



CITY OF SANTA MARIA



**REQUEST FOR PROPOSALS FOR CITYWIDE
LANDSCAPE MAINTENANCE SERVICES
(RP-2025-01)**

Date Issued: April 22, 2025

Due Date: May 16, 2025 at 1:30 pm

Proposals received after the time and date stated above shall be returned unopened to the sender.

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I. INTRODUCTION

The City of Santa Maria invites Requests for Proposals (RFP) for landscape maintenance services in accordance with the specifications, conditions, and proposal instructions set forth in this RFP from qualified landscape contractors for the maintenance of the City's four **Landscape Maintenance Districts, 22 Special Benefit Zones, and other City landscaped areas.**

Landscape maintenance preserves and sustains the quality of the landscape. Landscapes are generally designed with a given style, formal or informal. Proper maintenance maintains the intended design concept.

This RFP does not commit the City to pay any costs incurred by the bidder in the submission of a bid or in making any necessary studies for the preparation thereof.

A. Description

The Landscape Maintenance contract is an outcome-based contract where the City has established specific landscape standards and frequency schedules as deliverables of the contract. The Contractor is responsible to develop a base bid necessary to maintain the expected outcome standards. The bid is to be presented as what the total cost would be for each site for a 12-month period on a month-to-month basis, or in public space on a per occurrence basis. The City will inspect the work of the Contractor against the stated standards to determine compliance and payment.

The work to be performed under the contract consists of the furnishing of all labor, insurance, materials and equipment needed to perform Landscape Maintenance Services in City-wide public spaces, street medians and rights-of-way, as further described in Scope of Services.

Included in this RFP are maps of the City's four landscape maintenance districts and special benefit zones (See Attachments A-D). These attachments detail the locations and square footage of the areas to be maintained with columns to quote the "cost per sq. ft." and "total cost" for landscape maintenance services. Upon execution of an agreement, the successful respondent(s) will be provided originals of these maps.

B. City Contact

No oral representation or interpretations will be made to any Contractor as to the meaning of the contract documents. Requests for interpretation shall be made in writing and delivered to the Recreation and Parks Department by May 9, 2025. Interpretation, where necessary, will be made by the City in the form of an addendum to the Contract documents and when issued, will be sent as promptly as is practical to all parties to whom the proposal documents have been issued. All such addenda shall become part of the contract documents. All questions regarding this RFP are to be submitted in writing via U.S. Mail or email to:

City of Santa Maria
Recreation and Parks Department
Attn: Neville Smeda, Business Manager
615 South McClelland Street
Santa Maria, CA 93454
Email Address: NSmeda@CityofSantaMaria.org

All contacts during the proposal process shall be through the City of Santa Maria Recreation and Parks Department. Attempts by the Respondent to contact other department representatives may result in disqualification of the Respondent from the proposal process.

C. Eligibility

The Contractor(s) shall operate and maintain a working office serving the City’s account, and where City representatives can meet with contract staff as needed to coordinate with the Contractor or review documents related to the contract, within 30 miles of the City of Santa Maria City Hall building.

D. Calendar of Events

The tentative schedule of key milestones related to the City of Santa Maria Landscape Maintenance Services is as follows:

<u>EVENT</u>	<u>DATE</u>
RFP Issued	April 22, 2025
Mandatory Pre-Proposal Conference	May 7, 2025
Written Questions Due	May 9, 2025
Addendum Issued (if required)	May 12, 2025
Proposal Due	May 16, 2025
Evaluation Period	May 19-23, 2025
Interview(s)	May 28, 2025
Award Date	June 17, 2025
Contract Start Date	July 1, 2025

Evaluation, award and start dates are approximate. It is the responsibility of each respondent to be familiar with all of the specifications, terms and conditions, and site conditions. The Contractor agrees and acknowledges all RFP specifications, terms and conditions and affirms the ability to perform by submission of a proposal. By the submission of a proposal, the Contractor certifies that if awarded a contract it will make no claim against the City based upon ignorance of conditions or misunderstanding of the specifications. The mandatory pre-proposal conference will be held at 615 S. McClelland Street, Santa Maria, California, 93454 at 9:00 AM.

E. Definitions

- Agreement:** Standard form of agreement contained in RFP.
- Authorized Representative:** Person designated by the City as having the authority and responsibility for administering the Project.
- Business Days** Monday through Friday
- City:** City of Santa Maria, State of California
- Contract Documents:** An agreement, together with the terms and content of the RFP.
- Contractor:** Successful Respondent of the RFP to whom the contract is awarded.

Legally Approved Herbicide:	Herbicide substance approved by California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015. Telephone: 916-445-3838.
Licensed Pest Control Applicator:	Licensed by the California Department of Pesticide Regulation. Address: P.O. Box 4015, Sacramento, California 95812-4015. Telephone: 916-445-3838.
Maintenance Specifications:	Specifications, maintenance schedule and checklist set forth in this RFP.
Project:	Statement of Work described in the RFP.
Respondent:	Party or parties who submit a proposal in response to the RFP.
RFP:	Request for Proposals for the project.
Site:	Physical location of the Project and includes each and every area listed and described in Attachments A - D of the RFP.
Work:	Provision of management, tools, supplies, equipment and labor necessary to undertake the Project.

F. Terms of Contract

It is the intent of the City to contract for landscape maintenance services presented herein for a term of three (3) years, with possible extension for up to three (3) one-year (1) terms subject to the satisfactory negotiation of terms and successful annual performance of the Contractor. This shall include a price acceptable to the City and the successful Contractor(s) and the annual availability of an appropriation. The performance of the Contractor(s) will be evaluated at the end of each year.

Upon conclusion of the RFP process, an agreement, similar to included 'Sample Agreement', shall be executed and awarded for landscape maintenance services. The terms and conditions of the agreement are subject to change.

G. Guidelines

The City of Santa Maria reserves the right to:

- Reject any and all bids
- Waive any irregularities in any bid
- Sit and act as sole judge of the merit and qualifications of services offered
- Award an agreement to multiple contractors based on the bids that are most advantageous to the City in price, quality, and suitability of services outlined in this RFP
- Remove sections of the RFP from contract as conditions warrant

H. Contractor Obligations

Contractor(s) is required to inspect the site of work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and as to the actual conditions of and at each site. If, during the course of their examination, a Contractor finds facts or conditions which appear to conflict with the letter or spirit of the contract documents, or with any other data furnished in the RFP, it may apply to the City for additional information and explanation before submitting a proposal.

I. Examination of Contract Documents

Each Contractor shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications and any addenda. Submission of a proposal shall constitute acknowledgment, upon which the City of Santa Maria may rely that the Contractor has thoroughly examined and is familiar with the contract documents. Failure or neglect of Contractor to receive or examine any of the contract documents shall in no way relieve them of any obligation with respect to their proposal or to the contract. No claim for additional compensation which is based upon a lack of knowledge of any contract documents will be allowed.

J. Contract Assignment and Use of Sub-Contractors

The Contractor shall not assign, transfer, convey, or otherwise dispose of the contract or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City of Santa Maria. The Contractor shall not employ the services of and sub-contractor in the performance of the contract without the prior consent from the City's contract coordinator.

II. PROPOSAL SUBMISSION

Proposals shall be in written form and must include, as a minimum, the information requested by the City. Additional pages may be attached to the Proposal, as supplemental, but not as replacement pages. All proposals shall give all information requested therein and shall be signed by Contractor or an authorized representative, with their address and contact information. The Contractor must prepare and submit all required documents. Unauthorized conditions, omissions, limitations or provisos attached to a proposal will render the proposal non-responsive and may cause its rejection.

Each proposal shall be enclosed in a sealed envelope, labeled and delivered to City of Santa Maria, Recreation and Parks Department, Attention: Neville Smeda, Business Manager, 615 S. McClelland St., Santa Maria, California, 93454, by May 16, 2025 by 1:30 pm. Proposal forms received after the deadline date will not be accepted. Postmarks will not be accepted. Telephone, electronic or facsimile bids will not be accepted. Please do not submit bids in three ring binders. The City of Santa Maria reserves the right to reject any or all proposals; to make any awards or any rejections in what it alone considers to be in the best interest of the City of Santa Maria and waive any informalities or irregularities in the proposals. Additionally, the City may, for any reason, decide not to award an Agreement as a result of this RFP.

Proposals must include, at a minimum, the following information:

A. Cover Letter

A one-page cover letter and introduction including a statement of Contractor's approach for providing landscape maintenance services to the City of Santa Maria. The letter must provide the company name and address of the respondent and the name, address, and telephone number of the person(s) to be used for contact, and who will be authorized to make representations for the respondent. Whether the respondent is an individual, partner, or corporation shall be also stated.

B. Company Profile

Bids shall include a profile of the company, including a brief description of the company's main office location, years in business, background on the owner's experience and education related to landscape maintenance services, other municipalities where services are performed and other related information that is pertinent to this RFP. Detail any involvement, past or current, relative to litigation or other disputes, if any, concerning your performance with any clients to whom your company has provided services.

C. Qualifications

Bids shall include a statement demonstrating that the minimum qualifications listed in this RFP have been met in order to have their bid considered. Minimum qualifications include, but are not limited to: Within the last five (5) years, Contractor(s) must have at least three (3) years of continuous experience in the ownership and direct management of a landscape maintenance business similar to that which is proposed. Ownership is defined as a minimum ownership of 25% and active involvement in the day-to-day management of the business.

For field supervisor of crews doing the contract work must identify the head pesticide technician and the head irrigation technician. Include industry licenses, certifications or other credentials of expertise as they will be used as part of the judging qualifications. Include the resume and credentials of: the person who will be the Principal Manager of the City's contract, and the on-site superintendent.

D. Fee/Site Sheets

Bids shall include a fee sheet for each landscape maintenance district and special benefit zone. All fees shall be quoted on the Fee/Site Sheets. All fees quoted shall be firm and fixed for 45 days after bid filing date.

E. Staffing Sheets

Bids shall include a staffing sheet listing both field and clerical personnel that will be assigned to service each landscape maintenance district. Include a description of full-time and part-time employees and their qualifications, including certifications (see attachment F), and how each landscape maintenance district and special benefit zone will be staffed. Describe account/clerical employees, their qualifications and skills. Describe how your firm utilizes these skills to perform the scope of services as outlined in this request for proposal. Include in the bid submittal the appropriate documentation you require from your employees that verifies their legal right to work in the United States.

F. Quality Control Plan

On a separate attachment labeled "Quality Control Plan," include as part of the staffing plan, an outline how you will staff the contract and implement quality control procedures including but not limited to inspection and modification of procedures, furnish any equipment necessary for implementation, and a matrix for ensuring the scope of work is completed to APPA (Association of Physical Plan Administrators) Level 3 quality standards. Include an organizational chart to include the contract/service manager, safety officer, billing point of contact, and any other additional information necessary to execute the Quality Control Plan. Contractor is required to provide all safety equipment and MSDS sheets for the above scope of work.

The Contractor shall maintain the most recent and updated version of the contract, contract documents, and records pertaining to the City's account at their location (within 30 miles of the City of Santa Maria City Hall) and make them available to the City upon request. The Contract/Principal Manager directly responsible for the contract shall be available at the Contractor's working office for any in-person meetings or coordination efforts with the City representative.

G. Invoice Instructions Acknowledgement Sheet

All bids shall include a signed Invoice Instruction Acknowledgement sheet agreeing that Contractor(s) understands the invoicing instructions of the RFP and will be able to meet the needs without exceptions. If exceptions are required, the bidder must list in detail. (Attachment E).

H. Licenses/Certifications

All bids shall include a copy of a State of California C-27 Landscape Contractor License, a copy of the Pesticide Applicator's License, a copy of a current City of Santa Maria Business License, and a

Certificate of Liability Insurance.

I. References

All bids shall include a list of at least three (3) references of governmental and/or commercial accounts that your firm has contracted within the last three years for landscape maintenance services. For each reference include a company name, mailing address, contact person, contact person's title, telephone number and e-mail address. (Attachment F)

J. Signature Page

The signature page is considered an integral part of the bid and shall be signed by an individual(s) who is/are authorized to contractually bind offer(s). The signature(s) must indicate the title or position the individual(s) holds in the firm. An unsigned bid will be rejected.

K. Additional Work

The City has the authority to direct additional work including work for vandalism repair, City initiated improvement, and the addition of new sites. Additional work outside the Scope of Services will require written approval from the City prior to commencement of work. Cost for additional work completed by the Contractor prior to receiving written approval from the City shall be the responsibility of the Contractor. Additional work will follow the price schedule (Attachment C)

L. Bid Submittal Checklist

The Bid Submittal Checklist (Attachment G) governs the order in which the bid shall be submitted. All responses shall be complete and easy to understand, and items submitted shall be noted (example: Item "A") in order of the checklist.

Please take the time to carefully read the RFP package and understand the process. The format, organization, and content are all important in conducting an accurate and complete evaluation of the bid.

III. SCOPE OF WORK

A. Working Knowledge

The Contractor(s) shall have a demonstrable working knowledge of the maintenance of turf areas, mowing, plant identification, pruning, irrigation systems and repair, drainage systems, debris removal, post and pre-emergent and fertilizer application, traffic delineation, and other related work.

B. Site Conditions

The successful Contractor(s) shall be required to inspect entire sites and be familiar with the requirements and growth habits of all existing plant materials in each site.

C. Scheduling

Maintenance services shall be provided Monday through Saturday, between the hours of 7:00 a.m. and 6:00 p.m. Work on City of Santa Maria holidays may only be performed with the permission of the City's Authorized Representative. Contract obligations must be met regardless of holidays, but the Contractor is not obligated to staff the City contract on City holidays.

D. Staffing

It shall be demonstrated in the bid submittal, that the successful Contractor(s) has sufficient, qualified and experienced staff to adequately perform all landscape maintenance as outlined in the proposal submission section. This is a vital scope of service in this RFP.

E. Reporting

The Contractor's projected schedule shall be submitted to the City's Authorized Representative monthly, indicating all the work to be performed within the contracted area such as litter pick-up, mowing, edging, irrigation inspections, pesticide and herbicide applications, disease and pest control and **pruning**. Schedules are required for each of the four master Landscape Districts and each Special Benefit Zone.

F. Invoicing

Invoices shall be submitted to the attention of the City's Authorized Representative. Separate invoices shall be submitted for **each** landscape maintenance district site and special benefit zone (22 total). Without exception, no invoice will be accepted if "payment due" is for a combined landscape maintenance district and special benefit zone.

Invoices shall include a description of the areas worked for the billing period by amount of square footage completed, and have attached all invoices for irrigation repair/replacement materials in any and all landscape maintenance districts and special benefit zones. The markup for irrigation materials shall be limited to the cost of the materials plus a maximum of 15%. Please note under "Irrigation Systems" on page 9, the information about irrigation system lateral lines 1" or less in size and lateral lines 1 ¼" or larger in size.

Invoices shall include "Attention To" the name and title of the City's Authorized Representative, the City's billing address, the invoice number, the Purchase Order number, the actual date the invoice is sent to the City as the "billing date," and the period of billing (example: billing period from July 1, 2025 to July 31, 2025). Invoices shall also include the Contractor's name, their Contract/Principal Manager's name, office/ mailing address, and office telephone number. Include page number of number at the top right corner of each invoice sheet. Include itemization of work by description, unit of measurement, quantity, total amount previously billed, amount remaining on contract, and total amount billed for the current invoice/billing period.

Payment is due by the City net 30 days from the acceptance of an invoice, which is typically one week after the first working day of the month following the service month.

Bidder shall indicate, by signature, on the Invoice Instructions Acknowledgement Sheet (Attachment E) the ability to invoice for services as outlined in the RFP or note any exceptions.

G. Warranty

All supervision, labor, materials, and equipment necessary for the complete maintenance of all landscaped areas shall be furnished by the successful bidder(s). Equipment shall be safe, proper, efficient, and suited to and for the job. All cutting blades shall be kept properly sharpened and all equipment must have all required safety devices in place and be fully operational.

All plant material shall be maintained in a healthy and vigorous condition. Plant material shall be allowed to grow and develop natural growth habits without being clipped into balled or boxed forms. Please note that there may be some exceptions to this requirement.

Irrigation and drainage systems shall be maintained in good working order and general sites kept clean and free of litter, debris, and graffiti. This includes all drainage swales, inlets and outlets.

Trees, shrubs, ground covers, lawn, perennials, annuals, or irrigation components damaged by successful bidder(s)'s or successful bidder(s)'s employees' actions or lack of actions shall be restored or replaced at the Contractor(s) cost.

The City's Authorized Representative shall be notified of any dead or dying plant material including vines, shrubs, groundcover, and trees.

The responsibility for replacing dead or dying plant material that was previously well-established with appropriate plant size (5 gallon plants/24" box trees) shall be the responsibility of the Contractor(s).

Delineation shall be set up at all work sites per Caltrans specifications as outlined in the Work Area Traffic Control Handbook. The Contractor(s) shall notify the City's Authorized Representative no less than ten business days prior to starting work on Highway 166 and/or 135. There is an annual cost for this permit that must be obtained by the Contractor(s). A blanket encroachment permit with standard roadway delineation details will be obtained from Public Works at no fee. Median work will be scheduled with the City's Authorized Representative no less than ten business days prior to starting work.

H. Pesticides

Whenever possible, integrated pest management (IPM) should be used with the intent of minimizing the use of pesticides. All pesticides MUST be registered in the State of California and conform to all requirements of the California Food and Agriculture Code. The successful bidder(s) must be properly licensed and registered to perform pest control work. Personal protection equipment shall be used at all times when applying pesticides. All pesticides must be approved by the City's Authorized Representative prior to use.

I. Herbicides

The least toxic products shall be considered for application in the City's landscape districts and special benefit zones. All herbicides MUST be registered in the State of California and conform to all requirements of the California Food and Agriculture Code. All herbicides must be approved by the City's Authorized Representative prior to use.

J. Trees

All tree maintenance/trimming shall be provided by the City of Santa Maria unless otherwise directed by the City's Authorized Representative.

No string trimmers or mowers are allowed closer than two feet from the trunk of trees. Herbicides, hand pulling and mulching are to be used to suppress weeds and grass as needed within the two foot radius.

K. Shrubs and Vines

General pruning shall be done in the winter. Minor pruning may be done at any time. Plants shall be pruned to conform to their natural growth characteristics whenever possible. Shrubs may overhang sidewalks and curbs between prunings up to six inches, providing they don't impede right of ways and ADA compliance. Hedge shears are only to be used to shape portions of plants along walkways, curbs and roadways. Hand clippers are to be used for other shrub shaping and dead heading.

Shrubs shall be pruned to conform to the design concept of the landscape and allowed to exhibit their natural growth habits unless otherwise directed by the City's Authorized Representative. Shrubs shall not be clipped into balled, boxed or mushroom forms. No walkways or channels are to be cut into dense foliage areas. To prevent leggedness (sparse lower branches), shrubs shall be maintained with the lower foliage wider than upper foliage. Shrubs shall not be topped at the same height as adjacent walls and fences. Shrubs should be pruned back to prevent them hanging over walls and fences into private property. Shrubs should be pruned back when they are conflicting with the desired growth of adjacent trees. Strapped foliage plants should only have dead flower heads and foliage removed, never cut back healthy foliage. Shrubs shall be topped as needed to 36 inches in the 50 foot site view

triangles at all roadway intersections, this is the only exception to the natural growth habit dictate. Cutting back of 50% or more of a shrub should only be done with approval of the City's Authorized Representative.

Vines shall be pruned to control growth and direction, kept "in-bounds". Vines shall be trimmed to within two concrete blocks of the top of walls and not allowed to grow over walls, doors, gates, or other structural facilities unless otherwise noted and approved by the City's Authorized Representative. Ground vines shall not be allowed to cover the crowns of shrubs or grow up tree trunks.

L. Ground Covers

Ground covers shall be edged up to four times a year, maximum growth will be six inches over adjacent concrete and maximum prune back will be two inches behind the edge of concrete. Ground cover edging is to be accomplished with a slope or roll back cut, never a blunt wall cut at the edges of hard surfaces.

M. Lawns

Mowing shall be performed biweekly, in season, at two inches in the Spring and adjusted to two and one-half inches by late Summer and early Fall. Mowers shall be equipped with mulching blades.

All lawn edges shall be edged every three weeks throughout the year. Obstacles within the lawn areas shall be edged to maintain a grass-free clear space of two inches in width. Herbicides are not to be used as an edging tool. Lawn sprinkler heads shall only be edged to allow for proper distribution of water. All leaf and lawn material must be picked up and removed from the work site. Leaf and lawn material shall never be left in the street.

Aerate lawns four times each year and aerate one time each year in lieu of mowing as turf growth rate allows. Abandoned turf is to be mowed and edged as needed to keep a neat appearance.

N. Weed Abatement

Weedy basins, drainages, and six foot trail shoulders are to be mowed twice a year and have debris cleaned up per section S below.

O. Irrigation Systems

Total irrigation wellness is a part of this contract with the exception of the irrigation controllers. Testing of the irrigation controllers is part of the wellness plan, but programming and repair are outside the contract scope. This contract expects proactive testing and repair of the irrigation system and the City will hold the Contractor responsible for damage and expense to the landscape caused by unrepaired irrigation issues. Twice a year irrigation checks will be performed with Special Districts staff in attendance to judge the effectiveness of the irrigation maintenance. (Attachment D)

1. Irrigation System Lateral Lines – 1" or less in size:

The Contractor shall be responsible for all repairs and maintenance on all irrigation system lateral lines 1" or less in size. All costs for repairs on irrigation system lateral lines, 1" or less in size, shall be included in this bid (Fee/Site Sheets - Attachments A-D). This includes all pop up heads, bubblers, nozzles, lids, swing joints, fittings and pipes. All replacement heads or parts must be the same manufacturer and type as approved by the City's Authorized Representative.

2. Irrigation System Lateral Lines – Over 1¼” or larger in size:

Repairs and maintenance on irrigation system lateral lines, over 1¼” in size, shall be invoiced at the cost of material plus 15% (material invoice must accompany all billing invoices). This includes valves, rotor heads, fittings, pipes and wiring. All replacement heads or parts must be the same manufacturer and type as approved by the City’s Authorized Representative. Responsibility shall include, but not be limited to, all required repairs and maintenance due to vandalism, accidents, and force majeure. Bills will only be honored for work approved in writing with the Special Districts Coordinator.

P. Drainage Systems

To avoid ponding, flooding, and excessive saturation of soils and plant roots, drainage systems shall be routinely checked for blockage.

Surface drainage swales and/or gutters shall be kept free of leaves, debris, and sediment accumulation.

Q. Disease, Pest, Rodent Control

All chemicals must be applied under the strict supervision of a California Department of Pesticide Regulation licensed and qualified pest control applicator, per the manufacturers’ recommended label application procedures, and the laws regulating pesticide application. Whenever possible, integrated pest management and the least toxic materials shall be used.

Plants and lawns shall be maintained in a healthy condition such that the plants and lawns are able to withstand minor disease and insect damage without control measures. Routine applications of pesticides shall not be permitted, as this practice destroys natural, predator-prey relationships in the environment. When unusually high infections or infestations occur, an accurate identification of the disease or insect shall be made and the control product selected with care, prior to application.

Insecticidal soaps shall be utilized wherever possible.

All rodents such as gophers, mice, ground squirrels and rabbits shall be trapped or controlled with bait, bait stations, or any other approved method.

The City’s Authorized Representative shall be immediately advised of disease, pest, and rodent problems and any conditions, which may be detrimental to the condition of the landscape or fixtures therein.

R. Weed Control

Herbicides may be used to control and inhibit weed growth but must be selected with extreme care. Herbicides must be applied in strict accordance with manufacturers’ label application procedures. A list of the name, quantities, and location of all herbicides applied shall be provided to the City’s Authorized Representative.

Shrub and ground cover areas shall be maintained free of weeds and grasses. Herbicides may be used to control weed growth. Careful consideration shall be given to the choice of materials used as certain herbicides can cause damage to turf grass and some ground covers.

Weed infestation in lawn areas shall be discouraged by proper maintenance, including but not limited to proper mowing and watering. Fertilization is handled by the City.

Weed control in turf areas is to be done up to two times a year with prior consultation with the City's Authorized Representative.

Weeds shall not be allowed to grow in paved areas such as driveways, curbs, walks, and paths. Weeds can be removed manually, or herbicides may be used for control. The use of weed oil, diesel fuel, or other staining or damaging materials is not allowed.

S. Debris Removal

Litter and trash including, but not limited to leaves, rubbish, papers, bottles, cans, and other debris, shall be removed from all areas of the site one time per week on Monday or Tuesday. This shall include emptying of all trash cans and waste cans at Doggie bag stations. Doggie bags shall be replaced as needed in the appropriate containers. The bags shall be supplied by the City's Authorized Representative.

All graffiti shall be removed from play equipment, irrigation controllers, and doggy bag dispensers. Specification for removal of graffiti shall be provided by the City's Authorized Representative. Graffiti other than on play equipment, along with shopping carts, shall be immediately reported via phone to (805) 925-0951, extension 2667.

All refuse from maintenance operations shall be disposed of properly. All leaf and lawn material must be picked up and removed from the work site. Leaf and lawn material shall never be blown into the street.

T. Paved medians and pathways

Medians that are paved with concrete, asphalt, gravel or DG are to be kept clear of weeds and debris as needed.

U. Additional

Upon execution of the contract, the Contractor shall identify an Authorized Representative(s) with authority to administer the scope of services on the Contractor's behalf, as outlined in an executed agreement as a result of this RFP. The Contractor's Authorized Representative shall be available, by phone, to the City's Authorized Representative Monday through Saturday between the hours of 7:00 a.m. and 6:30 p.m.

A 24-hour emergency phone number and the names of two (2) contact individuals shall be provided to the City's Authorized Representative. In the event of an emergency, the City's Authorized Representative must be able to contact at least one of these individuals seven days per week, 24 hours per day.

The Contractor shall provide staffing to perform landscape maintenance services in the event of unforeseen changes, special events, or emergencies. This will be considered an alteration of routine services, not an addition of new services or scope.

A valid and current State of California C-27 Landscape Contractor License shall be required to perform these services. Appropriate licenses and/or certifications for any and all maintenance performed in all City landscape maintenance districts or special benefit zones shall be required by all bidders. The contractor(s) shall have a City business license on file. Upon request, the successful bidder(s) shall furnish to the City's Authorized Representative any and all licenses and certificates required to perform the scope of services outlined in the executed agreement.

