

**REQUEST FOR PROPOSAL This Is Not An Order - Make A Copy For Your File - Return Original**

<u>Sacramento Regional County Sanitation District</u> <u>(Regional San)</u> <u>and</u> <u>Sacramento Area Sewer District (SASD)</u>		Issue Date	June 3, 2019	
		Bid Number	<b>RFP 8341</b>	
C O N T R A C T O R			Return your Bid in envelope, sealed and clearly marked on outside with Bid number and date shown above to:	
			Sacramento Regional County Sanitation District 8521 Laguna Station Road Elk Grove, CA 95758	
			Proposals must be received and logged in prior to the date and time indicated. Proposals will not be accepted after 3:00 P.M. on:	
			<b>July 3, 2019</b>	
		For Additional Information Contact		
		<b>BUYER:</b>	Tamblynn Stewart	
		<b>PHONE:</b>	916 875-9014	

***FAILURE TO SIGN THIS SECTION MAY DISQUALIFY YOUR RESPONSE***

The undersigned offers and agrees to furnish the articles and/or services listed in this document at the prices and terms stated, subject to the General Conditions of this Request for Proposal:

Firm Name	Date
Signature	Telephone
Printed Name	FAX
Federal Tax Identification Number:	Email

**Landscaping Services**

For services to be rendered at multiple locations: SRWTP – Sacramento Regional Wastewater Treatment Plant, 8521 Laguna Station Road, Elk Grove, CA 95758; SASD, 10060 Goethe Road, Sacramento, CA 95827; SASD – NACY, 5026 Don Julio Blvd., Sacramento, CA 95842; and other associated facilities to be defined in RFP body.

## NOTICE TO CONTRACTORS

**NOTICE IS HEREBY GIVEN THAT** the Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD) invite sealed proposals from qualified landscaping services firms to perform the duties as specified in Request for Proposal No. 8341. The work for these services will be performed at the facilities of the Sacramento Regional Sanitation District and the Sacramento Area Sewer District.

Sealed Proposals for Request for Proposal No. 8341 to provide Landscaping Services will be received at:

Sacramento Regional County Sanitation District  
Purchasing & Material Support  
8521 Laguna Station Road  
Elk Grove, CA 95758  
Attention: RFP#8341

Any Proposer who wishes its proposal to be considered is responsible for making certain that its proposal is actually delivered to the aforementioned Purchasing Office. Proposals shall be addressed to:

Sacramento Regional County Sanitation District  
Purchasing & Material Support  
8521 Laguna Station Road  
Elk Grove, CA 95758  
ATTN: RFP#8341

The Purchasing Manager reserves the right to reject any or all proposals and waive any irregularity in proposals received.

**KEY ACTION DATES**

RFP Issuing Date	June 3, 2019
Pre-Proposal meetings: SASD South & N19 Arden Sewage Pumping Station	June 17, 2019, 9:30AM*
SASD NACY & N53 Van Maren Pump Station	June 18, 2019, 9:30AM*
SRWTP & Freeport Dechlorination Facility	June 19, 2019, 9:30AM*
RFP Questions Deadline:	June 24, 2019, 3PM
Proposal Due Date	July 3, 2019, 3PM
Proposal Evaluation Completion	July 16, 2019**
Intent to Award / Notification	July 17, 2019**
Contract(s) Begins	July 27, 2019**

\*Mandatory site visits at all locations are required by all potential contractors, on **June 17, 2019 at 9:30am** at the Sacramento Area Sewer District (South), 10060 Goethe Road, Sacramento, CA 95827;

**June 18, 2019 at 9:30am** at the SASD, North Area Corporation Yard, 5026 Don Julio Blvd., Sacramento, CA 95842;

**June 19, 2019 at 9:30am** at the Sacramento Regional Wastewater Treatment Plant, 8521 Laguna Station Road, Elk Grove, CA 95758;

The site visits for the remaining facilities are incorporated into the above dates.

\*\*Date(s) subject to change at Regional San and SASD's discretion.

## INTRODUCTION

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**INVITATION** – The Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD), invites Responses which offer to provide the goods and/or services identified on the Cover Sheet.

**DEFINITIONS** - We intend to express our expectations clearly, and they are to be legally interpreted in our favor. Certain words are used throughout this document.

**We/Us/Our:** are terms which refer to the Sacramento Regional County Sanitation District (REGIONAL SAN) and Sacramento Area Sewer District (SASD), duly organized public entities. They may also be used as pronouns for various subsets of the Districts organization, including, as the context will indicate:

*District(s):* – Sacramento Regional County Sanitation District (REGIONAL SAN) and Sacramento Area Sewer District (SASD).

**You/Your:** are terms which refer to businesses having some sort of relationship to or with us. The term may apply differently as the context will indicate. For instance, “you” as a Contractor will have different obligations than “you” as a Bidder or Supplier will have:

*Proposer* - A business entity submitting a Response to this request for proposal. Suppliers which may express interest in this RFP, but which do not submit a Response, have no obligations with respect to the bid requirements.

*District:* Sacramento Regional County Sanitation District and Sacramento Area Sewer District.

*Contractor:* The person or persons, firm, partnership, joint venture, corporation, or combination thereof, private or municipal, who has entered into a contract as defined in these Specifications with Regional San and SASD as party or parties of the second part of their legal representatives.

*Contractor’s Representative:* Any Contractor’s employee above the level of Foreman, who is directly responsible for the work.

*District Representative:* The Sacramento District Agency designated representative or his authorized representative.

*Facility Site Representative:* Regional San and SASD’s authorized representative.

*Work:* All the work specified, indicated, shown, or contemplated in the contract to construct the improvement, including all alterations, amendments, or extensions thereto made by contract change order or other written orders of the Engineer.

*Subcontractor:* Any party or parties entering into a subcontract with the Contractor or another Subcontractor to perform work on the site. The obligations of the Contractor, where set forth in this Specification, shall also apply to the Subcontractor.

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*Subcontract:* An agreement between Contractor and Subcontractor or between Subcontractors at any level for a portion of the work under this Specification.

*Items of Work:*

The construction, materials, payment, etc., for items of work shown in the Proposal, and on the plans, but not specifically mentioned in these Special Provisions are referred to the Standard Construction Specifications for conformance.

**RFP** - This entire document, including attachments.

**Response** - The written, signed and sealed document submitted according to the RFP instructions. Response does not include any verbal or documentary interaction you may have with us apart from submittal of a formal response.

**RFP CLARIFICATION** - Questions regarding this RFP should be directed in writing to the Issuing Officer specified on the Cover Sheet. Answers, citing the question, but not identifying the questioner, will be distributed simultaneously to all known prospective Proposers.

**RFP Amendment** - If it becomes evident that this RFP must be amended, we will issue a formal written amendment to all known prospective Proposers.

**Proposer's Responsibility** – Regional San and SASD expect you to be thoroughly familiar with all specifications and requirements of this RFP. Your failure or omission to examine any relevant form, article, site or document will not relieve you from any obligation regarding this RFP. By submitting a Response, you are presumed to concur with all terms, conditions and specifications of this RFP.

**AWARD** – Award will be made to the proposer that proposes the best value to Regional San and SASDs. The Sacramento Area Sewer District and the Sacramento Regional County Sanitation District, reserve the right to award a contract for Landscaping Services, to a single contractor for both Districts, or each District may choose its own separate landscaping contractor.

- Proposers are advised to submit their proposals with the objective of obtaining contracting with both Districts.

**CONTRACT EXECUTION** - This RFP and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth.

**Protests:** After receipt of Regional San and SASD's "Intent to Award" notice, any proposer who has questions or concerns should immediately contact the Issuing Officer for discussion. Any proposer who believes that they have grounds for a protest must submit a written protest on company letterhead within three (3) business days after the Intent to Award letter has been sent out. Any protest letter must state the specific grounds for protest and the actions being requested of Regional San and SASD.

**No protest received after 4:00 p.m. on the 3rd business day shall be accepted.**

If any County holiday falls within the 3 business day protest response period the protest acceptance period will be extended by the holiday(s). For example, if the Intent to Award notice is issued on a Friday, a protest must be received by Wednesday at 4 p.m. Should any of the 3 days be a County holiday the deadline will be extended by the number of holidays occurring during the 3 business day protest response period.

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**Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising the Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the Proposer's Response (as it may be clarified);
- 3) the provisions of the RFP (as it may be supplemented);
- 4) the provisions of Regional San and SASDs Standard Specifications.

**CLAIMS** - Claims for \$375,000 or less shall be in accordance with Section 20104 of the Public Contract Code.

**ISSUING OFFICER** - The issuing officer and mailing address to send Proposals, question, and all other correspondence concerning this RFP is:

Tamblynn Stewart  
Sr. Contract Services Officer  
Sacramento County Regional Sanitation District  
8521 Laguna Station Road  
Elk Grove, CA 95758  
(916) 875-9014

**CONTRACTOR EXAMINATION OF THIS RFP/QUESTIONS** - Contractor shall examine carefully the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the system needs through discussion and visits with Regional San and SASD.

If contractors discover an ambiguity, conflict, discrepancy, omission or other errors in the RFP, they shall immediately notify the Issuing Officer of such error in writing and request modification of the document. Modifications shall be made by addenda.

Contractors requiring clarification of the intent or content of this RFP or on procedural matters regarding the proposal process may request clarification by contacting the Issuing Officer identified above.

**SUBMISSION OF PROPOSALS** - Proposals should be prepared in such a way as to provide a straight forward, concise delineation of capabilities to satisfy the requirements of the RFP.

Expensive binding, colored displays, promotional materials, etc., are not necessary or desired.

Emphasis should be concentrated on conformance and clarity of content. Contractor proposals shall be completed in all respects as indicated. A bid may be rejected if it is conditional or incomplete, or if it contains irregularities of any kind.

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system may be rejected. If, in the opinion of Regional San and SASD, such information was intended to mislead Regional San and SASD in its evaluation of the Proposal and the attribute, condition or capability as a requirement of the RFP, the bid shall be rejected.

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The bid must be signed by an individual who is authorized to bind the proposing firm contractually. The signature should indicate the title or position that the individual holds in the firm. Firms who sign their contracts with the name of the firm must provide the name of the corporate officer for signature validation by Regional San and SASD. An unsigned Proposal shall be rejected.

**CASH DISCOUNT TERMS** - For purposes of evaluation and award only, terms of less than 30 days will be considered as “NET” 30.

**SAFETY REQUIREMENTS** - All services and merchandise must comply with current California State Division of Industrial Safety Orders and O.S.H.A.

**TERMINATION** - Any contract resulting from this request may be terminated by Regional San and SASD upon 30 days advance notice in writing.

**CONTRACT TERM** - Any contract resulting from this RFP shall be for a three-year period (anticipated 2019-2022) commencing with contract award. Regional San reserves the right to extend any resulting contract(s) for two additional one-year terms. Renewals for the fourth and fifth year will be per mutual agreement between Regional San and the contractor.

**ACCEPTANCE AND REJECTION OF PROPOSALS** - Regional San and SASD reserves the right:

- To reject any or all Proposals, or any part thereof;
- To waive any informality in the Proposal;
- To accept the Proposal that is in the best interest of Regional San and SASD.

**Regional San and SASD’s decision shall be final.**

### **Required Proposal Submittal Pages**

Only the pages listed below are necessary to return with proposal submittals

RFP Cover Page	1
Base Proposal Response	45
Extra Work Schedule	47
Task Proposal Pages	48 through 53
Company Profile & Exceptions	54
References	55
Designated Subcontractors	56



**Independent Contractor:**

- a. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor's assigned personnel shall not be entitled to any benefits payable to employees of County. Regional San and SASD are not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this agreement; and as an independent contractor, Contractor hereby indemnifies and holds Regional San and SASD harmless from any and all claims that may be made against Regional San and SASD based upon any contention by any third party that an employer-employee relationship exists due to this agreement.
- b. It is further understood and agreed by the parties hereto that Contractor in the performance of its obligation hereunder is subject to the control or direction of Regional San and SASD as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by Contractor for accomplishing the results.
- c. If, in the performance of this agreement, any third persons are employed by Contractor, such person shall be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor.
- d. It is further understood and agreed that as an independent contractor and not an employee of Regional San and SASD neither the Contractor nor Contractor's assigned personnel shall have any entitlement as a Regional San or SASD employee, right to act on behalf of Regional San and SASD in any capacity whatsoever as agent, nor to bind Regional San and SASD to any obligation whatsoever.
- e. It is further understood and agreed that Contractor must issue W-2 and 941 Forms for income and employment tax purposes, for all of Contractor's assigned personnel under the terms and conditions of this agreement.

