOR PUBLIC WORKS HEADQUARTERS
COMPLEX (BRC0000252)**



Approved Oct. 21, 2021
MARK PESTRELLA
Director of Public Works

By: 
Deputy Director

INVITATION FOR BIDS
FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)

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LW-8	Staffing Plan and Cost Methodology Submission Instructions Form
LW-8.1-8.4	Staffing Plan and Cost Methodology

PART II

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)

EXHIBITS

- A.1 (Supplemental) Scope of Work
- A.2 Schedule of Prices
[Successful Bidder's Form PW-2.1 - 2.4, will be incorporated here]
- A.3 Staffing Plan and Cost Methodology
[Successful Bidder's Form LW-8.1 – 8.4, will be incorporated here]
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TABLE OF FORMS
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PW-2.1-2.4	Schedule of Prices
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PW-11.1	(Supplemental) Transmittal Form to Request a Solicitation Requirements Review
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PW-18.1	(Supplemental) Statement of Equipment Form
PW-19.1	(Supplemental) Bidder's Compliance with the Minimum Mandatory Requirements of the IFB
PW-20.1	(Supplemental) Compliance with Fair Chance Employment Hiring Practices Certification
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 Seven Days Before Due Date for Proposals.)
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LW-7.1	(Supplemental) Instructions for PW-2, Schedule of Prices and LW-8, Cost Methodology
LW-8.1-8.4	(Supplemental) Staffing Plan and Cost Methodology

SCHEDULE OF PRICES
FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR
PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)

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

ITEM A

	LOCATION	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	PUBLIC WORKS HEADQUARTERS COMPLEX		12	
ITEM A TOTAL ANNUAL PRICE				

ITEM B

	ON-CALL SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	ON-CALL LANDSCAPE MAINTENANCE WORKER		300	
2	ON-CALL IRRIGATION TECHNICIAN		200	
3	ON-CALL ARBORIST		100	
4	ON-CALL LANDSCAPE MAINTENANCE SUPERVISOR		200	
ITEM B TOTAL PRICE FOR ON-CALL SERVICES				
TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HQ COMPLEX FOR INITIAL TERM (ITEM A + ITEM B)				

Legal Name of Bidder:	
Signature of Person Authorized to Submit Bid:	
Title of Authorized Person:	Date:
State Contractor's License Number:	License Type:
Bidder's Address:	Phone:
	E-Mail:

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**SCHEDULE OF PRICES
FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR
PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)**

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

ITEM A

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1	PUBLIC WORKS HEADQUARTERS COMPLEX		12	
ITEM A TOTAL ANNUAL PRICE				

ITEM B

	ON-CALL SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	ON-CALL LANDSCAPE MAINTENANCE WORKER		300	
2	ON-CALL IRRIGATION TECHNICIAN		200	
3	ON-CALL ARBORIST		100	
4	ON-CALL LANDSCAPE MAINTENANCE SUPERVISOR		200	
ITEM B TOTAL PRICE FOR ON-CALL SERVICES				
TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HQ COMPLEX FOR OPTION YEAR 1 (ITEM A + ITEM B)				

Legal Name of Bidder:	
Signature of Person Authorized to Submit Bid:	
Title of Authorized Person:	Date:
State Contractor's License Number:	License Type:
Bidder's Address:	Phone:
	E-Mail:

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**SCHEDULE OF PRICES
FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR
PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)**

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

ITEM A

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1	PUBLIC WORKS HEADQUARTERS COMPLEX		12	
ITEM A TOTAL ANNUAL PRICE				

ITEM B

	ON-CALL SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	ON-CALL LANDSCAPE MAINTENANCE WORKER		300	
2	ON-CALL IRRIGATION TECHNICIAN		200	
3	ON-CALL ARBORIST		100	
4	ON-CALL LANDSCAPE MAINTENANCE SUPERVISOR		200	
ITEM B TOTAL PRICE FOR ON-CALL SERVICES				
TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HQ COMPLEX FOR OPTION YEAR 2 (ITEM A + ITEM B)				

Legal Name of Bidder:	
Signature of Person Authorized to Submit Bid:	
Title of Authorized Person:	Date:
State Contractor's License Number:	License Type:
Bidder's Address:	Phone:
	E-Mail:

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**SCHEDULE OF PRICES
FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR
PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)**

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

ITEM A

	LOCATION	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	PUBLIC WORKS HEADQUARTERS COMPLEX		12	
ITEM A TOTAL ANNUAL PRICE				

ITEM B

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2	ON-CALL IRRIGATION TECHNICIAN		200	
3	ON-CALL ARBORIST		100	
4	ON-CALL LANDSCAPE MAINTENANCE SUPERVISOR		200	
ITEM B TOTAL PRICE FOR ON-CALL SERVICES				
TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS HQ COMPLEX FOR OPTION YEAR 3 (ITEM A + ITEM B)				

Legal Name of Bidder:	
Signature of Person Authorized to Submit Bid:	
Title of Authorized Person:	Date:
State Contractor's License Number:	License Type:
Bidder's Address:	Phone:
	E-Mail:

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LIST OF SUBCONTRACTORS

Proposer 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.

☐

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

Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service
No Subcontracting is allowed for this service.			

**FORM PW-8.1
(SUPPLEMENTAL)**

Certification as Minority, Women, Disadvantaged, Disabled Veteran, and Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Business Enterprises: If any of your Subcontractors are currently certified as Minority, Women, Disadvantaged, Disabled Veteran, and Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning 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	Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

No Subcontracting is allowed for this service.

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 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 Proposal submittal.

LIST OF CBE PARTICIPATION

The following is a list of certified CBE Subcontractors that the Proposer elects to list as a Subcontractor to perform a portion or portions of this Work, and known suppliers from whom Proposer 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 PROPOSAL</u>
No Subcontracting is allowed for this service.			

**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 proposal. Businesses may request consideration for one or more preference programs. Check all certifications that apply.*

I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS PROPOSAL 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:	
Reviewer's Signature	Approved	Disapproved	Date

**FORM PW-9.1
(SUPPLEMENTAL)**

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

Firm Name:
My County (WebVen) Vendor Number:

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

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	<input type="checkbox"/> Other: _____
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, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING(LGBTQQ)**

BUSINESS ENTERPRISES: If the firm is currently certified as a Community Based Enterprise (CBE) by a public agency, complete the table by entering the names of the certifying Agency and placing an "X" under the appropriate CBE designation (Minority, Women, Disadvantaged, Disabled Veteran or LGBTQQ). Enter all the CBE certifications held by the firm and attach a copy of your proof of certification.

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	LGBTQQ	Expiration Date

- V. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal 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, Proposer 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, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer'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 and BSERVICES@wdacs.lacounty.gov.

Proposers unable to meet this requirement shall not be considered for contract award.

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

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

_____ YES (subject to verification by County) _____ NO

B. Proposer 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 Proposer is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

C. Proposer 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

TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW

Proposers requesting a Solicitation Requirements Review must submit this form to the County within ten business days of issuance of the solicitation document

Proposer Name:	Date of Request:
Solicitation Title:	Solicitation No.:

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **ten business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.
(Attach supporting documentation)

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION

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

PROPOSER 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.

Proposer acknowledges and certifies compliance with Exhibit B, Section 1.OO, Compliance with County's Zero Tolerance Human Trafficking Policy, of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any proposal, 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:

[illegible]

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)**

BIDDER MUST CHECK A BOX IN EVERY SECTION

Important Note: The information on this form is subject to verification. Bidder may submit additional documentation in their Bid to supplement this Form PW-19.1.

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

(Please note: Subcontracting is not allowed for this service. If a Bidder makes reference to a subcontractor or if a Bidder includes a list of subcontractors to perform the work requested, the Bid will be immediately disqualified.)

1. Bidder must be included in the Qualified Contractor List resulting from the RFSQ for Landscape and Grounds Maintenance Services (2014 SQPA001 - Formerly 2014 PA039).

- ☐ 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 3 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. <u>The Bid may be disqualified, if incomplete or unresponsive statements are made.</u>	Page No.*
	/		
	/		

*List the page number in the Bid containing the Bidder's experience providing landscape maintenance services. (Please attach additional pages, if needed.)

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)**

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

3. Bidder's onsite supervisor must have a minimum of 3 years of experience providing landscape maintenance services.

☐ Yes. Bidder's onsite supervisor **does** meet the experience requirement stated above. Please complete the chart below.

Bidder's Onsite Supervisor'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. <u>The Bid may be disqualified, if incomplete or unresponsive statements are made.</u>	Page No.*
	/		
	/		

*List the page number in the Bid containing the Bidder's onsite supervisor's experience providing landscape maintenance services. (Please attach additional pages, if needed.)

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

4. Bidder must provide at a minimum the following number of staff as indicated below:

- a. Three on-site landscape maintenance workers for eight hours per day, Monday through Friday
- b. One on-site landscape maintenance supervisor for eight hours per day, Monday through Friday

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

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)**

Employees	Landscape Supervisor and Landscaping Workers	Minimum Hours per Week to be Assigned to this Service
Employee 1	Landscaping Supervisor Name_____	
Employee 2	Landscaping Worker Name_____	
Employee 3	Landscaping Worker Name_____	
Employee 4	Landscaping Worker Name_____	

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

5. Bidder must submit a copy of valid and active State Contractor's Class C-27, Landscaping Contractor License.

☐ Yes. Bidder has submitted a copy of valid and active State Contractor's Class C-27, Landscaping Contractor License. Please complete the chart below.

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

*List the page number in the Bid containing the copy of Bidder's valid and active State Contractor's Class C-27, Landscaping Contractor License. (Please attach additional pages, if needed.)

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

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

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)**

- ☐ Yes. Bidder submitted a copy of valid and active State of California Department of Pesticide Regulation Pest Control Business license. Please complete the chart below.

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

*List the page number in the Bid containing the copy of Bidder's valid and active State of California Department of Pesticide Regulation Pest Control Business license. (Please attach additional pages, if needed.)

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

7. Bidder must submit a copy of valid and active State of California Qualified Applicator license.

- ☐ Yes. Bidder submitted a copy of valid and active State of California Qualified Applicator license. Please complete the chart below.

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

*List the page number in the Bid containing the copy of valid and active State of California Qualified Applicator license. (Please attach additional pages, if needed.)

