



AGENDA

REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
Wednesday, April 24, 2019 at 7:00 p.m.

Rules of Decorum

*"Members of the Public are advised that all **ELECTRONIC DEVICES, CELLULAR TELEPHONES and any OTHER COMMUNICATION DEVICES** are to be turned off upon entering the City Council Chambers." If you need to have a discussion with someone in the audience, kindly step out into the lobby.*

Reglas de Comportamiento

"Al público en general se le avisa que todos los teléfonos celulares, pagers y demás aparatos de comunicación deben ser apagados al entrar a la sala de audiencias del Consejo Municipal de la Ciudad." Si usted necesita tener una conversación con alguien que está en la audiencia, amablemente le pedimos que salga del recinto y tenga su conversación en el vestíbulo de la sala de audiencias.

ROLL CALL:

Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer
Gerardo Mayagoitia, City Clerk
Donald J. Wagner, Interim City Manager
David Mango, Director of Building and Planning
Ofelia Mancera, Finance Director
Roxanne Diaz, City Attorney

*In order to address the Council, please complete a Public Comment Card.
No Public Comment Cards will be accepted after 7:15 p.m. Time allotted per speaker: 3 minutes.
No agenda item may be taken after 9:00 p.m. without a motion to extend time by the majority of Council present.*

INVOCATION* AND PLEDGE OF ALLEGIANCE

**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

PRESENTATION(S)

Proclamation proclaiming April 2019, DMV/Donate Life Month.

Presentation by ABM Building Solutions regarding their Bundled Energy Solutions (BES) program.

PUBLIC HEARING

CONSENT CALENDAR

1. Minutes for 04/10/19 Special Council Meeting.
2. Resolution No. 6025 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants and Payroll.
3. Award of a Maintenance Services Contract for landscape maintenance services throughout the City to Salazar Landscaping, Inc.
4. Obtain authorization to advertise a Request for Proposals (RFP) or bid for City-wide tree maintenance and emergency response services.
5. Budget to Actuals Report – Receive and File.
6. Consider the adoption of a resolution approving a commercial cannabis vehicle delivery license for Firehouse Healthcare Industries, Inc., located at 6118 Atlantic Boulevard.
7. Consideration of City Match for scholarships from Community Benefit Fund.

8. To consider adoption of an interim ordinance of the City of Maywood enacted pursuant to Government Code Section 65858 establishing a moratorium on all new commercial cannabis activity in the City, and declaring the urgency thereof.

DISCUSSION/ACTION ITEMS

9. Proposed City of Maywood Strategic Plan for Fiscal Year 2019 to 2021.
10. Introduction of an ordinance adopting a revised Chapter 42 of the Maywood Municipal Code to prohibit smoking in City parks and recreation areas and making a finding of exemption under the California Environmental Quality Act.

CLOSED SESSION

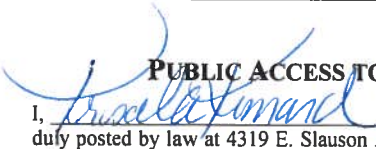
1. Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1); City of Maywood vs. Consolidated Disposal Services LLC, et al., and Related Cross Complaints, Los Angeles County Superior Court Case No. BC697218
2. Public Employment pursuant to Government Code Section 54957; Title: City Manager
3. Conference with Labor Negotiator pursuant to Government Code Section 54957.6; City Negotiator: Donald Wagner, Interim City Administrator and Roxanne Diaz, City Attorney; Unrepresented Employee: City Manager

PUBLIC PARTICIPATION (Non-Agenda Items)

At this time speakers wishing to address the City Council on an item not on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

ADJOURNMENT - The next Regular Meeting of the Maywood City Council is on May 8, 2019.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS

I,  Priscilla Kinnard, Gerardo Mayagoitia, City Clerk or Priscilla Kinnard, Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5714 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.