**Codes and Legal Requirements:**

- (a) All reference to codes, specifications, and standards in the contract documents shall mean, and are intended to be, the latest editions, amendments, and/or revisions of such reference documents in effect, as of the date of this contract.
- (b) Authorities shall apply the minimum work requirements available to any work done for this project. Nothing described in these contract documents shall be construed to permit work not conforming to the most stringent of applicable codes and regulations.
- (c) When contract documents call for materials or construction of better quality or larger size than required by applicable codes, laws, rules or regulations, the contract documents shall take precedence.

**Payroll Records:**

Attention is directed to Section 1776 of the Labor Code of the State of California. Regulations complementing said Section 1776 are located in Section 16000 and Sections 16400 through 16403 of Title 8, California

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Administrative Code. The Contractor is required to comply with the provisions of Section 1776 of said Labor Code. The Contractor shall also be responsible for compliance by their subcontractors.

**Prevailing Wage:**

Sacramento Regional County Sanitation District will follow the current policy as put forth by the Director of the California Department of Industrial Relations as a Labor Compliance Program, in accordance with Section 1771.5 of the California Labor Code. This is a maintenance project in accordance with Section 1771.5 of the California Labor Code.

Pursuant to California Labor Code Section 1720 and following, and Section 1770 and following, the successful bidder shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations.

Pursuant to California Contract Code Section 22300, the Contractor may, at its own expense, substitute securities for any money being withheld by Regional San and SASD to ensure performance under this contract.

Pursuant to Section 1770, and following of the California Labor Code, the Contractor shall pay not less than the prevailing rate of per diem wages determined by the Director of the California Department of Industrial Relations. Copies of the prevailing wage determinations are on file at the Office of the Clerk of the Board, District Administration Center, 700 "H" Street, Suite 2450, Sacramento, CA 95814. Those copies shall be made available to any interested party on request.

**Protection of Roadway Facilities:**

It shall be the responsibility of the Contractor to protect existing culverts, railings, signs and all other roadway appurtenances, which are to remain and be incorporated into the maintenance work area. Facilities damaged due to the Contractor's operations shall be repaired or replaced, as directed by the Facility Site Representative at the Contractor's expense.

**Protection of Existing Facilities and Plant Material:**

The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages, to public or private property, caused by the Contractor's personnel or equipment will promptly be repaired to the condition existing before the damage. If, in the opinion of the Facility Site Representative, repair is not possible, the damaged property, facilities or plant material will be replaced in kind and size. All costs for such repairs or replacements shall be the sole responsibility of the Contractor.

**Existing Utilities:**

Attention is directed to Section G6-14, "Existing Utilities", of the Standard Construction Specifications, and these Special Provisions.

The toll-free number for Underground Service Alert (U.S.A.) is (800) 642-2444. The Contractor is required to call this number two working days (48 hours) in advance of performing excavation work.

The Contractor shall take adequate measures to insure that their operations do not harm any existing underground facilities not specifically mentioned, or shown on the plans.

**Qualifications:**

The work is to be performed by a landscape contractor, licensed by the State of California. The license shall be **C-27**.

Landscape contractor must have at least three years professional experience maintaining large, formal landscapes with a campus size of at least three acres.

**The Contractor shall be aware of and shall comply with Regional San and SASD ordinances governing landscape maintenance work and traffic control regulations during work, as applicable to individual locations being maintained. The Contractor shall furnish all labor, materials and equipment necessary to perform the work described herein.**

**Regulations and Conduct of Work:**

The Contractor shall plan and conduct the work to comply with local, State, and Federal government agencies applicable rules, regulations, codes, and ordinances to adequately safeguard persons and property from injury. The Contractor shall direct the performance of the work in compliance with reasonable safety regulations and work practices, and with applicable federal, state, and local laws, rules, and regulations including but not limited to "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor, and Safety Orders of the California Division of Industrial Safety.

**Personnel:**

All work shall be performed by qualified and trained personnel with a minimum of one (1) year of experience in grounds maintenance work. Experience must include use of gardening tools and operation of commonly used equipment. All workers shall be neat and orderly in appearance.

**Supervision:**

The Contractor shall provide a competent supervisor or lead worker during all times that work is being performed with the authority to represent and act for the Contractor in any matter pertaining to this contract. The Contractor shall furnish the names and contact numbers of all such supervisors to the Facility Site Representative prior to the commencement of this contract and further advise of any changes. Supervisors must be reachable in the field by the Facility Site Representative and able to communicate effectively with the Facility Site Representative.

**Dismissal of Unsatisfactory Employees:**

Attention is directed to Section G5-15 of the Standard Construction Specifications. The Contractor shall only furnish workers who are competent and skilled for work under this contract. If, in the opinion of the Facility Site Representative, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the contract specifications, threatens or uses abusive language while on Regional San and SASD property, does not meet safety requirements or is otherwise unsatisfactory, that employee shall be removed from all work under this contract. Contractor shall remove an unsatisfactory employee from contract sites immediately following notification.

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Failure by the Contractor to remove an unsatisfactory employee from contract sites within **one** week of notification will result in withholding of payment. Failure by the contractor to permanently replace an unsatisfactory employee will result in formal written warning (30-day notice) to the Contractor specifying that the employee must be replaced. Failure by the Contractor to replace an unsatisfactory employee within the 30-day time period may result in termination of this contract.

In the event of termination, Regional San and SASD shall be liable only for payment of those services performed and accepted by Regional San and SASD prior to the date of termination; and the Contractor and his surety shall be liable and assessed for any and all costs for the re-procurement of the contract services.

**Recycling:**

Per AB 1826, contractor will recycle the green waste it collects from Regional San and SASD facilities. Green waste includes landscape and pruning waste such as but not limited to grass clippings, leaves, branches, flower trimmings, hedge trimmings, and weeds. Use of the green waste at a landfill for alternative daily cover (ADC) is not an acceptable means of recycling the green waste collected from Regional San and SASD facilities

**PAYMENT:**

At the end of each month the Contractor shall submit an invoice to Regional San and SASD for monthly maintenance and for unscheduled (extra) work, approved by Regional San and SASD.

Contractor shall submit monthly maintenance billing to include:

- Invoice Number
- Invoice Date
- Contract Number
- Location of Service (site specific plan number)
- Service Provided: (monthly service with month/year to month/year)
- Contract Shipping Order (CSO), provided by respective District Accounts Payable

Contractor shall submit unscheduled (extra) work billing to include:

- Invoice Number
- Invoice Date
- Contract Number
- Location of Service (site specific plan number)
- Service Provided Contract Shipping Order (CSO), provided by respective District Accounts Payable

Billing shall be submitted in duplicate to the respective Districts at the following addresses:

<b>Sacramento Regional County Sanitation District</b>	and	<b>Sacramento Area Sewer District</b>
8521 Laguna Station Road		10060 Goethe Road
Elk Grove, CA 95758		Sacramento, CA 95827
ATTN: Accounts Payable		ATTN: Dianne Livingston

**Withholding Of Payment:**

The Facility Site Representative will report in writing to the Contractor any work deemed as not meeting requirements of the specifications. If the Contractor does not respond to deficiencies within 7 days of the

written notification, Regional San and SASD will either withhold monthly payments or percentages thereof or have the work completed by and another means deduct the cost of the work from the Contractors payments.

**FAILURE TO PERFORM:**

If the Contractor fails to perform in accordance with the terms and conditions of this contract, the Facility Site Representative will specify the reasons and locations as applicable by email to the Contractor's Representative. Failure by the Contractor to correct any unsatisfactory deficiencies within one week of notification will result in withholding of payment. Failure by the Contractor to correct any unsatisfactory deficiencies within ten (10) days will result in formal written warning (30-day notice) to the contractor specifying that such deficiencies must be corrected. **Failure by the contractor to correct such deficiencies within the 30-day specified time period may result in termination of this contract.**

In the event of termination, Regional San and SASD shall be liable only for payment of those services performed and accepted by Regional San and SASD prior to the date of termination; and the Contractor and his surety shall be liable and assessed for any and all costs for the re-procurement of the contract services.

**Inspection:**

The Facility Site Representative will inspect the work site following Contractor's performance of weekly maintenance activities. The Facility Site Representative will inform the Contractor by telephone of urgent deficiencies for immediate attention or repairs. Notification regarding other deficiencies that require attention by Contractor will be reported via an email from the Facility Site Representative to the Contractor's Representative. The Contractor will be required to electronically respond to all such correspondence within 7 days of issuance by the Facility Site Representative. Responses shall clearly indicate how and when deficiencies have been or will be addressed.

**Work Authorization:**

Whenever work above and beyond that stipulated in the "Maintenance Bid Items" is necessary, the Contractor will notify the Facility Site Representative, in writing, of the work needed, the not to exceed cost of the work, and a schedule for completing the work. No payment for extra materials or labor will be made unless previously authorized by a Regional San or SASD representative.

**SITE INSPECTION/PLAN REVIEW:**

Bidders are required to become familiar with the scope of work required before submitting bids. Failure to visit the site(s) will not constitute a basis for claims for extra or additional work caused by bidder's lack of knowledge of condition of the site(s), or the scope of the work. Bidders are responsible for familiarizing themselves with the areas.

**AREA CHANGES:**

Regional San and SASD reserves the right to add, delete or change areas under this contract and may do so upon giving written notification to the Contractor. If these changes cause an increase or a reduction in the maintenance costs of this contract, said costs shall be readjusted and incorporated into this contract. Costs for additional turf and/or planting area maintenance shall be readjusted at rates bid for Extra Work Bid Items.

**AWARD:**

Regional San and SASD will award to the contractor who presents the greatest value, in our view, to Regional San and SASD from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by Regional San and SASD to be in the best interest of Regional San and SASD. Thus, the result will not be determined by price alone but by evaluation of all appendix items requested.

**Evaluation and Award:**

The evaluation team will consist of two from SASD, one representative from Regional San, and one representative from the Outlying Pumping Stations. Bids will be evaluated in three phases, as follows:

**Phase 1:**

In phase 1, proposals will be examined as to whether or not the proposers understood and responded in accordance with the following requirements:

1. Attendance by the proposer at a pre-proposal walk-through site inspection of REGIONAL SAN and SASD sites.
2. Proper completion and submittal of required proposal documents.

Proposers who did not respond in accordance with any of the above requirements will be immediately disqualified.

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**PHASE 2:**

In phase 2, proposals that were not disqualified in phase 1 will be evaluated and scored using the table below. Representatives of SASD and REGIONAL SAN will evaluate this proposal for their own facilities on a 100 point basis. The evaluations will then be averaged to determine the best overall proposals.

<b><u>EVALUATION CRITERIA</u></b>	<b><u>MAXIMUM POINTS</u></b>	<b><u>SCORE</u></b>
<b>Qualification</b> <ul style="list-style-type: none"> <li>· Experience</li> <li>· Cost - Pricing</li> <li>· References               <ul style="list-style-type: none"> <li>· Quality of service</li> <li>· Promptness of service</li> <li>· Reliability/dependability</li> </ul> </li> </ul>	40	
<b>Capacity/Capabilities</b> <ul style="list-style-type: none"> <li>· Equipment</li> <li>· Staff</li> </ul>	30	
<b>Work Plan: SASD South, Goethe Road</b> <ul style="list-style-type: none"> <li>· Schedule</li> <li>· Task frequency</li> <li>· Technique</li> <li>· Products</li> </ul>	30	
<b>Work Plan SASD NACY</b> <ul style="list-style-type: none"> <li>· Schedule</li> <li>· Task frequency</li> <li>· Technique</li> <li>· Products</li> </ul>	30	
<b>Work Plan SRCSD / SRWTP Facilities, including Freeport Dechlorination Facility</b> <ul style="list-style-type: none"> <li>· Schedule</li> <li>· Task frequency</li> <li>· Technique</li> <li>· Products</li> </ul>	30	
<b>Work Plan: Interceptor Pumping Stations</b> <ul style="list-style-type: none"> <li>· Schedule</li> <li>· Task frequency</li> <li>· Technique</li> <li>· Products</li> </ul>	30	
	<u>Total score 190</u>	

**Phase 3:**

In phase 3, those proposers with a score of less than 75 will be disqualified. The strongest Company Profile and best pricing will determine the successful proposer from all of those with a score of 75 or greater.