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

8. Bidder must submit a copy of valid and active arborist and/or horticulturist certification.

- ☐ Yes. Bidder submitted a copy of valid and active arborist and/or horticulturist certification. Please complete the chart below.

Type of Certification	Certification No.	Name of Certification Holder	Valid/Active Dates	Subcontractor	Page No.*
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)**

Type of Certification	Certification No.	Name of Certification Holder	Valid/Active Dates	Subcontractor	Page No.*
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

*List the page number in the Bid containing the copy of Bidder's and/or Subcontractor(s), if any valid and active arborist and/or horticulturist certification. (Please attach additional pages, if needed.)

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

9. Bidder must affirm they have battery-electric operated hand tools to provide the services under the Scope of Work or affirm they shall obtain battery-electric operated hand tools to provide the services under the Scope of Work prior to the commencement of the contract.

Note: The use of gas-powered hand tools to provide the services under the Scope of Work is prohibited.

☐ Yes. Bidder **does** meet the equipment requirement as stated above. Please complete the Form PW-18.1, Statement of Equipment Form, demonstrating compliance with this requirement.

☐ No. Bidder **does not** meet the minimum mandatory requirement 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.**

☐ Yes. Bidder submitted proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Please complete the chart below.

Name of Registration Holder	Registration No.	Registration Dates	Expiration Dates	Page No.*

*List the page number in the Bid containing the copy of Bidder's State of California Department of Industrial Relations Public Works Contractor Registration. (Please attach additional pages, if needed.)

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)**

- ☐ No. Bidder **did not** submitted proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration.

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

Signature	Title
Firm Name	Date

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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		

PROPOSER/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.

Proposer/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 proposer/contractor and staff performing work under the Contract will be in compliance. Proposer/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, 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:

INTEGRATED PEST MANAGEMENT PROGRAM COMPLIANCE CERTIFICATION

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

PROPOSER 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.1, Scope of Work, Integrated Pest Management Program Compliance of the proposed Contract. The entire Countywide IPM Program is available at www.lacountyipm.org

Proposer acknowledges and certifies compliance with Exhibit A.1, Scope of Work, Integrated Pest Management Program Compliance of the proposed Contract and agrees that proposer or a member of its staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's IPM Program may result in rejection of any Proposal/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	\$16.62
January 1, 2022	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, 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 proposal; **OR**
- ☐ The Firm **HAS** been named in a complaint, claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

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

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

HISTORY OF DEBARMENT (Check one):

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

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

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

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- ☐ An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- ☐ A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- ☐ A debarment by a public entity listed below within the past ten years.

Print Name of Firm:	Print Name of Owner:
Print Address of Firm:	Owner's/AGENT's Authorized Signature:
City, State, Zip Code	Print Name and Title:

Public Entity Name	
Public Entity Address:	Street Address: City, State, Zip:
Case Number/Date Claim Opened:	Case Number: Date Claim Opened:
Name and Address of Claimant:	Name: Street Address: City, State, Zip:
Description of Work: (e.g., Janitorial)	
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	

☐ Additional Pages are attached for a total of _____ pages.

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	\$16.62
January 1, 2022	16.62 + CPI
January 1, 2023	Previous Year + CPI
January 1, 2024	Previous Year + CPI

For example, contractor's term cover from October 1, 2021, to December 31, 2021, the Living Wage rate is \$16.62 and from January 1, 2022, to August 31, 2022, the Living Wage rate is \$16.62+CPI; therefore, the Contractor's LW-8 for this period must be \$16.62+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 FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX
SERVICES (BRC0000252)

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																		
Onsite Supervisor (1)		8	8	8	8	8		40	2080	\$	-							
Landscaping Worker (2)		8	8	8	8	8		40	2080	\$	-							
Landscaping Worker (3)		8	8	8	8	8		40	2080	\$	-							
Landscaping Worker (4)		8	8	8	8	8		40	2080	\$	-							
List Additional Staff Below, if any:																		
								0	0	\$	-							
								0	0	\$	-							
ESTIMATED HOURS FOR ADDITIONAL WORK																		
On-Call Landscape Maintenance Worker									300	\$	-							
On-Call Irrigation Tech									200	\$	-							
On-Call Arborist									100	\$	-							
On-Call Landscape Maintenance Supervisor									200	\$	-							
Comments/Notes:									Total Salaries		\$ -							
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE <u>HIGHER</u> OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, <u>OR</u> 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)		\$ -							
									(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

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX
SERVICES (BRC0000252)**

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																		
Onsite Supervisor (1)		8	8	8	8	8		40	2080	\$	-							
Landscaping Worker (2)		8	8	8	8	8		40	2080	\$	-							
Landscaping Worker (3)		8	8	8	8	8		40	2080	\$	-							
Landscaping Worker (4)		8	8	8	8	8		40	2080	\$	-							
List Additional Staff Below, if any:																		
								0	0	\$	-							
								0	0	\$	-							
ESTIMATED HOURS FOR ADDITIONAL WORK																		
On-Call Landscape Maintenance Worker									300	\$	-							
On-Call Irrigation Tech									200	\$	-							
On-Call Arborist									100	\$	-							
On-Call Landscape Maintenance Supervisor									200	\$	-							
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 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									
									(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-8.3
OPTION YEAR 2**

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX
SERVICES (BRC0000252)**

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																		
Onsite Supervisor (1)		8	8	8	8	8		40	2080	\$	-							
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Comments/Notes:									Total Salaries		\$ -							
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									(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.

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Name of Bidder

Signature

Date

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX
SERVICES (BRC0000252)

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											
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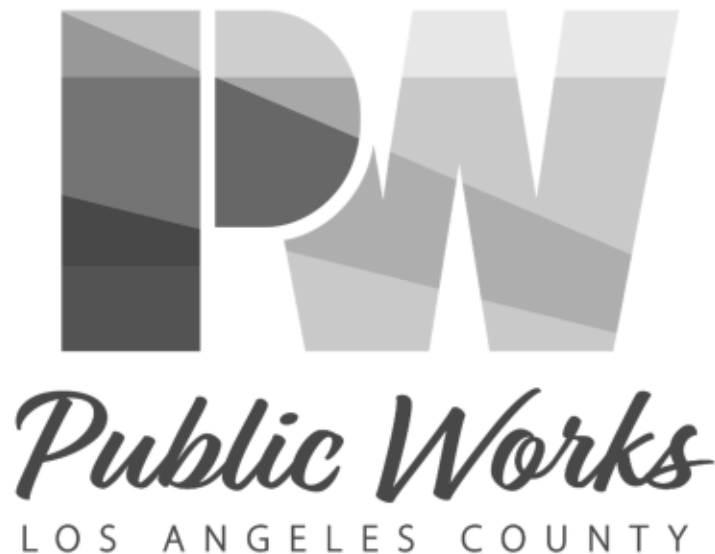
Name of Bidder

Signature

Date

Part II

Sample Agreement



BY AND BETWEEN

LOS ANGELES COUNTY
PUBLIC WORKS

AND

[NAME OF CONTRACTOR]

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC
WORKS HEADQUARTERS COMPLEX (BRC0000252)

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SAMPLE AGREEMENT FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR
PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000252)

THIS AGREEMENT, made and entered into this ____ day of _____, 2021, 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], located at [Full Address of the Contractor], (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors (Board) of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on _____, 2021, hereby agrees to provide services as described in this Contract for Landscape and Grounds Maintenance Services for Public Works HQ Complex (BRC0000252).

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.1, Performance Requirements Summary; Exhibit G.1, Bid Submission Instructions; Exhibit H, Public Works Headquarters Wellness Garden Concept Plan; Exhibit I, Public Works Headquarters Renovations Photos; Exhibit J, Public Works Headquarters Indoor Plant Locations; Exhibit K, Nesting Bird Avoidance Procedures Verification Form; Exhibit L, Public Works Site Map; Exhibit M, Planting Plan; Exhibit N, Planting Legend and Notes; and Exhibit O, Headquarters Landscape Trash Disposal Green Waste Recycling Mulch Report; the CONTRACTOR'S Statement of Qualifications and Bid Submission, all attached hereto; the Request for Statement of Qualifications (RFSQ) including Exhibits thereto; Addenda to the RFSQ, and the Invitation for Bids (IFB) and Addenda thereto, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Bid and attached hereto as Forms PW-2.1 through PW-2.4, an amount not to exceed the maximum potential contract sum of \$_____ for the entire contract period 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-2.4 rates for \$_____, not to exceed \$_____.

FOURTH: This Contract's initial term shall be for a period of one year commencing on _____, or upon the Board's approval, whichever occurs last. The COUNTY

shall have the sole option to renew this Contract term for up to three additional one-year period and six month-to-month extension, for a maximum total Contract term of four 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/or unit prices quoted in Form PW-2.1 – PW-2.4, 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 the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

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

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

TENTH: No cost-of-living adjustment 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.1 through O, 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 - Formerly 2014 PA039), 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. This CONTRACT may be signed by the parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic signatures. Electronic signatures include facsimile or e-mail electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement.

The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. Contractor and County (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile, or electronic mail, or other electronic means, (iii) are aware that the other party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 (E-SIGN) and California Uniform Electronic Transactions Act (UETA)(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, e-mail or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

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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:

RODRIGO A. CASTRO-SILVA
County Counsel

By _____
Deputy

Type/Print Name

[NAME OF CONTRACTOR]

By _____
Its President

Type/Print Name

By _____
Its Secretary

Type/Print Name

SCOPE OF WORK

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS
HEADQUARTERS COMPLEX (BRC0000252)A. Public Works Contract Manager

The Public Works Contract Manager (CM) will be Ms. Victoria Valles of our Operational Services Division, who may be contacted at (626) 458-7393, e-mail address: vvalles@pw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m. The CM is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change the CM. The Contractor will be notified in writing when there is a change in the CM.

B. Work Location

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

C. Request of Work from Contractor

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

D. Contract Cost

All services required in this Exhibit A, Scope of Work, shall be included in the price quoted by the Contractor in Forms PW-2.1-2.4, 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.