IV. SAMPLE AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES

AGREEMENT FOR PROFESSIONAL SERVICES (Citywide Landscape maintenance Services) (RP-2025-01)

THIS AGREEMENT is made on XXXXXXXX, 2025, by and between, XXXXXXXX and the City of Santa Maria, a California Municipal Corporation and charter City ("City"), in the Santa Maria, California, based on the following recitals:

1. The City is involved in the maintenance of certain public right-of-way areas in connection with the **Landscape Maintenance Districts, Special Benefit Zones, retention basins, plazas and parks** throughout the City of Santa Maria; and
2. The City requires a duly qualified landscape contractor with experience in providing professional landscape maintenance services throughout the City of Santa Maria; and
3. XXXXXXXX is a firm having the necessary experience and qualifications to provide the landscape maintenance; and
4. The City has for the provisions and services of landscape maintenance; and
5. On April 22, 2025, the City issued a Notice Inviting Sealed Request for Proposals for provision and service of landscape maintenance (RP-2025-01); and
6. XXXXXXXX has submitted a Proposal that the City has deemed acceptable and has extensive knowledge and is qualified to provide the needed services, and is willing to provide those services on mutually agreeable terms; and

NOW, THEREFORE, IT IS AGREED:

1. **Recitals True.** The above recitals are true.
2. **General.**

2.01 Term and Termination. The term of this contract is three years, beginning on the date first written above. This contract may be extended by mutual consent of the parties for up to three consecutive one-year periods. This contract may be terminated for breach of its terms and conditions, or because of discovery of any act which violates local, state or federal law. Termination is effective 14 days after deposit of notice, as specified in this Agreement.

2.02 Services to be Performed. RP-2025-01 is hereby attached as Exhibit "A". XXXXXXXX Proposal, dated XXXXXXXX, 2025 and consisting of a price quote, references and an insurance certification, is attached hereto as Exhibit "B". XXXXXXXX shall determine the method, details and means of providing service and delivery of landscape maintenance in the Landscape Maintenance Districts, Special Benefit Zones, and other City landscaped areas. More specifically, XXXXXXXX agrees to perform the specific services set forth in Exhibits "A", "B", "C" and "D". Attachments "A" through "J" are attached hereto and incorporated herein. In its sole discretion, City may reduce or increase the scope of work upon 30 days written

notice to Contractor. Price shall be reduced or increased in proportion to the reduced or increased scope of work on a time and materials or unit basis and shall be documented in a change order to this Agreement.

2.03 City's Duties. City's duties under this Agreement are to cooperate with XXXXXXXX in the performance of the Agreement and timely payment of invoices.

2.04 Payment and Liquidated Damages. City shall pay XXXXXXXX for the services provided under this Agreement in accordance with the prices quoted in Exhibit "B". Payment terms under this Agreement are listed in Exhibit "C". Repairs to correct irrigation problems shall be performed within 24 hours of being notified either in writing or verbally of an irrigation problem. Special Requests for Weed Abatement, Trash Removal, Trimming, Mowing, and any other service contemplated in this agreement shall be performed within the timeline allocated to the Contractor by the City's Authorized Representative. *If repairs are not made within the time period specified by the City's Authorized Representative, the City's Authorized Representative may, i) self-perform all or part of the work to resolve the issue and any restoration resulting from delays with City of Santa Maria Employees, and/or ii) outsource the repair, service, and restoration, etc. to another Licensed Contractor, and deduct the amount paid for labor and materials, plus penalties, and a 15% Administrative Expense from the monthly billing.*

2.05 Insurance. XXXXXXXX shall provide insurance as set forth in Exhibit "D".

3. Contractor's Obligations.

3.01 Minimum Amount of Service. XXXXXXXX shall devote sufficient time to perform services under this Agreement efficiently and effectively. XXXXXXXX may represent, perform services for, and be employed by additional individuals or entities at XXXXXXXX sole discretion, as long as the performance of these extra-contractual services does not interfere or present a conflict with City's business.

3.02 Schedules. XXXXXXXX shall provide a work schedule specifically outlining the days of the week specific tasks listed in the scope of services will be performed. For example: litter pick-up, mowing, pruning, general maintenance, irrigation check, etc. This schedule must be approved by the City's Authorized Representative. All work performed shall be completed on the days indicated on the approved work schedule and can be changed only with the approval of the City's Authorized Representative.

3.03 Tools and Equipment. Except as otherwise stated in this Agreement, XXXXXXXX will supply all tools and equipment necessary to perform this Agreement. All XXXXXXXX vehicles shall be easily identified by the public with a magnetic sign attached to each vehicle with the name of the company, phone number and a statement to the effect that the crew is under contract with the City of Santa Maria Landscape Maintenance Districts.

3.04 Status. XXXXXXXX (including its employees) is an independent contractor. No employer/employee relationship exists between XXXXXXXX and the City. XXXXXXXX assigned personnel shall not be entitled to any benefits payable to employees of the City. The City is not required to make any deductions or withholdings from the compensation payable to XXXXXXXX under this agreement.

3.05 License. XXXXXXXX must have a State of California C-27 Landscape Contractor License.

3.06 Indemnification. To the fullest extent allowed by law, XXXXXXXX shall indemnify, defend (with independent counsel approved by the City) and hold harmless the City, and its directors, officers, and employees from and against all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative costs of alternative dispute resolution) regardless of nature or type that arises out of, pertain to, or relate to the negligence, reckless, or willful misconduct of XXXXXXXX or the acts or omissions of an employee, agent or subcontractor of XXXXXXXX. The provisions of this paragraph survive completion of the services or the termination of this contract. The provisions of this Section are not limited by the provisions of the Section relating to insurance.

4. Miscellaneous

4.01. Notices. All communication relating to the day-to-day activities of this Agreement shall be exchanged between a designated representative of the CITY and a representative of CONTRACTOR, listed below. All notices shall be addressed as follows unless a written change is filed with the City:

To City:
 Attn. Alex Posada
 615 S. McClelland
 Santa Maria, CA 93454

To Contractor:
 Attn. XXXXXXXX
 XXXXXXXX
 XXXXXXXX

If the designated Representative or address of either party changes during the term of this Agreement, a written notice shall be given to the other party prior to the effective date of change. Any written notices required under this Agreement shall be effective five (5) days after deposit into United States mail, postage prepaid, addressed to the designated Representative, or upon confirmation of receipt of delivery if another notification process is used.

4.02. Compliance With Laws, etc. Contractor shall comply with all laws, including but not limited to the rules and policies of the City, in performing this Agreement.

4.03. Integration. This Agreement constitutes the entire agreement of the parties with respect to the subject matter. All modifications, amendments, or waivers of the terms of this Agreement must be in writing and signed by the appropriate representatives of the parties.

4.04. Interpretation. This Agreement shall be interpreted in accordance with the laws of the State of California.

4.05. Jurisdiction. Jurisdiction and venue of all disputes over the terms of this Agreement shall be in the County of Northern Santa Barbara, State of California.

4.06. Warranty of Authority. Each person signing this Agreement on behalf of a party warrants that he or she has authority to do so.

4.07. No Waiver. Failure to enforce with respect to a default shall not be construed as a waiver.

4.08. Severability. The provisions of this Agreement are severable. If any part of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by mutual written consent of the parties.

4.09. Submittals. In addition to any other submittals required by this Agreement, Contractor shall submit copies of its current business license and current certificate of workers compensation coverage to the City before beginning work on this project.

4.10 Prevailing Wage. Prevailing Wage. If applicable, Contractor and all subcontractors are required to pay the State prevailing wage rates with certified payroll Pursuant to CA Labor Code Section 1771 et seq., <http://www.dir.ca.gov/PWD/index.htm> The Director's determination is on file and open to inspection at www.dir.ca.gov and is referred to and made a part hereof; the wage rates therein ascertained, determined and specified are referred to and made a part hereof as though fully set forth herein. Obtain the project D.I.R. number from the Recreation and Parks Special District Supervisor.

IN WITNESS WHEREOF, this Agreement is executed by the parties on the date first written above.

CONTRACTOR

XXXXXXXX

By: _____
President

By: _____
Vice-President/Secretary

CITY

CITY OF SANTA MARIA, a political subdivision of the State of California

By: _____
Alex Posada
Director of Recreation and Parks

ATTEST:

By: _____
Donna G. Schwartz
Chief Deputy City Clerk

EXHIBIT "A"
SCOPE OF WORK

Description

The landscape maintenance preserves and sustains the quality of the landscape. Landscapes are generally designed with a given style, formal or informal. Proper maintenance maintains the intended design concept.

Work Included

XXXXXXXX must have a working knowledge of the maintenance of turf areas, mowing requirements and operations, plant identification and pruning requirements, irrigation systems and repair, drainage systems and debris removal, post and pre-emergent application, fertilizer application, and other related work. XXXXXXXX **shall keep City representative informed of areas needing any renovation including replenishing bark, dead or dying plant material or missing plant material.**

Severability of Tasks

The City reserves the right of severability; any clause or task within these specifications may be deleted at the discretion of the Recreation and Parks Department. Adjustments to the contract costs will be made accordingly.

Quality Assurance

XXXXXXXX and/or employees must be properly licensed and registered to perform pest control work described below.

Site Conditions

Existing Conditions. XXXXXXXX shall inspect the entire site and be familiar with the requirements and growth habits of all existing plant material. _____ **INITIAL**

Environmental Conditions. XXXXXXXX shall immediately advise the Recreation and Parks Department of disease or pest problems and any other conditions, which may be detrimental to the condition of the landscape or fixtures therein. _____ **INITIAL**

Scheduling

Maintenance services shall be provided on a weekly basis, Monday through Saturday, between the hours of 7:00 a.m. and 6:00 p.m. XXXXXXXX shall provide to the City's Authorized Representative for approval, a work schedule specifically outlining on which days of the week specific tasks of the Agreement will be performed, for example: litter pick-up, mowing, pruning, general maintenance, irrigation check, etc. All work performed within the Agreement area shall be completed on the days indicated and can only be changed with the acknowledgement and approval of the Recreation and Parks Department representative.

XXXXXXXX **shall submit a monthly report that indicates all the work that was performed within the contracted area, such as litter pick-up, mowing and edging, irrigation inspections, pesticide and herbicide applications, disease and pest control (as referenced in this Attachment A), to the City's Authorized Representative**

Warranty

XXXXXXXX shall furnish all supervision, labor, materials, and equipment necessary for the complete maintenance of all landscaped areas.

Plant materials shall be maintained in a healthy and vigorous condition and allowed to grow and develop natural growth habits without being clipped into balled or boxed forms.

Irrigation and drainage systems shall be kept in good working order, and the general site kept clean, and free of litter, debris, or graffiti. This includes all drainage swales, inlets and outlets.

XXXXXXXX shall restore or replace any trees, shrubs, ground covers, lawn, perennials, annuals, or irrigation components damaged by XXXXXXXX action or lack of action. This includes lack of water or over-watering. Please note that these conditions should be noted when irrigation checks are performed.

XXXXXXXX is obligated to notify the City's Authorized Representative of any dead or dying plant material including vines, shrubs, groundcover or trees. XXXXXXXX shall be responsible for replacing any dead or dying plant material that was previously well-established with appropriate plant size (5 gallon plants/24" box trees).

XXXXXXXX **shall not** be responsible for the following, unless specifically agreed upon:

Replacement of plant material damaged or destroyed by storms, or other causes beyond XXXXXXXX control.

Equipment

XXXXXXXX shall provide and maintain all equipment necessary to properly complete the maintenance work. Equipment shall be safe, proper, efficient, and suited to and for, the job. All cutting blades shall be kept properly sharpened. All equipment must have all required safety devices in place and fully operational.

PRODUCTS

Pesticides

Whenever possible, integrated pest management (IPM) should be used with the intent of minimizing the use of pesticides. All pesticides **MUST** be registered in the State of California and conform to all requirements of the California Food and Agriculture Code.

Herbicides

Least toxic products shall be considered. All herbicides **MUST** be registered in the State of California and conform to all requirements of the California Food and Agriculture Code.

EXECUTION

Trees

All tree maintenance/trimming shall be provided by the City of Santa Maria. No string trimmers or mowers are to be allowed closer than two feet from the trunk of trees. Herbicides, hand pulling and mulching are to be used to suppress weeds and grass as needed within the two foot radius.

Shrubs and Vines

Pruning

The general objectives for pruning of shrubs and vines are to maintain growth within space limitations, to maintain a natural appearance, to eliminate diseased or damaged growth, and to select and develop permanent branches.

General pruning may be done at any time but major pruning should be done no more than once a year.

Shrubs shall be pruned to conform to the design concept of the landscape.

Individual shrubs shall not be clipped into balled or boxed forms but allowed to exhibit their natural growth habits. Plants shall be pruned to conform to their natural growth characteristics whenever possible, except with the 50 foot site view triangles at road intersections where a 36 in height must be maintained.

Vines shall be pruned to control growth and direction, and shall be kept "in-bounds" and not allowed to grow over walls, doors, gates, or other structural facilities. Vines shall be trimmed to within two blocks of the top of walls. Ground vines shall not be allowed to cover the crowns of shrubs or grow up tree trunks.

To prevent leggedness (sparse lower branches), shrubs shall be maintained with the lower foliage wider than upper foliage.

Ground Covers

Edging

Ground covers shall be edged up to four times a year, maximum growth will be 6 inches over adjacent concrete and maximum prune back will be to the edge of concrete.

Lawns

Mowing

Lawns shall be mowed weekly in season, to provide a neat appearance. Abandoned lawn shall be kept trimmed and edged as needed with out a specific schedule.

As a general rule, warm season grasses are mowed shorter than cool season grasses. Begin mowing at two and one-half inches in the spring, and adjust to three inches by late summer and early fall. Avoid scalping during the growing season.

Edging/Weed-eating

All lawn edges shall be edged every two weeks throughout the year.

Obstacles within the lawn areas shall be edged to maintain a grass-free clear space of two inches in width.

Lawn sprinkler heads shall only be edged to allow for proper distribution of water.

Aerate lawns four times and dethatch one time each year in lieu of mowing as turf growth rate allows.

Irrigation Systems

General

The frequency and duration of irrigation shall be determined and monitored by the City's Authorized Representative. It is XXXXXXX responsibility to inform the City's Authorized Representative of any dry areas or wet areas in a timely fashion.

All irrigation controllers shall be programmed to run between the hours of 10:00 p.m. and 6:00 a.m. by the City's Authorized Representative.

XXXXXXX shall perform inspections and notify the City's Authorized Representative of any irrigation problems.

System Maintenance

All replacement heads or parts shall be of the same manufacturer, type, and application rates as approved by the Recreation and Parks Department.

XXXXXXX shall be required to make repairs to correct irrigation problems within 24 hours of being notified of an irrigation problem. If repairs are not made within the specified time period, the City's Authorized Representative shall outsource the repair and deduct the amount paid for labor and materials, plus penalties, from XXXXXXXXXX monthly billing.

XXXXXXX shall be responsible to make repairs on all irrigation system lateral lines one inch or less in size. Any additional repairs larger than just stated shall be at the agreed upon irrigation rate which includes the cost of material plus 15%. A copy of the material invoice must accompany all billing invoices. This includes vandalism, accidents and acts of God.

The irrigation system shall be flushed as needed if the irrigation checks demonstrate that a problem exists. The flushing shall be coordinated with the City's Authorized Representative. Irrigation checks must be noted on the monthly inspection sheets that are turned in to the Recreation and Parks Department. Random quality checks will be done throughout the year per Attachment (D).

Drainage Systems

Drainage systems must be routinely checked for blockage which could cause ponding, flooding, and excessive saturation of the soil and plant root zones.

Surface drainage swales and/or gutters shall be kept free of leaves, debris, and sediment accumulations.

Disease and Pest Control

All chemicals **MUST** be applied under the strict supervision of a California Department of Pesticide Regulation licensed and qualified pest control applicator, per the manufacturers' recommended label application procedures, and the laws regulating pesticide application. Integrated pest management (IPM) shall be used whenever possible and least toxic materials used.

Plants and lawns shall be maintained in healthy condition such that they are able to withstand minor disease and insect damage without controls. Routine applications of pesticides are not permitted, as this practice destroys natural, predator-prey relationships in the environment.

In general, incidence of serious disease and insect problems shall be minimized by proper fertilization and irrigation practices. Where unusually high infections or infestations occur, an accurate identification of the disease or insect shall be made and the control product selected with care, prior to application.

Insecticidal soaps shall be utilized wherever possible.

Rodents such as gophers, mice, ground squirrels and rabbits shall be trapped or controlled with approved baits.

XXXXXXX shall use PPE (Personal Protection Equipment) at all times when applying pesticides.

Weed Control

Use of Herbicides – Herbicides may be used to control and inhibit weed growth, but must be selected with extreme care. Pre-emergent, contact, and translocation herbicides are available. Some herbicides can cause damage to plant material. Herbicides must be applied in strict accordance with manufacturers' label application procedures. The name, quantities and location of all herbicides applied, shall be given to the City's Authorized Representative.

Shrub and Ground Cover Areas – Shrub and ground cover areas shall be maintained free of weeds and grasses. Herbicides may be used to control weed growth. Careful consideration shall be given to the choice of materials used, since certain herbicides can cause damage to turf grass and some ground covers.

Lawns

Weed infestations shall be discouraged by proper maintenance, including but not limited to proper mowing, proper watering, and proper fertilization.

Any and all deficient practices shall be corrected.

Before selecting and applying herbicides to lawns, the type of weed shall be carefully identified.

Herbicides shall be used as little as possible. Only when necessary shall herbicides be used as a means of swinging the weed-grass competition in favor of the turf grass.

Other Weed Control – Weeds shall not be allowed to grow in paved areas such as driveways, curbs, walks, and paths. Weeds can be removed manually, or herbicides may be used for control. The use of weed oil, diesel fuel, or other staining or damaging materials is not allowed. Dead weeds shall be removed from all pavements.

XXXXXXX shall use PPE (Personal Protection Equipment) at all times when applying herbicides.

Debris Removal

Litter and trash including but not limited to leaves, rubbish, papers, bottles, cans, and other debris shall be removed from all areas of the site one time per week on Monday or Tuesday. This shall include emptying of all trash cans and waste cans at doggie bag stations.

Doggie bags shall be replaced in their appropriate containers. The bags shall be supplied by the City's Authorized Representative.

XXXXXXX shall remove all unapproved signage, such as "For Sale", "For Rent" and "Garage Sale" signs, etc. when observed within all public easement areas. **Do not remove any political signage.**

Graffiti removal from play equipment. Specification for removal shall be provided by the City's Authorized Representative. Graffiti other than on play equipment along with shopping carts shall be immediately reported via phone to (805) 925-0951, extension 2667.

Homeless encampments shall be immediately reported to the City's Authorized Representative.

All refuse from the maintenance operation shall be disposed of properly.

Additional

XXXXXXXX shall provide to the City's Authorized Representative the name and phone number of the individual responsible for this Agreement between the hours of 7:00 a.m. and 6:30 p.m.

All work that is considered to be an extra and/or addition to the original Agreement including the replacement of any dead or dying plant material must be clearly described in writing and approved by the City's Authorized Representative, prior to performing the work in order to receive payment. At no time shall XXXXXXXX engage in any work that is considered beyond the scope of the original Agreement without written approval. All additional work shall include the cost of materials, hourly rate, time required to perform the repair and total, charges will follow rates provided on attachment (B).

XXXXXXXX shall provide a 24-hour emergency phone number and name of two (2) contact individuals. These individuals shall be able to be reached in the event of an emergency between 6:30 p.m. and 7:00 a.m. Should the phone number or contact persons change during the course of the Agreement, those changes must be provided to the City's Authorized Representative.

EMERGENCY CONTACTS:

Name:

Phone Number:

Name:

Phone Number:

EXHIBIT "B"
Contractors Documents

1. Contractor's Price Quote
2. Contractor's proofs of insurance

EXHIBIT "C"
PAYMENT TERMS

XXXXXXXX fees and compensation: amount, how, and when payable. XXXXXXXX agrees that for all work and services, including supplies and equipment, pertaining to the Landscape Maintenance Services and required to be furnished by XXXXXXXX to the City, that City agrees to pay to XXXXXXXX, and XXXXXXXX agrees to accept and receive as payment in full the fees as set forth below for each District area as follows:

Such payments shall not exceed monthly amounts listed above per each month and shall be paid per month.

Monthly Progress Billing. XXXXXXXX shall furnish City with an itemized monthly progress billing for all services rendered. Such progress payments shall be due and payable by the City to XXXXXXXX within thirty (30) days after presentation of the approved invoices, expect one week for approval.

Separate billing sheets shall be submitted for each individual Landscape Maintenance District and Special Benefit Zone. Do not combine any special Benefit Zone even if they are within the same Landscape Maintenance District. **Payment of any individual billing sheet may be delayed until completion of any unmet scheduling commitments.**

XXXXXXXX agrees to pay penalties automatically deducted from monthly billing as detailed in Section 2.04

XXXXXXXX has the right to dispute penalties imposed by the Special District Supervisor or his/her representative, **by written response to the notification of said penalties within five (5) working days from the date of notification.**

EXHIBIT "D"
INSURANCE REQUIREMENTS

XXXXXXXX shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by XXXXXXXX, his/her agents, representatives, or employees. If XXXXXXXX maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001), including products and completed operations, property damage, bodily injury and personal & advertising injury.
2. Insurance Services Office Business Auto Coverage Form Number CA 00 01 covering any (Code 1), or if Consultant has no owned autos, covering hired (Code 8) and non-owned autos (Code 9).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the Consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

XXXXXXXX shall maintain limits no less than:

1. General Liability: **\$2,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Worker's Compensation: Statutory limits.
4. Employer's Liability: **\$1,000,000** per accident for bodily injury or disease.
5. Errors and Omissions Liability-\$1,000,000 per occurrence or claim, \$2,000,000 aggregate

Self-insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the XXXXXXX to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of XXXXXXX including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form or an endorsement to XXXXXXX insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions are used).
2. For any claims related to this project, XXXXXXX insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or reduced, except with notice **stating the title of this contract** to the City. **All notices provided pursuant to this Agreement shall be given to the City representative listed for notice in this agreement and shall specify the title of this Agreement.** Notice may be given by overnight mail, facsimile with confirmation of receipt, or certified mail with return-receipt requested.
4. XXXXXXX hereby grants to City a waiver of any right to subrogation which any insurer of said XXXXXXX may acquire against the City by virtue of the payment of any loss under such insurance. XXXXXXX agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
5. If any of the required policies provide claims-made coverage:
 - a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, XXXXXXX must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

XXXXXXXX shall furnish the City with original certificates and amendatory endorsements of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive XXXXXXXX obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Special Risks or Circumstances

The city reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

V. BID EVALUATIONS

A. Evaluation Methodology

A Review Committee, selected by City staff, shall use a point formula to evaluate each bid. Each member of the Review Committee will first score each bid by the criteria described in the Evaluation Criteria of this section. The Review Committee will then convene to review and discuss the evaluations and to combine the individual scores to arrive at a composite score for each bid. At the City’s discretion, the top candidates may be invited to an interview to discuss their proposals with the Review Committee.

B. Evaluation Criteria

The Review Committee shall evaluate and rate the bids received on the following criteria:

Overall cost associated with the contract	30 points
Landscape maintenance knowledge and experience	25 points
Reference checks	15 points
Staffing levels to perform the scope of services	20 points
Compliance with the bid instructions	10 points

C. Bid Award

The bid award will be given to the bidder deemed most responsive, responsible, and experienced; and that displays the experience and qualifications best corresponding with the City’s interests; and possesses the means to fully and faithfully execute the terms herein.

The above factors will be determined by the bidder’s response to the RFP. The Review Committee will make a recommendation of the award to the Director of Recreation and Parks. The Director of Recreation and Parks shall make the award. The City shall be the sole judge of whether a bidder meets these requirements.