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AGENDA **1**
ITEM NO. _____

April 10, 2019

**MINUTES OF THE REGULAR MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the meeting at approximately 7:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
City Clerk, Gerardo Mayagoitia
Interim City Manager, Donald J. Wagner
Director of Building and Planning, David Mango
Director of Finance, Ofelia Mancera
City Attorney, Roxanne Diaz

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

The following spoke on Agenda Items only:

1. Pedro Rodriguez;
2. Gerardo Mayagoitia;
3. Veronica Guardado;
4. David Perez;
5. Mary Mariscal;
6. Javier Gonzalez;
7. Heather Wilson.

PRESENTATION(S) (none)

PUBLIC HEARING (none)

Prior to calling the consent calendar, the Mayor announced that closed session item number three will be heard out of order. The City Attorney announced that the City Council will go into closed session for the following item:

Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1); Young Men's Christian Association of Metropolitan Los Angeles v. City of Maywood, Los Angeles County Superior Court Case No. VC066796

The City Council adjourned into closed session.

The City Council returned from closed session and the City Attorney made the following report: The City Council met in closed session for item 3 (YMCA litigation) and voted 3-2 (Councilmember Alvarez and Councilmember Medina voting no) to approve the settlement agreement with the YMCA. The terms of the agreement provide that the City Council will consider the Amended and Restated Lease. If the Amended and Restated Lease is not approved, the settlement agreement is extinguished. The City Council will consider a resolution attesting to the public benefit of the YMCA; each party will dismiss their complaint against each other; and each party will bear their own attorney's fees. Upon execution, the settlement agreement is available to the public. T

CONSENT CALENDAR

1. Minutes for 03/21/19 Special Council Meeting.
2. Minutes for 03/26/19 Special Council Meeting.
3. Minutes for 03/27/19 City Council Meeting.
4. Receive and file revenue report for March 2019.
5. Resolution No. 6022 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants and Payroll.
6. Obtain authorization to advertise a Request for Proposals (RFP) or bid for City-wide facilities maintenance and on call services.
7. Resolution No. 6023 of the City of Maywood adopting an amended Conflict of Interest Code containing revised designated positions and disclosure categories, and repealing Resolution No. 5799.
8. Authorization to procure request for proposals (RFP's) for Community Development Block

Motion to approve Consent Calendar item numbers 1 through 8 by Marquez. Second by Lara. AYES: Alvarez, De La Riva, Lara, Marquez and Medina. PASSES

9. Resolution No. 6024 of the City Council of the City of Maywood approving the amended and restated lease agreement between the City of Maywood and the Young Men's Christian Association of Metropolitan Los Angeles and repealing Resolution No. 5929. **Motion to approve by De La Riva. Second by Lara. AYES: De La Riva, Lara, and Marquez. NOES: Alvarez and Medina.**
10. Legal services agreement with the Law Offices of Carpenter, Rothans & Dumont, LLP for special counsel services. **Motion to approve by Lara. Second by Medina. AYES: Alvarez, De La Riva, Lara, Marquez and Medina. PASSES**
11. Fiscal Year 2019-20 Budget Development Calendar. **Motion to approve by Lara. Second by Marquez. AYES: Alvarez, De La Riva, Lara, Marquez and Medina. PASSES**

DISCUSSION/ACTION ITEMS

12. Discussion of smoking in public places and parks and an ordinance amending chapter 42 of the Municipal Code related to smoking prohibited in parks during youth activities and making a finding of exemption under the California Environmental Quality Act.

City Council gave direction to bring back an ordinance prohibiting smoking at all parks and continued the ordinance to the next Council Meeting.

13. City Council appointment of two Maywood Planning Commissioners to serve as a member and as an alternate on the Eco-Rapid Transit Board. **Motion to approve Alondra Olmas as the City's delegate and Raul Rodriguez as the alternate to the Eco-Rapid Transit Board by Lara. Second by Medina. AYES: Alvarez, De La Riva, Lara, Marquez and Medina. PASSES**
14. Discussion and possible action regarding the co-hosting of an Earth Day event with Communities for a Better Environment at Riverfront Park on April 13, 2019. **Motion to approve by Alvarez. Second by Lara. AYES: Alvarez, De La Riva, Lara, Marquez and Medina. PASSES**

CLOSED SESSION

1. Public Employment pursuant to Government Code Section 54957; Title: City Manager
2. Conference with Labor Negotiator pursuant to Government Code Section 54957.6; City Negotiator: Donald Wagner, Interim City Administrator and Roxanne Diaz, City Attorney; Unrepresented Employee: City Manager

3. Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1); Young Men's Christian Association of Metropolitan Los Angeles v. City of Maywood, Los Angeles County Superior Court Case No. VC066796
4. Conference with Legal Counsel, Existing Litigation, Government Code Section 54956.9(d)(1): Los Angeles Superior Court Case No. 19WHR000555.