1. Lawns

- a. The Contractor shall mow the lawns (on an on-call basis) on Fridays (as required and weather permitting) to maintain a neat appearance. Lawn shall be trimmed to all walks, curb paving, headers, and shrub areas. The Contractor shall use battery-electric operated hand tools, blower, weed wackers, etc., to provide the services under this scope

-A.1-

Landscape and Grounds
Maintenance for PW HQ
(BRC0000252)

of work. **The use of gas-powered hand tools to provide the services under this scope of work is prohibited.** Contractor shall only use walk mowers with a blade diameter of 35 inches or less. Riding mowers will be allowed. Low-noise zero-emission battery-electric mowers are required where available.

Contractor shall provide a list of the types of battery-electric equipment they intend to use to provide landscaping services.

Grasscycling is a simple, natural approach to lawn care. Grass clippings are 75% to 85% water. When following grasscycling techniques, clippings quickly decompose and release nutrients to fertilize the lawn. Proper mowing, watering, and fertilizing of a lawn results in moderate turf growth, yet still produces a healthy green lawn. Never cut more than 1/3 of the actual height of grass at any one time.

Learn more by reviewing the Los Angeles County Public Works Smart Gardening Website at the following link: <https://dpw.lacounty.gov/epd/sq/gr.cfm>

Los Angeles County Smart Gardening Lawn Care and Grass Recycling Information Sheet also has additional information and can be found at the following link: https://dpw.lacounty.gov/epd/sq/tech_sheets/gr_info.pdf

Unless otherwise prohibited by law, Contractor should utilize grasscycling to save water and mitigate environmental impacts. Contractor should not cut more than one-third of actual height of grass at any one time, and shall maintain the following optimal heights of grass to maximize impact of grasscycling:

- Bermuda (Hybrid) and Seashore Paspalum: ¾"
- Bermuda (Common), Kikuyugrass, Dwarf Tall Fescue, St. Augustine, Zoysia and Blue Gramagrass: 1 ½"
- Fescue, Ryegrass and Buffalo Grass: 2 ½"

The area should be left in a neat and clean condition. See Section J of this Exhibit for more debris removal information.

- b. Contractor shall treat and control broadleaf weeds (e.g., dandelion) using the following methods. Methods for removal of weeds, turf encroachment and detailing shall incorporate only mechanical or non-restricted pesticides as a means for eradication:

- Mechanical removal must be attempted before the use of chemicals.
- Public Works has banned the use of any herbicides. **The Contractor shall consult with the Contract Manager on allowable products prior to using any chemicals.**

For more information on County Best Management Practices (BMPs) for Weed Abatement visit the following link: http://file.lacounty.gov/SDSInter/acwm/215281_WeedBMPres.pdf

The Contractor shall treat and control broadleaf weeds, for example dandelions, on an on-call basis. Contractor shall identify methods of broadleaf weed abatement and removal that Contractor uses or anticipates using. Contractor will provide a plan within 3 days of Contract execution or by agreed upon date with CM to abate and remove weeds in compliance with the County's accepted methods. As needed, Contractor shall train staff on measures needed to comply with County's directive to abate and remove weeds.

- c. Contractor shall adjust and program the irrigation system to deliver adequate soil moisture to the lawn areas as determined by a weekly inspection. Contractor shall inspect weather station and the weather-based automatic irrigation controller on a monthly basis.
- d. Contractor shall perform hand sweeping Monday through Thursday. Blowers will be allowed before 6:30 a.m. and/or during nonpopulated times. If blower is used, electric blower is required.
- e. Contractor shall assign a minimum of three on-site landscape maintenance workers (or the equivalent) to Public Works HQ Complex for eight hours a day, Monday through Friday, for all grounds maintenance work.

2. Ground Covers and Shrubs

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

undesirable growth. Hedging of shrubs is allowed only along Fremont Avenue, Orange Avenue, and Date Street. Contractor may shear using electric shear.

- d. Contractor shall clean ground cover beds weekly of all debris, leaves, branches, papers, bottles, etc.
- e. Contractor shall replace dead, missing, and unhealthy-looking ground cover plants to maintain full, even, and healthy-looking planting beds. Contractor shall submit a bid for replacement of plants to Public Works before beginning installation. The Contractor's bid shall be based on the hourly rates for landscape maintenance worker and landscape maintenance supervisor provided in Form PW-2, Schedule of Prices and the materials will be compensated according to the provisions of paragraph G, Pass-Through. Plants shall not be replaced with different types unless there is consistency in design. Please see Exhibit M, Planting Plan, and Exhibit N, Planting Legend and Notes for reference.
- f. Contractor shall regularly cultivate the open soil between plants where planting permits. Intruding weeds shall be removed by hand wherever possible. Where weed infestation is in a large area and as approved by the Department, weeds can be controlled by chemical means within limits described in Section E.1.b.

No weed control chemical shall be used in flowerbeds after they are planted for the season. Appropriate mulches, in compliance with SB1383, must be used prior to planting annuals. For more information on County Best Management Practices (BMPs) for Weed Abatement visit the following website http://file.lacounty.gov/SDSInter/acwm/215281_WeedBMPres.pdf Contractor shall identify methods of weed control used in flowerbeds after they are planted for the season and prior to planting annuals.

- g. Any compost or mulch purchased by the Contractor shall be SB 1383 compliant. Contractor is responsible for verifying that any compost or mulch comes from an SB 1383 compliant source prior to purchasing. Contractor shall provide documentation showing the quantity of mulch or compost purchased, the date of purchase, and the name and address of the facility where the compost or mulch was produced. This information will be reported on a monthly basis using the form provided in Exhibit O, HQ Landscape Trash Disposal Green Waste Recycling Mulch Report.

- h. Contractor shall maintain the drip system, clean, inspect filters, flush the system and check for any breaks quarterly. The Contractor shall inspect, repair, and replace parts on an on-call basis. The work shall be performed at the hourly rates for on-call irrigation technician provided in Form PW-2 Schedule of Prices and the materials will be compensated according to the provisions of paragraph G, Pass-Through.
- i. Contractor shall apply fertilizer twice a year or as required to stimulate growth.
- j. Contractor shall replace annuals in front of Public Works sign at the corner of Orange and Fremont Avenue, for a minimum of four times a year.
- k. Contractor shall conduct weed control throughout the parking lot in-between cracks and along parking stops a minimum of three times per month. Remove all dead weeds from the area. Work in the parking lot is to be performed on Friday's.

3. Trees

- a. Contractor shall conduct clearance pruning for all trees. Trees shall be pruned in a manner to develop (in most cases) open and even branching so as not to overlay one another to eliminate dead, diseased, or branch forks that lack strength to reduce toppling, and wind damage by thinning out and shaping.
- b. Contractor shall adhere to "Nesting Bird Avoidance" procedures prior to all tree maintenance. Refer to Exhibit K, Nesting Bird Avoidance Procedures Verification Form.
- c. Contractor shall trim trees around parking lots, fences, and roads (including hedges outside of the fences along Fremont Avenue, Orange Avenue, and Date Street) to provide sufficient bottom clearance to allow unobstructed vehicle and pedestrian traffic. Trees shall be trimmed to not obstruct view of signs.
- d. Contractor shall maintain the tree drip system, clean, inspect filters, flush the system, and check for any breaks quarterly. Inspect, repair, and replace parts on an on-call basis. The work shall be performed at the hourly rates for on-call irrigation technician provided in Form PW-2 Schedule of Prices and the materials will be compensated according to the provisions of paragraph G, Pass-Through.

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

4. Litter

- a. Contractor shall keep all walkways clear of debris from the maintenance operations, erosion run-off from storms, and irrigation or windblown debris daily.
- b. Contractor shall remove all green waste accumulated because of the Contract work. Green waste shall be recycled either at an on-site designated area for the use of mulch/compost material or taken out of the premise to a recycled green waste location preapproved by the CM. See Section K of this Exhibit for more debris removal information.
- c. Contractor shall report quantity of organic material removed from the site and name and address of the facility where material is taken. Materials should be tracked by weight and/or volume. Justification of data, including weight tickets, may be requested at any time.

Net weight should be reported in short tons. Net weight is the most accurate information because it excludes the weight of the container and/or the truck used for collection or disposal. If the weights are not available, estimate the volume of the material, then use generally accepted volume-to-weight conversions depending on the material type.

Contractor shall provide a report on the approximate quantity, weight and/or volume, of material collected and waste processing facilities to which material is taken on a monthly basis or more frequently as needed to the CM using the form provided in Exhibit O, HQ Landscape Trash Disposal Green Waste Recycling Mulch Report. Contractor shall include any additional information such as, weight tickets from recycling facilities, necessary to validate quantities of material collected.

If the weights are not available, Contractor shall estimate the volume of the material, and then use generally accepted volume-to-weight conversions depending on the material type. CM shall review and agree upon reporting system.

5. Pest Control

- a. Contractor shall inspect all plant materials for insects and diseases. Approved chemical sprays shall be applied, if required, for the following insect and disease infestations: aphids, mealybugs, mites, snails, whiteflies, gophers, fungus diseases, etc. All chemical sprays shall be approved by the CM prior to use.
- b. The preferred method of control shall be biological control or with nontoxic, biodegradable, organic materials. If stronger materials are needed, only materials that are recommended by a licensed Pest Control Advisor and are Environmental Protection Agency approved and regulated shall be used. Application of said product shall only be done under the direct supervision of a California Qualified Applicator certified by the State of California and registered with the County of Los Angeles.
- c. Contractor shall adhere to the County's Integrated Pest Management (IPM) Program. Please refer Section L of this Exhibit.
- d. All Contractor's personnel shall exercise the proper use of Personal Protective Equipment (PPE) and the proper use of chemical controls, spray equipment, and keep Material Safety Data Sheets (MSDS) on site and take any necessary prudent safety precautions.

6. Irrigation System

- a. Contractor's personnel shall inspect the irrigation systems weekly or on an on-call basis (preferably on Fridays) for broken and clogged heads, malfunctioning, or leaking valves or any other condition, which hampers the correct operation of the system. Contractor shall

sequence operation of the system. Automatic irrigation controls, sprinkler heads, and control valves requiring repairs shall be reported to Facilities Management immediately so that necessary action can be taken.