SAMPLE - FEE/SITE SHEET

		COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
1	Ocean View Lane – easement frontage 1500-1700 Ocean View Lane	\$0.12	7,518	\$902.16
2	Pierce Street Medians	\$0.12	27,251	\$3,270.12
3	Sandy Hill Road Easement	\$0.12	15,824	\$1,898.88
	TOTAL		50,593	\$6,071.16

ATTACHMENT A - FEE/SITE SHEET

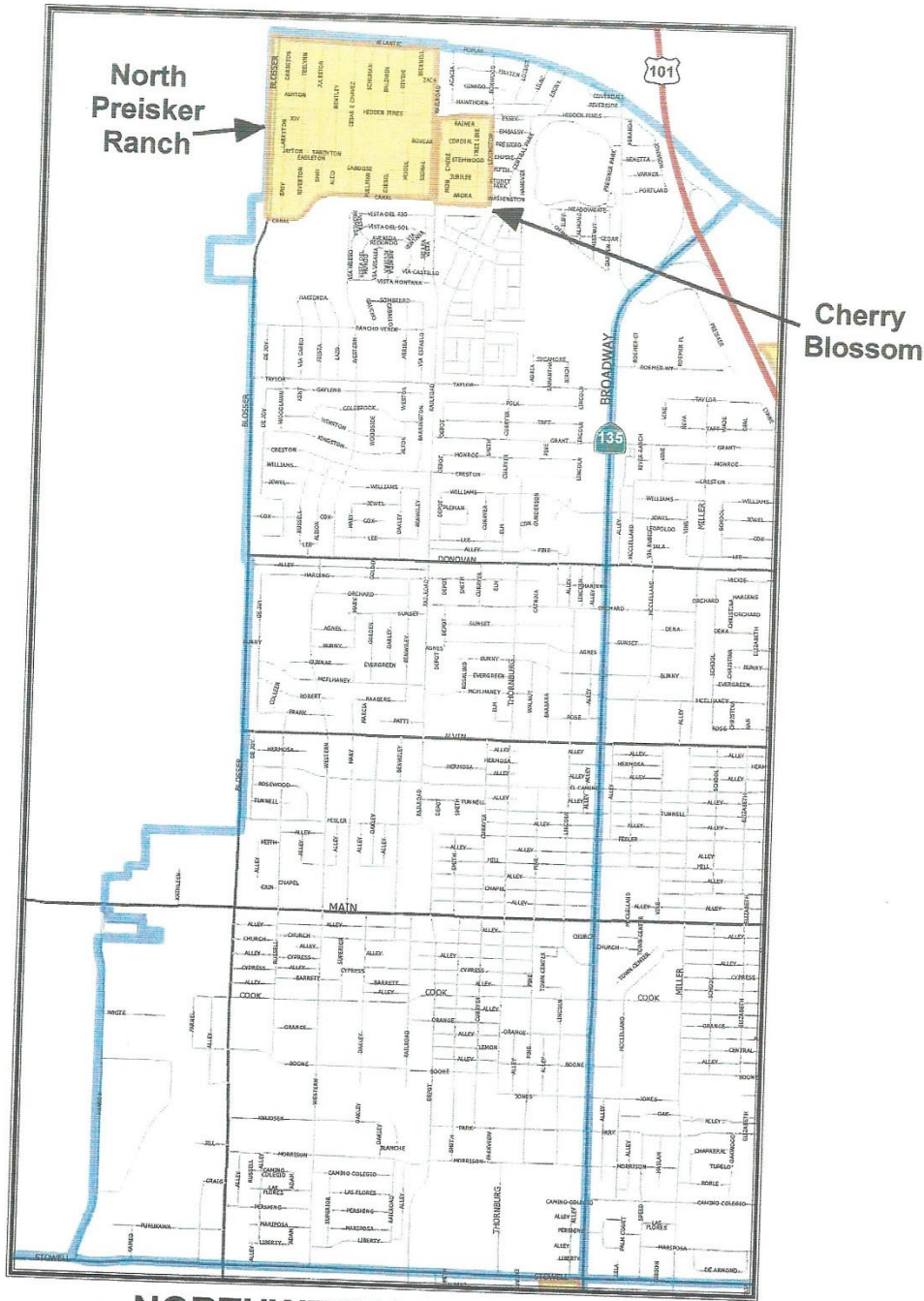
NORTHWEST LANDSCAPE MAINTENANCE DISTRICT		COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
1	Hidden Pines – easement frontage 400-600 Hidden Pines Way		21,011	
2	Oak Valley – Taylor frontage (does not include school); Rancho Verde, Via Establo to Blosser, North Railroad at the 1900 block between Rancho Verde and Taylor		97,275	
3	Blosser Medians – 100 North Blosser Road and 1100 West Main Street		2,392	
4	Villas de la Sara – West Morrison and Oakley Avenue		6,340	
5	Riverside Estates – frontage on Preisker Lane and Hidden Pines Way		8,412	
6	Parkside – frontage on Preisker, parking lot, and playground		9,912	
7	Parkside Basin— grassy basin at Portland Drive and Preisker		20,776	
8	100 West Main Street – median		1,944	
9	Railroad Median-Paved median		600	
10	Cook Street Annex & Fire Station 1		9,945	
11	Bradley Channel Multi-Purpose Trail – from Railroad to Preisker Park-all paved		14,000	
12	Sanchez School – area from black rod iron fence to 3 feet east of the sidewalk on Depot		12,120	
13	Blosser/Donovan Median – on Blosser south -paved median		1,610	
14	Southeast corner of Depot and Morrison		1,500	
15	Downtown medians – Broadway Medians from Fesler Street going south to the front of the Library; East and West Cook Street Medians; South Pine Street from Main Street to Cook Street; East Main Street Medians; 100 North McClelland Median; South Miller Medians from Main Street to Cook Street		21,022	
16	TCW - mall perimeter, some interior, and Ruffoni parking lot including Heritage Walk		88,352	
17	TCW- Interior planters		30,500	
18	Fire Station #3 - Preisker Lane		38,504	
19	Machado Plaza		21,336	
20	Preisker Parking Lot		28,000	
TOTAL NORTHWEST			435,551	

NORTHWEST SPECIAL BENEFIT ZONES (SBZ)		COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
a.	Cherry Blossom SBZ – frontages on Railroad and Hidden Pines including the medians and the pedestrian access on Railroad		51,900	
TOTAL CHERRY BLOSSOM			51,900	

b.	North Preisker Ranch SBZ – frontages on Atlantic, Blosser (both sides), Canal (both sides), Railroad (up to wall), Boxcar and Caboose, path on Eagleton, both roundabouts and all entry medians.		243,867	
TOTAL NORTH PREISKER RANCH			243,867	

NORTHWEST TOTAL COST

731,318



NORTHWEST LANDSCAPE MAINTENANCE DISTRICT

- District Boundaries
- Special Benefit Zone

The dimensions of this District can also be found at the County Assessor's Office.

ATTACHMENT A

3/22/2010



ATTACHMENT A
HIDDEN PINES
21,011 SQ FT







ATTACHMENT A
VILLA DE LA SARA
6,340 SQ FT



Hidden Pines Way

Preisker Lane

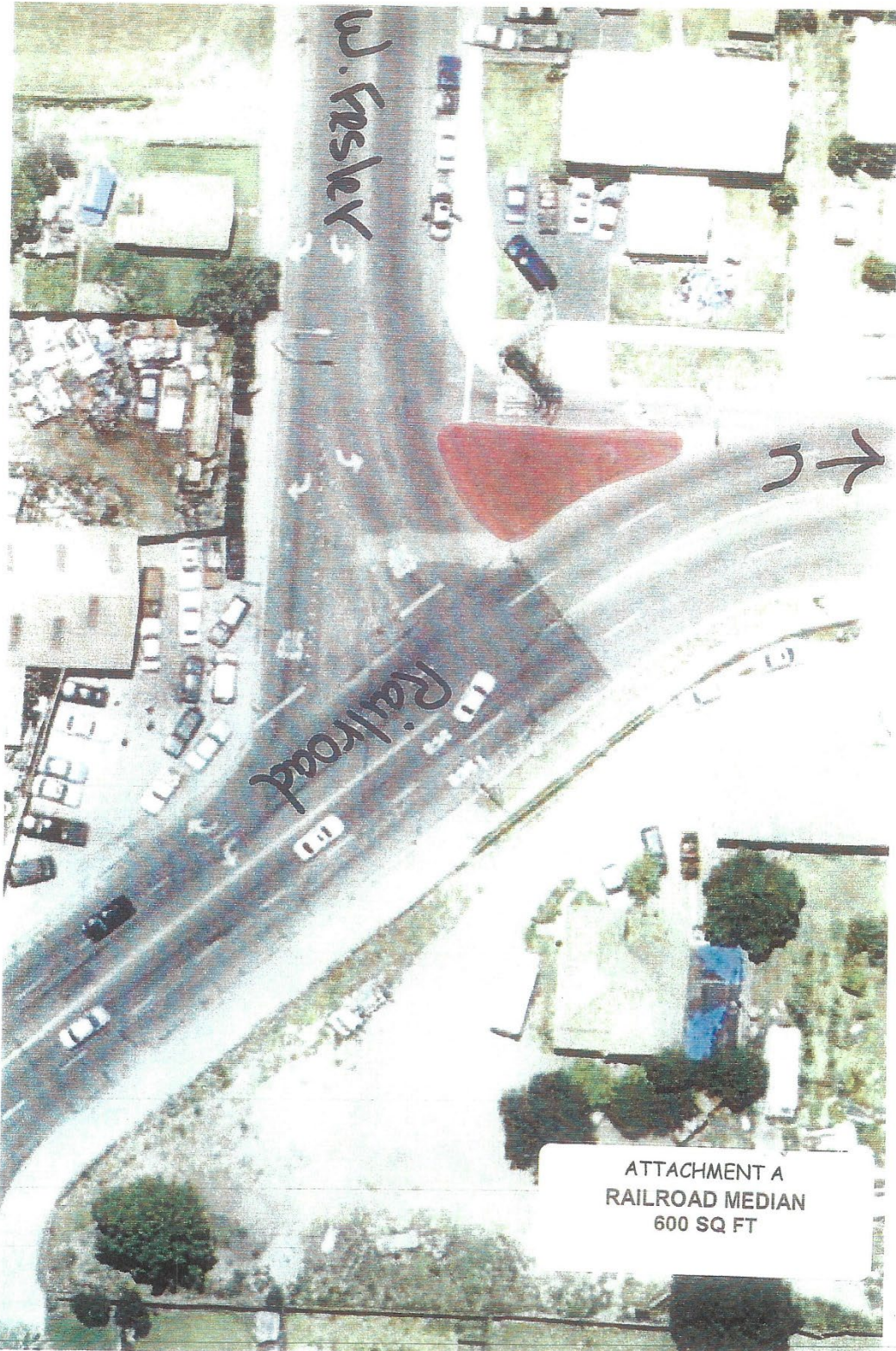


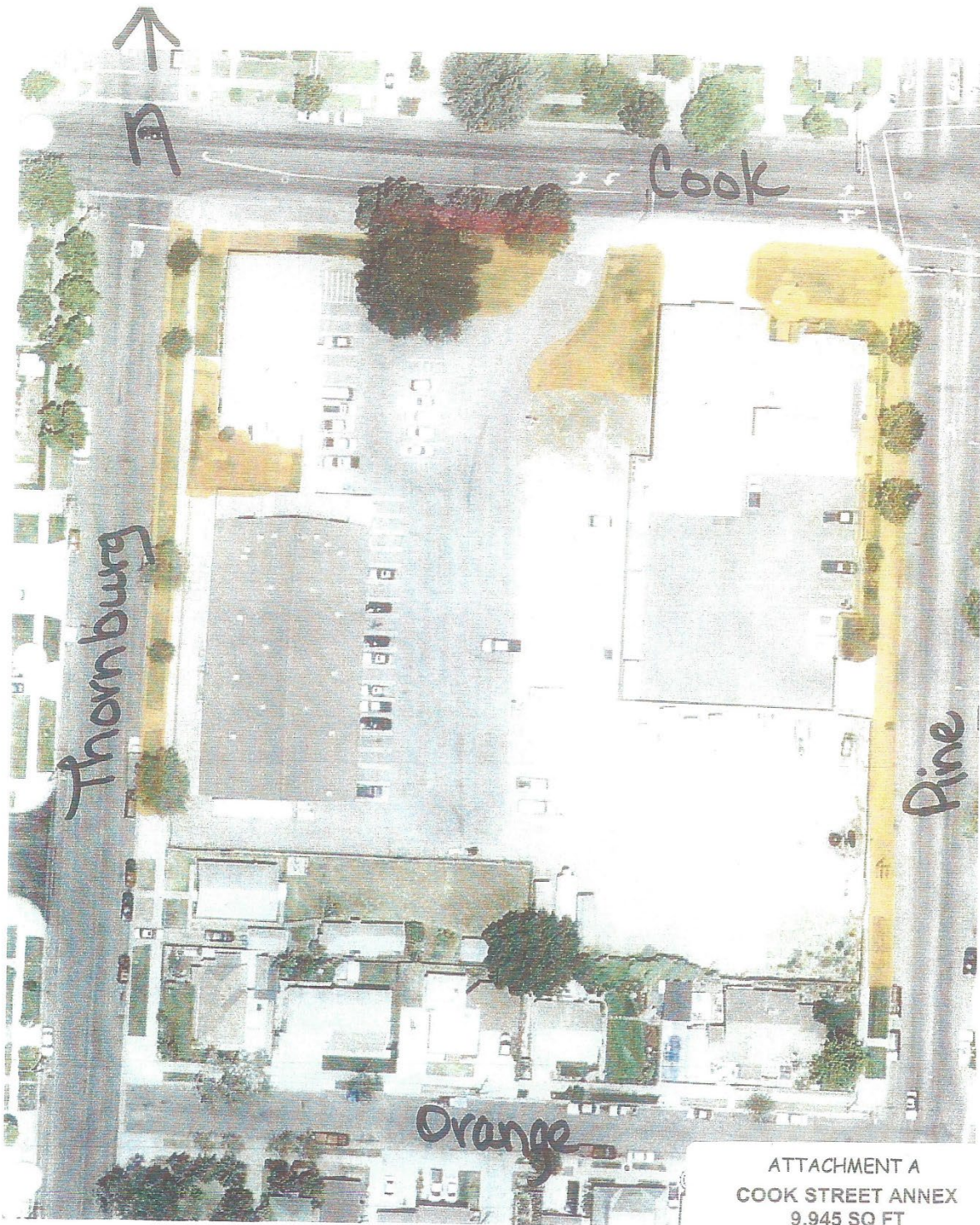
ATTACHMENT A
RIVERSIDE ESTATES
8,412 SQ FT



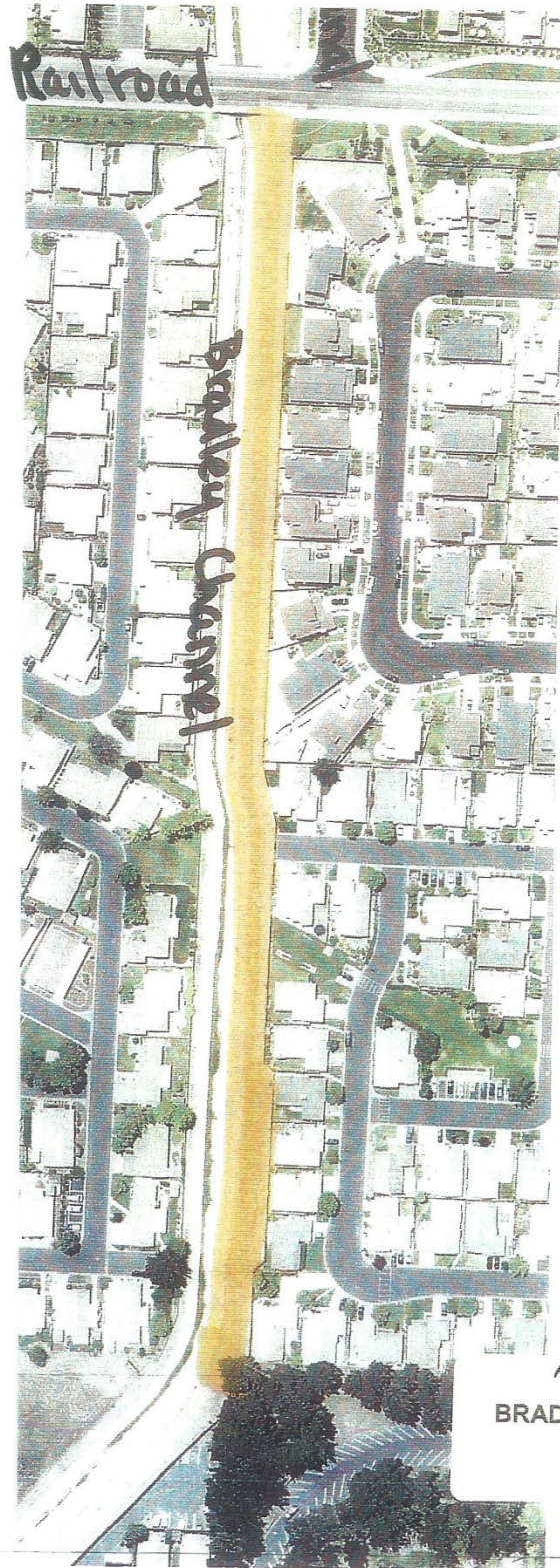


ATTACHMENT A
WEST MAIN STREET
1,944 SQ FT





ATTACHMENT A
COOK STREET ANNEX
9,945 SQ FT



ATTACHMENT A
BRADLEY CHANNEL MPT
14,000 SQ FT



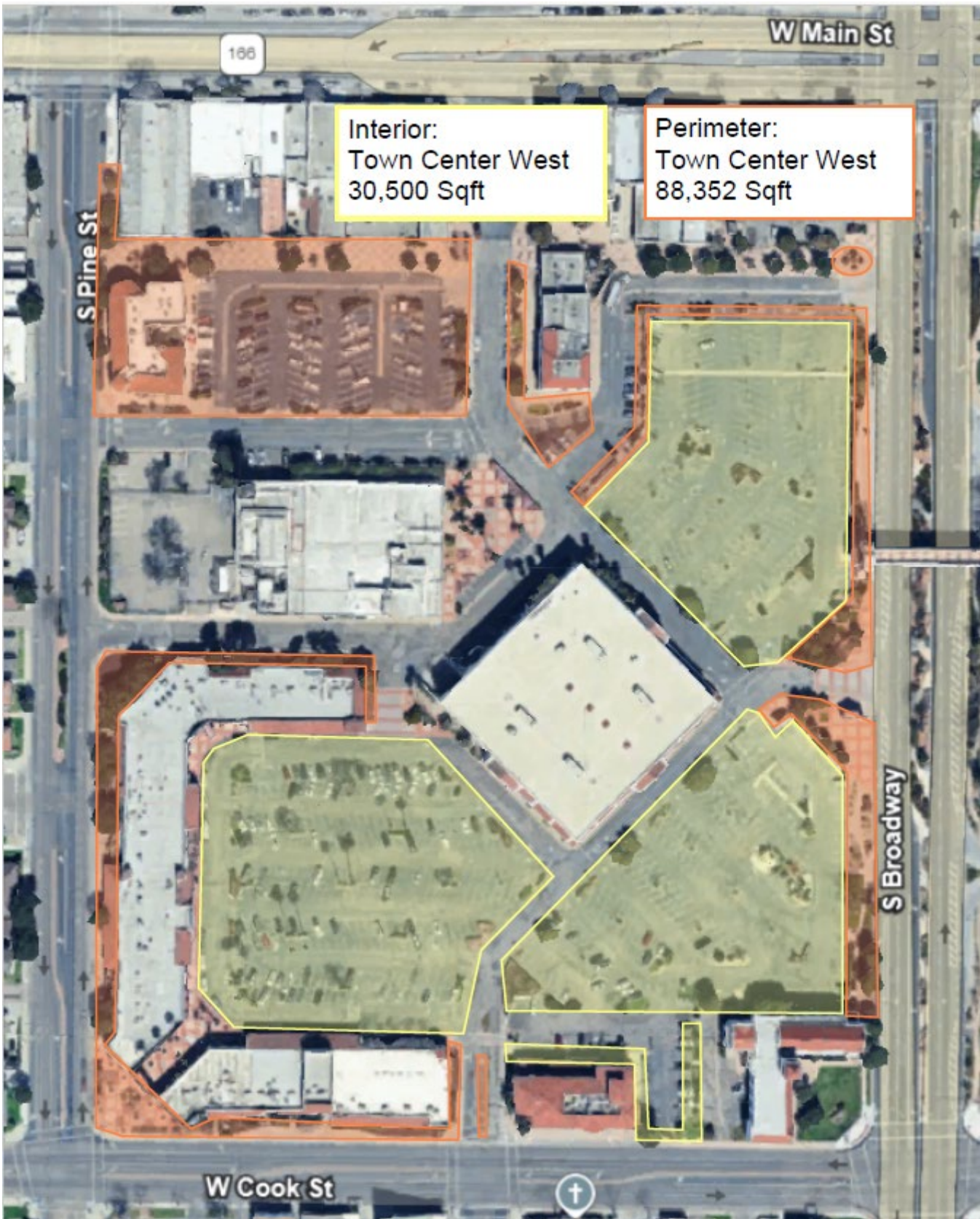
ATTACHMENT A
SANCHEZ SCHOOL
12,120 SQ FT