The City Attorney announced the closed session items (except item 3 was already heard) and the City Council adjourned to closed session. The City Council returned from closed session and the City Attorney stated there were no reportable actions.

PUBLIC PARTICIPATION (Non-Agenda Items)

At this time speakers wishing to address the City Council on an item not on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

The following spoke on Non-Agenda items only:

1. Pedro Rodriguez;
2. Gerardo Mayagoitia;
3. Veronica Guardado;
4. David Perez;
5. Mary Mariscal;
6. Javier Gonzalez;
7. Maria Ochoa;
8. Heather Wilson.

ADJOURNMENT Meeting adjourned at approximately 8:58 p.m. Next Regular Meeting of the Maywood City Council is on April 24, 2019 at 7:00 p.m.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk

COUNCIL AGENDA

ITEM No. 2

RESOLUTION NO. 6025

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been audited by the
Director of Finance, and

WHEREAS, the Director of Finance has certified to the accuracy and
availability of funds for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of the City
of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for
approval.

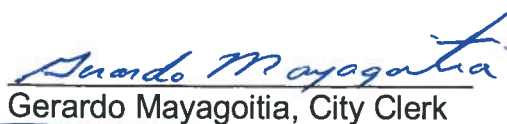
NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/ACH
Transactions for \$450,503.72 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

PASSED, APPROVED AND ADOPTED THIS 24th day of April, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

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)

I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6025 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 24th of April, 2019 by the following roll call vote, to wit:

AYES: De La Riva, Lara, Alvarez, Marquez and Medina

NAYES:

ABSENT:

ABSTAINED:


Gerardo Mayagoitia, City Clerk



City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, April 24, 2019

Accounts Payable

Amount

Accounts Payable prepaid warrants for payment: Checks No. 085929 - 085956	\$ 70,425.45
Accounts Payable regular warrants for payment: Checks No. 085957 - 085980	\$ 239,506.30
Sub-total	\$ 309,931.75

Wire Transfers/ACH Transactions

04/01/19 Merchant Fees	\$ 403.02
04/03/19 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees	\$ 98,089.77
04/03/19 CalPERS Health Premium - April 2019	\$ 23,831.89
04/03/19 CalPERS for Employer Contribution - Pay Period 3/17/19-3/30/19	\$ 5,186.56
04/05/19 Lease Payment for Front Counter Cash Registers - April 2019	\$ 129.57
04/05/19 ADP Payroll Fees	\$ 172.43
04/12/19 Bank Analysis Fee	\$ 758.73
04/17/19 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement April 2019	\$ 12,000.00
Sub-total	\$ 140,571.97

Total Demands	\$ 450,503.72
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City of Maywood
Detail Warrants for Payment
Warrants No. 085929 to 085980