- b. Contractor shall clean, inspect the filters, flush the system, and check for any breaks quarterly. The Contractor shall inspect, repair, and replace parts on an on-call basis. The work shall be performed at the hourly rates for on-call irrigation technician provided in Form PW-2, Schedule of Prices and the materials will be compensated according to the provisions of paragraph G, Pass-Through.
- c. Contractor shall adjust and clean sprinkler heads, risers, Polyvinyl Chloride (PVC) piping, and automatic or manual sprinkler control valves to maintain the system in an efficient operating condition. Sprinkler heads shall be adjusted a minimum of once a month to provide even water coverage to planted areas. At no additional cost, the Contractor shall replace the following sprinkler parts as required to maintain the irrigation system in fully operative condition: PVC plastic pipe, fittings, nozzles, rotor pop-ups, control valves, and sprinkler heads. Also, at no additional cost, the Contractor should replace and repair the following parts: major piping (up stream of automatic control valves), control valves, sprinkler heads, and irrigation controllers due to normal wear and tear as required maintaining functionality of the irrigation system. Contractor shall maintain and replace low voltage wiring from controllers to valves as needed to maintain efficient operations.
- d. Contractor shall eliminate excessive over spray and misting, over pressurization, misalignment or tilted spray heads, or other malfunction and/or out-of-adjustment condition, which results in unreasonable waste of potable water.
- e. Contractor shall program the automatic irrigation controllers to deliver adequate soil moisture as determined by monthly (or more) personal inspection. Specific care shall be taken to keep irrigation runoff to a minimum. Contractor shall turn off the irrigation system or the irrigation clocks during rainy weather or high moisture periods where watering is not required.

7. Indoor Plants

Contractor shall provide upkeep for various predetermined indoor plants, which shall be part of the regular duties of the employees assigned for grounds maintenance work. Contractor shall have knowledge as to the care

and upkeep for various predetermined indoor plants. Replace plants or other potting soil amendments (on an on-call basis). A list of the indoor plant locations is in Exhibit J, Public Works Headquarters Indoor Plant Locations.

8. Inspection and Workmanship

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

Any plant material/trees that die due to Contractor's improper maintenance procedures shall be replaced by the Contractor up to a maximum 20-gallon size at no cost to Public Works. Damages to trees and other plant materials due to circumstances beyond the control of the Contractor will be remedied by Public Works.

F. Additional Work

1. The CM may authorize the Contractor to perform additional work including, but not limited to, repairs and replacements when the need for such work arises out of unforeseen incidents such as vandalism, acts of God, and third-party negligence, or improvements in order to add new, modify existing, or to refurbish existing landscaping and irrigation systems. If the CM determines such additional work can be obtained in whole or in part by temporarily modifying the Contractor's tasks and work schedules, he or she may direct such modification.
2. Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and

2.1-2.4). The hourly labor rates quoted in the estimate shall be in accordance with the rate in the Forms PW-2.1-2.4, Schedule of Prices, Item B, On-Call Services. No markups are allowed. No additional work shall commence without written authorization from the CM. However, when a condition threatens imminent injury to the public or damage to property, the CM may orally authorize the work to be performed upon receiving an oral estimate from the Contractor. Within 24 hours after receiving an oral authorization, the Contractor shall submit a written estimate to the CM for approval.

3. All additional work provided herein shall commence on the specified date established. The Contractor shall proceed diligently to complete said work within the time allotted.

G. Pass-Through

County recognizes that during the term of this Contract, there may be costs for parts, materials or equipment that is not identified elsewhere in this Contract. Such costs may be eligible for compensation as pass-through costs. In order to be eligible for pass-through costs, the Contractor shall present a quotation for the cost of the parts, materials and/or equipment, without mark-up to the PWR for consideration within 5 working days from the time of discovering the need for additional parts, materials and/or equipment. The Contractor shall obtain PWR's approval of the work to be performed and cost, in writing, prior to commencing of any work. Claims for payment of pass-through costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices.

H. Hours and Days of Service

Hours and services shall be primarily performed within the 5 a.m. to 4 p.m., time period, Monday through Friday, each week, except County observed holidays, at which time the service shall be done before or after such holiday. Work hours may be altered, when necessary, with the approval of the CM.

Holidays Observed by the County of Los Angeles are:

New Year's Day	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

I. Utilities

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

J. Storage Facilities

Public Works will provide a small area for a storage shed the Contractor may keep on-site. Public Works will not be liable or responsible for any damage, by whatever means, or theft of materials or equipment from the worksite. If chemicals, gasoline, or gasoline operated equipment will be stored in the shed those items shall be secured in an approved Flammable Cabinet. Flammable cabinet shall meet or exceed the NFPA Flammable Liquid Code #30 and the OSHA standard 1910.106 for storage of class I, II and III liquids. FM approved.

K. Removal of Debris

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

As of January 1, 2020, the use of green waste as alternative daily cover does not constitute diversion through recycling and will be considered disposal for purposes of measuring a jurisdiction's 50% per capita disposal rate. Also, as of January 1, 2022, all organic waste including green waste must be diverted from landfills and recycled per Senate Bill (SB) 1383.

Contractor shall not dispose of green waste material(s) in a landfill. Contractor shall identify means for proper management, through composting, recycling, or reuse, of green waste materials, such as vegetative cuttings, shrubs, brushes, grasses, tree trimmings, and prunings.

All such materials collected must be managed onsite or taken to an approved organic processing facility. If the composting or organic processing facility is off-site, then the contractor shall provide the County with contact and location information for the facility. If the composting or organic processing facility is on-site at the generating facility, the contractor shall train facility staff in managing the green waste and facility implementation to compost the acceptable materials.

Contractor shall identify and use methods of green waste recycling to ensure the materials are not disposed in a landfill. Methods could include, but are not limited to, "grasscycling," on site composting, or utilizing a composting or organics processing facility. Contractor shall also report to the CM on quantities of green waste hauled away from County facilities and green waste reused onsite. Under no circumstances is green waste allowed to be disposed of in solid waste dumpsters onsite. As needed, Contractor shall train staff on measures needed to comply with County's directive to recycle green waste.

Efforts must be made to eliminate materials such as paper or plastic that are found within landscaping and green waste. Periodically audit green waste bins for contamination if applicable. Review results with facilities staff. Lock green waste bins to reduce non-essential access.

Contractor shall identify methods of preventing contamination, segregating paper or plastic found in landscaping waste, or removing debris such that those items do not end up contaminating green waste. Contractor shall provide a report to the CM as to methods they have used to prevent contamination of green waste. As needed, Contractor shall train Contractor's staff on measures needed to comply with County's directive to prevent contamination of green waste.

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

L. Special Safety Requirements

1. All Contractor's operators shall be expected to observe all applicable State of California Occupational Safety, Health Administration (Cal/OSHA), and Public Works' safety requirements while at Public Works' jobsites.
2. Hard hats and reflective vests will be worn at as required. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.
3. Contractor shall inspect and identify any condition that renders any portion of the premises unsafe. Contractor shall notify the CM immediately when a condition threatens imminent injury to the publics or damage to property. The Contractor shall be responsible for blocking any unsafe areas by using barricades or traffic cones to alert the public of the existence of hazards, and to protect members of the public or others from injury. The Contractor

shall cooperate fully with Public Works in the investigation of any accidental injury or death occurring on the premises, including a complete written report to the CM within five days following the occurrence.

4. Special emphasis shall be placed on public safety during landscape maintenance operations, particularly when adjacent to roadways, sidewalks, and bicycle trails. Contractor shall be responsible for providing all necessary safety measures to ensure public safety within the limits of or adjacent to each particular landscape maintenance operation.

Contractor shall do the following for safety issues:

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

M. 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. 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 the Department, 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.).

N. Maps

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

O. Responsibilities of the Contractor

1. The Contractor shall furnish all labor, materials, tools, equipment, transportation, mulch, fertilizer, insecticides, herbicides, and other items needed to perform landscape maintenance work as outlined.
2. All work shall be performed in accordance with accepted horticultural standards of quality and workmanship to maintain the landscape in the highest possible aesthetic condition. Please see Exhibit I, Public Works Headquarters Renovations Photos for reference.

3. Contractor shall provide landscape personnel with the skills and experience necessary to perform the various landscape activities for the full performance of this work.
4. Contractor shall provide at a minimum the following number of staff as indicated below:
 - a. Three on-site landscape maintenance workers for eight hours per day, Monday through Friday
 - b. One on-site landscape maintenance supervisor for eight hours per day, Monday through Friday
5. Contractor must register annually with each County Agricultural Commissioner in those areas they plan to do work.
6. Contractor must provide annual Pesticide Handler Training to its employee working on this Contract.
7. Contractor must store the pesticides properly.
8. All pesticide, rodenticide, herbicide, and other such chemical application shall be under the direct supervision of a supervisor or employee with a valid and active California Qualified Applicator certified by the State of California and registered with the County of Los Angeles.
9. Contractor shall possess a valid and active C27 – Landscaping Contractor's license, California Qualified Applicator license, and California Pest Control Business license throughout the term of the Contract.
10. Contractor shall have a minimum of 3 years of experience providing landscape maintenance services.
11. Contractor's onsite supervisor assigned to this contract shall have a minimum of 3 years of experience providing landscape maintenance services
12. Contractor shall possess a valid and active State of California Department of Pesticide Regulation Pest Control business license.
13. Contractor's employee assigned to this project shall possess a valid and active State of California Agricultural Pest Control Qualified Applicator license.

14. Contractor shall possess valid and active arborist and/or horticulturist certification.
15. Maintain and ensure the use battery-electric operated hand tools to provide the services under this Scope of Work. **The use of gas-powered hand tools to provide the services under this Scope of Work is prohibited.**
16. Contractor must maintain a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5.
17. Contractor's on-site supervisor shall speak, read, write, and understand English.
18. Contractor's employees must wear uniforms and photo I.D. badges at all times while on the job.
19. Contractor shall use reasonable efforts to initiate environmentally sustainable practices for environmental and energy conservation benefits during landscape maintenance activities. Environmentally sustainable practices include, but are not limited to the following:
 - Integrated pest management
 - Use of native plants
 - Grasscycling
 - Drip irrigation
 - Composting
20. Contractor shall sustain the Wellness Garden to promote a healthy area to relax and reduce stress. Smell fragrant flowers and plants to promote mental and physical benefits. Please see Exhibit H, Public Works Headquarters Wellness Garden Concept Plan.
21. Quarterly, Contractor shall identify and report such practices to the CM; at no additional cost to the County. The quarterly report shall indicate the source of environmentally preferable products consistent with the below materials. In general, environmentally preferable products and services are those that would have a reduced effect on human health and the environment when compared with competing products and services. Criteria for sustainable purchases and practices when sourcing products and raw materials include:
 - a. Made from renewable materials
 - b. Recycled content

- c. Reusable
- d. Reduced packaging
- e. Refurbished
- f. Heavy metal free (i.e., no lead, mercury, cadmium)
- g. Reduced greenhouse gas emission
- h. Low volatile organic compound (VOC) content

P. Responsibilities of Public Works

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

Q. 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.

R. Gratuities

1. 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.
2. 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.