## DISTRICT INSURANCE REQUIREMENTS

Without limiting CONTRACTOR'S indemnification, CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by CONTRACTOR, its agents, representatives or employees. Regional San and SASD shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the Regional San and SASD Risk Manager, insurance provisions in these requirements do not provide adequate protection for Regional San and SASD and for members of the public, Regional San and SASD may require CONTRACTOR to obtain insurance sufficient in coverage, form and amount to provide adequate protection. Regional San and SASD requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

### 1. Verification of Coverage

CONTRACTOR shall furnish Regional San and SASD with certificates evidencing coverage required below. **Copies of required endorsements must be attached to provided certificates.** The Regional San and SASD Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of Regional San and SASD and the general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by Regional San and SASD before performance commences. Regional San and SASD reserves the right to require that CONTRACTOR provide complete, certified copies of any policy of insurance including endorsements offered in compliance with these specifications.

### 2. Minimum Scope of Insurance

Coverage shall be at least as broad as:

**GENERAL LIABILITY:** Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, and Personal & Advertising Injury, without additional exclusions or limitations, unless approved by the Regional San and SASD Risk Manager. CONTRACTOR'S General Liability policy shall be endorsed to include coverage for liability arising out of the handling of pesticides and herbicides via endorsement CG 22 93 04 13, or a form providing coverage as broad as CG 22 93 04 13.

**AUTOMOBILE LIABILITY:** Insurance Services Office's Commercial Automobile Liability coverage form CA 00 01. Commercial Automobile Liability: auto coverage symbol "1" (any auto) for corporate/business owned vehicles. If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply. Personal Lines automobile insurance shall apply if vehicles are individually owned.

**WORKERS' COMPENSATION:** Statutory requirements of the State of California and Employer's Liability Insurance.

**UMBRELLA or Excess Liability** policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and any other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.



**3. Minimum Limits of Insurance**

CONTRACTOR shall maintain limits no less than:

General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate:	\$2,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$1,000,000
Fire Damage:	\$ 100,000

Automobile Liability:

- a. Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit.
- b. Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.

Workers' Compensation: Statutory.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**4. Deductibles and Self-Insured Retention**

Any deductibles or self-insured retention that apply to any insurance required by this Agreement must be declared and approved by DISTRICT.

**5. Other Insurance Provisions**

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provisions:

**6. All Policies:**

- a. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than **A-: VII**. The Regional San and SASD Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of Regional San and SASD and the general public are adequately protected.
- b. MAINTENANCE OF INSURANCE COVERAGE: CONTRACTOR shall maintain all insurance coverages in place at all times and provide Regional San and SASD with evidence of each policy's renewal ten (10) days in advance of its anniversary date. Contractor is required by this Agreement to immediately notify County if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed. Contractor shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement.

**7. Commercial General Liability and/or Commercial Automobile Liability:**

- a. **ADDITIONAL INSURED STATUS:** SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of CONTRACTOR; products and completed operations of CONTRACTOR; premises owned, occupied or used by CONTRACTOR; or automobiles owned, leased, hired or borrowed by CONTRACTOR. The coverage shall contain no endorsed limitations on the scope of protection afforded to DISTRICTS and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, or volunteers.
- b. **CIVIL CODE PROVISION:** Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.
- c. **PRIMARY INSURANCE:** For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be endorsed to be primary insurance as respects Regional San and SASD and the COUNTY OF SACRAMENTO and their officers, officials, employees and volunteers. Any insurance or self-insurance maintained by Regional San and SASD and the County of Sacramento and their officers, directors, officials, employees, or volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.
- d. **SEVERABILITY OF INTEREST:** CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. **SUBCONTRACTORS:** CONTRACTOR shall be responsible for the acts and omissions of all its subcontractors and additional insured endorsements as provided by CONTRACTOR'S subcontractor.

**8. Workers' Compensation:**

**WORKERS' COMPENSATION WAIVER OF SUBROGATION:** The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONTRACTOR. Should CONTRACTOR be self-insured for workers' compensation, CONTRACTOR hereby agrees to waive its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT and the County of Sacramento and their officers, directors, officials, employees, agents or volunteers.

**9. Property**

**PROPERTY AND INLAND MARINE WAIVER OF SUBROGATION:** Any Property or Inland Marine insurance policies (such as are used to insure contractors' equipment) maintained by CONTRACTOR in performance of the Agreement shall be endorsed to state that the insurer shall waive all rights of subrogation against Regional San and SASD and COUNTY OF SACRAMENTO.

**10. Notification of Claim**

If any claim for damages is filed with CONTRACTOR or if any lawsuit is instituted against CONTRACTOR, that arise out of or are in any way connected with CONTRACTOR'S performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect Regional San and SASD, CONTRACTOR shall give prompt and timely notice thereof to

DISTRICT. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

**INDEMNIFICATION:**

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Regional San, SASD and the County of Sacramento, their respective governing Boards, officers, directors, officials, employees, and authorized volunteers and agents, (individually an “Indemnified Party” and collectively “Indemnified Parties”), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively “Claims”), including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, resulting from injuries to or death of any person, including employees of either party hereto, and damage to or destruction of any property, or loss of use or reduction in value thereof, including the property of either party hereto, and recovery of monetary losses incurred by an Indemnified Party directly attributable to the performance of the indemnifying party, arising out of, pertaining to, or resulting from the acts or omissions of Contractor, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of Contractor, or for which Contractor is legally liable under law except only such injury, death, or damage, to the extent it is caused by the negligence of an Indemnified Party. Contractor shall not be liable for Claims caused the sole negligence or willful misconduct of an Indemnified Party.

The right to defense and indemnity under this Section arises upon occurrence of an event giving rise to a Claim and, thereafter, upon tender in writing to Contractor. Contractor shall defend the Indemnified Parties with counsel reasonably acceptable to County. Notwithstanding the foregoing, County shall be entitled, on its own behalf, and at the expense of Contractor, to assume control of its defense or the defense of any Indemnified Party in any legal action, with counsel reasonably selected by it. Should County elect to initially assume control of its defense, or the defense of any Indemnified Party, it does so without prejudice to its right to subsequently request that Contractor thereafter assume control of the defense and pay all reasonable attorneys' fees and costs incurred thereby.

This indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by Contractor or Contractor's subcontractors at any tier.

Nothing in this indemnity obligation shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this indemnity obligation shall survive the expiration or termination of the Agreement.

**Description of Work:**

The work to be performed is comprised of general horticultural maintenance, irrigation maintenance, and cleanup of landscape areas as designated in the Section **Prosecution of Work**. When necessary, work will include the Extra Work for repair of vandalized materials, plant replacements and irrigation repairs, as designated in these special provisions and by the Facility Site Representative. No Extra Work repairs are to be made without prior approval by an authorized Regional San and SASD representative, hereinafter called the Facility Site Representative. Requirements vary by location and season depending upon the type of landscaping. All weekly maintenance tasks per site will be performed on one day or on as few days as possible and those days (or that day) shall remain consistent throughout the contract(s) unless approval for a change in day is granted by the Facility Site Representative individual maintenance activities shall conform to the following standards:

- A. **Workmanship:** All materials and workmanship shall be of a quality that is equal or superior to similar work performed by Regional San and SASD employees. Work shall be subject to inspection prior to payment being authorized. Work shall be conducted in such a manner as to least interfere with operation and public usage of the landscaped facilities and adjacent streets and sidewalks.
  
- B. **Safety:** All services, supplies and equipment must comply with the California Safety Division of Industrial Safety Orders and O.S.H.A. The Contractor shall plan and conduct the work in a manner that will safeguard all persons from injury and shall take all precautions required by applicable regulations of the State Department of Industrial Relations.
  
- C. **Hazards and Vandalism:** Any hazards or acts of vandalism shall be reported immediately to the Facility Site Representative and then followed up in writing. Hazards such as broken tree limbs, erosion, potholes in grounds, standing water, ropes tied to tree limbs, excavations and unsecured material (such as wood, wire, metal, etc.) shall be remedied by the Contractor after approval is obtained from the Facility Site Representative. Hazards, which create unsafe situations, shall be remedied immediately by the Contractor.

**Prosecution of Work:**

The receipt of notice that the contract has been awarded shall not constitute authority for the Contractor to enter upon the sites of work and begin landscape maintenance operations. **The Contractor shall start work on the following areas on the first scheduled service day following**

SASD South: 10060 Goethe Road, Sacramento, CA 95827  
SASD North Area Corporation Yard: 5026 Don Julio Blvd., Sacramento, CA 95842  
REGIONAL SAN / SRWTP Facility: 8521 Laguna Station Road, Elk Grove. CA 95758  
Freeport Dechlorination Facility: 8335 River Road, Freeport, CA 95655  
N19 Arden Sewage Pumping Station: 1021 Howe Ave., Sacramento CA 95825  
N53 Van Maren Pump Station: 6680 Van Maren Lane, Citrus Heights, CA 95610

Proper insurance documents will be required prior to commencing work on site.

**Monthly Maintenance Tasks:**

The Contractor shall bid, for each location, a Monthly Maintenance cost and an Annual Maintenance cost for the contract term. **Said price shall be indicated on the Base Bid Schedule.** The first contract term shall extend from April 2019 to April 2020. The first contract option term shall extend from April 2020 to April 2021. The second contract option term shall extend from April 2021 to April 2022.

Work shall include all equipment, labor, and associated costs for the monthly maintenance tasks described below and in these specifications. Work shall also include inspection and management of the described sites for compliance with these specifications. All public policies, regulations and ordinances guiding any of the contracted work tasks shall be strictly adhered to.

**REGIONAL SAN / SRWTP FACILITY AND FREEPORT DECHLORINATION FACILITY**

**Maintenance Bid Items:**

**I. Fungus, Disease and/or Pest Infestation Control**

Damage to the landscape by fungus, disease, or pest infestation shall be controlled by Contractor. Approval from the Facility Site Representative is required for the administration of a pesticide program to control and/or eliminate fungus, disease or insects and rodents. Any pesticides used must be on the State Department of Agriculture's approved list. All pesticides used shall be recommended by a qualified Pest Control Advisor (PCA). The PCA may either be a consultant to the Contractor, or be on the Contractor's staff.

The Contractor shall meet all government agency requirements for storage, use, disposal and record keeping at all times. The Contractor shall provide all appropriate permits and licenses before any pesticides are used. The Contractor shall maintain an application on site and Material Safety Data Sheets (MSDS) for all chemicals used at the sites. MSDS shall be available for review at any time by Regional San and SASD.

The Facility Site Representative shall be notified one week prior to the expected date of application of any pesticides. Pesticides must be brought to the work site in the original manufacturer's container, properly labeled with guarantee analysis. All spraying shall be done with extreme care to avoid over spray and any hazard or damage to any person, pet or adjacent property area. The Contractor shall be responsible for restitution and/or repair of any hazard or damage.

Insect pests and diseases shall be controlled by the use of only approved insecticides and fungicides.

**II. Irrigation Management**

**Freeport Dechlorination Facility**

a. Irrigation programming shall be the responsibility of the Contractor to maintain proper growth in all areas. The irrigation schedule and all irrigation schedule changes must be approved and accepted by the Facility Site Representative. Irrigation shall be applied at hours, which will insure that traffic and access is not disturbed during daytime hours. Watering shall be controlled to prevent runoff, ponding, and over/under watering.

b. Landscape Contractor shall insure that irrigation system operation meets water district requirements. Landscape Contractor shall insure that irrigation system operations shall be performed according to Regional San, local water agency and district policies and ordinances. These policies may regulate day of week, frequency, and/or time of day watering. It is the Contractor's responsibility to water within these policies.

c. All irrigation heads and controllers shall be checked monthly, at a minimum, for proper operation. The Contractor shall adjust automatic controller programs for seasonal water requirements. The Contractor shall keep all irrigation heads clean of flow impediments, and aimed properly. The Contractor shall schedule irrigation checks to avoid allowing irrigation water to come in contact with people and their private property (i.e. vehicles).