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
085929	P	4/5/2019	Dave And Frank Automotive	72.56	Tire Repair (Parking Enforcement Vehicle)
085930	P	4/5/2019	New GreenScreen, Inc.	1,392.05	Riverfront Park Trellis Materials (Deposit - Payment 1 of 2)
085931	P	4/5/2019	Eloy Montano dba KBJ Auto Detail	414.00	City Vehicle Fleet: Car Wash Service March 2019
085932	P	4/5/2019	Maywood Mutual Water No.3	1,254.90	5950 Riverfront Park 03-01-2019 to 03-31-2019
085933	P	4/5/2019	Southern California Edison	7,593.43	Various Locations 03-01-2019 to 04-01-2019
085934	P	4/5/2019	Xerox Financial Services	197.10	Copier Lease: 03-15-2019 to 04-14-2019 Finance Department
085935	P	4/12/2019	Robert Half Company International / Accountemps	937.58	Temp Labor: Customer Service WE 03/29/2019
085936	P	4/12/2019	Chavelitas Party Supply	430.00	Earth Day Council Approved Co-Sponsor Expenses
085937	P	4/12/2019	CoreLogic Solutions, LLC.	150.00	Property Finder March 2019
085938	P	4/12/2019	Dunbar Armored Inc	337.65	April 2019 Cash Handling Service
085939	P	4/12/2019	East Yard Communities	190.00	Earth Day Council Approved Co-Sponsor Expenses
085940	P	4/12/2019	PALP, Inc. dba Excel Paving Company	42,538.17	Pavement Rehabilitation Project FY 18/19
085941	P	4/12/2019	HdL Software, LLC	*940.12	Reissue due to lost check: Quarterly Use Fee-Permit Tracking Software 12/01/2018-02/28/2019
085942	P	4/12/2019	JMG Security System	350.00	Installation of Camera Equipment in Council Chambers
085943	P	4/12/2019	Preferred Benefit Insurance Administrators, Inc.	2,193.30	Dental & Vision Insurance: April 2019
085944	P	4/12/2019	Southern California Edison	7,588.47	Various Locations 02-25-2019 to 03-26-2019
085945	P	4/12/2019	Sparkletts Drinking Water Corp	51.16	City Hall Office Water
085946	P	4/12/2019	Time Warner Cable	627.19	Internet & Phone Service: April 2019
085947	P	4/16/2019	AFLAC	237.36	Aflac Employee Contributions Payroll Deductions April 2019
085948	P	4/16/2019	Alberto Lopez	69.60	Code Enforcement Training - Mileage Reimbursement
085949	P	4/16/2019	Maureen Kane & Associates, Inc.	1,550.00	Registration for Technical Training for Clerks - Deputy City Clerk
085950	P	4/16/2019	QDoxs	74.70	Copier Base Charge: 04/01/2019 - 04/30/2019
085951	P	4/16/2019	Redfire Technology Services	765.00	Security - I.T. Firewall (1 Year License)

City of Maywood
Detail Warrants for Payment
Warrants No. 085929 to 085980

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
085952	P	4/16/2019	Salazar Landscaping	1,035.00	4801 Slauson Avenue Clean Up City Property Weed Abatement Clean Up Randolph Street - from Atlantic Blvd. to District Ave.
085953	P	4/16/2019	Sanchez Awards	52.92	5 Name Plates (City Manager, Vice Chair, Executive Assistant)
085954	P	4/16/2019	Southern California Edison	112.19	5913 Mayflower PED & 5916 King Ave PED 03-11-19 to 04-09-19
085955	P	4/16/2019	The Gas Company	57.82	4319 Slauson Ave. (03-11-2019 - 04-09-2019) 4323 Slauson Ave. (03-11-2019 - 04-09-2019)
085956	P	4/16/2019	Xerox Financial Services	153.30	Copier Lease: 03-22-2019 - 04-21-2019 Front Counter
085957		4/18/2019	Robert Half Company International / Accountemps	1,535.37	Temp Labor: Customer Service WE 04/05/2019 Temp Labor: Customer Service WE 04/12/2019
085958		4/18/2019	American Guard Services, Inc.	7,185.06	Crossing Guard Services-March 2019
085959		4/18/2019	Bartel Associates, LLC	2,142.00	CalPERS Actuarial Consulting Services
085960		4/18/2019	Arturo Sanchez dba Calmex Graphics	536.55	Business Cards: Planning Commissioners
085961		4/18/2019	Carpenter Rothan & Dumont LLP	6,264.15	Legal Services February 2019 - Ortiz Claim Legal Services February 2019 - Vasquez Claim
085962		4/18/2019	Dapeer, Rosenblit & Litvak, LLP	217.00	Code Enforcement Legal Services: March 2019
085963		4/18/2019	Department of Conservation Division of Administrative Services	54.41	Strong Motion/Seismic Hazard Mapping Fee: 01.01.19-03.31.19
085964		4/18/2019	Diana Cho & Associates	2,082.50	CDBG Consulting March 2019 - Code Enforcement Project Administration CDBG Consulting March 2019 - Sewer Repair Project
085965		4/18/2019	George Hill Company	475.20	City Claims/Adjuster Services March 2019