3. Among other items, such improper consideration may take the form of cash; discounts; services; and the provision of travel, entertainment, or tangible gifts.
4. 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.

R. Liquidated Damages

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

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

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

SCHEDULE OF PRICES
(FORMS PW-2.1 – 2.4)

[TO BE DETERMINED]

STAFFING PLAN AND COST METHODOLOGY
(FORMS LW-8.1 – 8.4)

[TO BE DETERMINED]

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 Request for Statement of Qualifications for Landscape and Grounds Maintenance Services (2014-SQPA001 - Formerly 2014-PA039) for the above Exhibits, and Addenda 1-6 to be incorporated herein 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 O, inclusive, of this Contract (Exhibits A-O) and this PRS, Exhibits A-O shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-O, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
A. SCOPE OF WORK				
1. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.	\$500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Violation of the National Pollutant Discharge Elimination System	Discharge of debris into storm drains and/or gutter.	\$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
B. REPORTS/DOCUMENTATIONS				
1. Special Reports As Needed (Arborist)	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	
C. EMPLOYEES				
1. Contractor's Employee Criminal Background Investigation	Prior to the start of the contract and continuation of the contract the contractor shall certify all employees who are in a designated sensitive position	\$100 per employee per day who is not certified as passing the background check.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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

PERFORMANCE REQUIREMENTS SUMMARY

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

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
	has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract. Employees who <u>do not</u> pass or is not certified shall be immediately removed.			
2. Employees Well Oriented To Job	Employees must have thorough knowledge of facility and its needs.	\$50 per error resulting from lack of orientation; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Staffing	Staffing levels are equal or exceed contract requirements.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Photo I.D. Badges	Photo I.D. Badges worn by all employees on the job at all times.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Uniform	Uniforms worn by all day time employees on the job.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Training program	Document training of each employee.	\$250 per untrained employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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

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

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

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

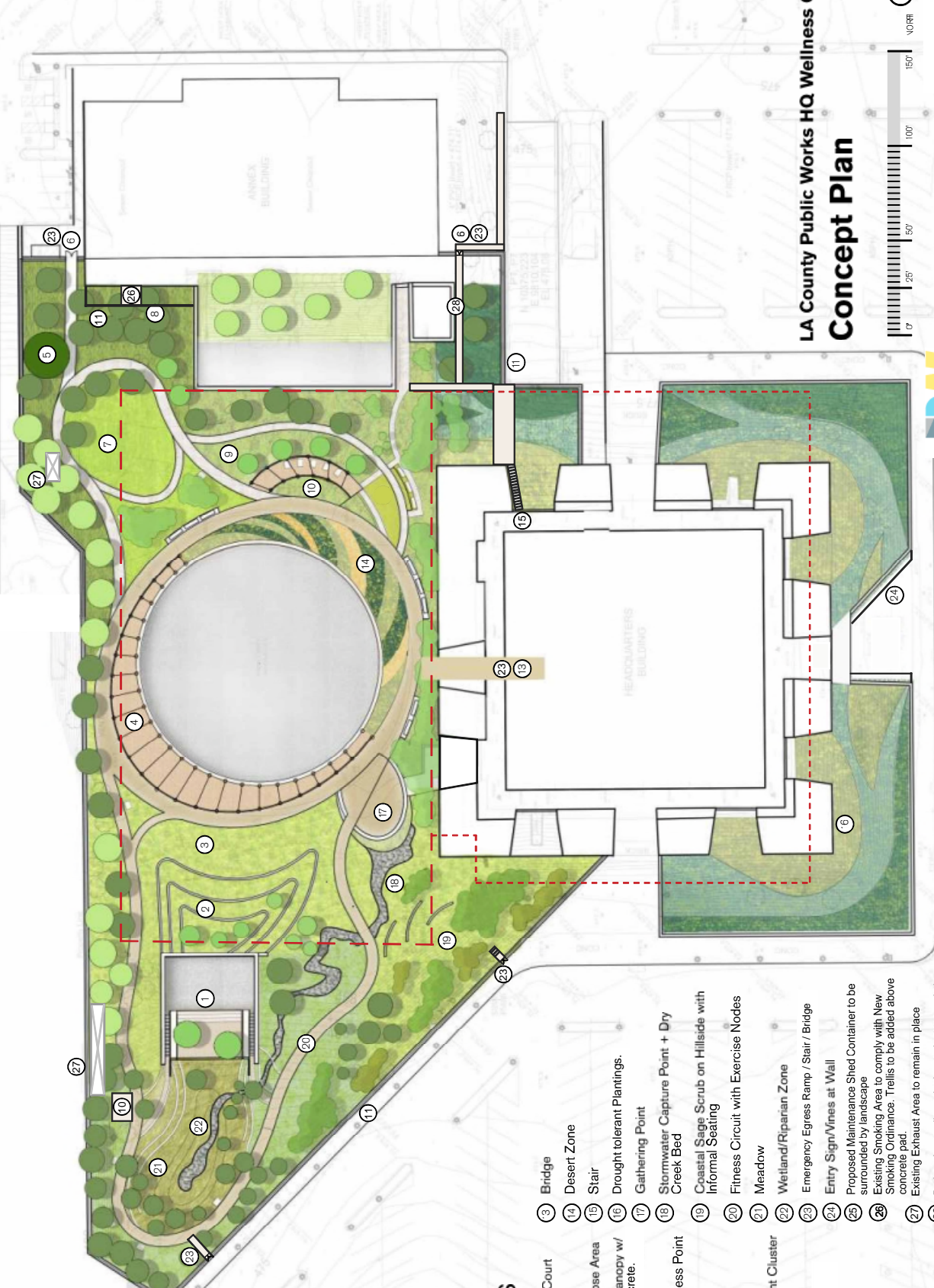
Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
5. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA)	\$500 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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

Exhibit G.1: Bid Submission Instructions

See RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001 - Formerly 2014-PA039) and Addenda 1-6 for the above Exhibit that is incorporated here by reference.



KEYNOTES

- 1 Expanded West Court
- 2 Amphitheater
- 3 Yoga/Multi-Purpose Area
- 4 Central Shade Canopy w/ Cast in place concrete.
- 5 Existing Trees
- 6 Secure ADA Access Point
- 7 Grassland
- 8 Woodland
- 9 Chaparral Zone
- 10 Fitness Equipment Cluster
- 11 Perimeter Fence
- 12 Bridge
- 13 Desert Zone
- 14 Stair
- 15 Drought tolerant Plantings.
- 16 Gathering Point
- 17 Stormwater Capture Point + Dry Creek Bed
- 18 Coastal Sage Scrub on Hillside with Informal Seating
- 19 Fitness Circuit with Exercise Nodes
- 20 Meadow
- 21 Wetland/Riparian Zone
- 22 Emergency Egress Ramp / Stair / Bridge
- 23 Entry Sign/Vines at Wall
- 24 Proposed Maintenance Shed Container to be surrounded by landscape
- 25 Existing Smoking Area to comply with New Smoking Ordinance. Trellis to be added above concrete pad.
- 26 Existing Exhaust Area to remain in place
- 27 Pedestal controller to be located next to existing irrigation controller.
- 28

LA County Public Works HQ Wellness Garden Concept Plan











INDOOR PLANT LOCATIONS
FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AT
PUBLIC WORKS HEADQUARTERS COMPLEX

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

NAME/TITLE: _____
PROJECT LOCATION: _____DATE: _____
TYPE OF ACTIVITY: _____**NESTING BIRD AVOIDANCE PROCEDURES VERIFICATION FORM**