- d. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Facility Site Representative . Repairs necessitated due to damages related to landscape maintenance activities will be at the contractor's expense.
- e. Irrigation repair billings shall indicate location of work, and description of work, including unit prices. If repair work is not included on the unit price bid, the Contractor shall provide an estimate for the total labor hours, an itemized list of materials and material costs and a "not to exceed" cost for authorization.
- f. Hand watering may be necessary on some sites and shall be performed as required. Hoses, nozzles and sprinklers for hand watering shall be provided by the Contractor. If required by the Facility Site Representative, hand watering shall be billed on a time-and-material basis. Hand watering which is necessary due to Contractor's inability to have irrigation repairs made before the irrigation controller's next scheduled cycle shall be at the Contractor's expense.

REGIONAL SAN / SRWTP Facility

- a. The Facility Site Representative shall be responsible for setting and programming all irrigation schedules for the REGIONAL SAN Process Area.
- b. The Facility Site Representative will advise Landscape Contractor of any deficiencies in the system. The Landscape Contractor (at the Landscape Contractor's expense) shall be responsible for correcting any deficiencies attributable to damage incidental to Landscape Contractor's landscape maintenance practices (i.e. sprinkler damaged by mower).
- c. The Landscape Contractor (at the Landscape Contractor's expense) shall also correct all problems that can be fixed through irrigation head cleaning and/or adjustment. All irrigation heads and controllers shall be checked monthly, at a minimum, for proper operation. The Contractor shall keep all irrigation heads clean of flow impediments, and aimed properly. The Contractor shall schedule irrigation checks to avoid allowing irrigation water to come in contact with people and their private property (i.e. vehicles).
- d. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Facility Site Representative . Repairs necessitated due to damages related to landscape maintenance activities will be at the contractor's expense.
- e. Irrigation repair billings shall indicate location of work, and description of work, including unit prices. If repair work is not included on the unit price bid, the Contractor shall provide an estimate for the total labor hours, an itemized list of materials and material costs and a "not to exceed" cost for authorization.
- f. Hand watering may be necessary on some sites and shall be performed as required. Hoses, nozzles and sprinklers for hand watering shall be provided by the Contractor. If required by the Facility Site Representative, hand watering shall be billed on a time-and-material basis. Hand watering which is necessary due to Contractor's inability to have irrigation repairs made before the irrigation controller's next scheduled cycle shall be at the Contractor's expense.

**III. TURF MAINTENANCE**

**Mowing, Trimming, and Edging:** All turf shall be mowed to maintain a uniform height of no more than 3 inches. All mowing shall be done at least one time per week between Feb. 15 and Nov. 15. Between Nov. 16 and February 14 all mowing shall be done at least once every two weeks. If conditions dictate less frequent mowing, prior approval must be first granted by the Facility Site Representative. All mowing shall be done such that no mulched lawn trimmings remain clearly visible on the surface of the turf, as determined by the Facility Site Representative.

Papers, rubbish, debris and stones or rocks shall be removed by the Contractor prior to mowing.

All sidewalk and paved areas adjacent to turf areas will be cleaned of mowing and edging debris immediately following completion of turf work.

Once every two weeks, all turf shall be edged along entire turf perimeter.

All weekday turf work necessitating the use of power equipment must be completed before 8 a.m. or after 4 p.m., when that turf area is located within 100 ft. of an office building.

Trimming around irrigation heads shall be done as necessary to provide proper water coverage and head operation. String edgers shall be used as needed around poles, against sound walls, and around controller enclosures, vaults, etc.

Tree wells in lawn areas shall have a minimum 18-inch radius from tree trunk, clear and void of turf and weeds. Chemical sprays or hand weeding may be used, but care shall be taken not to damage tree trunks. Damage to trees will result in Contractor replacing tree at Contractor's expense

**Fertilization:** Turf shall be fertilized once annually to maintain optimum turf health at the Dechlorination Facility. No turf fertilization is required in the REGIONAL SAN Process Area.

The Landscape Contractor shall provide an annual fertilization schedule to be approved by the Facility Site Representative. The Facility Site Representative shall require the Contractor to deposit empty fertilizer bags at a predetermined location to verify composition and rate of application.

The Contractor shall notify Facility Site Representative 48 hours in advance of application date.

**Weeding:** Turf areas shall be kept free of broadleaf weed infestations. Weeding may be done manually or by use of selective weed killers as recommended by a qualified Pest Control Advisor. Extreme caution shall be exercised so that there shall be no damage to any other plants when selective weed killers are used. If spraying is done, it shall only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations.

**Turf Replacement:** The Contractor shall replace, at the Contractor's expense, any turf that is damaged due to negligence or failure to respond to turf health issues identified by the Facility Site Representative.



#### **IV. Tree, Shrub and Planting Area Maintenance:**

**Complete Weeding:** Planting areas shall be kept free of weeds, rocks, glass, leaves, debris, etc., at all times.

All mulch, mini-bark and decomposed granite shall be kept within the planter area, and cleaned from walks and gutters.

Weeding may be done manually or by use of selective weed killers as recommended by a Pest Control Advisor. Extreme caution not to damage any other plants shall be observed when selective weed killers are used. If chemical application is used, it shall only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Weeds greater than 4” in height shall be hand removed.

**Tree and Shrub Pruning:** This section shall apply to all hedges and shrubs. They shall be pruned to insure proper growth and control, as directed by the Facility Site Representative.

- a. **Shrubs and hedges shall be pruned as necessary to ensure containment in planter and avoid obstructed view from windows and by vehicles and pedestrians.** Shrubs are to be allowed to take their natural shape whenever possible. “Boxing” shall not be done unless specifically directed by the Facility Site Representative.
- b. Minor pruning of trees and shrubs shall be performed as needed to achieve the following: (1) to shape, particularly to correct misshaping caused by winds; (2) to raise the lower branches of trees above vehicle and pedestrian obstruction height wherever they overhang medians, roadways and walkways; (3) to cut back shrubs where they encroach onto walkways and paved areas; (4) to remove suckers, water sprouts, and other undesirable growth; (5) to remove all dead or damaged branches; and branches that are rubbing on walls and fences; (6) to eliminate any visibility obstructions at corners or intersections; (7) to enhance flower production of shrubs.

#### **V. Groundcover:**

**Groundcover Beds:** Groundcover beds shall be kept free of weeds and trash. The groundcover shall be cut back to maintain stature and growth vigor, if needed, as directed by the Facility Site Representative. Groundcover shall be trimmed to prevent growth onto sidewalks and curbs. All cuttings shall be removed from the area.

#### **VI. Grounds Maintenance:**

**Litter Pick Up:** Areas shall be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the entire contract term. No debris or cuttings shall be blown onto roadways or walkways. All litter removed shall be disposed of at the Contractor's expense.

Any hazardous material or unusual and/or unknown materials shall be reported to the Facility Site Representative immediately at **916-875-9273**.

**Cuttings and Trimmings:** All cuttings, trimmings and leaf debris shall be removed from the landscaped areas (including sidewalks, curbs, gutters, and paved areas directly adjacent to these areas)

one time per week during the entire contract term. No debris or cuttings shall be blown onto roadway or walkways.

**Parking Areas:** All paved parking areas shall be cleaned of dirt, cuttings trimmings, and leaf debris twice annually. Once during the month of November and a second time following all leaf drop in December. Parking area work shall be done before 7 a.m. or after 5 p.m. on Monday through Friday, or work may be done on a weekend when few cars are present. All debris removed shall be disposed of at the Contractor's expense.

**Weed Removal in Paved and Decomposed Granite (DG):** Sidewalks, DG paths and islands, curbs, gutters, and paved areas shall be kept free of weeds. Weeds shall be sprayed or trimmed to prevent growth in the above listed areas. Weeds greater than 4" in height shall be hand removed. All weed debris shall be removed from the area.

**Fence Lines:** Fence lines shall be cleared of vegetation. Contractor may use herbicide weed control with prior approval. Weed debris shall be removed from the site at the Contractor's expense.

**Extra Work:** THROUGHOUT THE DURATION OF THE CONTRACT, EXTRA WORK WILL BE REQUIRED OF THE CONTRACTOR. EXTRA WORK IS WORK NEEDED IN ADDITION TO TASKS OUTLINED ON THE TASK FREQUENCY SHEET. EXTRA WORK MAY INCLUDE, BUT IS NOT LIMITED TO IRRIGATION REPAIR, BARK INSTALLATION, AND VANDALISM REPAIR. THE CONTRACTOR SHALL BID THREE HOURLY WAGES FOR A LEAD PERSON AND FOR A CREW MEMBER TO PERFORM EXTRA WORK UNDER THREE DIFFERENT RESPONSE REQUIREMENTS.

The Contractor shall submit responsible hourly wage bids to be eligible for award of the contract.

### **SASD - South Area Corporation Yard**

**Work at the 10060 Goethe Road site will be scheduled for Saturday. The crew should be no less than one lead and three additional crew members for a minimum of 6 working hours on site.**

### **Maintenance Bid Items:**

#### **I. Fungus, Disease and/or Pest Infestation Control:**

Damage to the landscape by fungus, disease, or pest infestation will be controlled by Contractor. Approval from the Facility Site Representative is required for the administration of a pesticide program to control and/or eliminate fungus, disease or insects and rodents. Any pesticides used must be on the State Department of Agriculture's approved list. All pesticides used will be recommended by a qualified Pest Control Advisor (PCA). The PCA may either be a consultant to the Contractor, or be on the Contractor's staff.

The Contractor will meet all government agency requirements for storage, use, disposal and record keeping at all times. The Contractor will provide all appropriate permits and licenses before any pesticides are used. The Contractor will maintain an application on site and Material Safety Data Sheets (MSDS) for all chemicals used at the sites. MSDS will be available for review at any time by Regional San and SASD.

The Facility Site Representative will be notified one week prior to the expected date of application of any pesticides. Pesticides must be brought to the work site in the original manufacturer's container, properly labeled with guarantee analysis. All spraying will be done with extreme care to avoid over spray and any hazard or damage to any person, pet or adjacent property area. The Contractor will be responsible for restitution and/or repair of any hazard or damage.

Insect pests and diseases will be controlled by the use of only approved insecticides and fungicides.

## **II. Irrigation Management:**

- a. Irrigation programming will be the responsibility of the Contractor to maintain proper growth in all areas. The irrigation schedule and all irrigation schedule changes must be approved and accepted by the Facility Site Representative. Irrigation will be applied at hours which will insure that traffic and access is not disturbed during daytime hours. Watering will be controlled to prevent runoff, ponding, and over/under watering.
- b. Landscape Contractor will insure that irrigation system operation meets water district requirements. Landscape Contractor will insure that irrigation system operations will be performed according to SASD, local water agency and Regional San and SASD policies and ordinances. These policies may regulate day of week, frequency, and/or time of day watering. It is the Contractor's responsibility to water within these policies.
- c. All irrigation heads and controllers will be checked monthly, at a minimum, for proper operation. The Contractor will adjust automatic controller programs for seasonal water requirements. The Contractor will keep all irrigation heads clean of flow impediments, and aimed properly. The Contractor will schedule irrigation checks to avoid allowing irrigation water to come in contact with people and their private property (i.e. vehicles).
- d. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Facility Site Representative. Repairs necessitated due to damages related to landscape maintenance activities will be at the contractor's expense.
- e. Irrigation repair billings will indicate location of work, and description of work, including unit prices. If repair work is not included on the unit price bid, the Contractor will provide an estimate for the total labor hours, an itemized list of materials and material costs and a "not to exceed" cost for authorization.
- f. Hand watering may be necessary on some sites and will be performed as required. Hoses, nozzles and sprinklers for hand watering will be provided by the Contractor. If required by the Facility Site Representative, hand watering will be billed on a time-and-material basis. Hand watering which is necessary due to Contractor's inability to have irrigation repairs made before the irrigation controller's next scheduled cycle will be at the Contractor's expense.