City of Maywood
Detail Warrants for Payment
Warrants No. 085929 to 085980

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
085966		4/18/2019	Interwest Consulting Group	78,273.75	City Engineering Services: March 2019: General Fund - \$2,450.00 -Riverfront Project Proposition C - \$301.25 -Bus Stop Investigation Sewer Enterprise - \$17,000.00 -Fats, Oils, Grease Program -Sewer Replacement Project -Sewer System Evaluation System Street Lighting - \$912.50 -Street Light Conversion to LED Gas Tax - \$35,765.00 -DTSC Excide Clean Up Project -Public Works RFP -Public Works Management -Atlantic Corridor Master Plan -Bicycle Master Plan Measure R - \$170.00 -Slurry Seal Project FY 2018/2019 CDBG - \$21,115.00 -EPA Sewer Grant Project -Sewer Replacement Project I-710 EFA Grant - \$560.00
085967			VOID		VOID
085968		4/18/2019	Los Angeles Regional Food Bank	150.00	Mobile Food Pantry March 2019
085969		4/18/2019	Leticia Llamas	1,000.00	C & D Recycling Compliance Measure Deposit Return
085970		4/18/2019	Lucas Builders, Inc.	85,111.50	City of Maywood Sewer Replacement Project 601890-16
085971		4/18/2019	Mapcon Technologies, Inc.	83.00	Mapcon Building & Planning Software
085972		4/18/2019	Maroun Botrous	1,000.00	C & D Recycling Compliance Measure Deposit Return
085973		4/18/2019	Michelle Aragon	25.80	Refund Duplicate Overnight Parking Application
085974		4/18/2019	Susan Contreras dba Municipal Waste Solutions	10,280.00	March 2019 Waste & Recycling Consulting Overage May 2019 Waste & Recycling Consulting
085975		4/18/2019	National Plant Services, Inc.	1,790.00	Sewer Clean 8" Line at Heliotrope & Randolph March 6, 2019
085976		4/18/2019	Rogelio Palacios	1,000.00	C & D Recycling Compliance Measure Deposit Return

**City of Maywood
Detail Warrants for Payment
Warrants No. 085929 to 085980**

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
085977		4/18/2019	Siemens Industry, Inc	22,699.40	Loma Vista (Slauson & Fruitland) Street Lights - LED Conversion \$20,000.00 Street Light Response Call Out March 2019 Traffic Signal Response Call Out March 2019
085978		4/18/2019	So Cal Industries	461.13	Portable Restroom 4801 E 58th St (Maywood Park/Baseball Field)
085979		4/18/2019	Staples Business Advantage	495.38	Office Supplies
085980		4/18/2019	Superior Pavement Markings	16,644.10	Install 8" Yellow Ceramic Pavement Markers - Traffic Circle
TOTAL:				\$309,931.75	

***Check was requested and approved in prior
warrant registers and are not included in the
current warrant request total***



AGENDA 3
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: APRIL 24, 2019
TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL
FROM: DONALD WAGNER, INTERIM CITY ADMINISTRATOR
BY:  DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING
RE: AWARD OF A MAINTENANCE SERVICES CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES THROUGHOUT THE CITY TO SALAZAR LANDSCAPING, INC

RECOMMENDATION

That the City Council award a Maintenance Services Contract for landscape maintenance services throughout the City, in the contract form approved by the City Attorney.

FISCAL IMPACT

The City has contracted with Salazar Landscaping, Inc., under a Maintenance Services Agreement ("Agreement") since March 24, 2017, to provide landscape maintenance services. The City currently pays for landscape maintenance services utilizing primarily General Fund and Gas Tax revenues. The current monthly cost for landscape maintenance services is \$8,649.00.

LEGAL REVIEW

The City Attorney reviewed this report.

BACKGROUND

On March 24, 2017, the City entered into an Agreement with Salazar Landscaping to provide landscape maintenance services at the following locations:

City Hall Complex - 4319 Slauson Avenue

Maywood Boxing Club - 4717 56th St.