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

Only to be filled out during the nesting bird season

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

Step 1: Consider the Season Yes ☐ No ☐

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

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

Step 2: Approach with Caution Yes ☐ No ☐

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

Step 3: Stop and Watch Yes ☐ No ☐

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

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

Step 4: Search for Nest Yes ☐ No ☐

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

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

Step 5: Establish Protective Buffer Yes ☐ No ☐

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

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

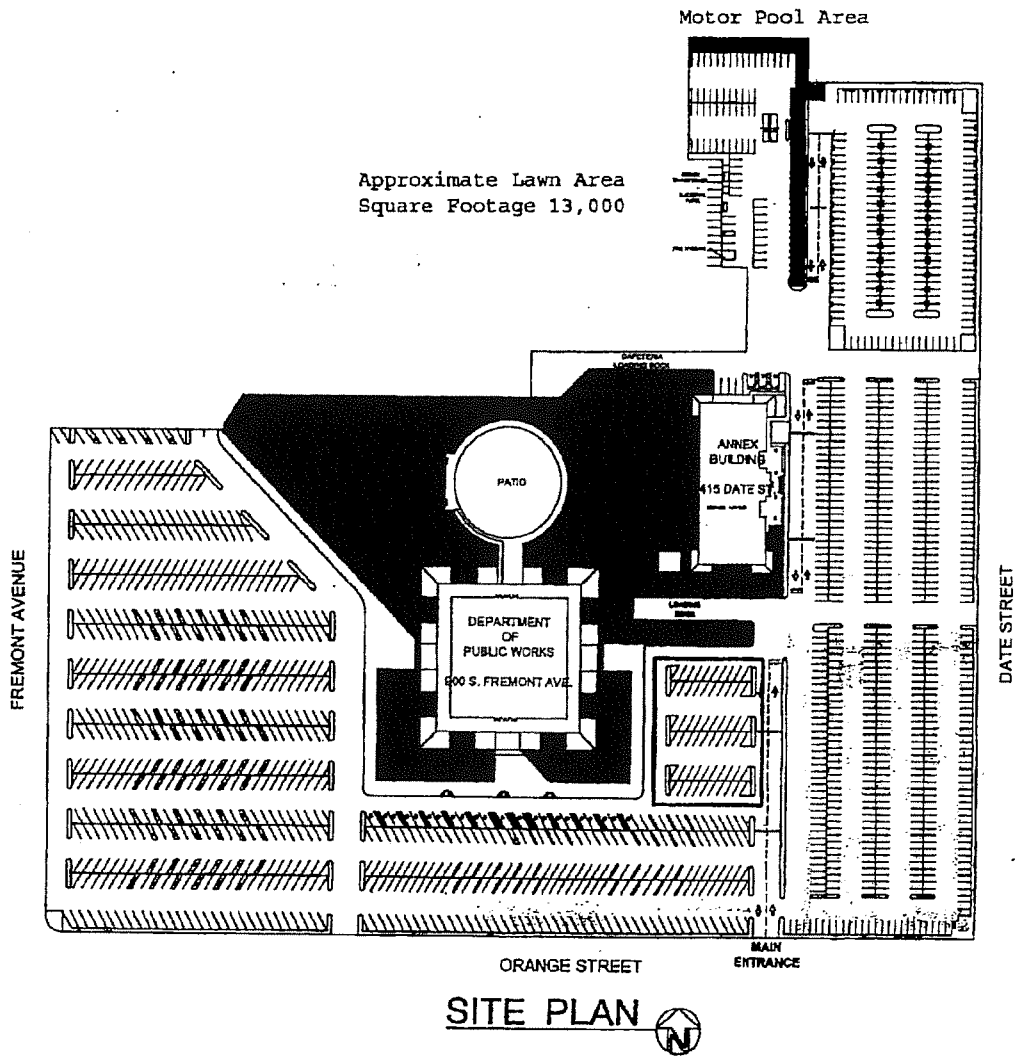
RESULTS:

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

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

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

PUBLIC WORKS SITE MAP





HMC Architects

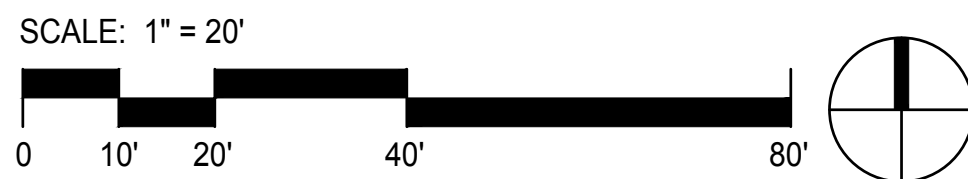
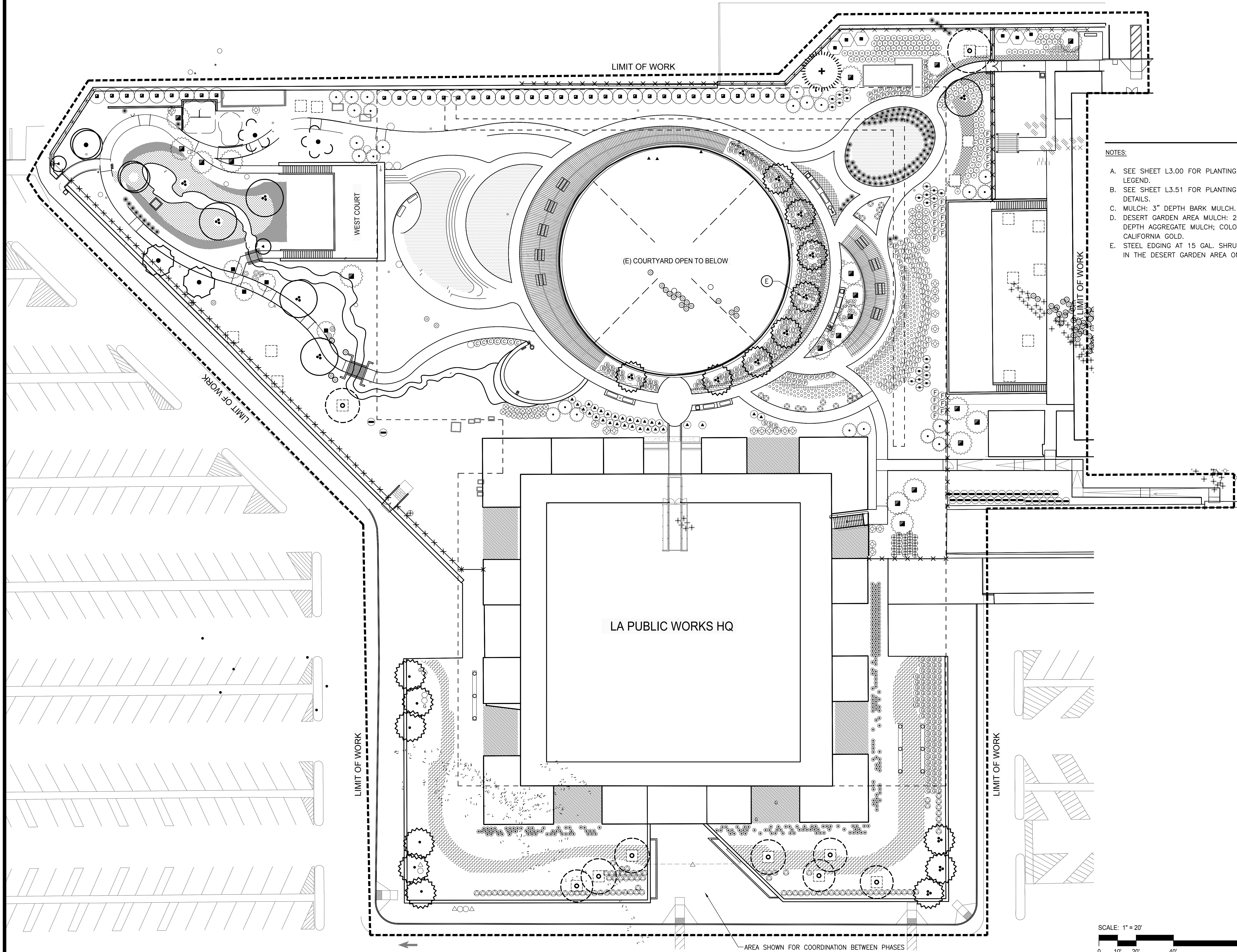
2308046000

633 W. 5TH STREET, THIRD FLOOR
LOS ANGELES, CA 90071
T: 213 542 6300 / www.hmcarchitects.com

ISSUED	DATE
75% CD	07/24/19
95% CD	09/26/19
95% CD RESUBMITTAL	10/17/19
PERMIT SET	10/31/19
BACK CHECK SUBMITTAL	02/13/20
PLAN CHECK SUBMITTAL	03/24/20
2ND BACK CHECK SUBMITTAL	04/20/20

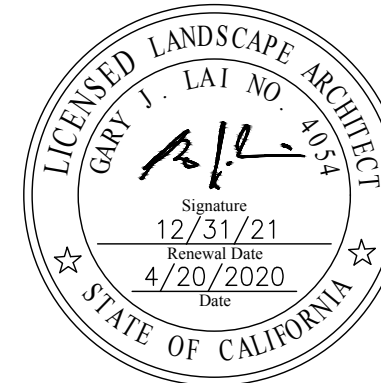
NOTES:

- A. SEE SHEET L3.00 FOR PLANTING LEGEND.
- B. SEE SHEET L3.51 FOR PLANTING DETAILS.
- C. MULCH: 3" DEPTH BARK MULCH.
- D. DESERT GARDEN AREA MULCH: 2" DEPTH AGGREGATE MULCH; COLOR: CALIFORNIA GOLD.
- E. STEEL EDGING AT 15 GAL. SHRUBS IN THE DESERT GARDEN AREA ONLY.



AHBE M I G

617 WEST SEVENTH STREET, SUITE 304
LOS ANGELES, CALIFORNIA 90017
T: 213.694.3800 F: 213.694.3801



Agency
Approval:

File No.:

Facility:

PUBLIC WORKS - LOS ANGELES COUNTY
900 S. FREMONT AVE. ALHAMBRA, CA 91803

Project:
PW HEADQUARTERS BUILDING
LANDSCAPE RENOVATION

Sheet:
PLANTING PLAN

Date: 04/20/2020

Client Project No.: 2308046000

Sheet:

L3.11

FINE GRADING NOTES

1. FINE GRADING SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT IN THE FIELD PRIOR TO IRRIGATION INSTALLATION, SOIL PREPARATION AND PLANTING. ALL PLANTING AREAS SHALL BE GRADES TO THE ELEVATIONS INDICATED ON THE CIVIL ENGINEER'S PLANS.
2. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2% DRAINAGE AWAY FROM ALL BUILDINGS, STRUCTURES, AND WALLS. FINISHED GRADES SHALL BE SMOOTHED TO ELIMINATE PUDDLING OR STANDING WATER.
3. EXCESS SOIL FROM LANDSCAPE GRADING TO BE REMOVED AND DISPOSED OF OFF-SITE BY CONTRACTOR.
4. REFER TO CIVIL ENGINEER'S DRAWINGS FOR GRADING AND DRAINAGE INFORMATION AND OTHER RELATED NON-LANDSCAPE WORK. VERIFY ON-SITE AND REPORT DISCREPANCIES TO LANDSCAPE ARCHITECT BEFORE START OF ANY WORK ON THIS CONTRACT.
5. COMPACTED SOIL IN ALL PLANTING AREAS SHALL BE RIPPED TO A DEPTH OF EIGHTEEN (18) INCHES PRIOR TO SOIL AMENDMENT WORK.