## **III. TURF MAINTENANCE:**

**Mowing, Trimming, and Edging:** All turf will be mowed to maintain a uniform height of no more than 3 inches. All mowing will be done at least one time per week between February 15 and November 15. Between November 16 and February 14 all mowing will be done at least once every two weeks. If conditions dictate less frequent mowing, prior approval must be first granted by the Facility Site

Representative. All mowing will be done such that no lawn trimmings remain clearly visible on the surface of the turf, as determined by the Facility Site Representative.

**Bioswale at the South Yard will be mowed at least twice a year to maintain a height of 6 inches. They will be maintained free of weeds and debris.**

Papers, rubbish, debris and stones or rocks will be removed by the Contractor prior to mowing.

All clippings from turf will be bagged and removed with each mowing.

All sidewalk and paved areas adjacent to turf areas will be cleaned of mowing and edging debris immediately following completion of turf work.

All turf will be mowed in accordance with the Task Proposal Sheet submitted by the contractor.

Once every two weeks, all turf will be edged along entire turf perimeter.

Trimming around irrigation heads will be done as necessary to provide proper water coverage and head operation. String edgers will be used as needed around poles, against sound walls, and around controller enclosures, vaults, etc.

Tree wells in lawn areas will have a minimum 18-inch radius from tree trunk, clear and void of turf and weeds. Chemical sprays or hand weeding may be used, but care will be taken not to damage tree trunks. Damage to trees will result in Contractor replacing tree at Contractor's expense

**Fertilization:** Turf will be fertilized once annually to maintain optimum turf health.

The Landscape Contractor will provide an annual fertilization schedule to be approved by the Facility Site Representative. The Facility Site Representative will require the Contractor to deposit empty fertilizer bags at a predetermined location to verify composition and rate of application.

The Contractor will notify Facility Site Representative 48 hours in advance of application date.

**Weeding:** Turf areas will be kept free of broadleaf weeds. Weeding may be done manually or by use of selective weed killers as recommended by a qualified Pest Control Advisor. Extreme caution will be exercised so that there will be no damage to any other plants when selective weed killers are used. If spraying is done, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations.

Weeds which reach a height of **4 inches** or more will be hand pulled.

**Turf Replacement:** The Contractor will replace, at the Contractor's expense, any turf that is damaged due to negligence or failure to respond to turf health issues identified by the Facility Site Representative.

#### **IV. Tree, Shrub and Planting Area Maintenance:**

**Complete Weeding:** Planting areas will be kept free of weeds, rocks, glass, leaves, debris, etc., at all times.

All mulch, mini-bark and decomposed granite will be kept within the planter area; and cleaned from walks and gutters.

Weeding may be done manually or by use of selective weed killers as recommended by a Pest Control Advisor. Extreme caution not to damage any other plants will be observed when selective weed killers are used. If chemical application is used, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Weeds greater than 4” in height will be hand removed.

**Tree and Shrub Pruning:** This section will apply to all trees, hedges and shrubs. They will be pruned to insure proper growth and control, as directed by the Facility Site Representative.

- a. **Trees, Shrubs, and Hedges will be pruned as required or when directed by the Facility Site Representative.** Shrubs are to be allowed to take their natural shape whenever possible. “Boxing” will not be done unless specifically directed by the Facility Site Representative.
- b. All pruning will be done by qualified professional personnel using the Western Chapter of the International Society of Arboriculture pruning standards, approved methods and techniques. **Excessive pruning will not be permitted.** All pruning cuts will be made beyond, and close to, the branch collar ring.
- c. Minor pruning of trees and shrubs shall be performed as needed to achieve the following: (1) to shape, particularly to correct misshaping caused by winds; (2) to raise the lower branches of trees above vehicle and pedestrian obstruction height wherever they overhang medians, roadways and walkways; (3) to cut back shrubs where they encroach onto walkways and paved areas; (4) to remove suckers, water sprouts, and other undesirable growth; (5) to remove all dead or damaged branches; and branches that are rubbing on walls and fences; (6) to eliminate any visibility obstructions at corners or intersections; (7) to enhance flower production of shrubs.

Contractor will remove all support stakes from trees at tree maturity allows, or at the direction of the Site Representative.

#### **V. Groundcover and Annual Bed Maintenance:**

**Weed Removal in Paved Areas:** Sidewalks, islands, curbs, gutters, and paved areas will be kept free of weeds. Weeds will be sprayed or trimmed to prevent growth in the above listed areas. All weed debris will be removed from the area.

**Groundcover Beds:** Groundcover beds will be kept free of weeds and trash. The groundcover will be cut back to maintain stature and growth vigor, if needed, as directed by the Facility Site Representative. Groundcover will be trimmed to prevent growth onto sidewalks and curbs. All cuttings will be removed from the area.

**Annual Beds:** SASD has no annuals to be serviced.

**Prune Groundcover:** Groundcovers will be pruned at least one time per year to maintain stature and growth vigor. All cuttings will be removed from the area.

**Edge Groundcover:** Groundcovers will be edged as needed, along sidewalks, mow strips and edges between groundcover and other plant material types throughout the contract term.

## **VI. Grounds Maintenance:**

**Litter Pick Up:** Areas will be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the entire contract term. No debris or cuttings will be blown onto roadways or walkways. All litter removed will be disposed of at the Contractor's expense.

Any hazardous material or unusual and/or unknown materials will be reported to the Facility Site Representative immediately at **916-876-6297**.

**Cuttings and Trimmings:** All cuttings, trimmings and leaf debris will be removed from the landscaped areas (including sidewalks, curbs, gutters, and paved areas directly adjacent to these areas) one time per week during the entire contract term. No debris or cuttings will be blown onto roadway, walkways or back into the plant bed.

**Parking Areas:** All paved parking areas will be cleaned of dirt, cuttings trimmings, and leaf debris as needed. Parking area work will be done on a Saturday when few cars are present. All debris removed will be disposed of at the Contractor's expense.

**Sidewalk and Gutter Litter and Debris Removal:** Sidewalks, curbs, gutters, paved areas, and along fence lines will be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the entire contract term. No debris or cuttings will be blown onto roadways, walkways or back into the plant bed. All litter removed will be disposed of at the Contractor's expense.

**Fence Lines:** Fence lines will be cleared of weeds two times per year. Contractor may use herbicide weed control with prior approval. Weed debris will be removed from the site at the Contractor's expense.

**Landscaped Perimeter:** Around both the front and back undeveloped areas is a landscaped perimeter. This needs to be maintained for weed removal, tree trimming and general landscape maintenance as the other landscaped areas.

**Extra Work:** THROUGHOUT THE DURATION OF THE CONTRACT, EXTRA WORK WILL BE REQUIRED OF THE CONTRACTOR. EXTRA WORK IS WORK NEEDED IN ADDITION TO TASKS OUTLINED ON THE TASK FREQUENCY SHEET. EXTRA WORK MAY INCLUDE, BUT IS NOT LIMITED TO IRRIGATION REPAIR, BARK INSTALLATION, AND VANDALISM REPAIR. THE CONTRACTOR WILL BID THREE HOURLY WAGES FOR A LEAD PERSON AND FOR A CREW MEMBER TO PERFORM EXTRA WORK UNDER THREE DIFFERENT RESPONSE MAINTENANCE BID ITEMS.

**North Area Corporation Yard**

**Maintenance Bid Items:**

**I. Fungus, Disease and/or Pest Infestation Control:**

Damage to the landscape by fungus, disease, or pest infestation will be controlled by Contractor. Approval from the Facility Site Representative is required for the administration of a pesticide program to control and/or eliminate fungus, disease or insects and rodents. Any pesticides used must be on the State Department of Agriculture's approved list. All pesticides used will be recommended by a qualified Pest Control Advisor (PCA). The PCA may either be a consultant to the Contractor, or be on the Contractor's staff.

The Contractor will meet all government agency requirements for storage, use, disposal and record keeping at all times. The Contractor will provide all appropriate permits and licenses before any pesticides are used. The Contractor will maintain an application on site and Material Safety Data Sheets (MSDS) for all chemicals used at the sites. MSDS will be available for review at any time by Regional San and SASD.

The Facility Site Representative will be notified one week prior to the expected date of application of any pesticides. Pesticides must be brought to the work site in the original manufacturer's container, properly labeled with guarantee analysis. All spraying will be done with extreme care to avoid over spray and any hazard or damage to any person, pet or adjacent property area. The Contractor will be responsible for restitution and/or repair of any hazard or damage.

Insect pests and diseases will be controlled by the use of only approved insecticides and fungicides.

**II. Irrigation Management:**

- a. Irrigation programming will be the responsibility of the Contractor to maintain proper growth in all areas. The irrigation schedule and all irrigation schedule changes must be approved and accepted by the Facility Site Representative. Irrigation will be applied at hours, which will insure that traffic and access is not disturbed during daytime hours. Watering will be controlled to prevent runoff, ponding, and over/under watering.
- b. Landscape Contractor will insure that irrigation system operation meets water district requirements. Landscape Contractor will insure that irrigation system operations will be performed according to District, local water agency and district policies and ordinances. These policies may regulate day of week, frequency, and/or time of day watering. It is the Contractor's responsibility to water within these policies.
- c. All irrigation heads and controllers will be checked monthly, at a minimum, for proper operation. The Contractor will adjust automatic controller programs for seasonal water requirements. The Contractor will keep all irrigation heads clean of flow impediments, and aimed properly. The Contractor will schedule irrigation checks to avoid allowing irrigation water to come in contact with people and their private property (i.e. vehicles).

- d. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Facility Site Representative. Repairs necessitated due to damages related to landscape maintenance activities will be at the contractor's expense.
- e. Irrigation repair billings will indicate location of work, and description of work, including unit prices. If repair work is not included on the unit price bid, the Contractor will provide an estimate for the total labor hours, an itemized list of materials and material costs and a "not to exceed" cost for authorization.
- f. Hand watering may be necessary on some sites and will be performed as required. Hoses, nozzles and sprinklers for hand watering will be provided by the Contractor. If required by the Facility Site Representative, hand watering will be billed on a time-and-material basis. Hand watering which is necessary due to Contractor's inability to have irrigation repairs made before the irrigation controller's next scheduled cycle will be at the Contractor's expense.
- g. The Contractor will be responsible for setting and programming all irrigation schedules.
- h. The Facility Site Representative will advise Landscape Contractor of any deficiencies in the system. The Landscape Contractor, at the Landscape Contractor's expense, will be responsible for correcting any deficiencies attributable to damage incidental to Landscape Contractor's landscape maintenance practices (i.e. sprinkler damaged by mower, broken windows).
- i. The Landscape Contractor (at the Landscape Contractor's expense) will also correct all problems that can be fixed through irrigation head cleaning and/or adjustment. Any other necessary irrigation repairs will be handled by SASD staff or through the current Work Authorization process.

### III. TURF MAINTENANCE:

**Mowing, Trimming, and Edging:** All turf will be mowed to maintain a uniform height of no more than 3 inches. All mowing will be done at least one time per week between February 15 and November 15. Between November 16 and February 14 all mowing will be done at least once every two weeks. If conditions dictate less frequent mowing, prior approval must be first granted by the Facility Site Representative. All mowing will be done such that no lawn trimmings remain clearly visible on the surface of the turf, as determined by the Facility Site Representative.

Papers, rubbish, debris and stones or rocks will be removed by the Contractor prior to mowing.

All clippings from turf will be bagged and removed with each mowing.

All sidewalk and paved areas adjacent to turf areas will be cleaned of mowing and edging debris immediately following completion of turf work.

Once every two weeks, all turf will be edged along entire turf perimeter.

Trimming around irrigation heads will be done as necessary to provide proper water coverage and head operation. String edgers will be used as needed around poles, against sound walls, and around controller enclosures, vaults, etc.



Tree wells in lawn areas will have a minimum 18-inch radius from tree trunk, clear and void of turf and weeds. Chemical sprays or hand weeding may be used, but care will be taken not to damage tree trunks. Damage to trees will result in Contractor replacing tree at Contractor's expense.

**Fertilization:** Turf will be fertilized once annually to maintain optimum turf health.

The Landscape Contractor will provide an annual fertilization schedule to be approved by the Facility Site Representative. The Facility Site Representative will require the Contractor to deposit empty fertilizer bags at a predetermined location to verify composition and rate of application.

The Contractor will notify Facility Site Representative 48 hours in advance of application date.