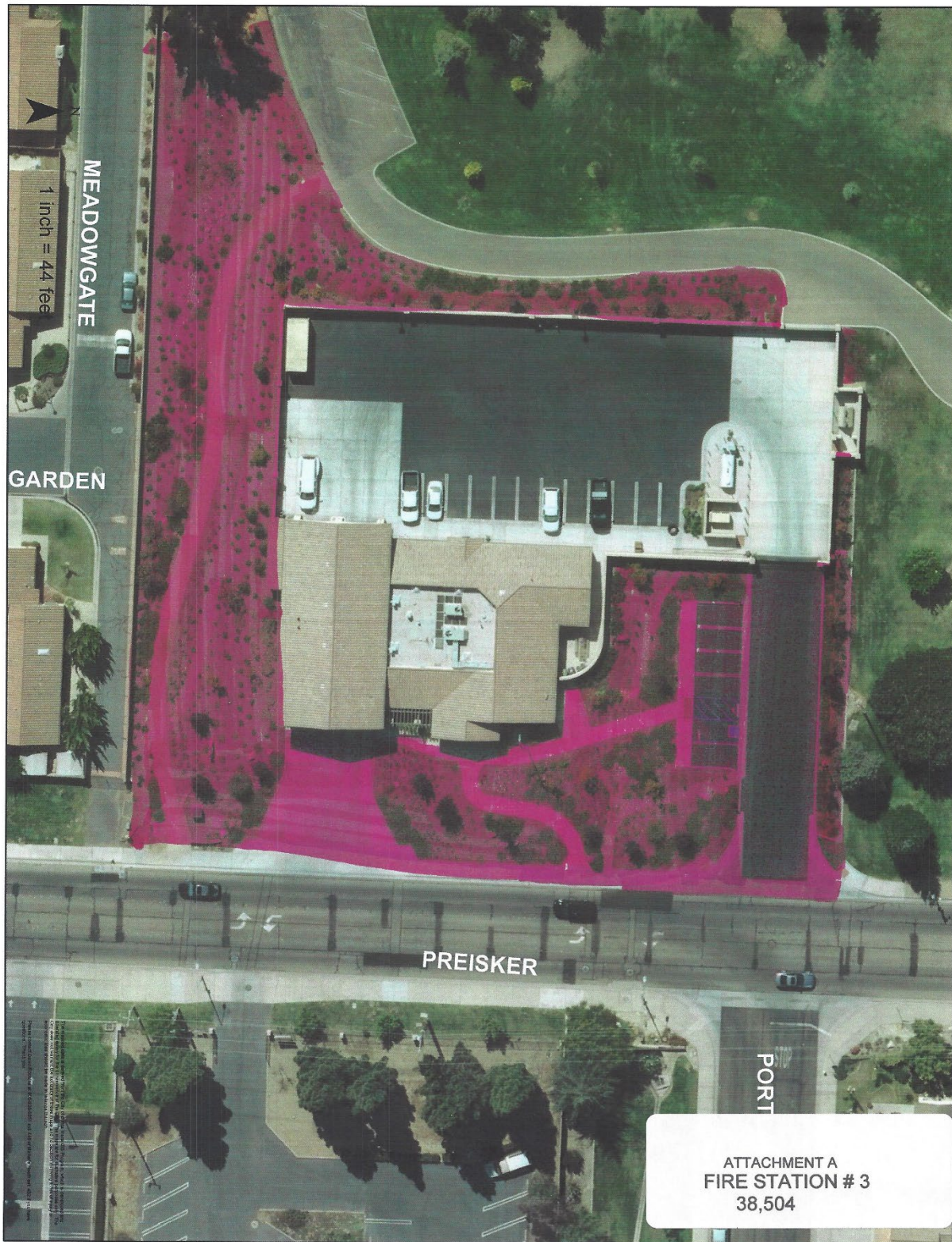


ATTACHMENT A
BLOSSER AND DONOVAN
MEDIAN
1,610 SQ FT

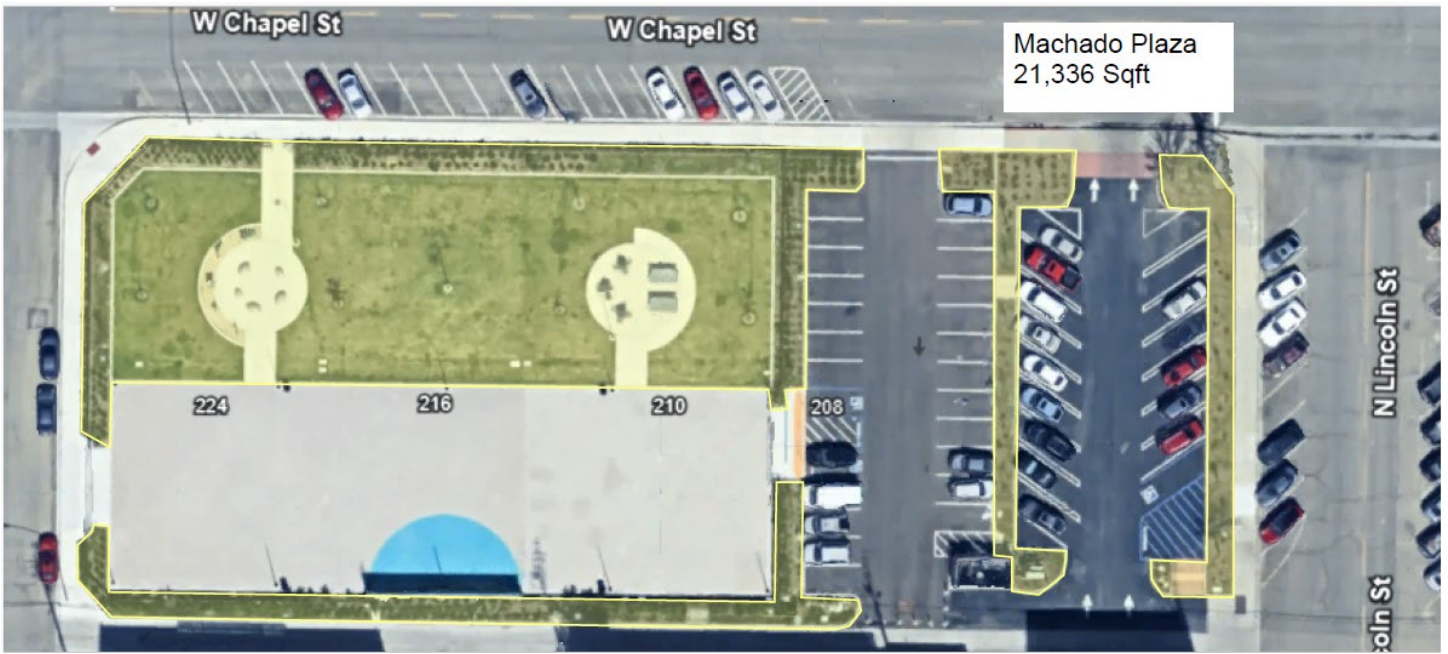








ATTACHMENT A
FIRE STATION # 3
38,504





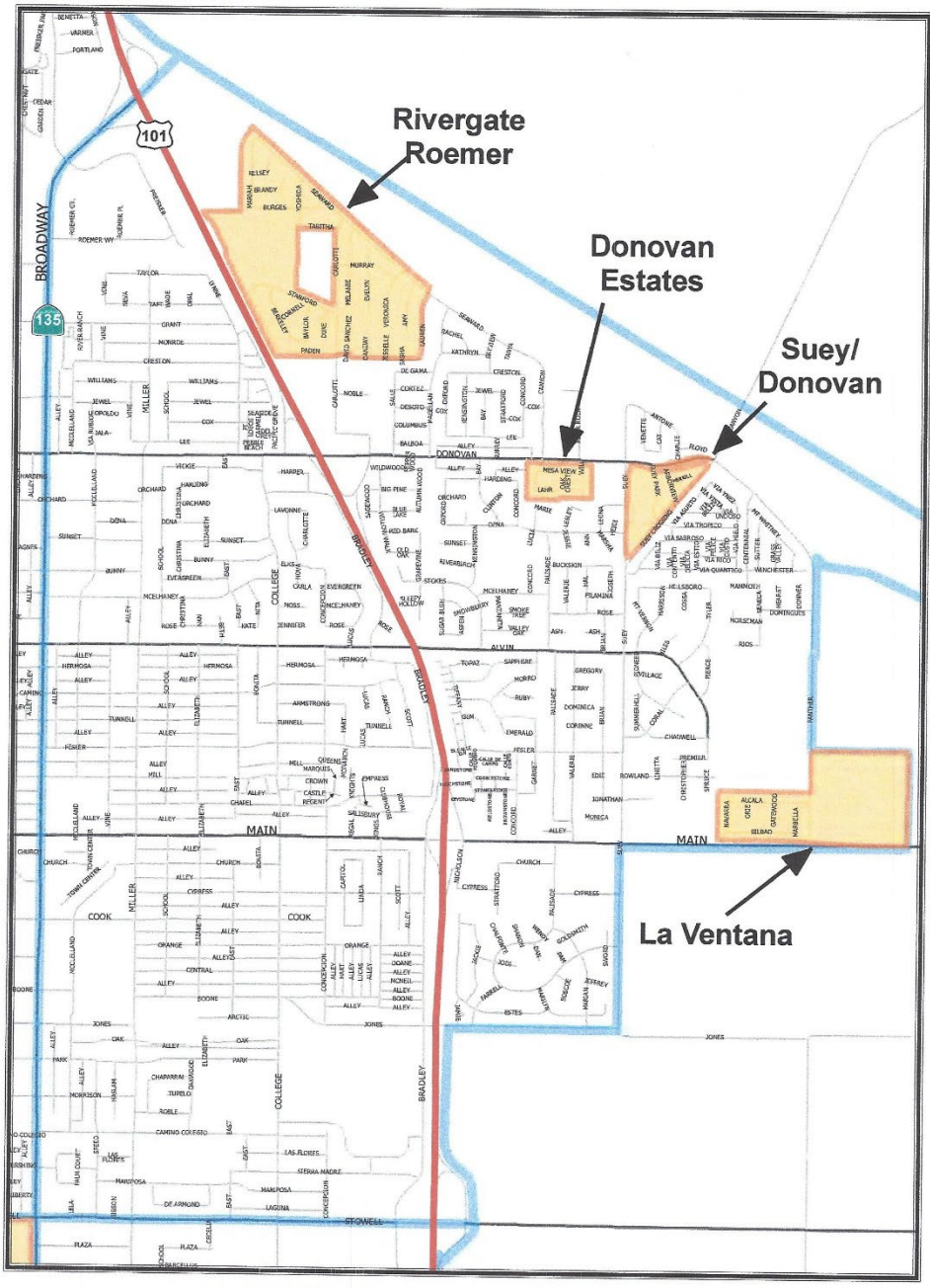


ATTACHMENT A
NORTH PREISKER RANCH
243,867 SQ FT

ATTACHMENT B - FEE/SITE SHEET



	NORTHEAST LANDSCAPE MAINTENANCE DISTRICT	COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
1	Emerald Park – Shrubs on College near Donovan		8,893	
2	Emerald Basin – Grassy basin on College near Donovan		11,547	
3	Donovan Medians		9,504	
4	Riverside Terrace – 1800 block of Bayview Drive, open space on Seaward and around Basin on Kathryn		134,777	
5	Riverside Basin – Grassy basin on Kathryn		24,686	
6	Shields/Cochiolo – 1600 block Suey Road - frontage on Suey and Donovan, frontage on Antone and Floyd Court		61,476	
7	Suey Basin – Grassy basin on Suey near Antone		14,774	
8	Sierra Vista – frontage on Panther and Centennial, basin at the corner of Panther and Centennial and the breezeway off Mammoth		40,000	
9	Rowland Estates – Shrubs and playground.		12,332	
10	Rowland Basin – includes weedy basin		4,656	
11	Canyon Homes – 1400 East Donovan Road entrance		3,764	
12	Olive Garden – 1200 South Bradley median		2,900	
13	Hancock College – 800 South Bradley median		3,064	
14	Bradley Easement – south of Main Street to Jones Street		14,718	
15	Transit Center		70,993	
16	Hancock Terrace Bike Path-Miller to College		30,000	
17	800 E Jones median-Paved island		462	
18	Pepper Tree Medians – north of Donovan Road on Broadway		3,456	
19	Stowell Road Easement – east of Miller Street		13,492	
20	Alvin Overpass		59,513	
21	North Bradley Ivy – Fesler Junior High easement area		15,493	
22	Donovan/Miller Median		10,310	
23	Via Rubio – Jewel Street only		4,836	
24	Donovan Overpass		67,751	
25	Pepperwood Median		1,819	
26	East Main Street & 101-weedy shoulders		7,301	
27	Bradley at Elks		22,310	
28	Downtown medians – Broadway Medians from Fesler Street going south to the front of the Library; East and West Cook Street Medians; South Pine Street from Main Street to Cook Street; East Main Street Medians; 100 North McClelland Median; South Miller Medians from Main Street to Cook Street		21,022	
29	TCE - mall perimeter includes bus turnout, theater, Macy's parking lot and pocket park at Main & Broadway		186,393	
30	TCE-Sears parking lot		35,290	
31	Fire Station # 5		32,997	
	TOTAL NORTHEAST		915,811	

	NORTHEAST SPECIAL BENEFIT ZONES (SBZ)	COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
a.	Donovan Estates SBZ – includes frontage, tot lot and emptying trash cans		25,586	
	Donovan Estates Basin -- includes grassy basin		11,652	
	DONOVAN ESTATES TOTAL		37,238	
b.	Rivergate Roemer SBZ – includes all of River Oaks North, College Estates, and Princess Estates easements and medians (Seaward, Paden, Carlotti, Borges, the Bradley Channel and the walled area behind the homes on Mariah)		163,936	
	RIVERGATE ROEMER TOTAL		163,936	
c.	Suey/Donovan Median SBZ – on Donovan between Suey and Suey Crossing		33,725	
	DONOVAN/SUEY MEDIAN TOTAL		33,725	
d.	La Ventana SBZ – includes frontage on Main Street both sides of Panther, both sides of Panther Drive to Willingham, Dressler and shrub portion of basin		106,042	
	La Ventana Basin – includes weedy basin		45,112	
	LA VENTANA TOTAL		151,154	
	NORTHEAST TOTAL COST		1,301,864	



NORTHEAST LANDSCAPE MAINTENANCE DISTRICT

ATTACHMENT B

-  District Boundaries
-  Special Benefit Zone



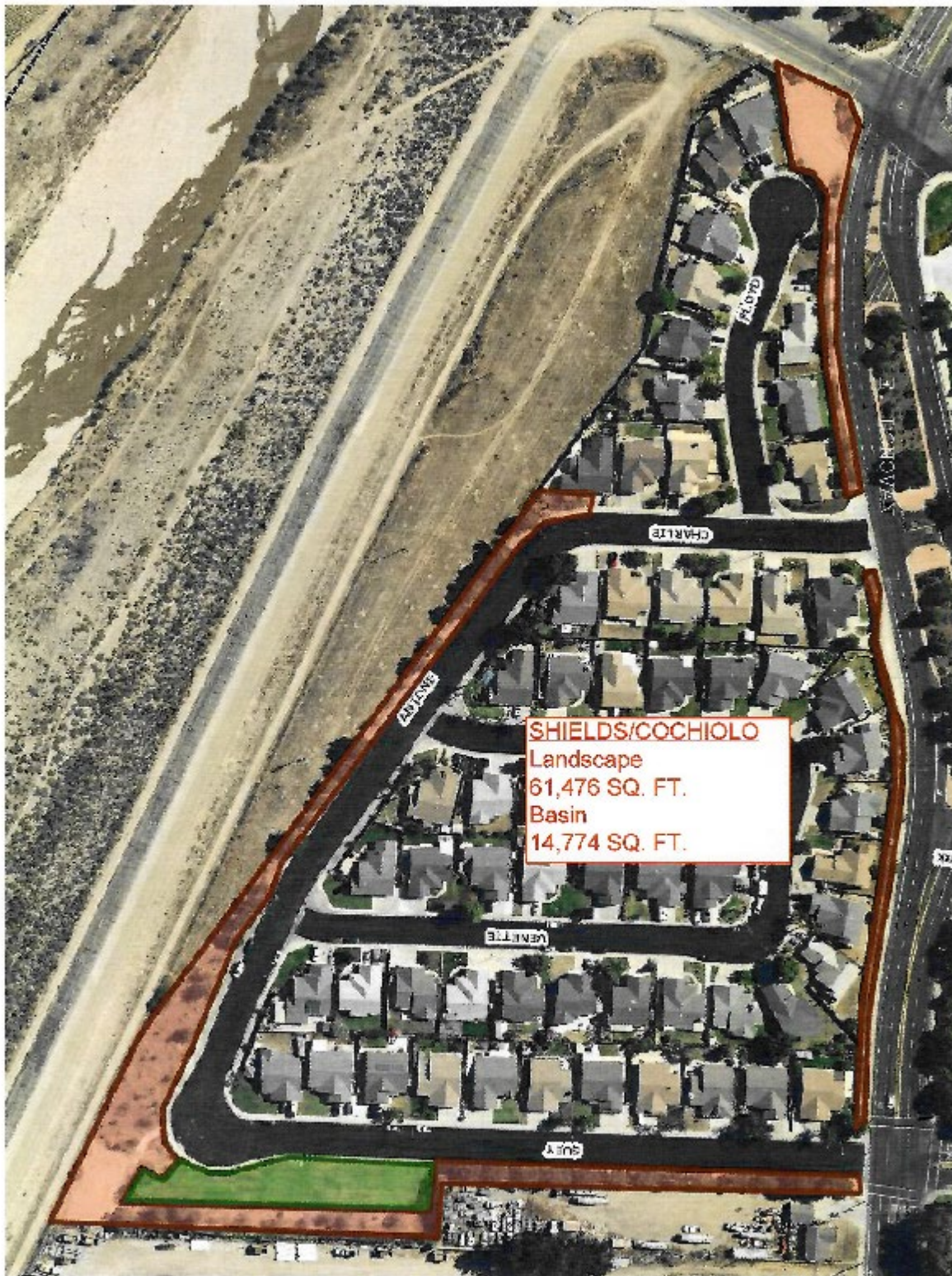
The dimensions of this District can also be found at the County Assessor's Office.

3/22/2010







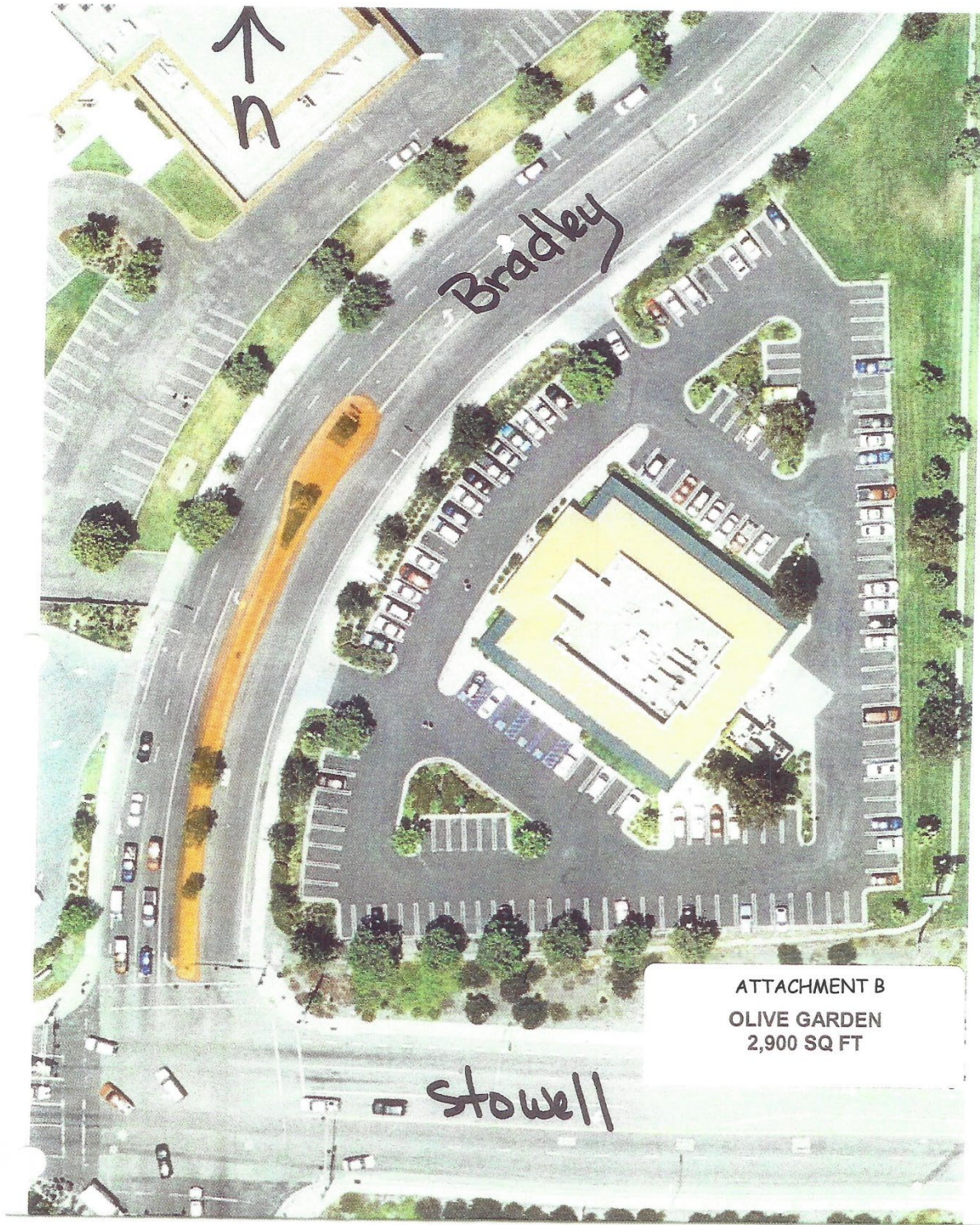








ATTACHMENT B
CANYON HOMES
3,764 SQ FT





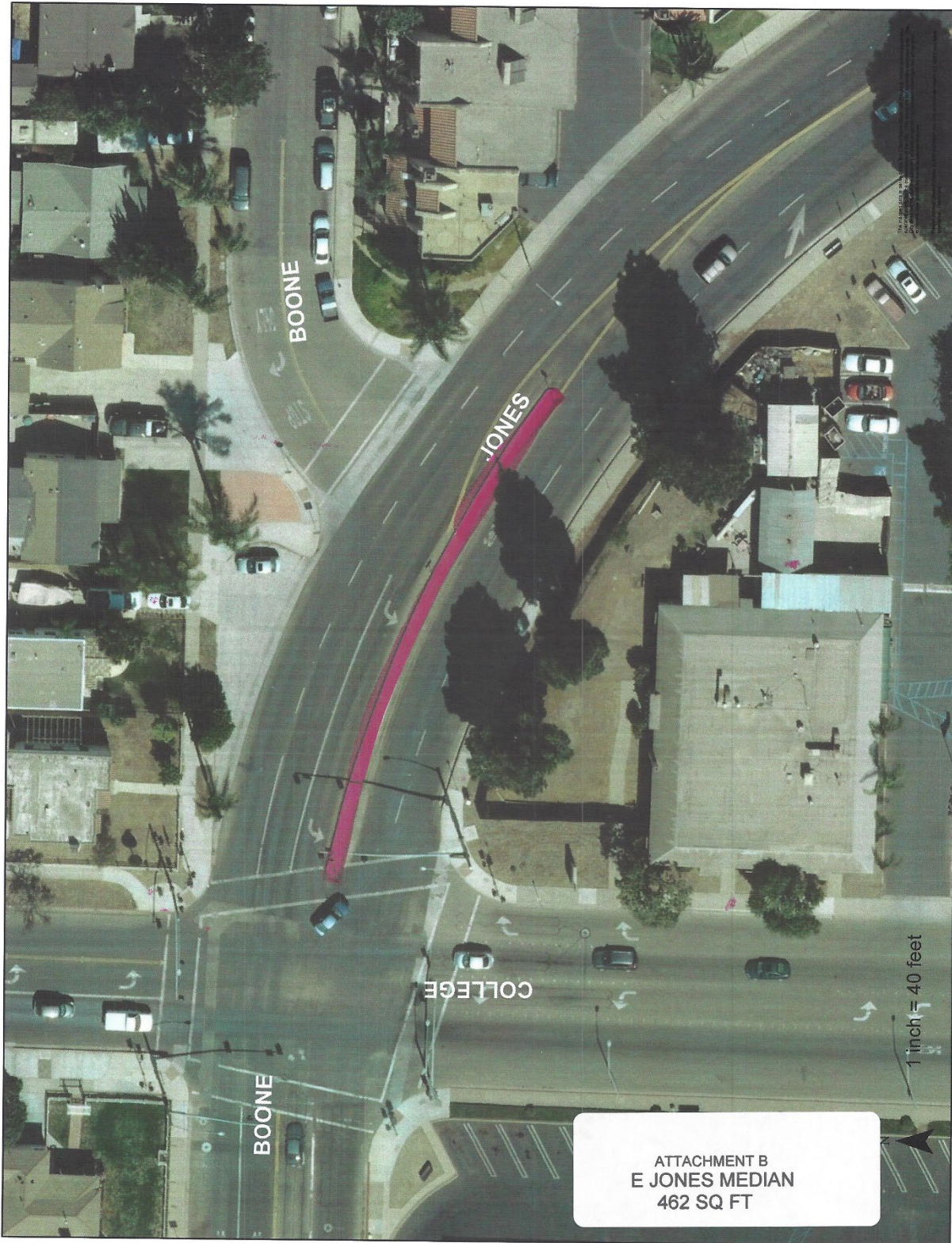
ATTACHMENT B
HANCOCK COLLEGE
3,064 SQ FT