Benito Juarez Park – 5515 Maywood Avenue

Riverfront Park - Slauson Avenue at Alamo Avenue

Maywood Park - 4801 E. 56th St.

Pine Avenue Park – 5313 Pine Avenue

Pixley Park - 3626 E. 56th St.

Atlantic Blvd Landscape Street Medians - 52nd Place to Randolph Street

Slauson Avenue Landscape Street Medians – L.A. River to Downey Road

Slauson Avenue Landscape Parkways – L.A. River to Alamo Avenue

The term of the Agreement commenced on March 24, 2017 and is set to expire on March 30, 2020.

DISCUSSION

Because of the current burden on the General Fund and the potential for further cost increases, staff recommended that the City Council authorize the issuance of a Request for Proposals ("RFP") to allow staff to procure for similar services in an effort to contain costs. This was accomplished on February 13th 2019. The RFP was open starting on March 4th and closed on April 3, 2019. Seven (7) bids were received by the April 3 deadline.

All bids were found by staff to be responsive to the RFP and all firms provided sufficient references. All proposals include prevailing wage labor (California Labor Code §1770 et seq.) Listed in order from the most, to the least cost effective proposal:

Salazar Landscaping	\$6,550 per month
Green Tech Landscaping	\$8,275 per month
FarEast Landscaping	\$9,032 per month
North Star Landscaping	\$9,831 per month
Complete Landscaping, Inc.	\$10,575 per month
Orosco Landscape Company	\$10,700 per month
BMC Landscape	\$13,994 per month

Provided with this Agenda Report is the RFP and the four proposals received in their entirety for City Council reference.

Staff recommends that the City Council award the contract to Salazar Landscaping to begin June 1, 2019 for a term of 3 years.

ATTACHMENT(S)

Attachment No. 1: RFP Inviting Bids for Landscape Maintenance Services

Attachment No. 2: Salazar Landscaping Proposal

Attachment No. 3: Green Tech Landscaping Proposal

Attachment No. 4: FarEast Landscaping Proposal

Attachment No. 5: North Star Landscaping Proposal

Attachment No. 6: Complete Landscaping, Inc. Proposal

Attachment No. 7: Orosco Landscape Company Proposal

Attachment No. 8: BMC Landscape Proposal RFP



CITY OF MAYWOOD

NOTICE INVITING REQUEST FOR PROPOSALS (RFP)

**FOR
MAINTENANCE SERVICES FOR LANDSCAPED AREAS OF PUBLIC
FACILITIES AND STREET MEDIANS**



SUBMIT 3 SIGNED COPIES OF COMPLETED PROPOSALS IN A SEALED ENVELOPE TO:

City of Maywood, City Hall
4319 E. Slauson Avenue
Maywood, CA 90670
Attention: David Mango, Director of Building and Planning

DEADLINE TO SUBMIT:

**WEDNESDAY, APRIL 3, 2019
3:00 P.M.**

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SECTION 1 INTRODUCTION AND GENERAL INFORMATION

Overview of the Request for Proposals (RFP)

The City of Maywood ("City") currently procures for landscape maintenance services for locations such as the City Hall complex, the various parks in Maywood, the Maywood Boxing Club, and the landscaped medians located in Slauson Avenue and Atlantic Boulevard. Landscape maintenance services consists of furnishing all materials, equipment, tools, labor and incidentals as required to perform the services specified in the winning proposal. The City of Maywood is requesting Proposals from qualified landscape maintenance providers.

RFP Guidelines

This request is issued by the City of Maywood. All inquiries pertaining to this Request for Proposal shall be directed to:

Abel Hernandez, Public Works Coordinator
City of Maywood
4319 E. Slauson Ave
Maywood, CA 90270
(323) 562-5706
abel.hernandez@cityofmaywood.org

The City assumes no responsibility for any costs incurred by an individual/Contractor in the preparation and/or presentation of a proposal in response to this request. To be considered, Respondents must submit a complete Proposal in accordance with the requirements contained in **Section 4** of this request. Proposals must be signed by the individual or an officer of the Contractor authorized to bind the Contractor to its provisions. All Proposals, associated costs and agreements shall be considered valid and binding on the individual/Contractor for a period of sixty (60) days after the proposal due date. All Proposals and supporting materials become the property of the City of Maywood upon its receipt by the City.