**Weeding:** Turf areas will be kept free of broadleaf weeds. Weeding may be done manually or by use of selective weed killers as recommended by a qualified Pest Control Advisor. Extreme caution will be exercised so that there will be no damage to any other plants when selective weed killers are used. If spraying is done, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations.

Weeds which reach a height of **4 inches** or more will be hand pulled.

**Turf Replacement:** The Contractor will replace, at the Contractor's expense, any turf that is damaged due to negligence or failure to respond to turf health issues identified by the Facility Site Representative.

#### **IV. Tree, Shrub and Planting Area Maintenance:**

**Complete Weeding:** Planting areas will be kept free of weeds, rocks, glass, leaves, debris, etc., at all times.

All mulch, mini-bark and decomposed granite will be kept within the planter area, and cleaned from walks and gutters.

Weeding may be done manually or by use of selective weed killers as recommended by a Pest Control Advisor. Extreme caution not to damage any other plants will be observed when selective weed killers are used. If chemical application is used, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Weeds greater than 4" in height will be hand removed.

**Tree and Shrub Pruning:** This section will apply to all trees, hedges and shrubs. They will be pruned to insure proper growth and control, as directed by the Facility Site Representative.

- a. **Trees, Shrubs, and Hedges will be pruned as needed or when directed by the Facility Site Representative.** Shrubs are to be allowed to take their natural shape whenever possible. "Boxing" will not be done unless specifically directed by the Facility Site Representative.
- b. All pruning will be done by qualified professional personnel using the Western Chapter of the International Society of Arboriculture pruning standards, approved methods and techniques. **Excessive pruning will not be permitted.** All pruning cuts will be made beyond, and close to, the branch collar ring.

- c. Minor pruning of trees and shrubs shall be performed as needed to achieve the following: (1) to shape, particularly to correct misshaping caused by winds; (2) to raise the lower branches of trees above vehicle and pedestrian obstruction height wherever they overhang medians, roadways and walkways; (3) to cut back shrubs where they encroach onto walkways and paved areas; (4) to remove suckers, water sprouts, and other undesirable growth; (5) to remove all dead or damaged branches; and branches that are rubbing on walls and fences; (6) to eliminate any visibility obstructions at corners or intersections; (7) to enhance flower production of shrubs.

## V. Groundcover and Annual Bed Maintenance:

**Weed Removal in Paved Areas:** Sidewalks, islands, curbs, gutters, and paved areas will be kept free of weeds. Weeds will be sprayed or trimmed to prevent growth in the above listed areas. All weed debris will be removed from the area.

**Groundcover Beds:** Groundcover beds will be kept free of weeds and trash. The groundcover will be cut back to maintain stature and growth vigor, if needed, as directed by the Facility Site Representative. Groundcover will be trimmed to prevent growth onto sidewalks and curbs. All cuttings will be removed from the area.

**Annual Beds:** SASD has no annuals to be serviced.

**Prune Groundcover:** Groundcovers will be pruned at least one time per year to maintain stature and growth vigor. All cuttings will be removed from the area.

**Edge Groundcover:** Groundcovers will be edged as needed, along sidewalks, mow strips and edges between groundcover and other plant material types throughout the contract term.

## VI. Grounds Maintenance:

**Litter Pick Up:** Areas will be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the entire contract term. No debris or cuttings will be blown onto roadways, walkways or back into the planter beds. All litter removed will be disposed of at the Contractor's expense.

Any hazardous material or unusual and/or unknown materials will be reported to the Facility Site Representative immediately at **916-876-6297**.

**Cuttings and Trimmings:** All cuttings, trimmings and leaf debris will be removed from the landscaped areas (including sidewalks, curbs, gutters, and paved areas directly adjacent to these areas) one time per week during the entire contract term. No debris or cuttings will be blown onto roadway, walkways or back into the planter beds.

**Parking Areas:** All paved parking areas will be cleaned of dirt, cuttings trimmings, and leaf debris **weekly**. Work may be done on a Saturday when few cars are present. All debris removed will be disposed of at the Contractor's expense.

**Sidewalk and Gutter Litter and Debris Removal:** Sidewalks, curbs, gutters, paved areas, and along fence lines will be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the

entire contract term. No debris or cuttings will be blown onto roadways, walkways or back into the planter beds. All litter removed will be disposed of at the Contractor's expense.

**Fence Lines:** Fence lines will be cleared of weeds two times per year. Contractor may use herbicide weed control with prior approval. Weed debris will be removed from the site at the Contractor's expense.

**Trash Cans:** The Contractor will empty and replace bags in all exterior garbage cans throughout the Yard (red) and around the exterior of the Administration Building weekly.

**Extra Work:** THROUGHOUT THE DURATION OF THE CONTRACT, EXTRA WORK WILL BE REQUIRED OF THE CONTRACTOR. EXTRA WORK IS WORK NEEDED IN ADDITION TO TASKS OUTLINED ON THE TASK FREQUENCY SHEET. EXTRA WORK MAY INCLUDE, BUT IS NOT LIMITED TO IRRIGATION REPAIR, BARK INSTALLATION, AND VANDALISM REPAIR. THE CONTRACTOR WILL BID THREE HOURLY WAGES FOR A LEAD PERSON AND FOR A CREW MEMBER TO PERFORM EXTRA WORK UNDER THREE DIFFERENT RESPONSE MAINTENANCE BID ITEMS.

### **N19 Arden Sewage Pumping Station**

#### **Maintenance Bid Items:**

##### **I. Irrigation Management:**

- a. Irrigation programming will be the responsibility of the Contractor to maintain proper growth in all areas. The irrigation schedule and all irrigation schedule changes must be approved and accepted by the Facility Site Representative. Irrigation will be applied at hours which will insure that traffic and access is not disturbed during daytime hours. Watering will be controlled to prevent runoff, ponding, and over/under watering.
- b. Landscape Contractor will ensure that irrigation system operation meets water district requirements. Landscape Contractor will ensure that irrigation system operations will be performed according to District, local water agency and district policies and ordinances. These policies may regulate day of week, frequency, and/or time of day watering. It is the Contractor's responsibility to water within these policies.
- c. All irrigation heads and controllers will be checked monthly, at a minimum, for proper operation. The Contractor will adjust automatic controller programs for seasonal water requirements. The Contractor will keep all irrigation heads clean of flow impediments, and aimed properly. The Contractor will schedule irrigation checks to avoid allowing irrigation water to come in contact with people and their private property (i.e. vehicles).
- d. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Facility Site Representative. Repairs necessitated due to damages related to landscape maintenance activities will be at the contractor's expense.
- f. Irrigation repair billings will indicate location of work, and description of work, including unit prices. If repair work is not included on the unit price bid, the Contractor will provide an estimate for the total labor hours, an itemized list of materials and material costs and a "not to exceed" cost for authorization.

g. Hand watering may be necessary on some sites and will be performed as required. Hoses, nozzles and sprinklers for hand watering will be provided by the Contractor. If required by the Facility Site Representative, hand watering will be billed on a time-and-material basis. Hand watering which is necessary due to Contractor's inability to have irrigation repairs made before the irrigation controller's next scheduled cycle will be at the Contractor's expense.

## **II. TURF MAINTENANCE:**

**Mowing, Trimming, and Edging:** All turf will be mowed to maintain a uniform height of no more than 3 inches. All mowing will be done at least one time per month. If conditions dictate less frequent mowing, prior approval must be first granted by the Facility Site Representative.

All sidewalk and paved areas adjacent to turf areas will be cleaned of mowing and edging debris immediately following completion of turf work.

All turf will be mowed in accordance with the Task Proposal Sheet submitted by the contractor.

Once every two weeks, all turf will be edged along entire turf perimeter.

Trimming around irrigation heads will be done as necessary to provide proper water coverage and head operation. String edgers will be used as needed around poles, against sound walls, and around controller enclosures, vaults, etc.

Tree wells in lawn areas will have a minimum 18-inch radius from tree trunk, clear and void of turf and weeds. Chemical sprays or hand weeding may be used, but care will be taken not to damage tree trunks. Damage to trees will result in Contractor replacing tree at Contractor's expense

## **III. Tree, Shrub and Planting Area Maintenance:**

**Complete Weeding:** Planting areas will be kept free of weeds, rocks, glass, leaves, debris, etc., at all times.

All mulch, mini-bark and decomposed granite will be kept within the planter area; and cleaned from walks and gutters.

Weeding may be done manually or by use of selective weed killers as recommended by a Pest Control Advisor. Extreme caution not to damage any other plants will be observed when selective weed killers are used. If chemical application is used, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Weeds greater than 4" in height will be hand removed.

**Tree and Shrub Pruning:** This section will apply to all trees, hedges and shrubs. They will be pruned to insure proper growth and control, as directed by the Facility Site Representative.

a. **Trees, Shrubs, and Hedges will be pruned as required or when directed by the Facility Site Representative.** Shrubs are to be allowed to take their natural shape whenever possible. "Boxing" will not be done unless specifically directed by the Facility Site Representative.

b. All pruning will be done by qualified professional personnel using the Western Chapter of the International Society of Arboriculture pruning standards, approved methods and techniques. **Excessive pruning will not be permitted.** All pruning cuts will be made beyond, and close to, the branch collar ring.

c. Minor pruning of trees and shrubs will be performed as needed to achieve the following: (1) to shape, particularly to correct misshaping caused by winds; (2) to raise the lower branches of trees above vehicle obstruction height wherever they overhang medians and roadways; (3) to cut back shrubs where they encroach onto walkways and paved areas; (4) to remove suckers, water sprouts, and other undesirable growth; (5) to remove all dead or damaged branches; and branches that are rubbing on walls and fences; (6) to eliminate any visibility obstructions at corners or intersections; (7) to enhance flower production of shrubs.

d. Contractor will remove all support stakes from trees as tree maturity allows, or at the direction of the Site Representative

#### **IV. Grounds Maintenance:**

**Weed Removal in Paved Areas:** Sidewalks, islands, curbs, gutters, and paved areas will be kept free of weeds. Weeds will be sprayed or trimmed to prevent growth in the above listed areas. All weed debris will be removed from the area.

**Sidewalk and Gutter Litter and Debris Removal:** Sidewalks, curbs, gutters, paved areas, and along fence lines will be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the entire contract term. No debris or cuttings will be blown onto roadways or walkways. All litter removed will be disposed of at the Contractor's expense.

**Fence Lines:** Fence lines will be cleared of weeds two times per year. Contractor may use herbicide weed control with prior approval. Weed debris will be removed from the site at the Contractor's expense.

**Landscaped Perimeter:** Around both the front and back undeveloped areas is a landscaped perimeter. This needs to be maintained for weed removal, tree trimming and general landscape maintenance as the other landscaped areas.

**Litter Pick Up:** Areas will be kept free of all litter, i.e. paper, rubbish and debris, one time per site service during the entire contract term. No debris or cuttings will be blown onto roadways or walkways. All litter removed will be disposed of at the Contractor's expense.

Any hazardous material or unusual and/or unknown materials will be reported to the Facility Site Representative immediately at **916-591-1092**.

**Cuttings and Trimmings:** All cuttings, trimmings and leaf debris will be removed from the landscaped areas (including sidewalks, curbs, gutters, and paved areas directly adjacent to these areas) one time per site service during the entire contract term. No debris or cuttings will be blown onto roadway or walkways.

**EXTRA WORK: Throughout the duration of the contract, extra work will be required of the contractor. Extra Work is work needed in addition to tasks outlined on the Task Frequency**

**Sheet. Extra Work may include, but is not limited to irrigation repair, bark installation, and vandalism repair. The Contractor will bid three hourly wages for a lead person and for a crew member to perform Extra Work under three different response MAINTENANCE BID ITEMS.**

**N53 Van Maren Pumping Station**

**Maintenance Bid Items:**

**I. Fungus, Disease and/or Pest Infestation Control:**

Damage to the landscape by fungus, disease, or pest infestation will be controlled by Contractor. Approval from the Facility Site Representative is required for the administration of a pesticide program to control and/or eliminate fungus, disease or insects and rodents. Any pesticides used must be on the State Department of Agriculture's approved list. All pesticides used will be recommended by a qualified Pest Control Advisor (PCA). The PCA may either be a consultant to the Contractor, or be on the Contractor's staff.