ATTACHMENT B
BRADLEY EASEMENT
14,718 SQ FT

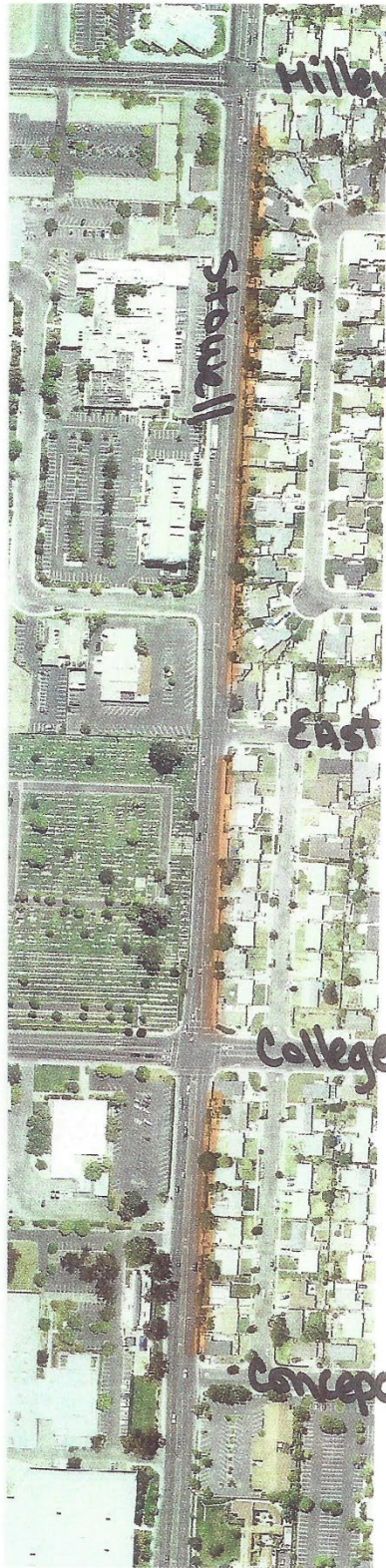






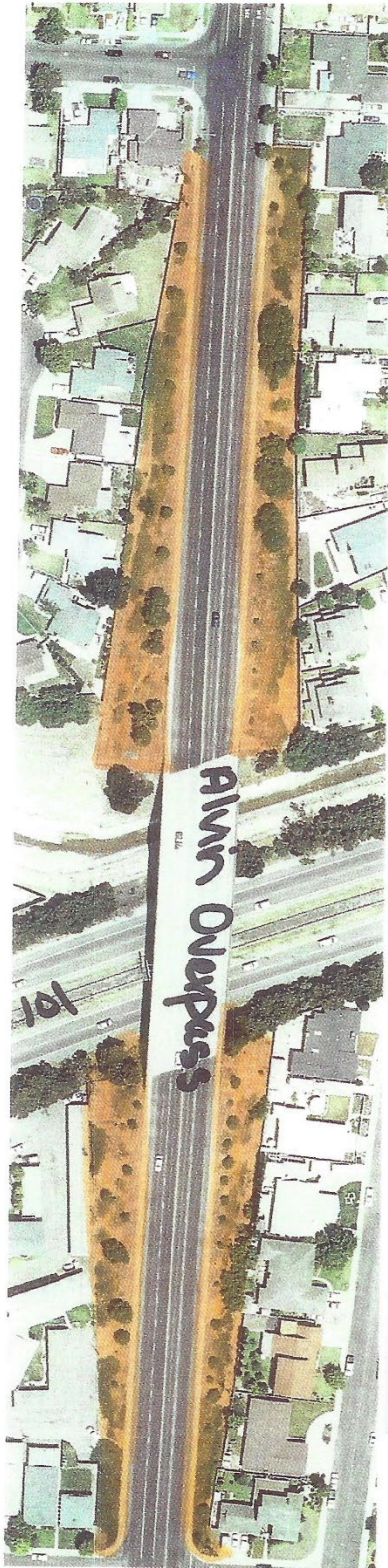


ATTACHMENT B
PEPPER TREE MEDIAN
3,456 SQ FT



ATTACHMENT B

STOWELL ROAD EASEMENT
13,492 SQ FT



ATTACHMENT B
ALVIN OVERPASS
59,513 SQ FT



ATTACHMENT B
NORTH BRADLEY IVY
15,493 SQ FT



ATTACHMENT B
DONOVAN/MILLER MEDIAN
10,310 SQ FT

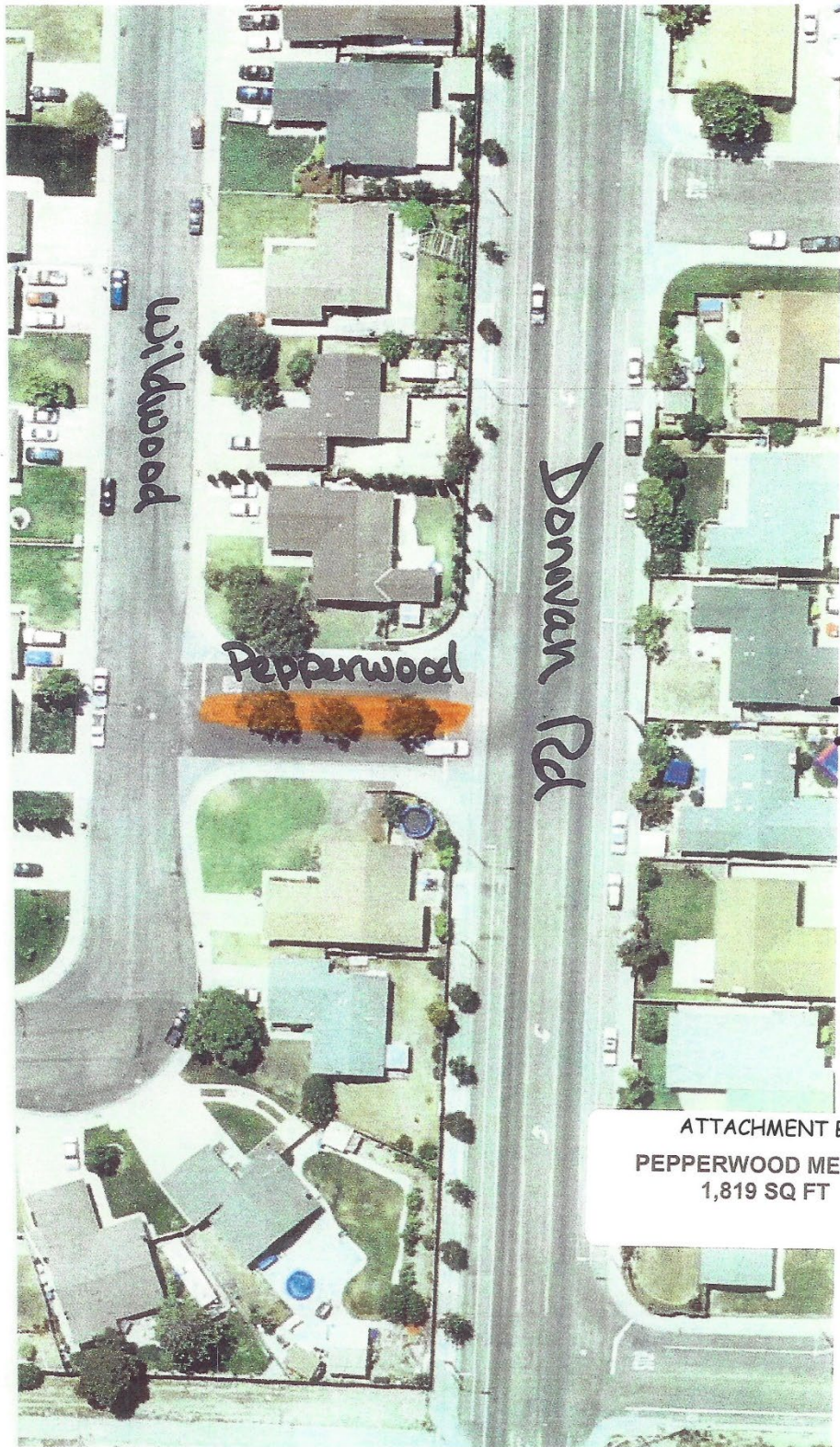


ATTACHMENT B
VIA RUBIO
4,836 SQ FT





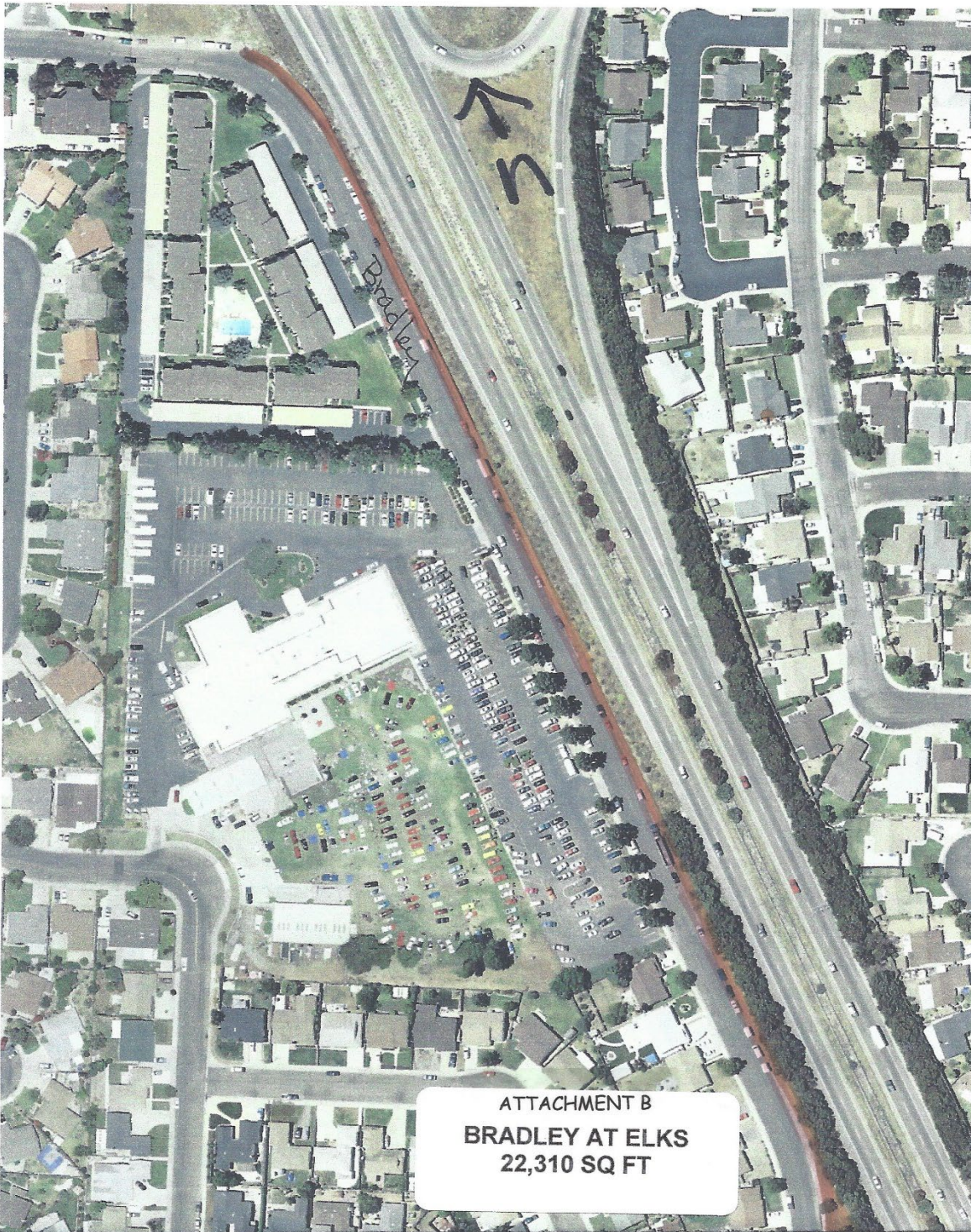
ATTACHMENT B
DONOVAN OVERPASS
67,751 SQ FT



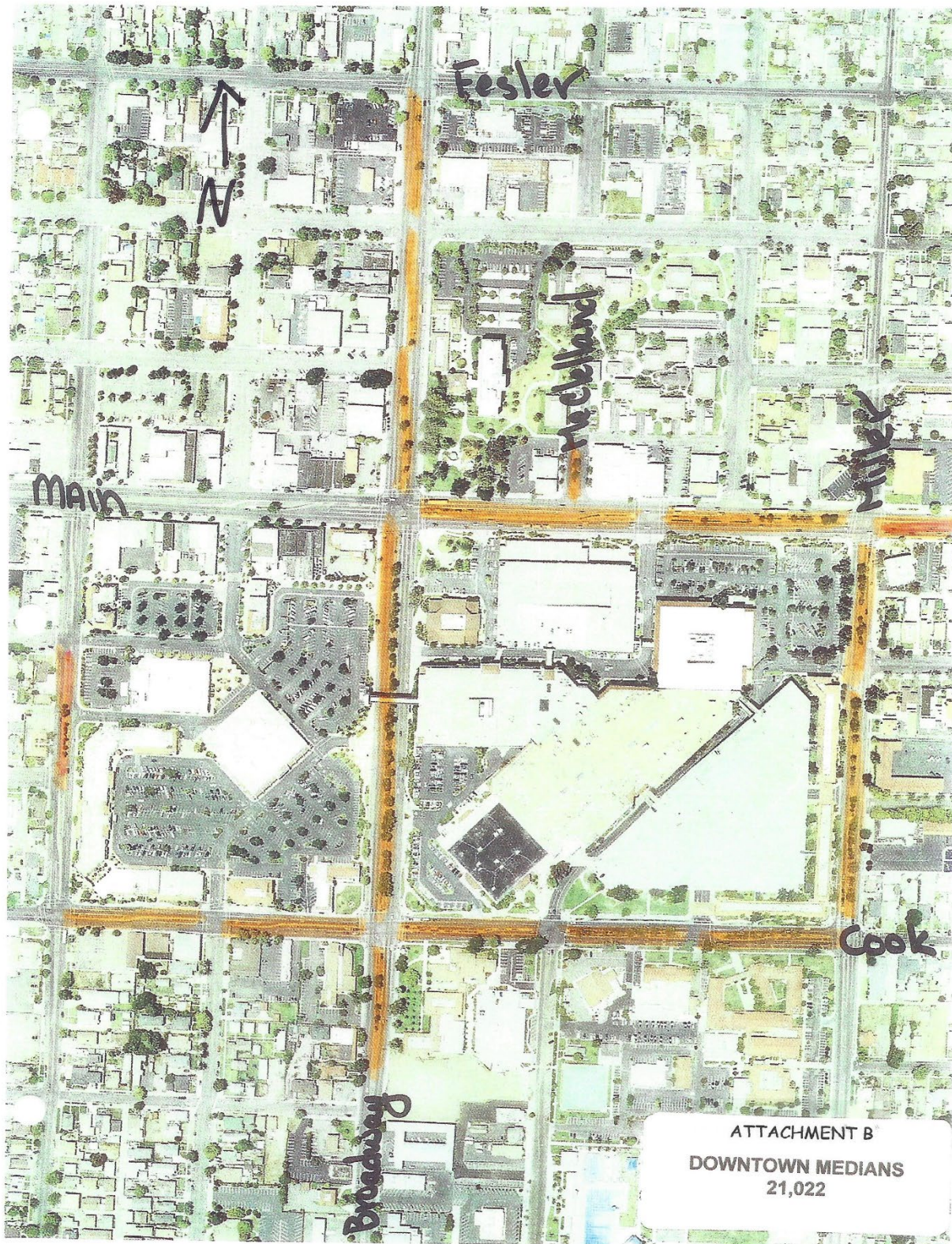
ATTACHMENT B
PEPPERWOOD MEDIAN
1,819 SQ FT



ATTACHMENT B
MAIN STREET & HWY 101
7,301 SQ. FT.



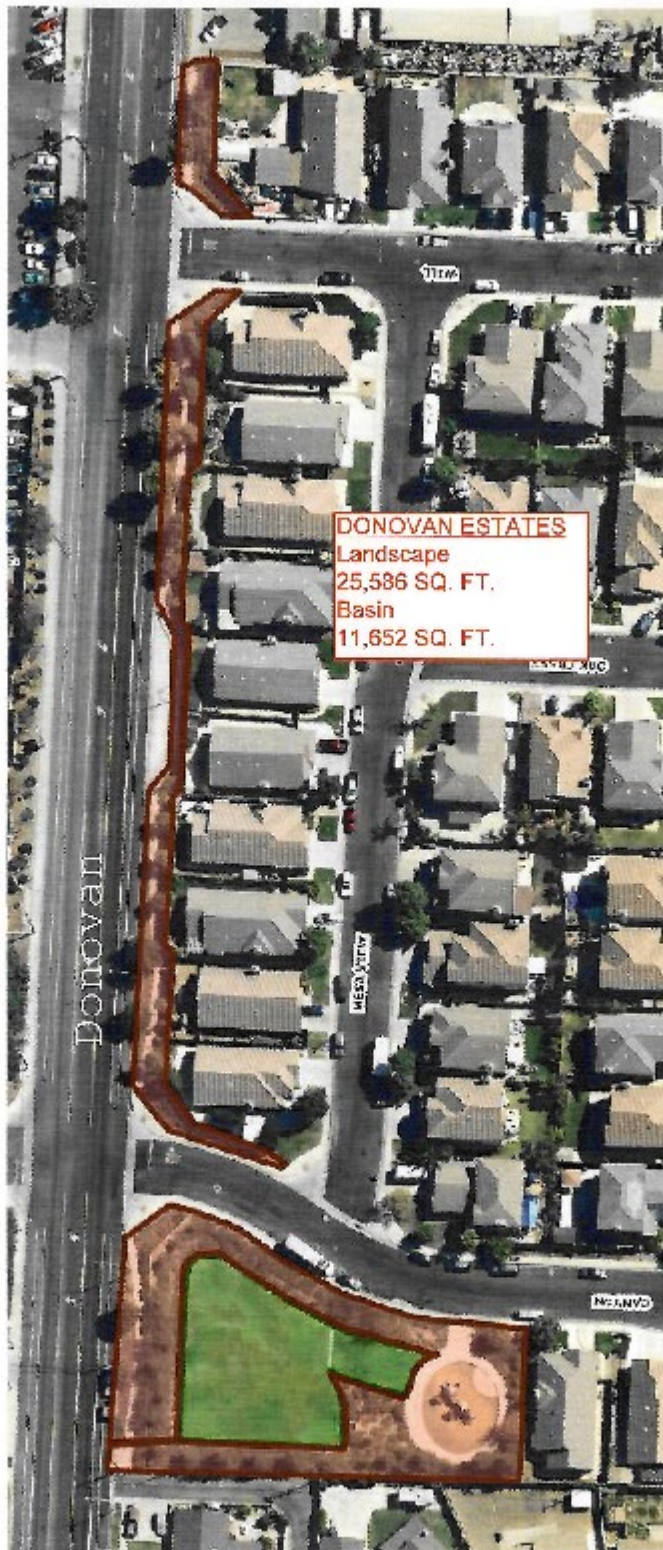
ATTACHMENT B
BRADLEY AT ELKS
22,310 SQ FT





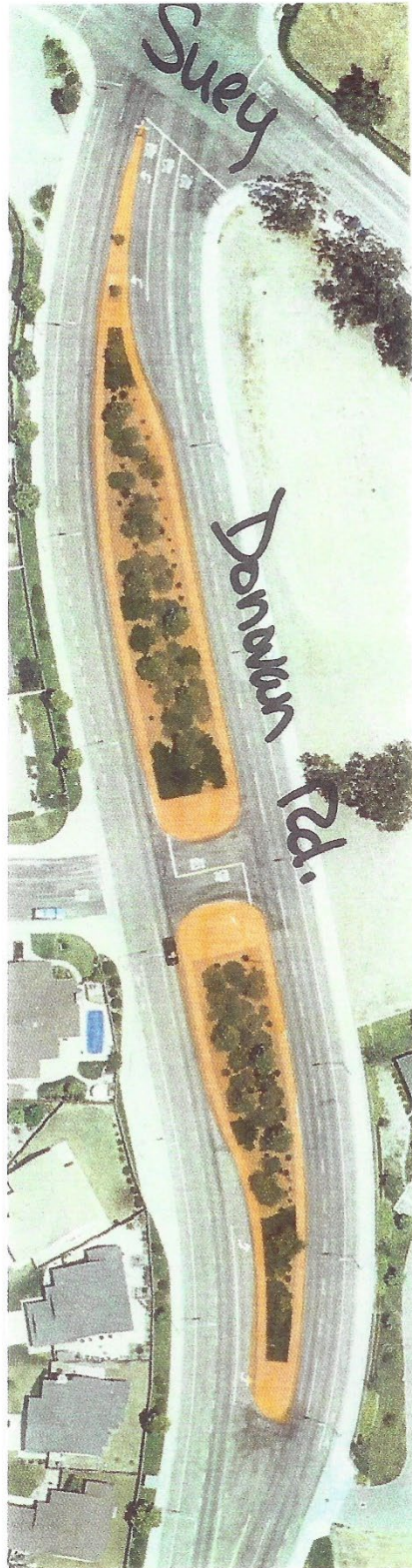




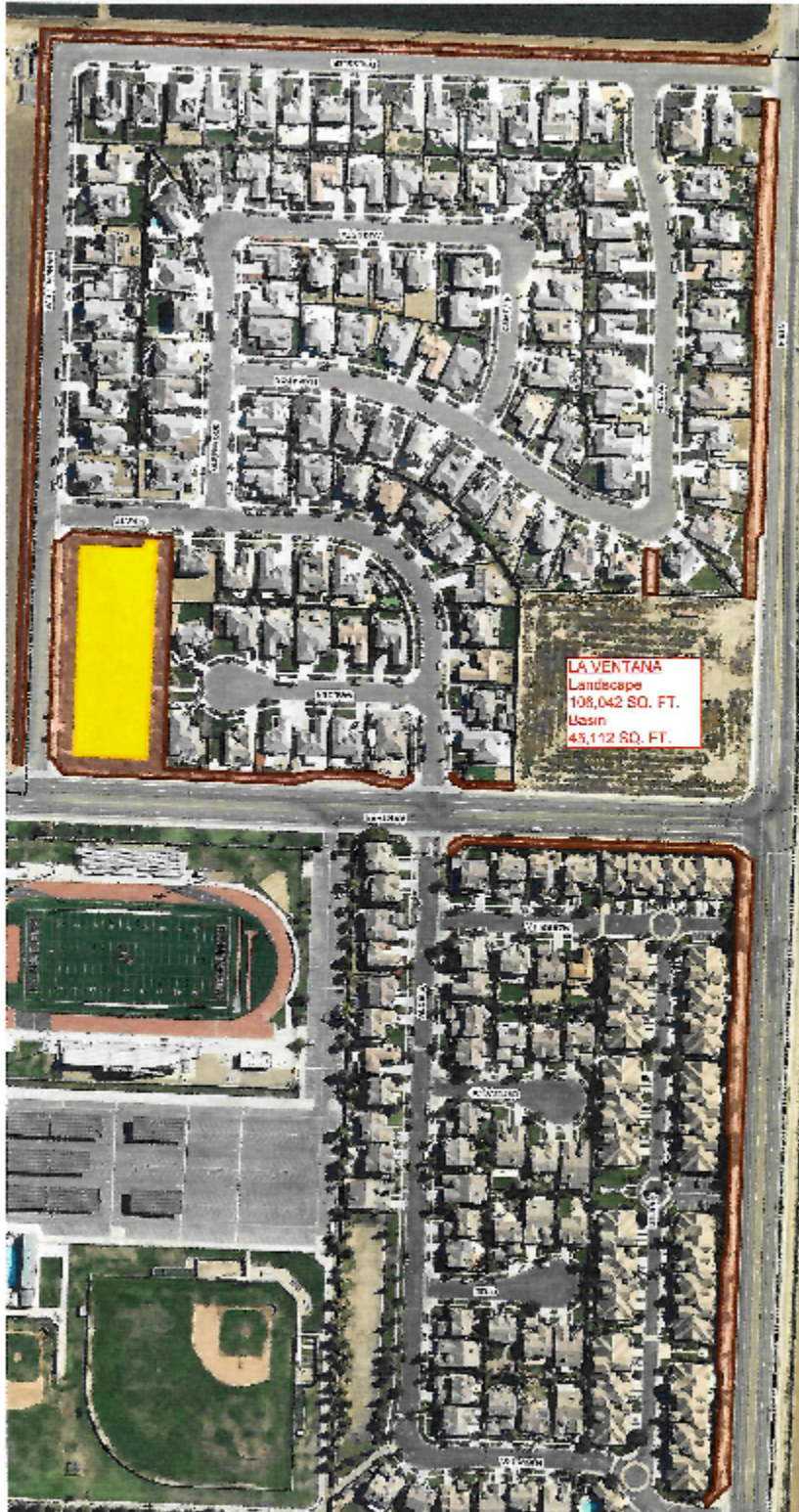




ATTACHMENT B
RIVERGATE ROEMER
163,936 SQ FT



ATTACHMENT B
DONOVAN/SUEY MEDIAN SBZ
33,725 SQ FT

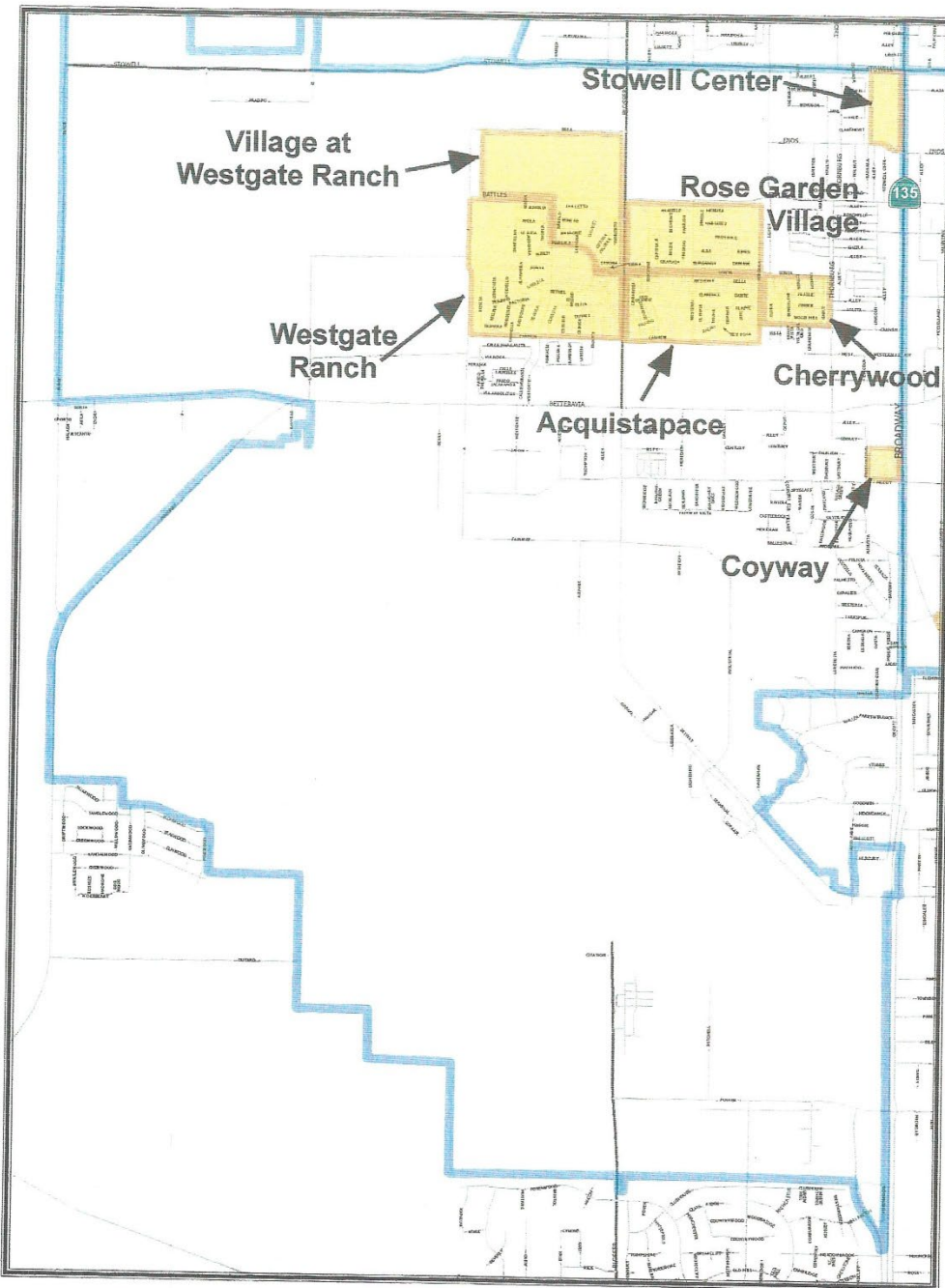


ATTACHMENT C - FEE/SITE SHEET



	SOUTHWEST LANDSCAPE MAINTENANCE DISTRICT	COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
1	Terrace Park – 500 to 600 West Carmen Lane. This includes the frontage on Carmen, both sides of Depot and the slope at the end of Depot but not the area that extends behind the homes it is the responsibility of the HOA.		14,401	
2	Fire Station II – 400 West Carmen Lane frontage and interior, including easement on South Thornburg Street & slope		7,631	
3	West Betteravia Median – 100 block West Betteravia Road		1,200	
4	Country Club Village III – frontage on West McCoy Lane, entry medians, La Costa Basin/Marilyn Stanley Park, La Costa Breezeway – across from the basin/park site - breezeway off Castlerock leading to Hagerman bike trail		135,986	
5	Foxenwoods Country Club Estates – 800 to 1100 West McCoy Lane		47,401	
6	Santa Barbara Research Median – median on South Blosser Road		2,392	
7	Skyway Drive Medians – all medians on Skyway Drive		104,031	
8	Battles Bike Path – west of Broadway		14,000	
9	Santa Maria Police Department		10,750	
10	SMAT Station		32,715	
11	Blending Station – Fairway and Skyway Drive		1,940	
12	Paseo del Sol – frontages on South Westgate, South A, Carmen and West Via Rosa, and medians on Betteravia		56,103	
13	Paseo del Sol Basin—at Carmen and A Street (empty trash cans)		45,572	
14	Hagerman Bike Path - west of Hagerman Complex – paved path		68,800	
15	Westridge – frontages and median on Carmen and basin/playground		44,613	
16	Westridge Basin—along Via Rosa		37,240	
17	Skyway and Foster Road Bike Path-paved path		106,984	
18	Medians on Betteravia east and west of Blosser		9,968	
19	Blosser/Stowell Medians-Paved medians		5,104	
20	South Broadway Medians – south of Stowell to Betteravia		34,387	
21	Parkland Cottages - McCoy frontage		10,943	
22	Union Valley Parkway		265,000	
23	Union Valley open space		40,075	
24	Foxenwoods Estates		30,000	
25	VTC Frontage		11,076	
26	Dal Porto		3,006	
	TOTAL SOUTHWEST		1,141,318	

SOUTHWEST SPECIAL BENEFIT ZONES (SBZ)		COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
a.	Westgate Ranch SBZ – frontages along Battles, A Street, Westgate, Carmen, Sonya and Blosser, medians on Carmen and the roundabout by the school and both multi-purpose trails and parkways along Park & in front of building.		367,536	
	WESTGATE RANCH TOTAL		367,536	
b.	Coyway SBZ – on the corner of W. McCoy and Professional Parkway		21,726	
	Coyway Basin -- Grassy basin at W. McCoy and Professional Parkway		13,349	
	COYWAY BASIN TOTAL		35,075	
c.	Cherrywood SBZ – Frontages on Carmen, Depot, Sonya and Thornburg, pathway on Flora and the pocket park on Thornburg		22,151	
	TOTAL CHERRYWOOD		22,151	
d.	Acquistapace SBZ –limits are frontages of Blosser, Sonya, Carmen and Western both sides of pathway, Biscayne and Pergola; Blosser median and frontage of Carmen open space		129,217	
	Sonya Basin – Grassy basin along Sonya		268,935	
	Acquistapace Park- Park bordered by Western, Sonya, the basin and school		63,314	
	ACQUISTAPACE TOTAL		461,466	
e.	Rose Garden Village SBZ (Estates at Pacific Crest)		310,157	
	Centennial Gardens -Corner of Battles & Depot		64,874	
	ROSE GARDEN VILLAGE TOTAL		375,031	
f.	Village at Westgate Ranch SBZ –frontages of La Brea, Sonya, Marsala, Westgate, and Battles to A Street		345,107	
	Battles linear basin bottom –weedy ditch from Blosser to county flood control basin		92,529	
	Blosser Median- Blosser from La Brea to Battles		15,079	
	VILLAGE AT WESTGATE RANCH TOTAL		452,715	
g.	C-4 Development (Basin at McCoy)		32,609	
	C-4 DEVELOPMENT TOTAL		32,609	

h.	Betteravia Plaza—Carmen, Betteravia, and Blosser		222,048	
	BETTERAVIA PLAZA TOTAL		222,048	
	SOUTHWEST TOTAL COST		3,109,949	



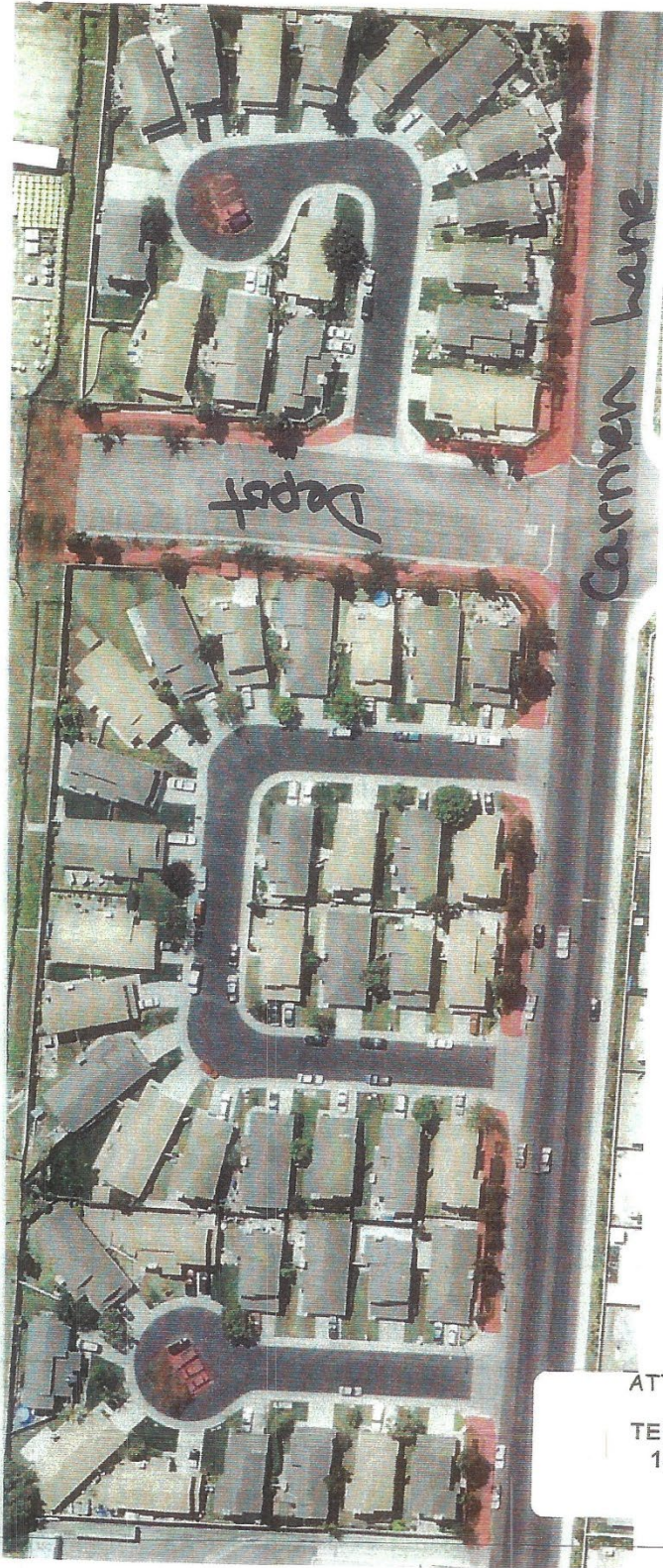
SOUTHWEST LANDSCAPE MAINTENANCE DISTRICT

-  District Boundaries
-  Special Benefit Zone

The dimensions of this District can also be found at the County Assessor's Office.