The City reserves the right to accept or reject any and all Proposals received and reserves the right to waive technicalities where such action best serves the interests of the City. The City reserves the right to waive informalities and irregularities in the proposal process or to request additional information from any or all of the Respondents for the purpose of ascertaining the most qualified individual/Contractor for the services requested. The City also reserves the right to withdraw this Request for Proposal or decline to award a contract at its sole discretion.

The City is not liable for any pre-contractual expenses incurred by any proposer or successful bidder.

Question Period

All questions regarding this RFP shall be submitted in writing by email to: Abel Hernandez, Public Works Coordinator at abel.hernandez@cityofmaywood.org with the heading "Landscape Maintenance RFP Questions" by 5:00 p.m. on March 15, 2019. City's responses to requests of questions will take the form of an RFP Addenda, which will be posted on the City's website at www.cityofmaywood.com under the "Bids" icon, on or before March 19, 2019

Response Date

To be considered, three (3) signed copies of the proposal must be received by the City of Maywood no later than 3:00 P.M. (PST) on Wednesday, April 3, 2019. Proposals are to be submitted to:

**City of Maywood
City Hall
4319 E. Slauson Avenue
Maywood, CA 90270
Attention: Priscilla Kinnard, Executive Assistant**

Proposals must clearly state on the outside of the sealed package or envelope: **LANDSCAPE MAINTENANCE SERVICES.**

Postmarks will not be accepted. The City assumes no responsibility for errors or delays by public or private carriers in delivering Proposals. **Late Proposals will not be accepted.**

Please note that there will be no public opening of Proposals. Price and other proposal information shall be made public after the proposal is awarded. At that time, the executed contract will become public information.

Selection of Contractor

The City shall make its selection based on a combination of factors, such as: responsiveness and comprehensiveness of proposal with respect to this RFP; technical background and experience of the Proposer; the number and nature of exceptions taken to the agreement (Attachment 1); previous work performed for other public agencies; information obtained from references; and cost.

In addition, the following factors will be considered:

1. Completeness of the proposal and ability of the Proposer to comply with the mandatory requirements proposed under this RFP;
2. Whether the Contractor has the financial resources and facilities to perform or provide the required services promptly, or within the time specified without delay or interference;
3. Experience performing similar services;
4. Recommendations from prior clients and record of performance on previous contracts or services; and
5. Cost reasonableness.

Some or all of the Proposers may be requested to make an oral presentation of their qualifications. See **Section V** regarding the evaluation and selection process.

SECTION 2 SCOPE OF SERVICES

General Description

The City is in need of a Contractor who shall furnish all labor, vehicles, chemicals, tools, materials, equipment, transportation and supervision to manage and perform landscape maintenance services as set forth herein.

Scope of Work

The scope of work consists of landscape maintenance at City Hall Complex, the Maywood Boxing Club, the City parks, landscape street medians on Slauson Avenue and on Atlantic Boulevard, and the landscape parkways on Slauson Avenue. The work consists of turf maintenance, irrigation system operation and maintenance, weeding, trash pickup and disposal, pesticide application, pruning of trees, shrubs and ground cover, and fertilization of turf, shrubs and trees.

Locations:

- Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)
- Benito Juarez Park (5515 Maywood Avenue)
- City Hall Complex (4317-21 Slauson Avenue)
- Maywood Boxing Club (4717 56th Street)
- Maywood Park and Baseball Field (4801 E. 58th Street)
- Pine Avenue Park (5313 Pine Avenue)
- Pixley Park (3626 E. 56th Street)
- Riverfront Park (5000 Slauson Avenue)
- Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)
- Slauson Avenue Landscaped Parkway (Los Angeles River to Alamo Avenue)

EMERGENCY CALLS

1. The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours and during hours outside of normal working hours. Calls of an emergency nature received by the City shall be referred to the Contractor for immediate disposition.
2. Contractor shall respond to emergency calls within two (2) hours from the time of notification.
3. Contractor must designate a person within his company who will respond to emergency calls 24 hours a day.