The Contractor will meet all government agency requirements for storage, use, disposal and record keeping at all times. The Contractor will provide all appropriate permits and licenses before any pesticides are used. The Contractor will maintain an application on site and Material Safety Data Sheets (MSDS) for all chemicals used at the sites. MSDS will be available for review at any time by the District.

The Facility Site Representative will be notified one week prior to the expected date of application of any pesticides. Pesticides must be brought to the work site in the original manufacturer's container, properly labeled with guarantee analysis. All spraying will be done with extreme care to avoid over spray and any hazard or damage to any person, pet or adjacent property area. The Contractor will be responsible for restitution and/or repair of any hazard or damage.

Insect pests and diseases will be controlled by the use of only approved insecticides and fungicides.

**II. Irrigation Management:**

a. Irrigation programming will be the responsibility of the Contractor to maintain proper growth in all areas. The irrigation schedule and all irrigation schedule changes must be approved and accepted by the Facility Site Representative. Irrigation will be applied at hours which will insure that traffic and access is not disturbed during daytime hours. Watering will be controlled to prevent runoff, ponding, and over/under watering.

b. Landscape Contractor will ensure that irrigation system operation meets water district requirements. Landscape Contractor will ensure that irrigation system operations will be performed according to District, local water agency and district policies and ordinances. These policies may regulate day of week, frequency, and/or time of day watering. It is the Contractor's responsibility to water within these policies.

c. All irrigation heads and controllers will be checked monthly, at a minimum, for proper operation. The Contractor will adjust automatic controller programs for seasonal water requirements. The Contractor will keep all irrigation heads clean of flow impediments, and aimed properly. The Contractor will

- schedule irrigation checks to avoid allowing irrigation water to come in contact with people and their private property (i.e. vehicles).
- d. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Facility Site Representative. Repairs necessitated due to damages related to landscape maintenance activities will be at the contractor's expense.
- f. Irrigation repair billings will indicate location of work, and description of work, including unit prices. If repair work is not included on the unit price bid, the Contractor will provide an estimate for the total labor hours, an itemized list of materials and material costs and a "not to exceed" cost for authorization.
- g. Hand watering may be necessary on some sites and will be performed as required. Hoses, nozzles and sprinklers for hand watering will be provided by the Contractor. If required by the Facility Site Representative, hand watering will be billed on a time-and-material basis. Hand watering which is necessary due to Contractor's inability to have irrigation repairs made before the irrigation controller's next scheduled cycle will be at the Contractor's expense.

### **III. TURF MAINTENANCE:**

**Mowing, Trimming, and Edging:** All turf will be mowed to maintain a uniform height of no more than 3 inches. All mowing will be done at least one time per every two weeks between February 15 and November 15. Between November 16 and February 14 all mowing will be done at least once every month. If conditions dictate less frequent mowing, prior approval must be first granted by the Facility Site Representative. All mowing will be done such that no mulched lawn trimmings remain clearly visible on the surface of the turf, as determined by the Facility Site Representative.

All sidewalk and paved areas adjacent to turf areas will be cleaned of mowing and edging debris immediately following completion of turf work.

All turf will be mowed in accordance with the Task Proposal Sheet submitted by the contractor.

Once every two weeks, all turf will be edged along entire turf perimeter.

Trimming around irrigation heads will be done as necessary to provide proper water coverage and head operation. String edgers will be used as needed around poles, against sound walls, and around controller enclosures, vaults, etc.

Tree wells in lawn areas will have a minimum 18-inch radius from tree trunk, clear and void of turf and weeds. Chemical sprays or hand weeding may be used, but care will be taken not to damage tree trunks. Damage to trees will result in Contractor replacing tree at Contractor's expense

**Fertilization:** Turf will be fertilized once annually to maintain optimum turf health. The Landscape Contractor will provide an annual fertilization schedule to be approved by the Facility Site Representative. The Facility Site Representative will require the Contractor to deposit empty fertilizer bags at a predetermined location to verify composition and rate of application.

The Contractor will notify the Facility Site Representative 48 hours in advance of application date.

**Weeding:** Turf areas will be kept free of broadleaf weeds. Weeding may be done manually or by use of selective weed killers as recommended by a qualified Pest Control Advisor. Extreme caution will be exercised so that there will be no damage to any other plants when selective weed killers are used. If spraying is done, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations.

Weeds which reach a height of **4 inches** or more will be hand pulled.

**Turf Replacement:** The Contractor will replace, at the Contractor's expense, any turf that is damaged due to negligence or failure to respond to turf health issues identified by the Facility Site Representative.

#### **IV. Tree, Shrub and Planting Area Maintenance:**

**Complete Weeding:** Planting areas will be kept free of weeds, rocks, glass, leaves, debris, etc., at all times.

All mulch, mini-bark and decomposed granite will be kept within the planter area; and cleaned from walks and gutters.

Weeding may be done manually or by use of selective weed killers as recommended by a Pest Control Advisor. Extreme caution not to damage any other plants will be observed when selective weed killers are used. If chemical application is used, it will only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Weeds greater than 4" in height will be hand removed.

**Tree and Shrub Pruning:** This section will apply to all trees, hedges and shrubs. They will be pruned to insure proper growth and control, as directed by the Facility Site Representative.

a. **Trees, Shrubs, and Hedges will be pruned as required or when directed by the Facility Site Representative.** Shrubs are to be allowed to take their natural shape whenever possible. "Boxing" will not be done unless specifically directed by the Facility Site Representative.

b. All pruning will be done by qualified professional personnel using the Western Chapter of the International Society of Arboriculture pruning standards, approved methods and techniques. **Excessive pruning will not be permitted.** All pruning cuts will be made beyond, and close to, the branch collar ring.

c. Minor pruning of trees and shrubs will be performed as needed to achieve the following: (1) to shape, particularly to correct misshaping caused by winds; (2) to raise the lower branches of trees above vehicle obstruction height wherever they overhang medians and roadways; (3) to cut back shrubs where they encroach onto walkways and paved areas; (4) to remove suckers, water sprouts, and other undesirable growth; (5) to remove all dead or damaged branches; and branches that are rubbing on walls and fences; (6) to eliminate any visibility obstructions at corners or intersections; (7) to enhance flower production of shrubs.

d. Contractor will remove all support stakes from trees as tree maturity allows, or at the direction of the Site Representative



## V. Groundcover and Annual Bed Maintenance:

**Groundcover Beds:** Groundcover beds will be kept free of weeds and trash. The groundcover will be cut back to maintain stature and growth vigor, if needed, as directed by the Facility Site Representative. Groundcover will be trimmed to prevent growth onto sidewalks and curbs. All cuttings will be removed from the area. These facilities do not have annuals.

**Prune Groundcover:** Groundcovers will be pruned at least one time per year to maintain stature and growth vigor. All cuttings will be removed from the area.

**Edge Groundcover:** Groundcovers will be edged as needed, along sidewalks, mow strips and edges between groundcover and other plant material types throughout the contract term.

## VI. Grounds Maintenance:

**Weed Removal in Paved Areas:** Sidewalks, islands, curbs, gutters, and paved areas will be kept free of weeds. Weeds will be sprayed or trimmed to prevent growth in the above listed areas. All weed debris will be removed from the area.

**Sidewalk and Gutter Litter and Debris Removal:** Sidewalks, curbs, gutters, paved areas, and along fence lines will be kept free of all litter, i.e. paper, rubbish and debris, one time per week during the entire contract term. No debris or cuttings will be blown onto roadways or walkways. All litter removed will be disposed of at the Contractor's expense.

**Fence Lines:** Fence lines will be cleared of weeds two times per year. Contractor may use herbicide weed control with prior approval. Weed debris will be removed from the site at the Contractor's expense.

**Landscaped Perimeter:** Around both the front and back undeveloped areas is a landscaped perimeter. This needs to be maintained for weed removal, tree trimming and general landscape maintenance as the other landscaped areas.

**Litter Pick Up:** Areas will be kept free of all litter, i.e. paper, rubbish and debris, one time per site service during the entire contract term. No debris or cuttings will be blown onto roadways or walkways. All litter removed will be disposed of at the Contractor's expense.

Any hazardous material or unusual and/or unknown materials will be reported to the Facility Site Representative immediately at **916-591-1092**.

**Cuttings and Trimmings:** All cuttings, trimmings and leaf debris will be removed from the landscaped areas (including sidewalks, curbs, gutters, and paved areas directly adjacent to these areas) one time per site service during the entire contract term. No debris or cuttings will be blown onto roadway or walkways.

**Extra Work:** THROUGHOUT THE DURATION OF THE CONTRACT, EXTRA WORK WILL BE REQUIRED OF THE CONTRACTOR. EXTRA WORK IS WORK NEEDED IN ADDITION TO TASKS OUTLINED ON THE TASK FREQUENCY SHEET. EXTRA WORK MAY INCLUDE, BUT IS NOT LIMITED TO IRRIGATION REPAIR, BARK INSTALLATION, AND VANDALISM REPAIR. THE CONTRACTOR WILL BID THREE HOURLY WAGES FOR A LEAD

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Sacramento Regional Sanitation District and Sacramento Area Sewer District

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PERSON AND FOR A CREW MEMBER TO PERFORM EXTRA WORK UNDER THREE DIFFERENT RESPONSE  
MAINTENANCE BID ITEMS.

**Proposal:**

**I. GENERAL:**

Respond to all information requested in this RFP. Use additional sheets as necessary. Brochures and advertisements will not be accepted as a substitute for these requirements. A qualifying proposal must address all items. Incomplete proposals may be rejected.

**II. PROPOSAL CONTENT:**

Proposals shall be organized and submitted in the format prescribed below in order to facilitate the comparison of proposals. Additionally, please number your replies to correspond with the questions. For example, if you are replying to 4 (a), write 4 (a) next to that reply, etc. Please submit five (5) copies of your proposal and mark the original as the “Original” or “Master Copy.”

- (1) Cover page (page 1 of this RFP): Complete and sign.
- (2) The proposal consists of a **Base Bid Schedule**, an **Extra Work Schedule**, and a **Task Proposal Sheet**. **The contract term is for one year with two optional one-year extensions.**

**A. Base Bid Schedule:**

This schedule includes bid items for each location to be maintained by the Contractor. The Contractor shall bid, for each location indicated on the **Base Bid Schedule**, a Monthly Maintenance Cost and an Annual Cost based on the performance requirements as described in these specifications.

**B. Extra Work Schedule:**

This schedule includes unit price bid items for Extra Work. Extra Work may include, but is not limited to irrigation repair, bark installation, and vandalism repair. The Contractor shall bid for each item indicated on the **Extra Work Schedule**, a unit price for each item. Said unit price shall be in effect for the duration of the contract.

**C. Task Proposal Sheet:**

A Task Proposal Sheet must be filled out for each of the four landscaping areas. The Task Proposal Sheet shall detail frequency, schedule, technique, equipment, and materials associated with selected landscape tasks.

- (3) Company profile: Your company profile shall include the following information:
  - (a) Founding date (month and year)
  - (b) Company size – staff and client base (i.e., local, regional, statewide, etc.)
  - (c) Products and/or services provided
  - (d) Organizational chart – submit a copy of your company’s organizational chart(s) – corporate and local levels as applicable. Local organizational chart shall include names of managers.
  - (e) Licenses and permits – submit a copy of your company’s current business and landscaping licenses and permits for operations in the Sacramento area.

- (f) Location of the office from which the work will be provided and the staff allocation at that office.
  - (g) Identify the key individuals who will be managing the work. Include their names, titles, qualification, experience, and current responsibilities. Identify the account manager, include his or her e-mail address, telephone, and fax numbers.
  - (h) Identify all available equipment, programs and systems to perform the work.
  - (i) List of your company's professional affiliations and accreditations.
- (4) Exceptions: List any RFP exception in this section.
- (5) References: List three or more clients for whom you have provided similar work. For each of the references, include the organization name, address, name, telephone number, and e-mail address of contact person and the time you completed the work.
- (6) Subcontracting: Is your company planning to subcontract portions of the work? If yes, indicate the name of the subcontractor(s) and the portion of the work that will be subcontracted in each case. Also include a copy of the subcontractor's business and private patrol licenses and permits in each case.
- (7) Background check: Describe in detail the extent of your company's background check on new employees. Who performs the criminal background check, what kind of background check (e.g., fingerprint), and how long does it normally take? Does your company also check into the employee's DMV driving record? If yes, please explain the process.
- (8) Employment Practices:
- (a) Provide a summary of your company's employment policy and information about being an equal opportunity employer.
  - (b) Will assigned employees receive benefits (health and welfare, pension, vacation and holidays, etc.)?
  - (c) Discuss your company's security guard training programs. Be sure to address how your company selects and trains security guards. Discuss your company's occupational safety and health training programs and training frequencies.
  - (d) List any other training that your company provides which is not listed in the training categories of this RFP.