ATTACHMENT C

3/22/2010



ATTACHMENT C
TERRACE PARK
14,401 SQ FT



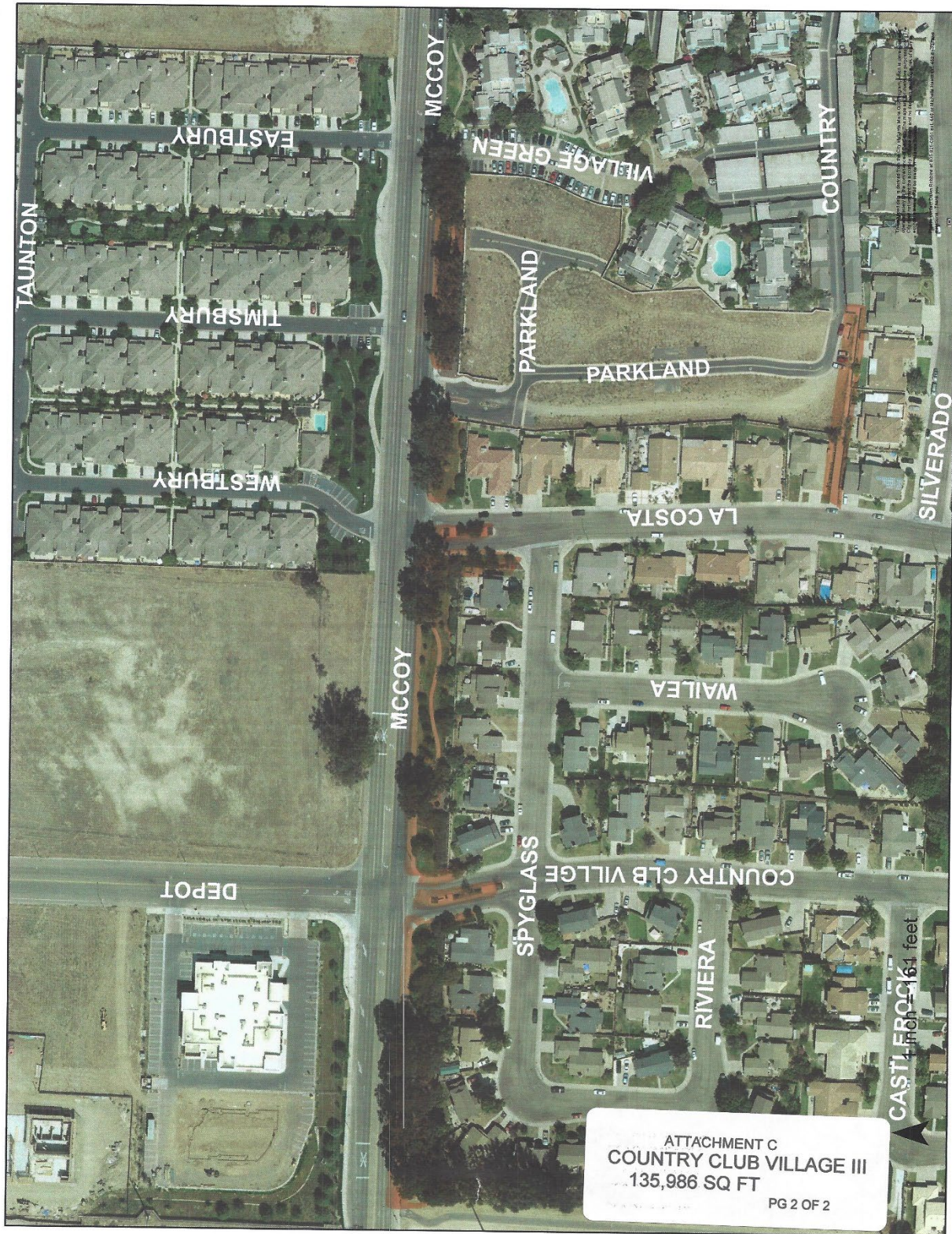
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ATTACHMENT C
FIRE STATION II
7,631 SQ FT



ATTACHMENT C
WEST BETTERAVIA MEDIAN
1,200 SQ FT



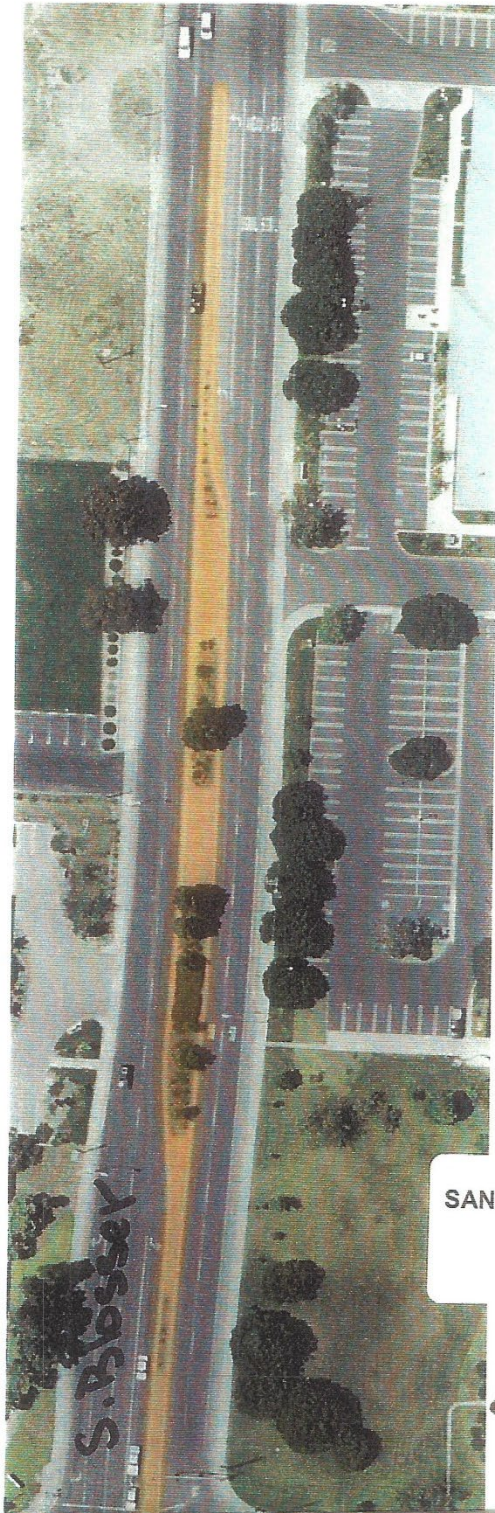




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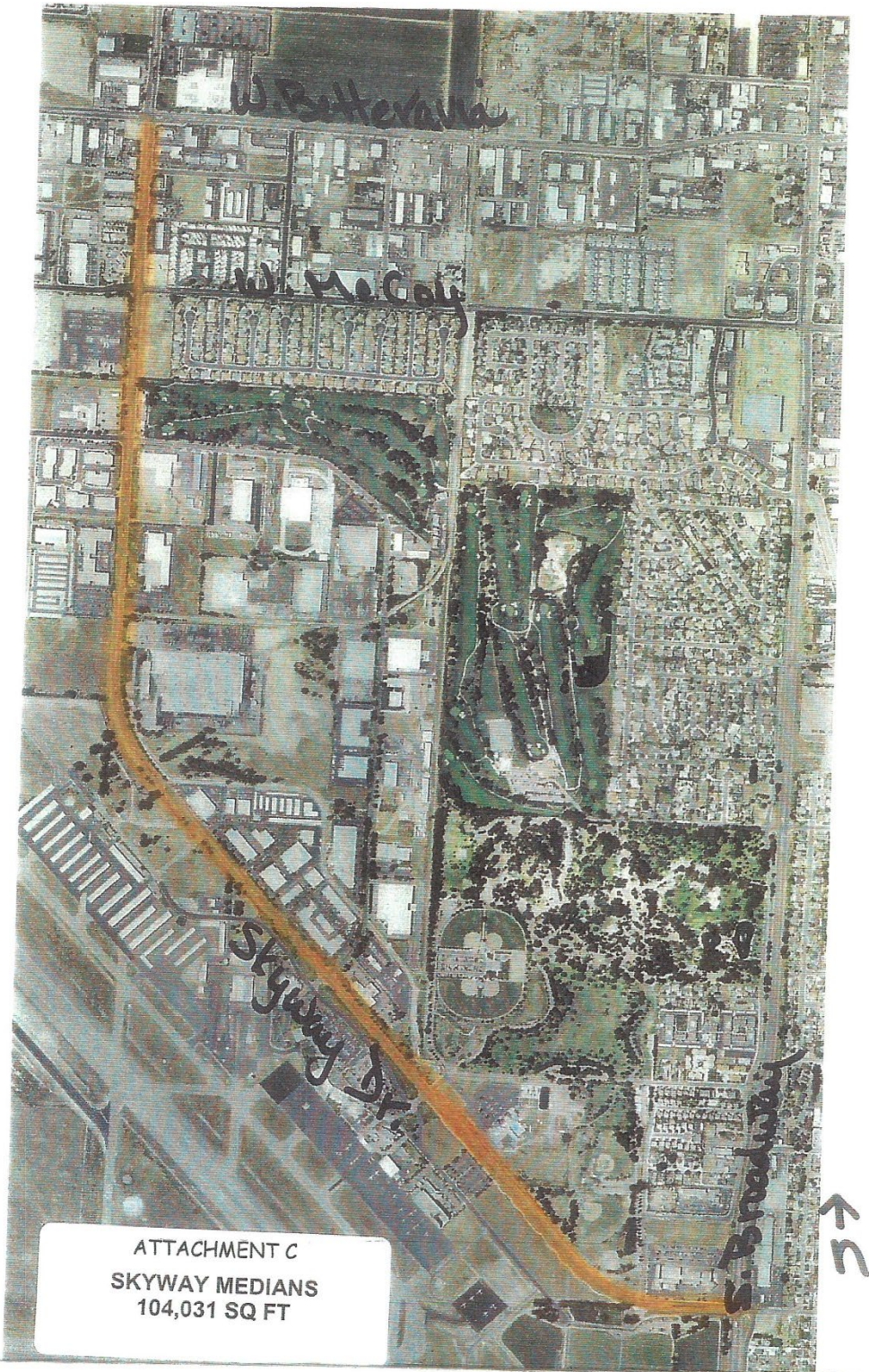
ATTACHMENT C
FOXENWOOD COUNTRY
CLUB ESTATES

47,401 SQ FT

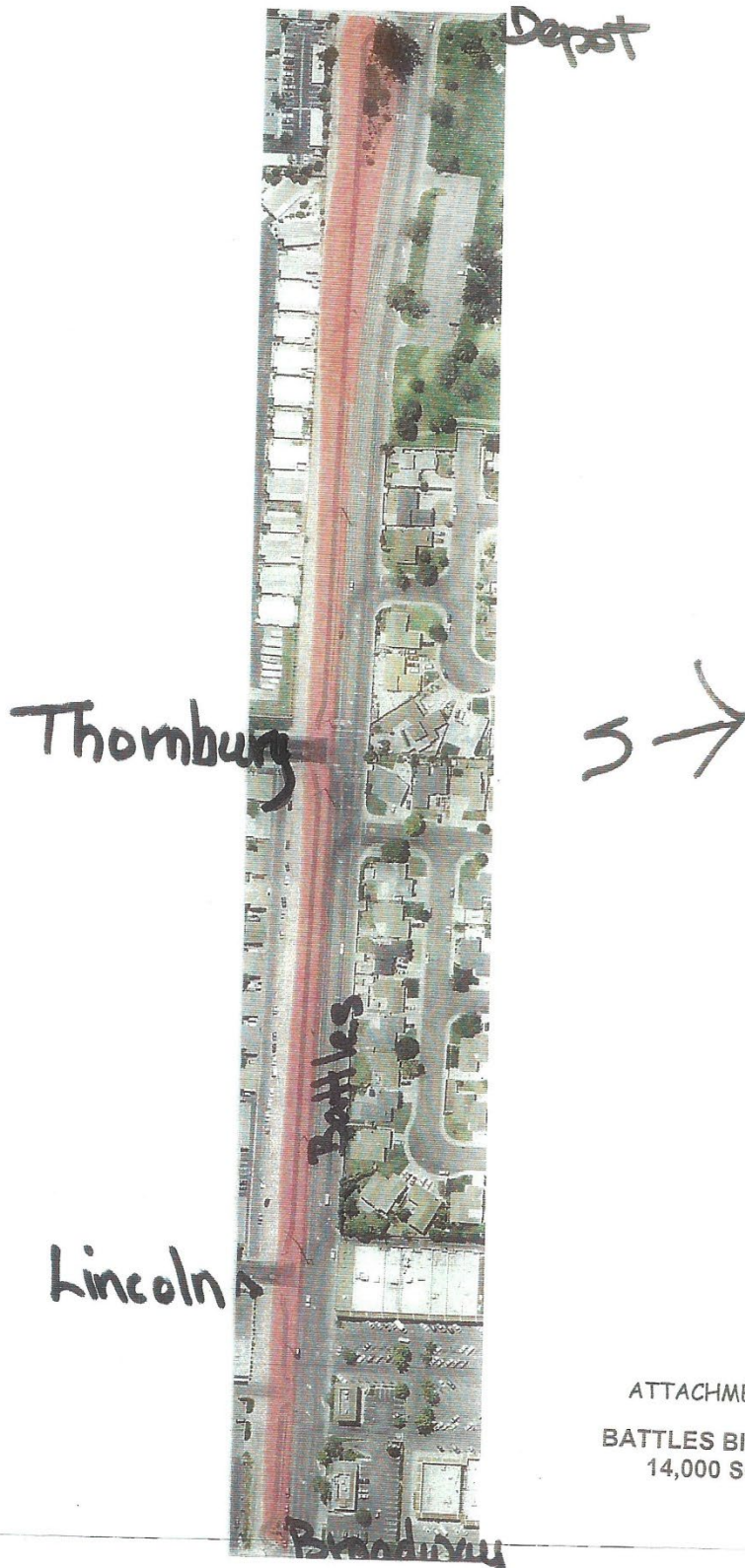


ATTACHMENT C
SANTA BARBARA RESEARCH
MEDIAN
2,392 SQ FT

W. Betteravia



ATTACHMENT C
SKYWAY MEDIANS
104,031 SQ FT



ATTACHMENT C
BATTLES BIKEPATH
14,000 SQ FT





ATTACHMENT C
SMAT STATION
32,715 SQ FT

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ATTACHMENT C
BLENDING STATION
1,940 SQ FT



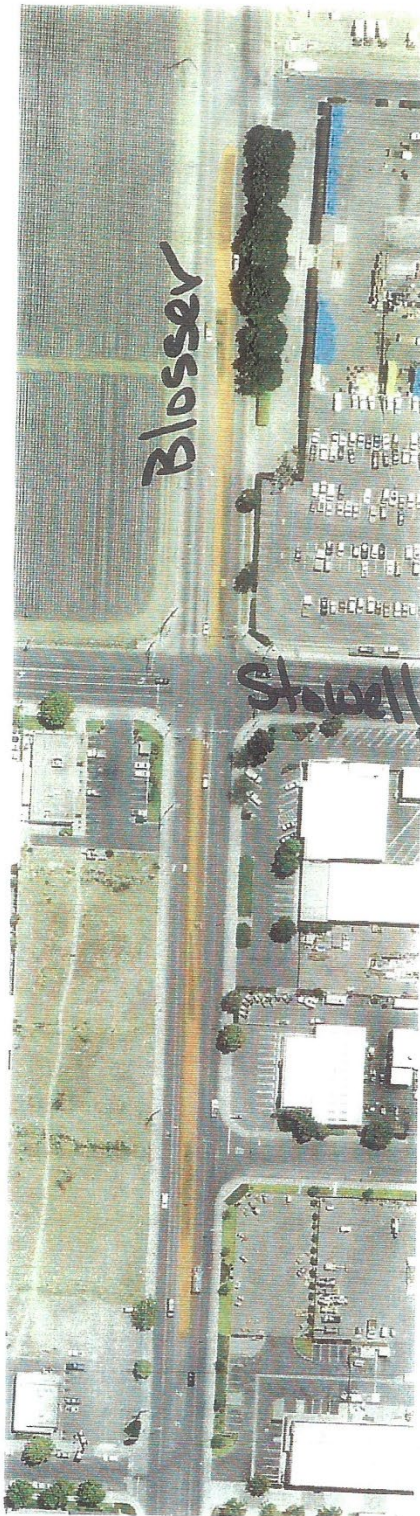
ATTACHMENT C
HAGERMAN BIKE PATH
68,800 SQ FT