PLANTING NOTES:

1. THE PLANTING PLAN IS DIAGRAMMATIC. ALL PLANT LOCATIONS ARE APPROXIMATE. ON CENTER SPACING AND SYMBOLS TAKE PRECEDENCE OVER PLANT QUANTITIES SPECIFIED. QUANTITIES, IF SHOWN ON THE PLANTING PLAN ARE APPROXIMATE AND ARE FOR REFERENCE ONLY. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF DISCREPANCIES BETWEEN QUANTITIES AND THE SYMBOLS SHOWN. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL PLANT COUNTS AND SQUARE FOOTAGES.
2. TREE LOCATION MAY BE ADJUSTED TO AVOID CONFLICTS WITH UNDERGROUND UTILITIES. CONSULT WITH LANDSCAPE ARCHITECT OR OWNER'S REPRESENTATIVE PRIOR TO ADJUSTMENT OF TREE LOCATIONS, ESPECIALLY THOSE ARRANGED ON A SPECIFIED MODULE OR IN A GRID PATTERN.
3. CONTRACTOR SHALL SUBMIT SOIL SAMPLES FOR TESTING, TO INCLUDE PERCOLATION AND AGRICULTURAL SUITABILITY TESTS PER THE SPECIFICATIONS. SUBMIT SOIL TEST RESULTS AND RECOMMENDATIONS TO LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO SOIL PREPARATION. THIS REQUIREMENT APPLIES TO ALL SOILS AND CONDITIONS WITHIN THIS PROJECT. REFER TO SPECIFICATIONS FOR FURTHER REQUIREMENTS.
4. THE TYPE OF SOIL IS SUITABLE FOR ALL THE PROPOSED PLANTS IN THIS LANDSCAPE. FOLLOW RECOMMENDATIONS FOR SOIL AMENDMENTS PER THE SOILS REPORT.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REVIEW AND COORDINATION OF ALL DRAWINGS AND SPECIFICATIONS PRIOR TO THE START OF CONSTRUCTION. ANY DISCREPANCIES THAT OCCUR SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT, LANDSCAPE ARCHITECT, OR THE ENGINEER, PRIOR TO THE START OF CONSTRUCTION. SO THAT A CLARIFICATION CAN BE ISSUED.
6. CONTRACTOR SHALL GIVE NOTICE OF PLANTING (3) BUSINESS DAYS PRIOR TO INSTALLATION. CONTRACTOR SHALL LAY OUT PLANT MATERIAL PRIOR TO INSTALLATION FOR LANDSCAPE ARCHITECT'S REVIEW AND APPROVAL.
 - a. CENTERPOINTS OF TREES SHOULD BE STAKED WITH GRADE LATH STAKES. CONTAINER SIZE AND PLANT NAME SHALL BE NOTED ON EACH STAKE.
 - b. SHRUBS SHALL BE PLACED IN THEIR "FINAL" LOCATIONS.
 - c. LANDSCAPE ARCHITECT HAS THE RIGHT TO ADJUST PLANT LOCATIONS AND SPACING UPON REVIEWING IN THE FIELD.
 - d. ALL PLANTED AREAS TO BE WEED FREE PRIOR TO PLANTING.
7. IF CONFLICTS ARISE BETWEEN ACTUAL SIZE OF PLANTING AREAS ON-SITE AND THOSE AREAS INDICATED ON DRAWINGS, CONTACT THE LA COUNTY PUBLIC WORKS PROJECT REPRESENTATIVE FOR RESOLUTION. FAILURE TO MAKE SUCH CONFLICTS KNOW TO THE PUBLIC WORKS PROJECT REPRESENTATIVE IN A TIMELY FASHION MAY RESULT IN CONTRACTOR'S OWN LIABILITY TO RELOCATE PLANT MATERIALS.
8. REFER TO PLANTING DETAILS FOR ALL INSTALLATION AND STAKING REQUIREMENTS.
9. ALL TREES LOCATED WITHIN 5' OF PAVEMENT OR STRUCTURES ARE TO HAVE ROOT CONTROL BARRIERS INSTALLED AT TIME OF PLANTING. UNLESS OTHERWISE SPECIFIED, A 12' LONG X 2' DEEP LINEAR BARRIER SHALL BE INSTALLED AT EDGE OF PAVEMENT/STRUCTURE, WITH LENGTH CENTERED AT THE TREE TRUNK.
10. NURSERY STAKES ARE TO BE REMOVED AFTER PLANTING TREES AND STAKING OR GUYING AS SHOWN ON PLANS AND AS DIRECTED BY LANDSCAPE ARCHITECT.
11. CONTRACTOR IS RESPONSIBLE FOR PRUNING TREES AS DIRECTED BY LANDSCAPE ARCHITECT. NO PRUNING IS TO BE DONE UNLESS DIRECTED.
12. TRIANGULAR SPACE GROUNDCOVERS AND SHRUBS, UNLESS OTHERWISE INDICATED ON DRAWINGS.
13. SEE DETAIL FOR PLACEMENT OF SHRUBS IN IRREGULARLY SHAPED PLANTING AREAS.
14. MULCH ALL AREAS (EXCEPT TURF, SLOPES 2:1 AND GREATER, ROOTED CUTTINGS, AND AS NOTED ON PLANS) WITH 3" LAYER OF SPECIFIED MATERIAL.
15. ALL SLOPES 2:1 OR GREATER ARE TO BE STABILIZED WITH JUTE MESH PRIOR TO PLANTING. DO NOT INSTALL JUTE MESH ON SEEDED SLOPES. SEE SPECIFICATIONS.
16. WHERE GROUNDCOVER IS SHOWN ON PLANS: GROUNDCOVER PLANTING CONTINUES UNDER SHRUBS AND TREES AT SPECIFIED SPACING. DO NOT PLANT GROUNDCOVER IN SHRUB/TREE WATERING BASINS.
17. CONTRACTOR SHALL MAINTAIN ALL PLANTING FOR A PERIOD OF NINETY (90) DAYS AFTER COMPLETION AND ACCEPTANCE BY LANDSCAPE ARCHITECT, UNLESS OTHERWISE NOTED IN SPECIFICATIONS. ALL AREAS SHOULD BE KEPT CLEAN, WATERED AND WEED-FREE. PRIOR TO END OF MAINTENANCE PERIOD, LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE A FINAL WALKTHROUGH INSPECTION BY LANDSCAPE ARCHITECT. OWNER MUST ACCEPT ALL MAINTAINED AREAS IN WRITING PRIOR TO END OF MAINTENANCE PERIOD. OWNER SHALL BE RESPONSIBLE FOR FUTURE MAINTENANCE AFTER THE MAINTENANCE PERIOD AND FINAL WALK THROUGH.
19. TREE CANOPIES ARE SHOWN IN FULL MATURITY.

TREE LEGEND:

SYMBOL	BOTANICAL NAME "COMMON NAME"	SIZE (HTxSPR)	WUCOLS	PLANT ZONE	COMMENTS	DETAIL
	ACER MACROPHYLLUM "BIG LEAF MAPLE"	36" BOX	MODERATE	WETLAND & RIPARIAN	STANDARD	SEE DETAILS 1,2/L3.51
	CERCIS OCCIDENTALIS "WESTERN REDBUD"	15 GAL.	LOW	COASTAL SAGE SCRUB & CA DROUGHT TOL.	LOW BRANCHING	SEE DETAILS 2,3/L3.51
	CERCIDIUM HYBRID "DESERT MUSEUM" "DESERT MUSEUM PALO VERDE"	15 GAL.	VERY LOW	DESERT & CA DROUGHT TOLERANT	LOW BRANCHING	SEE DETAILS 2,3/L3.51
	PINUS MURICATA "BISHOP PINE"	24" BOX	LOW	WOODLAND	STANDARD	SEE DETAILS 1,2/L3.51
	PLATANUS RACEMOSA "CALIFORNIA SYCAMORE"	24" BOX 15 GAL.	MODERATE	WETLAND & COASTAL SAGE SCRUB	MULTI-STEMMED	SEE DETAIL 1,2/L3.51
	POPULUS FREMONTII "COTTONWOOD"	36" BOX	MODERATE	WETLAND & RIPARIAN	STANDARD	1,2/L3.51
	ALNUS RHOMBIFOLIA "WHITE ALDER"	36" BOX	MODERATE	WETLAND & RIPARIAN	MULTI-STEMMED	SEE DETAILS 1,2/L3.51



Public Works
LOS ANGELES COUNTY

HMC Architects

2308046000

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LOS ANGELES, CA 90071
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ISSUED	DATE
75% CD	07/24/19
85% CD	09/26/19
95% CD RESUBMITTAL	10/17/19
PERMIT SET	10/31/19
BACK CHECK SUBMITTAL	02/13/20
PLAN CHECK SUBMITTAL	03/24/20
2ND BACK CHECK SUBMITTAL	04/20/20

AHBE

M I G

617 WEST SEVENTH STREET, SUITE 304
LOS ANGELES, CALIFORNIA 90017
T: 213.694.3800 F: 213.694.3801

LICENSED LANDSCAPE ARCHITECT

CHRY J. LAI NO. 4014

Signature:

Expires: 12/31/21

Renewed: 3/27/2020

State of California

Agency
Approval:

File No.:

Facility:

PUBLIC WORKS - LOS ANGELES COUNTY
900 S. FREMONT AVE. ALHAMBRA, CA 91803

Project:
PW HEADQUARTERS BUILDING
LANDSCAPE RENOVATION

Sheet:
PLANTING LEGEND & NOTES

Date: 04/20/2020 Client Project No.: 2308046000


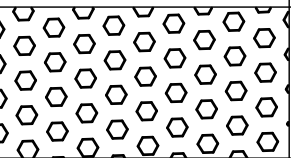
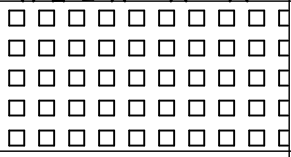
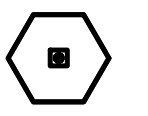
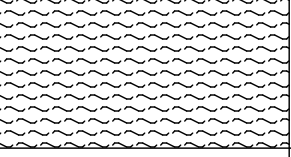
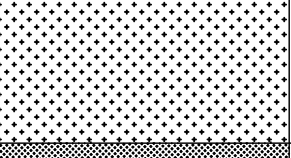
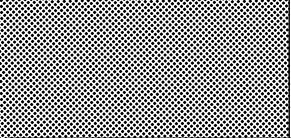
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SHRUB, VINE & GROUND COVER LEGEND:

SYMBOL	BOTANICAL NAME "COMMON NAME"	SIZE (HTxSPR)	WUCOLS	PLANT ZONE	DETAIL
○	AGAVE AMERICANA VAR. MEDIO ' DWARF ALABA' "DWARF WHITE-STRIPED CENTURY PLANT"	5 GAL ⊗48" OC	VERY LOW	DESERT	SEE DETAILS 4,6/L3.51
○	AGAVE 'BLUE GLOW' "BLUE GLOW"	5 GAL ⊗36" OC	VERY LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
	AGAVE DESMETTIANA 'VARIEGATA' "VARIEGATED SMOOTH AGAVE"	5 GAL ⊗36" OC	VERY LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
	ALOE 'BLUE ELF' "BLUE ELF ALOE"	1 GAL ⊗24" OC	VERY LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
	ADENOSTOMA FASCICULATUM "CHAMISE"	15 GAL ⊗96" OC	VERY LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
	ANIGOZANTHOS BUSH MIX "KANGAROO PAW" TANGO/GARNET/GOLD 30% EA.	5 GAL ⊗24" OC	LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
○	ARCTOSTAPHYLOS 'JOHN DOURLEY' "JOHN DOURLEY MANZANITA"	5 GAL ⊗36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊕	ARCTOSTAPHYLOS UVA-URSI 'POINT REYES' "BEARBERRY"	5 GAL ⊗42" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
○	ARCTOSTAPHYLOS 'PACIFIC MIST' "PACIFIC MIST MANZANITA"	5 GAL ⊗42" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊗	ARTEMISIA CALIFORNICA CANYON GREY "CANYON GREY TRAILING SAGEBRUSH"	5 GAL ⊗ 36" OC	VERY LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
	BACCHARIS PILULARIS 'PIGEON POINT' "PIGEON POINT DWARF COYOTE BRUSH"	5 GAL ⊗36" OC	LOW	COASTAL SAGE SCRUB	SEE DETAILS 4,6/L3.51
	BOUTELOUA DACTYLOIDES "BUFFALO GRASS"	SOD	LOW	YOGA/ AMPHITHEATER	SEE DETAILS 4,6/L3.51
	BOUTELOUA GRACILIS 'BLOND AMBITION' "BLUE GRAMA"	1 GAL ⊗18" OC	LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
○	CARPENTERIA CALIFORNICA 'ELIZABETH' "ELIZABETH BUSH ANENOME"	5 GAL ⊗ 36" OC	MODERATE	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
○	CEANOTHUS 'CENTENNIAL' "CENTENNIAL WILD LILAC"	5 GAL ⊗ 36" OC	LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
○	CEANOTHUS GRISEUS 'EBBETS FIELD' "EBBETS FIELD WILD LILAC"	5 GAL ⊗ 36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊗	CEANOTHUS MARITIMUS 'POPCORN' "POPCORN WILD LILAC"	5 GAL ⊗ 36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
○	CEANOTHUS GRISEUS 'POINT SAL' "POINT SAL WILD LILAC"	5 GAL ⊗ 36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊗	CEANOTHUS GRISEUS HORIZONTALIS "YANKEE POINT CARMEL MOUNTAIN LILAC"	5 GAL ⊗ 48" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
	CEANOTHUS RAY HARTMAN "MOUNTAIN LILAC"	5 GAL ⊗ 120" OC	LOW	GRASSLAND	SEE DETAILS 4,6/L3.51
	DIANELLA REVOLUTA "LITTLE REV FLAX LILY"	2 GAL ⊗18" OC	LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
⊗	ECHINOCACTUS GRUSONII "GOLDEN BARREL CACTUS"	5 GAL ⊗ 36" OC	VERY LOW	DESERT	SEE DETAILS 4,6/L3.51
○	EPILOBIUM CANUM "CALIFORNIA FUSCIA"	2 GAL ⊗30" OC	LOW	WETLAND	SEE DETAILS 4,6/L3.51
⊗	ERIOGONUM FASCICULATUM "CALIFORNIA BUCKWHEAT"	2 GAL ⊗30" OC	VERY LOW	COASTAL SAGE SCRUB & WETLAND	SEE DETAILS 4,6/L3.51
	FREMONTODENDRON KEN TAYLOR "KEN TAYLOR FLANNEL BUSH"	5 GAL ⊗ 48" OC	VERY LOW	WOODLAND & CHAPARRAL	SEE DETAILS 4,6/L3.51
○	GREVILLEA LANIGERA "WOLLY GREVILLEA"	5 GAL ⊗ 36" OC	LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
○	HESPERALOE PARVIFLORA "RED YUCCA"	5 GAL ⊗ 36" OC	LOW	DESERT	SEE DETAILS 4,6/L3.51
	HEUCHERA 'CANYON PINK' "CANYON PINK' CORAL BELLS"	1GAL ⊗ 12" OC	MODERATE	CHAPARRAL & WOODLAND	SEE DETAILS 4,6/L3.51
○	JUNCUS PATENS "CALIFORNIA GRAY RUSH"	2 GAL ⊗ 24" OC	LOW	COASTAL SAGE SCRUB & WETLAND	SEE DETAILS 4,6/L3.51
⊗	LEYMUS CONDENSATUS 'CANYON PRINCE' "CANYON PRINCE WILD RYE"	5 GAL ⊗ 36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51

SHRUB, VINE & GROUND COVER LEGEND:

SYMBOL	BOTANICAL NAME "COMMON NAME"	SIZE (HTxSPR)	WUCOLS	PLANT ZONE	DETAIL
	HETEROMELES ARBUTIFOLIA TOYON "TOYON"	15 GAL ⊗ 96" OC	VERY LOW	COASTAL SAGE SCRUB & RIPARIAN	SEE DETAILS 4,6/L3.51
○	IRIS DOUGLASIANA "DOUGLAS IRIS"	1 GAL ⊗ 18" OC	LOW	COASTAL SAGE SCRUB & RIPARIAN	SEE DETAILS 4,6/L3.51
	KECKIELLA CORDIFOLIA "HEARTLEAF PENSTEMON"	1 GAL ⊗ 18" OC	LOW	CHAPARRAL	SEE DETAILS 4,6/L3.51
	MIMULUS 'JELLYBEAN' MIX "MONKEYFLOWER" YELLOW/ORANGE/RED 30% EA.	1 GAL ⊗ 18" OC	LOW	CHAPARRAL	SEE DETAILS 4,6/L3.51
☼	MUHLENBERGIA RIGENS "DEERGRASS"	5 GAL ⊗ 36" OC	LOW	RIPARIAN & WOODLAND	SEE DETAILS 4,6/L3.51
☼	OPUNTIA BASILARIS "BEAVERTAIL CACTUS"	5 GAL ⊗ 48" OC	VERY LOW	DESERT	SEE DETAILS 4,6/L3.51
○	PENSTEMON HETEROPHYLLUS 'MARGARITA BOP' "FOOTHILL PENSTEMON"	1 GAL ⊗18" OC	LOW	CHAPARRAL & WOODLAND	SEE DETAILS 4,6/L3.51
⊖	SALVIA APIANA X CLELANDII VIKI ROMO WHITE SAGE	5 GAL ⊗48" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊕	SALVIA CLEVELANDII 'WINNIFRED GILMAN' "BLUE CLEVELAND SAGE"	5 GAL ⊗48" OC	VERY LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊗	SALVIA LEUCOPHYLLA POINT SAL "POINT SAL PUPLE SAGE"	5 GAL ⊗36" OC	VERY LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊗	SALVIA SPATHACEA 'LAS PILITAS' "HUMMINGBIRD SAGE"	5 GAL ⊗36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
⊗	SALVIA X 'DARA'S CHOICE' "DARA'S CHOICE CREEPING SAGE"	5 GAL ⊗36" OC	LOW	COASTAL SAGE SCRUB & CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
	SAMBUCUS MEXICANA "MEXICAN ELDERBERRY"	15 GAL ⊗96" OC	LOW	WOODLAND	SEE DETAILS 4,6/L3.51
	SENECIO MANDRALISCAE (KLEINIA) "BLUE CHOPSTICKS"	1 GAL ⊗18" OC	VERY LOW	DESERT	SEE DETAILS 4,6/L3.51
①	TRICHOSTEMA LANATUM "WOLLY BLUE CURLS"	5 GAL ⊗36" OC	LOW	COASTAL SAGE SCRUB & CHAPARRAL	SEE DETAILS 4,6/L3.51
○	WESTRINGIA FRUTICOSA 'MUNDI' "LOW COAST ROSEMARY"	5 GAL ⊗30" OC	LOW	CA DROUGHT TOLERANT	SEE DETAILS 4,6/L3.51
	CA NATIVE FOOTHILL SEED MIX (TREE OF LIFE NURSERY OR APPROVED EQUAL).	MIN. 20 LBS/ACRE	VERY LOW	WETLAND	SEE DETAILS 4,6/L3.51
	CAREX PRAEGRACILIS CLUSTERED FIELD SEDGE	4" POTS ⊗ 12" O.C.	MODERATE	WETLAND	SEE DETAILS 4,6/L3.51



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900 S. FREMONT AVE. ALHAMBRA, CA 91803

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**PW HEADQUARTERS BUILDING
LANDSCAPE RENOVATION**

Sheet:
PLANTING LEGEND & NOTES

Date: 04/20/2020

Client Project No.: 2308046000

Sheet:

L3.01



Date Submitted: _____

Page: _____ of _____

**LOS ANGELES COUNTY
PUBLIC WORKS
OPERATIONAL SERVICES DIVISION**

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX - TRASH
DISPOSAL, GREEN WASTE RECYCLING, MULCH USE REPORT**

DATE	FACILITY	TONS OF GREEN WASTE	TONS OF TRASH	DISPOSAL OR RECYCLING FACILITY NAME & ADDRESS
EXAMPLE	PW HQ	10	NA	RJ'S CHIPPING AND GRINDING, 99 IMPERIAL HYW
EXAMPLE	PW HQ	NA	2	SCHOLL CANYON LANDFILL

SB 1383 MULCH AND COMPOST USE INFORMATION

USE DATE	FACILITY	MULCH USED (CY.)	BUSINESS NAME & ADDRESS PURCHASED
EXAMPLE	PW HQ	5	LA COUNTY MULCH AND COMPOST DEPOT 555 E LA AVENUE, LA COUNTY, 90210

Name of Contractor's Representative

Signature of Contractor's Representative