**Supplemental Drawings:**

A working drawings appendix for the areas is available for review upon request.

**Base Proposal Response**

Monthly Fee for Landscape Services:

Districts Facilities

<b>Facilities</b>	<b>Monthly Charge</b>	<b>Annual Cost</b>
SASD South (Goethe Road)	\$ _____	\$ _____
SASD NACY	\$ _____	\$ _____
REGIONAL SAN / SRWTP Facility	\$ _____	\$ _____
Freeport Dechlorination Facility	\$ _____	\$ _____
N19 Arden Sewage Pumping Station	\$ _____	\$ _____
N53 Van Maren Pump Station	\$ _____	\$ _____
<b>Totals:</b>	\$ _____	\$ _____

**Extra Work Proposal Items:**

- Item #1** Under this item of the Proposal, the Contractor shall provide a lead person's hourly rate for extra work that shall be responded to within 7 days upon notification by the Facility Site Representative.
- Item #2** Under this item of the Proposal, the Contractor shall provide a crew member's hourly rate for extra work that shall be responded to within 7 days upon notification by the Facility Site Representative.
- Item #3** Under this item of the Proposal, the Contractor shall provide a lead person's hourly rate for extra work that shall be responded to within 48 hours upon notification by the Facility Site Representative.
- Item #4** Under this item of the Proposal, the Contractor shall provide a crew member's hourly rate for extra work that shall be responded to within 48 hours upon notification by the Facility Site Representative.
- Items #5** Under this item of the Proposal, the Contractor shall provide a lead person's hourly rate for extra work that shall be responded to within 4 hours upon notification by the Facility Site Representative.
- Items #6** Under this item of the Proposal, the Contractor shall provide a crew member's hourly rate for extra work that shall be responded to within 4 hours upon notification by the Facility Site Representative.
- Item #7** Under this item of the Proposal, the Contractor shall provide a price per square foot for turf maintenance. This item should reflect the price for bagging and removal of all turf clippings with each mowing.
- Item #8** Under this item of the Proposal, the Contractor shall provide a price per square foot for turf maintenance. This item should reflect the price for mulching all turf clippings with each mowing.
- Item #9** Under this item of the Proposal, the Contractor shall provide a price per square foot for planting area maintenance.

**Extra Work Schedule**

Charge for Unscheduled Extra Work for a Lead Person - 7-Day Notification (See Item 1 Page 28)	\$	/hourly
Charge for Unscheduled Extra Work for Crew Member - 7-Day Notification (See Item 2 Page 28)	\$	/hourly
Charge for Unscheduled Extra Work for a Lead Person (48 Hour Notification (See Item 4 Page 28)	\$	/hourly
Charge for Unscheduled Work for a Crew Member 48 Hour Notification (See Item 4 Page 28)	\$	/hourly
Charge for Unscheduled Work for a Lead Person 4 Hour Notification (See Item 5 Page 28)	\$	/hourly
Charge for Unscheduled Work for a Crew Member 4 Hour Notification (See Item 6 Page 28)	\$	/hourly
Charge per square foot for maintenance of turf (clippings bagged and removed) (See Item 7 Page 28)	\$	/square foot
Charge per square foot for maintenance of turf (clippings mulched) (See Item 8 Page 28)	\$	/square foot
Charge per square foot for planting area maintenance (See Item 9 Page 28)	\$	/hourly
Charge Over Cost for Material & Supplies	+	%

**Task Proposal Sheet:**  
**SASD SOUTH FACILITIES (GOETHE ROAD)**

(Detail frequency, schedule, technique, and equipment, and materials).

1. Turf Maintenance: mowing, fertilization, disease, pest, and weed control.


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2. Tree, Shrub and Planting Area Maintenance: Pruning, fertilization, disease, pest, and weed control.


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3. Groundcover Maintenance: Pruning, fertilization, disease, pest, weed-control.


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4. Grounds Maintenance: Parking lot, hardscape/fence-line weed control, litter removal.


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5. Overall work schedule for routine maintenance (i.e. day(s) per week, starting and ending times).




**Task Proposal Sheet:**  
**SASD NORTH AREA CORPORATION YARD**

(Detail frequency, schedule, technique, and equipment, and materials).

1. Turf Maintenance: mowing, fertilization, disease, pest, and weed control.


- 
2. Tree, Shrub and Planting Area Maintenance: Pruning, fertilization, disease, pest, and weed control.


- 
3. Groundcover Maintenance: Pruning, fertilization, disease, pest, weed-control.


- 
4. Grounds Maintenance: Parking lot, hardscape/fence-line weed control, litter removal.


- 
5. Overall work schedule for routine maintenance (i.e. day(s) per week, starting and ending times).


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**Task Proposal Sheet:**  
**REGIONAL SAN / SRWTP FACILITY**

(Detail frequency, schedule, technique, and equipment, and materials).

1. Turf Maintenance: mowing, fertilization, disease, pest, and weed control.


- 
2. Tree, Shrub and Planting Area Maintenance: Pruning, fertilization, disease, pest, and weed control.


- 
3. Groundcover and Annual Bed Maintenance: Pruning, fertilization, disease, pest, weed-control, and annual flower replacement.


- 
4. Grounds Maintenance: Parking lot, hardscape/fence-line weed control, litter removal.


- 
5. Overall work schedule for routine maintenance (i.e. day(s) per week, starting and ending times).


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**Task Proposal Sheet:**  
**FREEPORT DECHLORINATION FACILITY**

(Detail frequency, schedule, technique, and equipment, and materials).

1. Turf Maintenance: mowing, fertilization, disease, pest, and weed control.


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2. Tree, Shrub and Planting Area Maintenance: Pruning, fertilization, disease, pest, and weed control.


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3. Groundcover Maintenance: Pruning, fertilization, disease, pest, weed-control.


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4. Grounds Maintenance: Parking lot, hardscape/fence-line weed control, litter removal.


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5. Overall work schedule for routine maintenance (i.e. day(s) per week, starting and ending times).


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**Task Proposal Sheet:**  
**N19 ARDEN SEWAGE PUMPING STATION**

(Detail frequency, schedule, technique, and equipment, and materials).

1. Turf Maintenance: mowing, fertilization, disease, pest, and weed control.


- 
2. Tree, Shrub and Planting Area Maintenance: Pruning, fertilization, disease, pest, and weed control.


- 
3. Groundcover Maintenance: Pruning, fertilization, disease, pest, weed-control.


- 
4. Grounds Maintenance: Parking lot, hardscape/fence-line weed control, litter removal.


- 
5. Overall work schedule for routine maintenance (i.e. day(s) per week, starting and ending times).


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**Task Proposal Sheet:**  
**N53 VAN MAREN PUMPING STATION**

(Detail frequency, schedule, technique, and equipment, and materials).

1. Turf Maintenance: mowing, fertilization, disease, pest, and weed control.


- 
2. Tree, Shrub and Planting Area Maintenance: Pruning, fertilization, disease, pest, and weed control.


- 
3. Groundcover Maintenance: Pruning, fertilization, disease, pest, weed-control.


- 
4. Grounds Maintenance: Parking lot, hardscape/fence-line weed control, litter removal.


- 
5. Overall work schedule for routine maintenance (i.e. day(s) per week, starting and ending times).


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**References**

**Note:** References shall not include any facilities associated with REGIONAL SAN, SRWTP, or SASD.

R-1

Account Name:	
Address:	
Contact Person/Title:	
Phone Number:	
Personnel Provided/Year(s):	

R-2

Account Name:	
Address:	
Contact Person/Title:	
Phone Number:	
Personnel Provided/Year(s):	

R-3

Account Name:	
Address:	
Contact Person/Title:	
Phone Number:	
Personnel Provided/Year(s):	

**Designated Subcontractors**

Subcontractor Name/Address Phone No.	Description of work to be performed by subcontractor	Subcontract Amount	% of work

Additional sheets may be used if additional space is needed.

The undersigned Respondent assures that no subcontractor or supplier may be added, deleted, or changed without the express written approval of the awarding body.

\_\_\_\_\_  
 Signature of Primary Contractor/Title



**STANDARD TERMS AND CONDITIONS PROPOSALS / BIDS / QUOTES**

**PREPARATION OF RESPONSE**

- a. All information requested of the bidder must be entered in the appropriate spaces on the form. Failure to do so may disqualify your offer.
  - b. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your response. Corrections must be initiated in ink by the person signing the response.
  - c. Corrections and/or modifications received after the specified closing time will not be accepted.
  - d. Time of delivery must be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the Districts.
  - e. Time of delivery may be a consideration in the award.
  - f. Prices will be considered as net if no cash discount is shown.
  - g. All responses must be signed by an authorized officer or employee of the responder.
  - h. Responses must be submitted prior to the specified date and time. Late responses, telegraphic, fax, or telephone responses will not be accepted.
  - i. Submit responses in a sealed envelope with the RFQ/RFB/RFP number, closing date, and time shown.
  - j. If any information contained in the response is considered confidential or proprietary by bidder, it must be clearly labeled as such and presented in a sealed envelope within the bidder's response package.
1. **BRAND NAMES:**
    - a. Brand names and numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided your offer clearly describes the article. Offers for equal items must state the brand and number, or level of quality. The determination of the Districts as to what items are equal is final and conclusive.
    - b. When brand, number, or level of quality is not stated by bidder, the offer will be considered exactly as specified.
  2. **SAMPLES:** Samples of articles, when required, must be furnished free of cost. Samples may be retained for future comparison. Samples which are not destroyed by testing or which are not retained for future comparison will be returned upon request at your expense.
  3. **AMERICANS WITH DISABILITIES ACT:** As a condition of submitting a response to Regional San and SASD, the bidder certifies that its business entity is in compliance with the "Americans With Disabilities Act" of 1990, as amended.
  4. **TAXES:**
    - a. Do not include any sales, use, or federal excise taxes in your response.
    - b. If your company is outside California and collects sales tax, please state the amount as a separate item if the Districts are to remit the tax.
    - c. Items purchased for resale will show the Districts' resale permit number on the purchase order.
    - d. Exemption certificates will be furnished when federal excise tax is exempted.
  5. **LIABILITIES:** The bidder shall hold Regional San and SASD, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all actions brought against Regional San and SASD or bidder because of the unauthorized use of such articles.
  6. **CASH DISCOUNTS:** In connection with any cash discount specified on this response, time will be computed from the date of complete delivery of the supplies or equipment as specified, or from date correct

invoices are received in the Districts' Auditor's Office, whichever is later. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the Districts' warrant or check.

7. **DEFAULT BY VENDOR:** In case of default by vendor, the Regional San and SASD may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the Districts. Prices paid by the Districts must be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Districts.

8. **AWARDS:**

a. Regional San and SASD reserve the right to: (1) award responses received on the basis of individual items, or groups of items, or on the entire list of items, (2) reject any or all responses or any part thereof; (3) waive any informality in the responses; and (4) accept the response that is in the best interest of the District. The Districts' decision shall be final.

9. **RIGHT TO AUDIT:** The Districts reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

10. **ASSIGNMENT:**

In submitting a response to a public purchasing body, the responder offers and agrees that if the response is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of part 2 of Division 7 of the Business and Professions Code), arising from the purchases of goods, materials, or services by the quoter for sale to the purchasing body pursuant to the quote. Such assignment must be made and become effective at the time the purchasing body tenders final payment to the responder.

11. **SPECIAL CONDITIONS:** Regional San and SASD standard terms and conditions must govern any contract awarded. If, after award of contract, vendor provides additional terms or conditions, they will be considered void. To the extent not otherwise stated in the contract, the California Commercial Code shall apply.