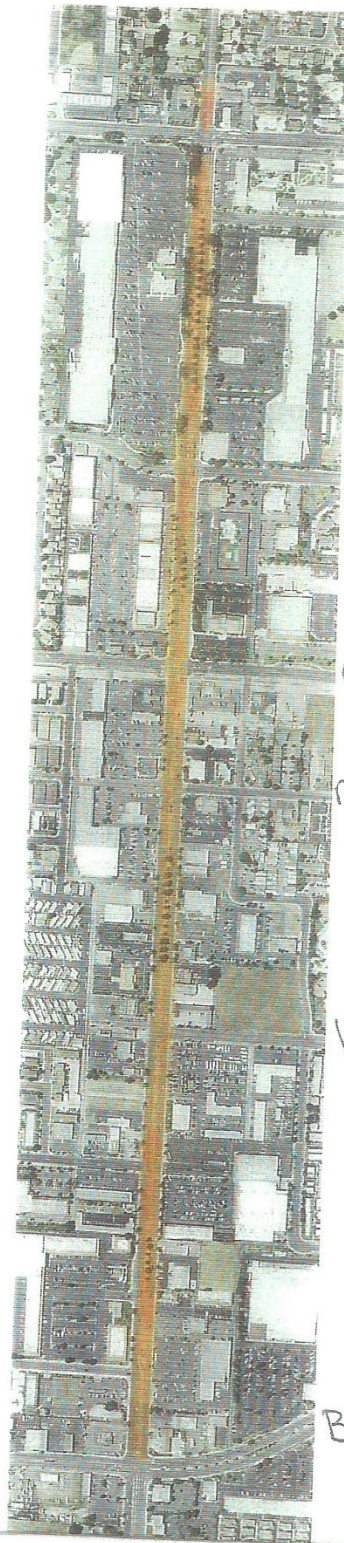


ATTACHMENT C
MEDIANS EAST & WEST OF
BLOSSER ON BETTERAVIA
9,968 SQ FT



ATTACHMENT C
BLOSSER/STOWELL
MEDIANS
5,104 SQ FT





Stowell



Enos

Battles

Newlove

Inger

Betteravia

ATTACHMENT C
SOUTH BROADWAY MEDIANS
STOWELL TO BETTERAVIA
34,387



ATTACHMENT C
PARKLAND COTTAGES
10,943 SQ FT





ATTACHMENT C
UNION VALLEY PARKWAY
552,297 SQ FT
PG 2 OF 2







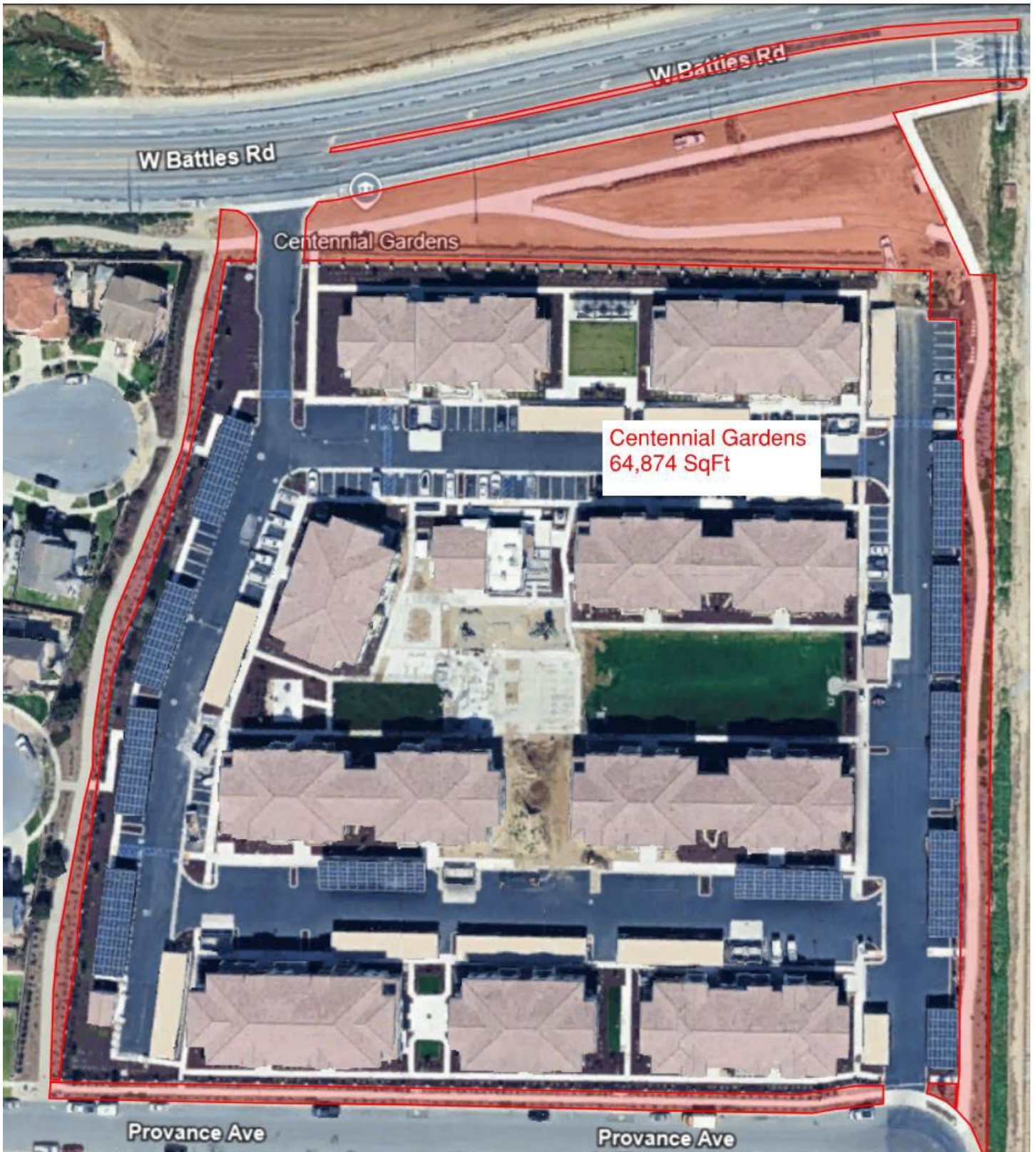


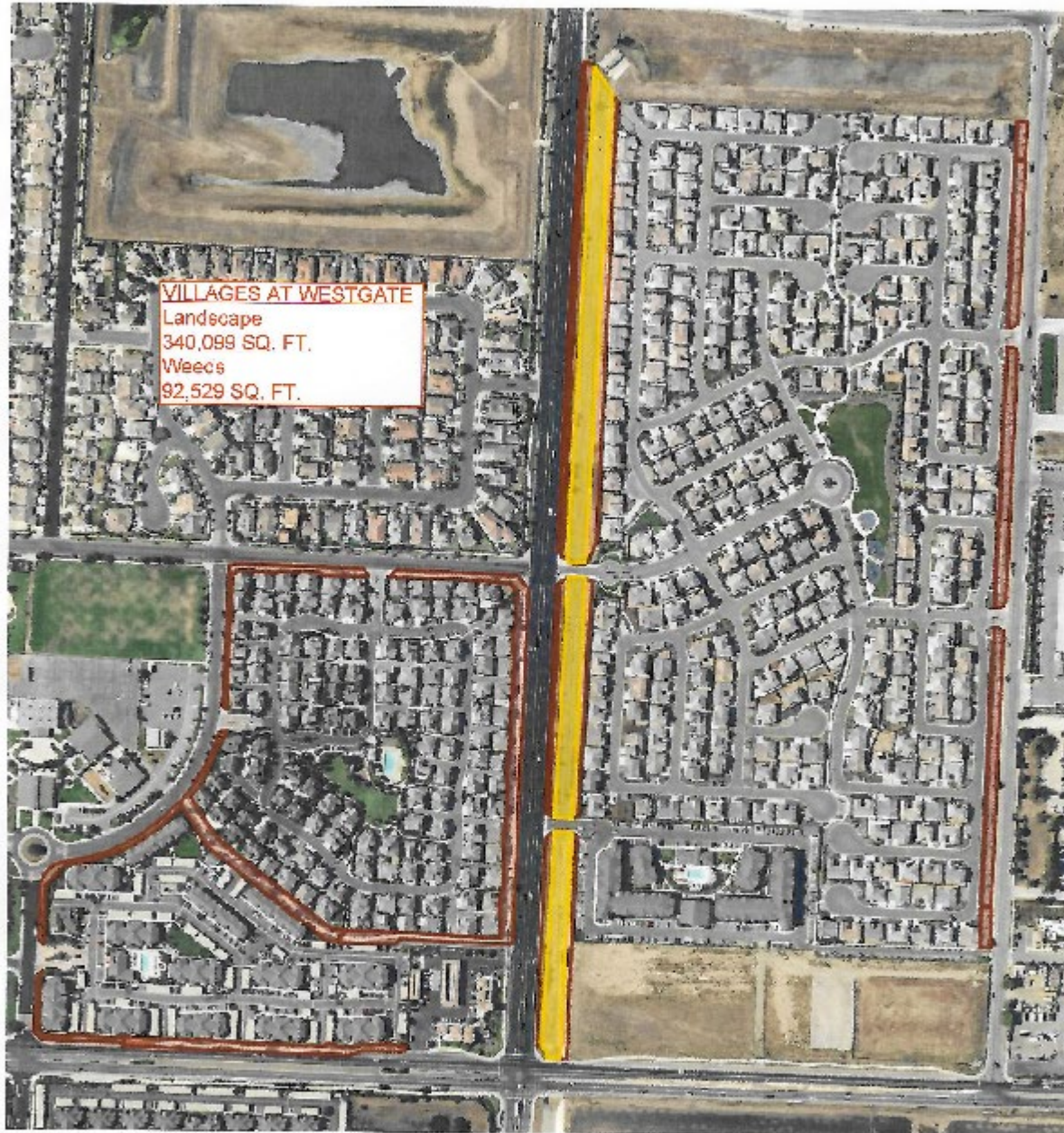




ATTACHMENT C
CHERRYWOOD
22,151 SQ FT











ATTACHMENT D - FEE/SITE SHEET

	SOUTHEAST LANDSCAPE MAINTENANCE DISTRICT	COST PER SQ. FT.	TOTAL SQ. FT.	ANNUAL COST
1	Miller Medians – all medians south of Stowell Road		48,441	
2	Lincoln Oaks – 1400 to 1500 South Miller on west side going south on Miller Street		98,885	
3	Arbor Ridge – 1500 South Miller on west side going south on Miller Street to Battles Road		13,649	
4	Newlove Frontage – South Miller east and west side from Battles to Newlove Lane and behind fence.		41,040	
5	Las Palmas – 1800 South Miller on west side going south on Miller Street from south of Newlove to corner of Inger Street		10,821	
6	Driftwood Gardens – 1400 and 1500 South Miller easements and vines on Battles.		21,576	
7	Driftwood Gardens Basin—at Enos and Miller		72,071	
8	Driftwood Meadows – 1800 and 1900 South Miller easements from Inger to Daniels on east side of Miller Street and basin on Inger.		26,664	
9	Driftwood Meadows Basin—at Inger and Miller		53,800	
10	Celebration—1900 South Miller easements from Inger to Daniels on west side of Miller Street		1460	
11	First Christian Church – 1500 South College median by cemetery		6,731	
12	Toys R Us & Edwards – 1400 to 1500 South Bradley medians		7,650	
13	East Betteravia Medians – east of Broadway to Miller Street and east of Miller Street to end of Government Buildings, does not include Crossroads.		13,989	
14	Food 4 Less/Lucky Medians – 2400 block South Broadway		7,000	
15	Casa Bonita – 2200 South Miller easements and Centerpoint easements (vines on walls)		9,217	
16	Harvest Ranch – San Ysidro and Miller Street frontages, medians on Capistrano and bike path off La Purisima.		12,490	
17	Harvest Ranch Basin—at San Ysidro and Miller Streets		6,009	
18	Toby Villas Basin—2500 South Miller		48,889	
19	Toby Ranch – 2300 South Miller easement and East McCoy to end of street		59,454	
20	Los Cabos (Rancho San Ysidro) – 2500 South Miller easements, vines located on San Ysidro from Miller Street going east bound to end of road and on San Ysidro.		13,304	
21	Los Cabos Basin—at McCoy and Miller		68,013	
22	Knightbridge – 2500 South Miller easement, west-side of Miller Street		25,096	
23	Santa Maria Way and South Miller Medians – intersection medians		10,252	
24	Rolling Hills – 3100 Santa Maria Way easements and medians, small and large basins on Dauphin Street No mowing/edging		37,914	

25	Rolling Hills Basins-Two basins along Santa Maria Way		11,436	
26	Sunrise Hills – easements on both north and south sides of Sunrise Drive east of Maramonte Park, medians on South College Street south of Sunrise Drive to McCloud Street and easement on both east and west sides of South College Street from Sunrise Drive to McCloud Street		137,203	
27	Battles Bike Path		115,554	
28	New Love Extension		4520	
29	Arborwalk – frontage on Miller north of McCoy Lane		23,356	
30	Mission Creek median – Santa Maria Way south of Sunrise Drive		2,030	
31	Betteravia Business Plaza – Daniel Street and Betteravia past the commercial		7,581	
32	Oak Creek Condos – frontage on Miller		8,063	
33	South Broadway Medians – south of Stowell to Betteravia		34,387	
34	South College median north of Santa Maria Way—Paved median		3,762	
35	Centennial Square—Parkways on Plaza & Miller		7,687	
36	Skyview Estates—SM Way frontage, basin & pocket park		41,100	
37	Skylight Homes—SM Way frontage & basin		10,969	
	TOTAL SOUTHEAST		1,133,499	

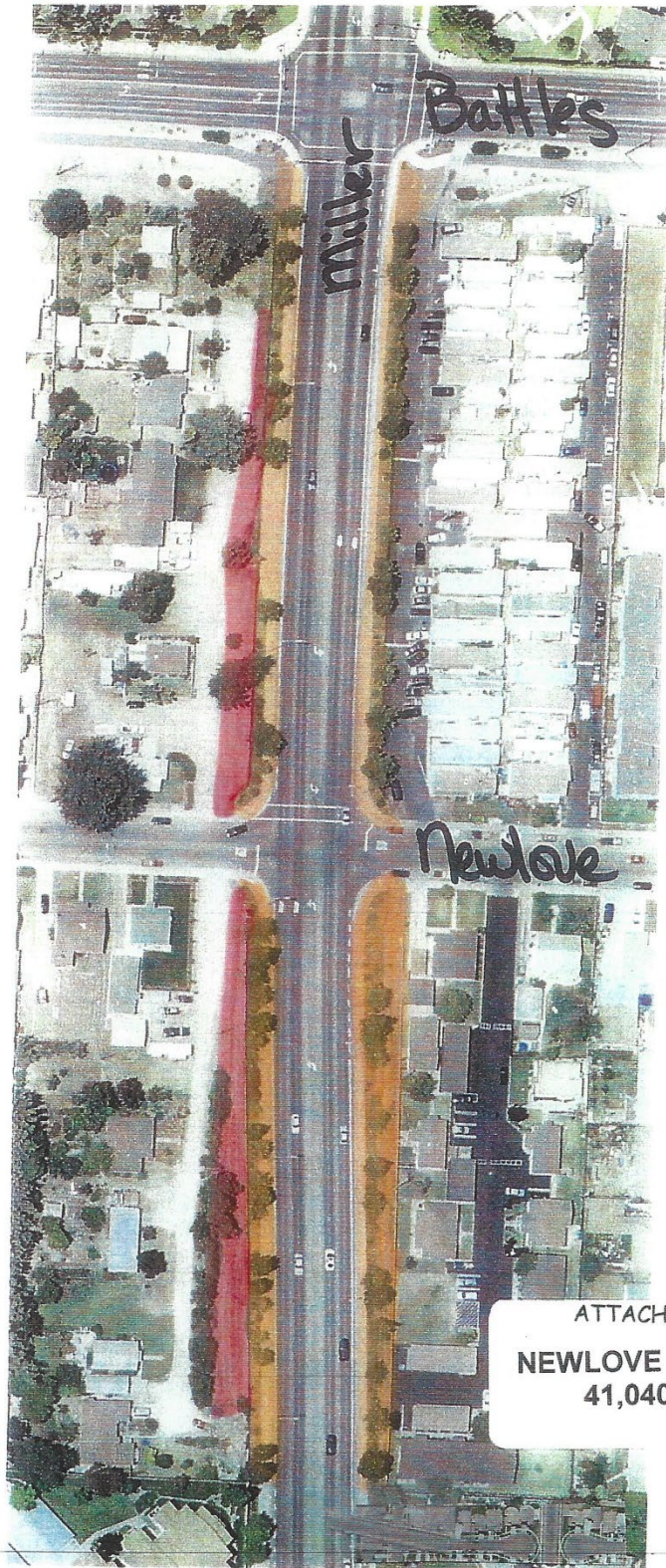
SOUTHEAST SPECIAL BENEFIT ZONES (SBZ)

		TOTAL SQ. FT.	
a.	CROSSROADS COMMERCIAL SBZ – Medians on East Betteravia (east of government buildings) and medians College and Bradley, roundabouts on College and Bradley, portion of Bradley Channel, Parcel 27 and Hwy 101 and Betteravia Road off-ramps-South	COST PER SQ. FT.	ANNUAL COST
	Crossroads Basin -- Grassy basin at College and Southside		115,180
	Parcel 27 Basin -- Weedy basin bottom		366,187
	Crossroads Bike Path		46,154
	Crossroads @ 101		43,141
	CROSSROADS COMMERCIAL TOTAL		95,105
			665,767
b.	CROSSROADS RESIDENTIAL SBZ – includes Cottages I and II, Vintage Homes, and portion of Bradley Channel.		
	CROSSROADS RESIDENTIAL TOTAL		94,117
			94,117

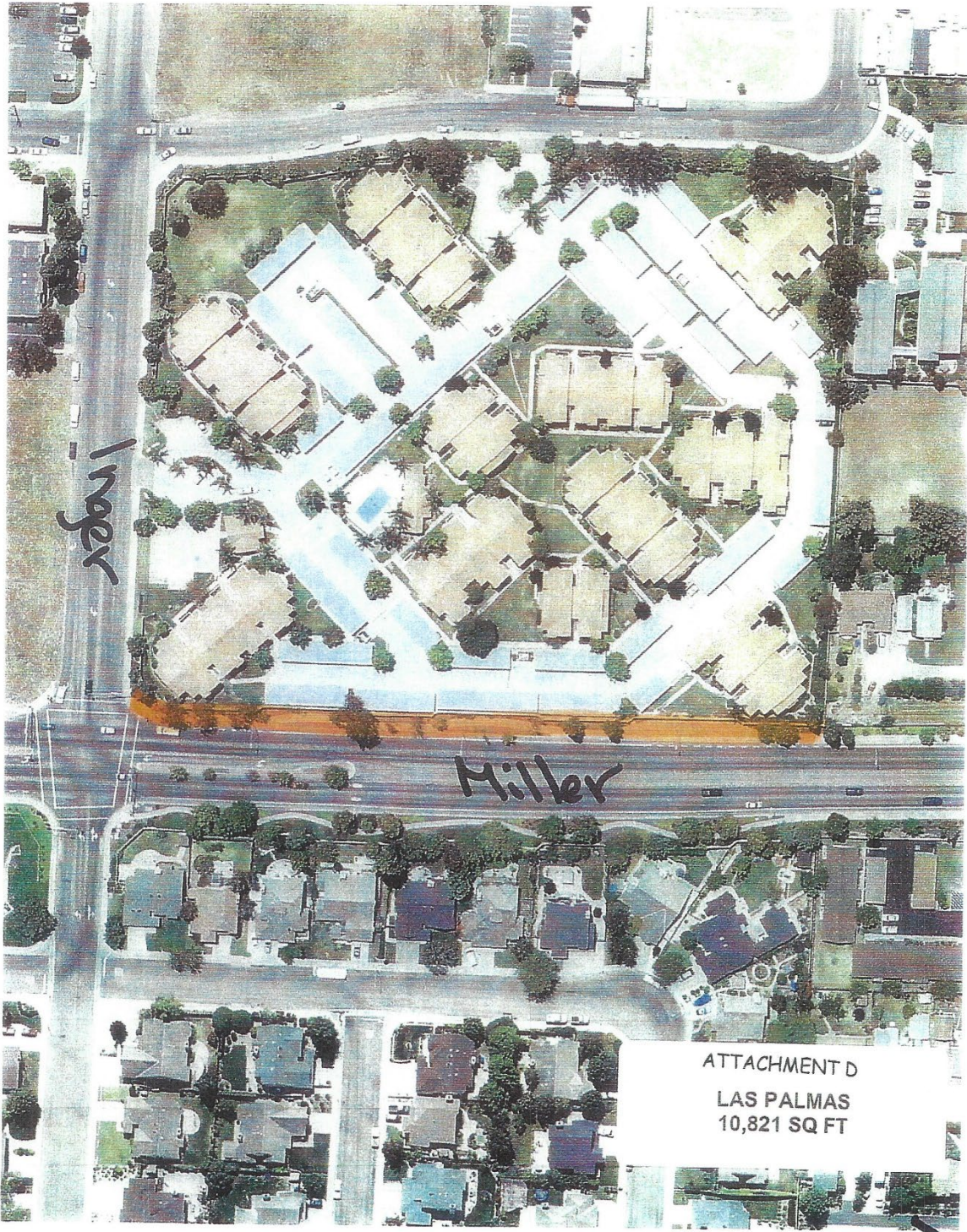
c.	BRADLEY SQUARE SBZ – Roundabout at McCoy and College, roundabout at Bradley and McCoy, frontages along McCoy Lane all the way to proposed on-ramp, Crossroads Lane, Bradley Road, College to Sunrise, San Ysidro, Lewis Road, College medians, Fire Station 4, park frontage along Hawkins, Leahy and Forbes, Leo Trujillo area and entire MPT adjacent to 101.		350,028	
	BRADLEY SQUARE TOTAL		350,028	

d.	ENOS RANCH SBZ – The north side of Betteravia Rd, both sides of Bradley and Meehan to Shepard. The east side of Shepard and of College down to the basin. Coast Hills parcel and HWY 101 and Betteravia Road off-ramps-North		148,452	
	Enos Ranch Basin –Grassy Basin along S. College Rd.		26,000	
	Enos @ 101		95,105	
	Home Motors Frontage –Battles bike path by car dealer		7,324	
	ENOS RANCH TOTAL		276,881	

	SOUTHEAST TOTAL COST		2,520,292	
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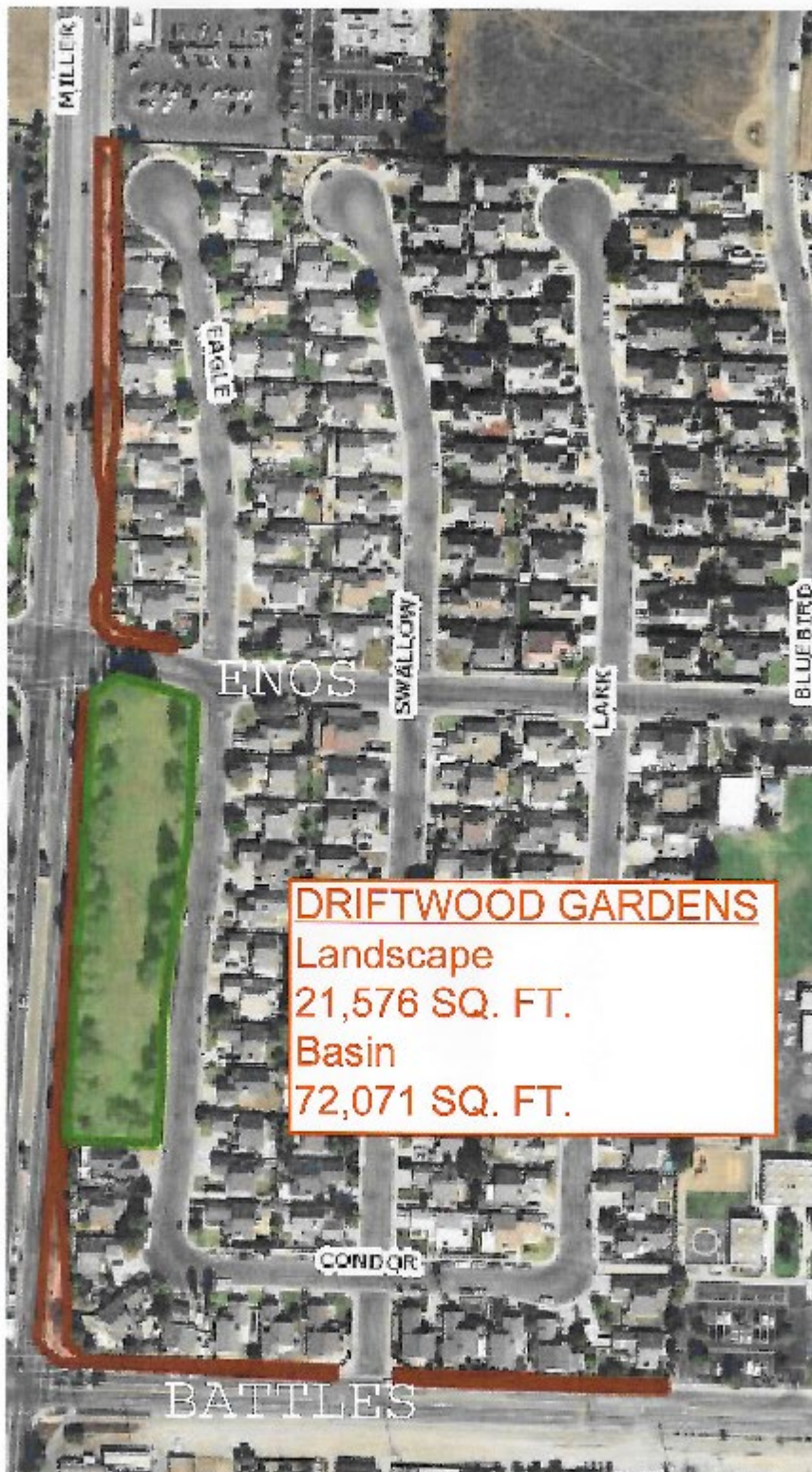


ATTACHMENT D
NEWLOVE FRONTAGE
41,040 SQ FT



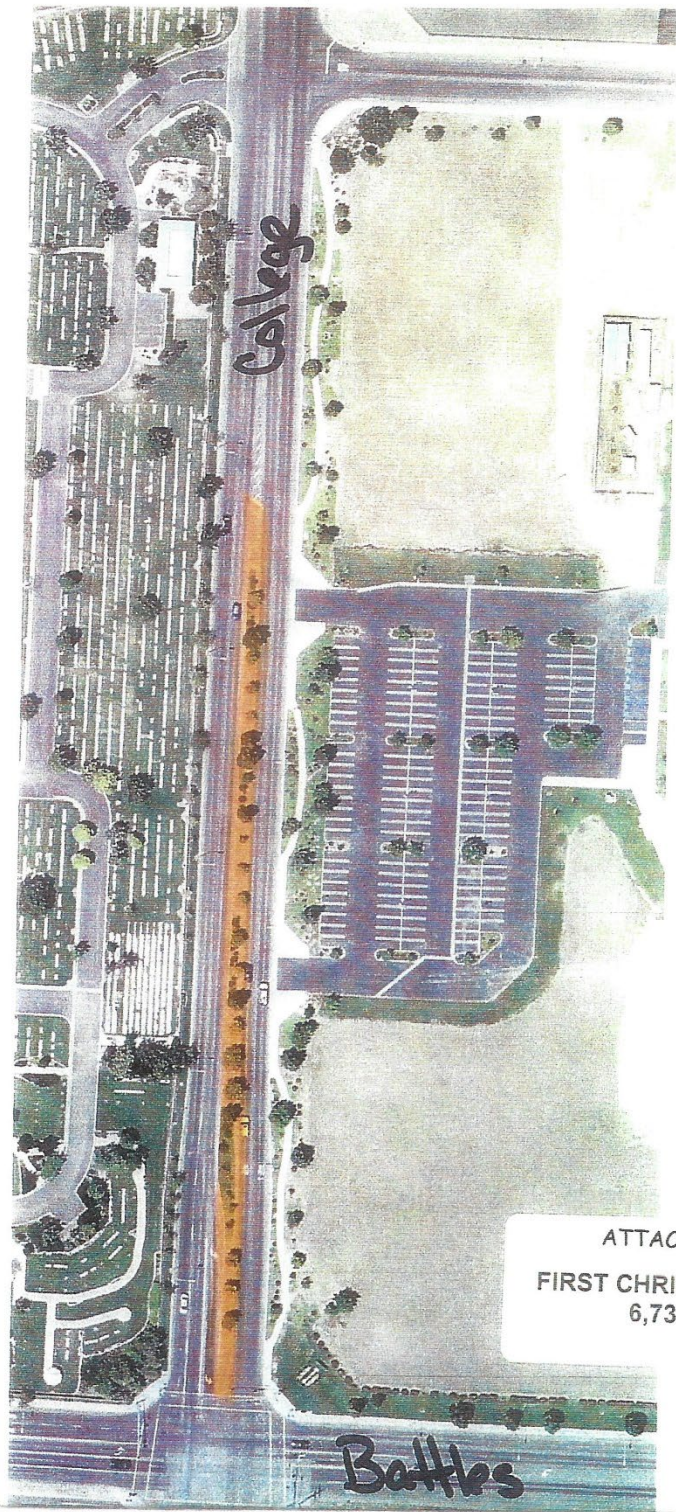
ATTACHMENT D
LAS PALMAS
10,821 SQ FT











ATTACHMENT D
FIRST CHRISTIAN CHURCH
6,731 SQ FT



ATTACHMENT D
TOYS R US
EDWARDS
7,650



ATTACHMENT D
EAST BETTERAVIA MEDIANS
13,989 SQ FT









ATTACHMENT D
SANTA MARIA WAY & SOUTH
MILLER MEDIANS
10,252 SQ FT





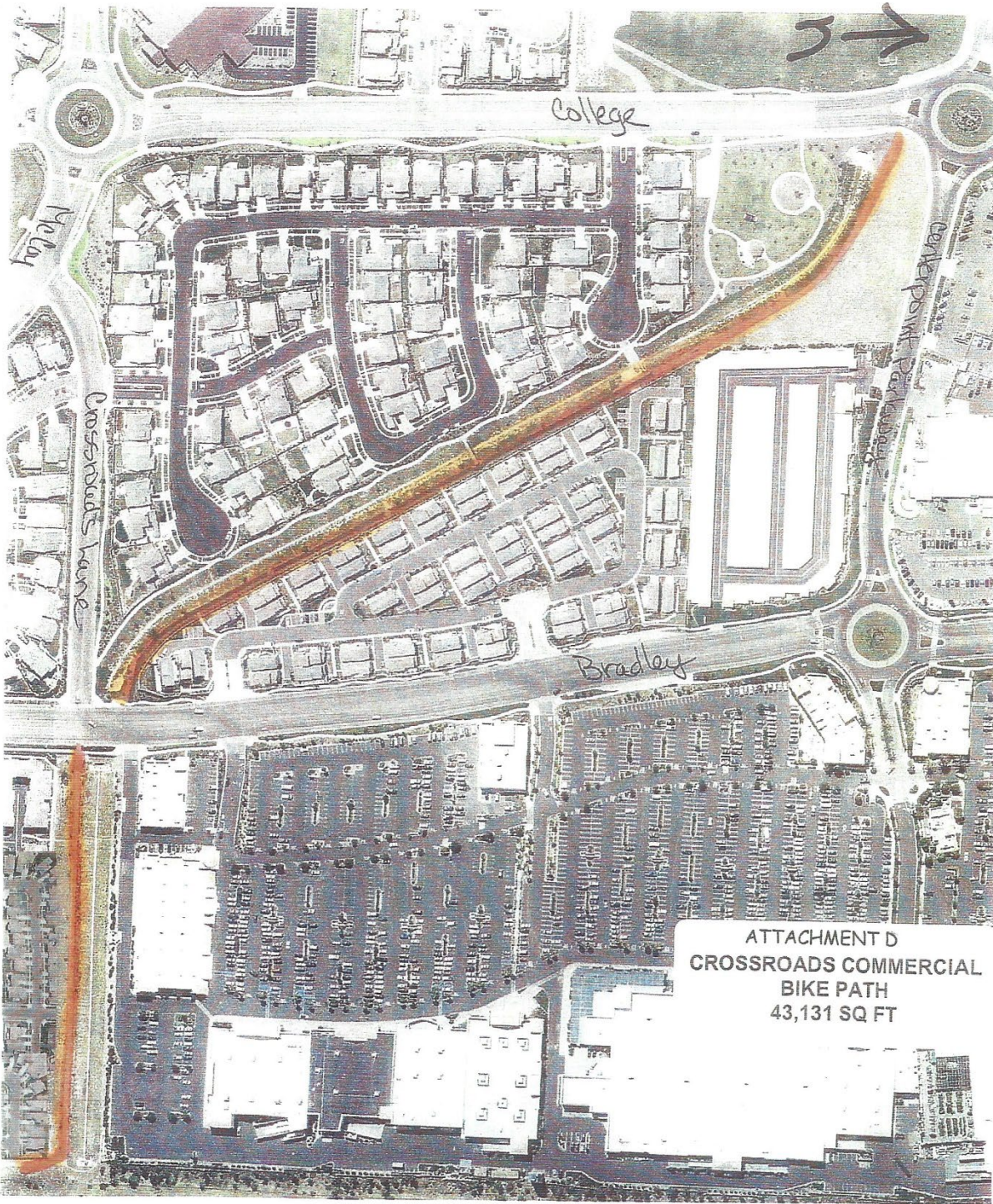
ATTACHMENT D
SUNRISE HILLS
137,203

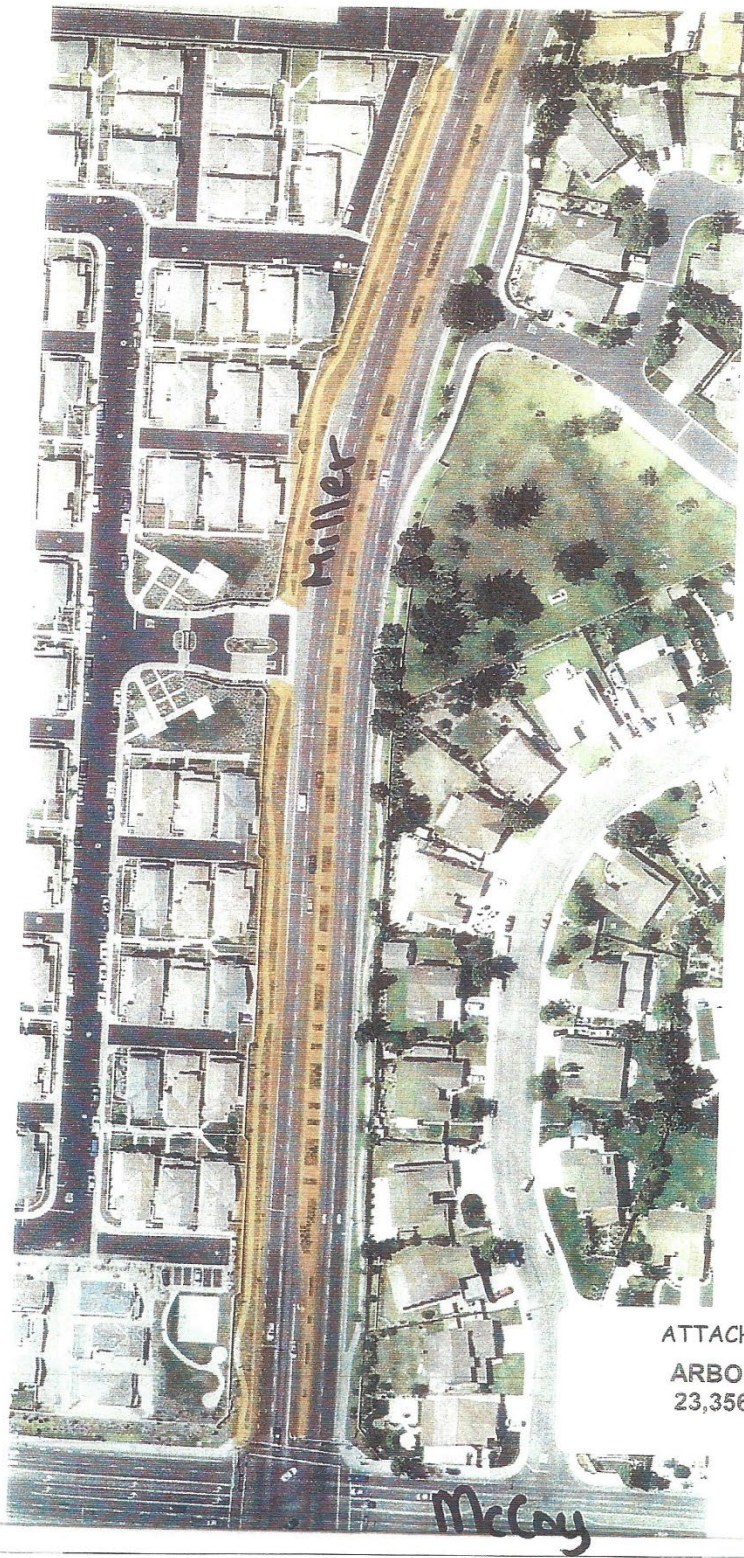


NEWLOVE EXTENSION
4,520

ATTACHMENT D
BATTLES BIKE PATH (SE)
119,320 SQ FT

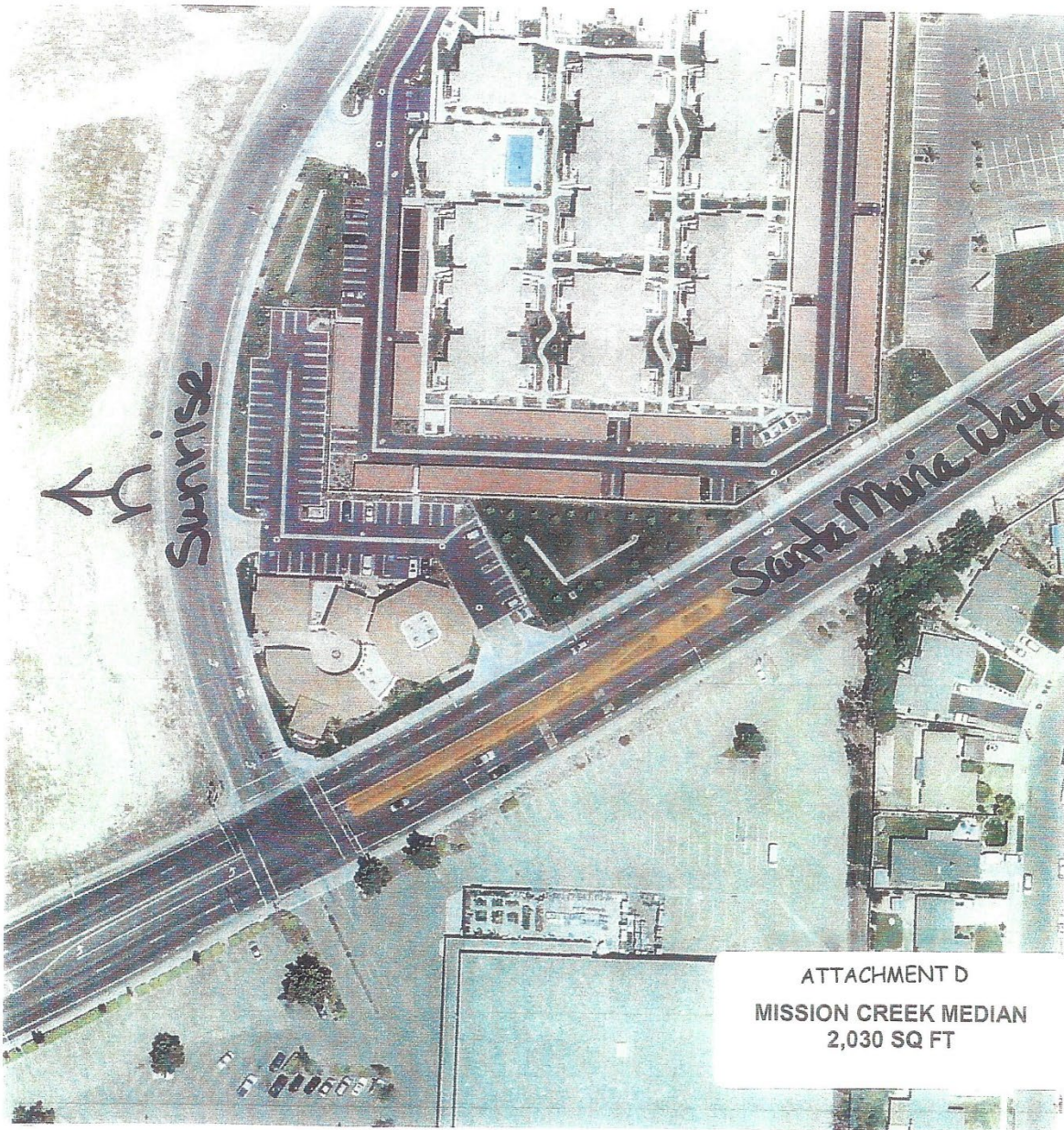
101

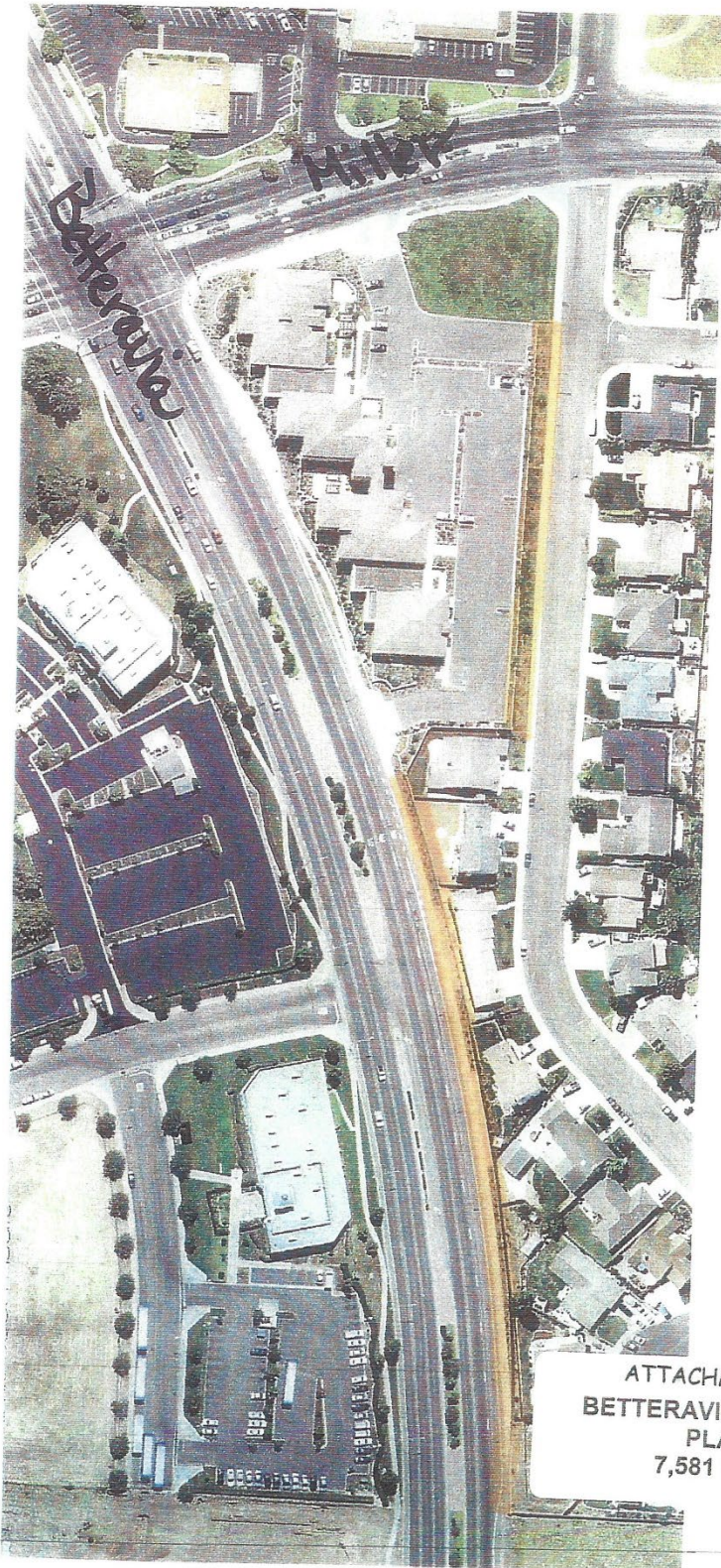




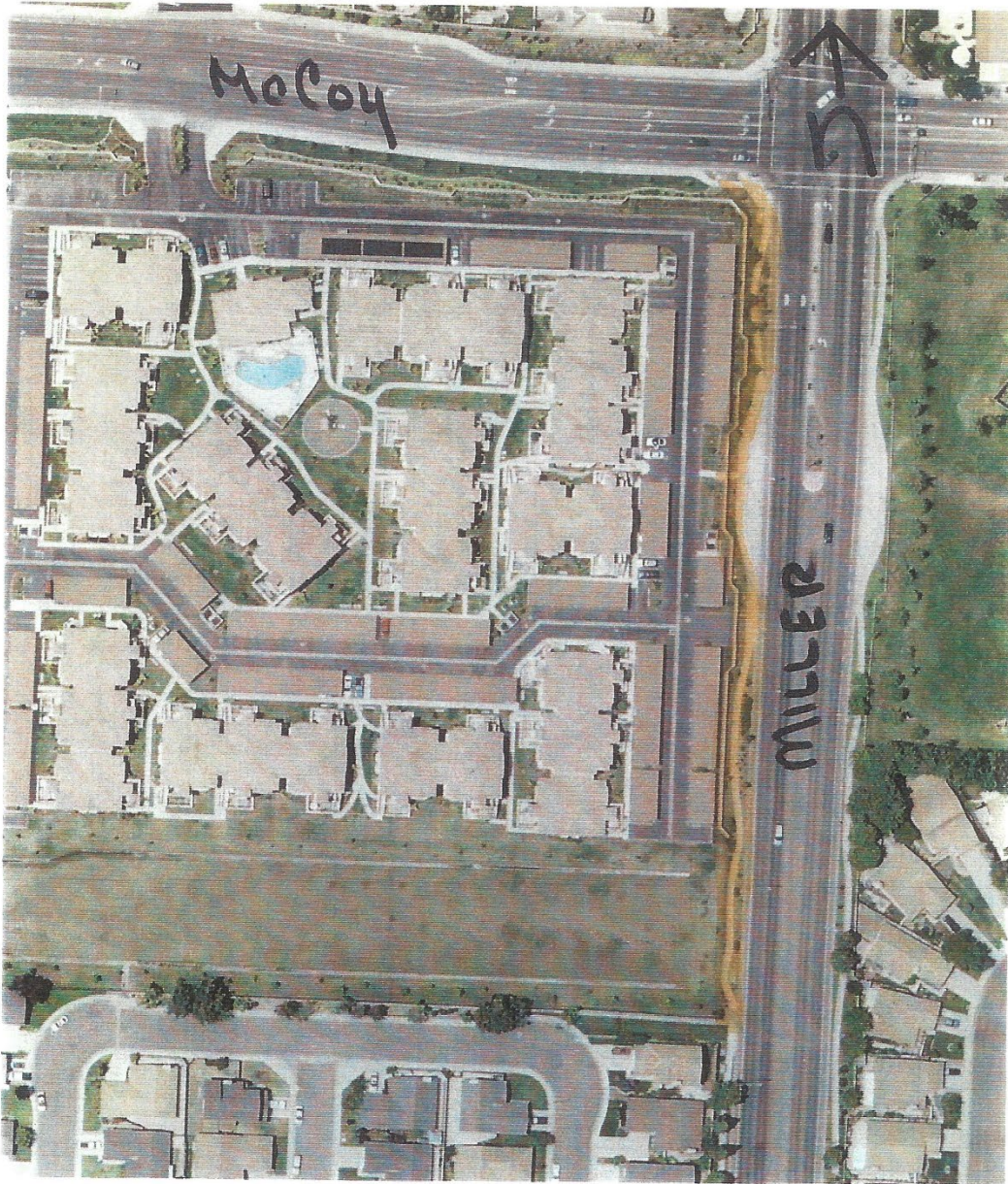
ATTACHMENT D
ARBORWALK
23,356 SQ FT

McCoy

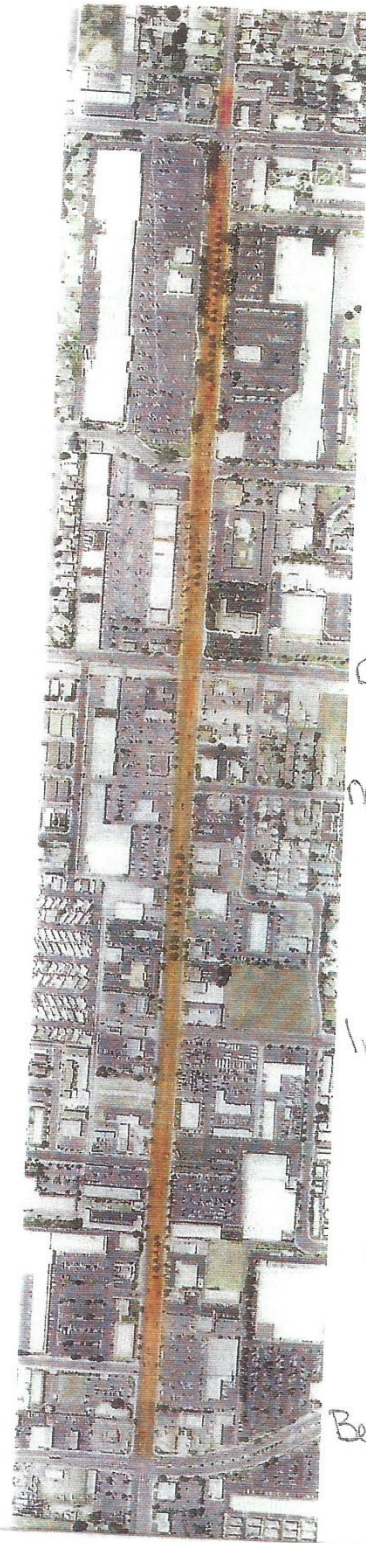




ATTACHMENT D
BETTERAVIA BUSINESS
PLAZA
7,581 SQ FT



ATTACHMENT D
OAK CREEK CONDOS
8,063 SQ FT



Stowell



Enos

Battles

Newlove

Inger

Betteravia

ATTACHMENT D
SOUTH BROADWAY MEDIANS
STOWELL TO BETTERAVIA
34,387

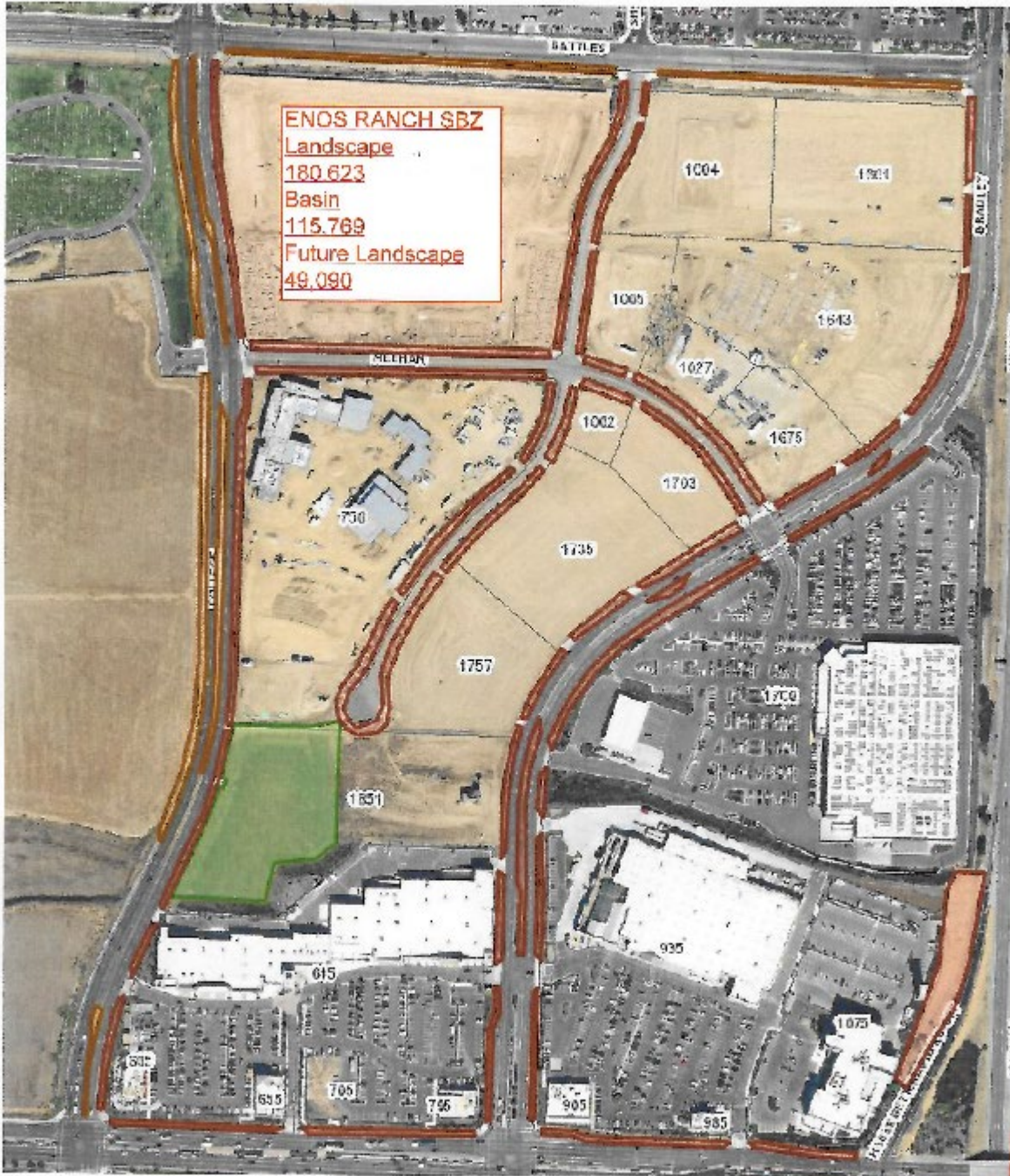
















NORTHWEST STAFFING SHEET

Bidder's Name: _____

Name, years of experience and Certifications of crew Foreman _____

Number of full-time employees _____

Number of part-time employees _____

Number of temporary/seasonal employees..... _____

Average years of employees are employed by bidder _____

Average hours per week that part-time employees _____

Describe full-time and part-time employees and their qualifications, including certifications and licenses and how each landscape maintenance district and special benefit zone will be staffed.

Describe account/clerical employees, their qualifications and skills and how your firm will utilize these skills to perform the scope of services as outlined in this RFP.

NORTHEAST STAFFING SHEET

Bidder's Name: _____

Name, years of experience and Certifications of crew Foreman _____

Number of full-time employees _____

Number of part-time employees _____

Number of temporary/seasonal employees..... _____

Average years of employees are employed by bidder _____

Average hours per week that part-time employees _____

Describe full-time and part-time employees and their qualifications, including certifications and licenses and how each landscape maintenance district and special benefit zone will be staffed.

Describe account/clerical employees, their qualifications and skills and how your firm will utilize these skills to perform the scope of services as outlined in this RFP.

SOUTHWEST STAFFING SHEET

Bidder's Name: _____

Name, years of experience and Certifications of crew Foreman _____

Number of full-time employees _____

Number of part-time employees _____

Number of temporary/seasonal employees..... _____

Average years of employees are employed by bidder _____

Average hours per week that part-time employees _____

Describe full-time and part-time employees and their qualifications, including certifications and licenses and how each landscape maintenance district and special benefit zone will be staffed.

Describe account/clerical employees, their qualifications and skills and how your firm will utilize these skills to perform the scope of services as outlined in this RFP.

SOUTHEAST (SOUTH MILLER/SOUTH COLLEGE) STAFFING SHEET

Bidder's Name: _____

Name, years of experience and Certifications of crew Foreman _____

Number of full-time employees _____

Number of part-time employees _____

Number of temporary/seasonal employees..... _____

Average years of employees are employed by bidder _____

Average hours per week that part-time employees _____

Describe full-time and part-time employees and their qualifications, including certifications and licenses and how each landscape maintenance district and special benefit zone will be staffed.

Describe account/clerical employees, their qualifications and skills and how your firm will utilize these skills to perform the scope of services as outlined in this RFP.

Extra's Price List

Bidder's Name _____

Please fill in unit cost for the complete purchase and installation of the items listed below. Truck and personnel rates will be used for projects that the unit pricing does not cover.

- 1 gallon plant installed \$ _____
- 5 gallon plant installed \$ _____
- 15 gallon tree installed \$ _____
- 24" box tree with staking installed \$ _____
- Flat of Gazania ground cover installed \$ _____
- 1 cubic yard of died wood chip 'bark' installed \$ _____
- Support truck per hour \$ _____
- Crew member per hour \$ _____
- Foreman/Specialist per hour \$ _____

This list will qualify Contractor for small repair and maintenance projects without the need for bid proposals.

Irrigation Testing

Twice yearly random testing of representative sample of each District and SBZ

<u>Test results</u>	<u>Points Awarded</u>
Completely functioning system	100
System doesn't turn on or off	0
Leaking system with adequate pressure	75
Leaking system with low pressure	0
System with half of heads miss-nozzled or miss-adjusted	0
Systems with some miss-nozzled or miss-adjusted	50-75

Test scores will be used as evaluation of adherence to the contract standards

Bidder's Name _____

Invoice Instructions Acknowledgement Sheet

- I have read and understand the invoicing instructions of the RFP. I have the ability to meet these needs without exception.
- I have read and understand the invoicing instructions of the RFP. I have the ability to meet these needs with the following exceptions:

Signature: _____

Print Name: _____

Title: _____

REFERENCES

Bidder's Name: _____

Provide references of at least three references of governmental, and/or commercial accounts that your firm has contracted with in the last three years for landscape maintenance services. For each reference include a company name, mailing address, contact person, contact person's title, telephone number and e-mail address. All information must be completed. The City of Santa Maria or its employees **may not** be listed as references.

Firm Name: _____

Address: _____

Individual's Contact Name: _____

Individual's Contact Title: _____

Telephone: _____

Email: _____



Firm Name: _____

Address: _____

Individual's Contact Name: _____

Individual's Contact Title: _____

Telephone: _____

Email: _____



Firm Name: _____

Address: _____

Individual's Contact Name: _____

Individual's Contact Title: _____

Telephone: _____

Email: _____

Bid Submittal Checklist

Order of Bid Submittal

To facilitate ease of review, each bid submitted shall be submitted in the following sequence:

- A. **One original and five (5) copies** of the bid
- B. Maps, Fee and Staffing Sheets with bidders name (map on one copy only)
- C. Cover letter, Resume and Profile
- D. Signature Page
- E. Copy of State of California C-27 Landscape Contractor, City Business and Pesticide Applicator's Licenses
- F. References
- G. Signature Page-Not to be shared
- H. Invoice Instructions Acknowledgement Sheet
- I. Copy of all credentialing of company employees assigned to the contract, no names
- J. Bid Submittal Checklist