4. Contractor shall submit telephone number to the City that can be used to obtain emergency service on a 24- hour basis. The Contractor's name and telephone number will also be listed with the Los Angeles County Sheriff.
5. Upon arriving at an emergency situation, it shall be the responsibility of the Contractor to eliminate all unsafe conditions which would adversely affect the health, safety, or welfare of the public.
6. Failure to respond within two (2) hours of attempt to contact may result in a \$500.00 penalty per incident. Failure to respond to an emergency at any level will subject the Contractor to any primary or secondary cost arising from said emergency and may result in termination of contract.

SAFETY REQUIREMENTS

1. All work performed under this contract shall be performed in such a manner as to provide maximum safety to the public, and where applicable, comply with all safety standards required by CAL- OSHA, the Work Area Traffic Control Handbook (W.A.T.C.H), and the State of California Manual of Traffic Controls. The City reserves the right to issue, restrain, cease and desist order to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this contract.

2. Hazardous Conditions

The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from his operations. Any hazardous condition noted by the Contractor, which is not a result of his operations, shall be reported immediately to the City.

3. Traffic Control

During the progress of the work, adequate provision shall be made by the Contractor to accommodate the normal traffic flow on public streets and park roadways so as to cause a minimum of inconvenience to the public and shall hold the City harmless from all claims arising from any act or omission on his pertaining to any injury, death, or damage to any person or property by reason of any use of any street by anyone while the Contractor is working or has any equipment or barricades thereon.

SOUND CONTROL REQUIREMENTS

The Contractor shall comply with all local sound control and noise level rules, regulations, and ordinances which apply to any work performed pursuant to the contract. No pruning operations equipment or tools shall start work before 7:00 am. Each internal combustion engine used for any purpose on the job shall be equipped with a muffler of a type recommended by the manufacturer of such equipment.

LANDFILL DIVERSION

Contractor shall be responsible for the recycling of all green waste generated from work conducted with the City. Green waste shall be diverted from County landfills to an approved reclamation site and processed for recycling. Contractor shall submit a Landfill Diversion Report on a monthly basis to the City. Reports shall be submitted with the monthly invoice.

VEHICLE REGISTRATION

Contractor is allowed to drive on walkways to facilitate maintenance. At all times, Contractor shall employ extreme caution and courtesy to the public when operating equipment or vehicles in City parks. Vehicles that leak oil or other liquids are banned from accessing park property. At no time shall the Contractor drive trucks on park turf or shrub beds unless authorized by the City. Damage created by Contractor's vehicles shall be repaired immediately at the Contractors expense.

PROTECTION AND PRESERVATION OF PROPERTY

The Contractor will be held responsible for the preservation of all public and private property along and adjacent to the work areas, and will be required to exercise due caution to avoid and prevent any damage or injury thereto, as a consequence of his/her operation. Any damage resulting from Contractor neglect shall be repaired/ replaced at the Contractors expense and to the satisfaction of the City. Any damage to public or private property caused by the Contractor shall be reported to the City immediately.

PUBLIC RELATIONS

Contractor and his employees are required to maintain good public relations at all times. All work shall be conducted in a manner which causes the least possible interference or annoyance to the public.

Compensation

Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under the executed Agreement. Contractor shall submit to City an itemized Statement of Services rendered by Contractor. The statement shall describe the Services provided, the percent of work complete by item, together with such other reasonable detail and supporting documentation as may be required by the City Administrator, or his/her designee. City will review the statement and pay, with the exception of any charges for work performed or expenses incurred by Contractor which are disputed by City, within 30 days of receiving such statement, all approved charges thereon. Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defect in work performed by Contractor.

SECTION 3 CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

General Qualifications and Requirements

In order to be considered, Proposers must meet the mandatory requirements outlined in this section. Proposers that do not meet the mandatory requirements will be considered non-responsive and their Proposal will be rejected.

1. **Experience.** The selected individual/Contractor should have extensive knowledge of landscape maintenance operations, specifically providing landscape maintenance for government agencies or municipalities.
2. **Appropriate Licenses or Certifications.** The individual or Contractor must obtain all required City of Maywood licenses and shall hold a valid State of California Contractor's License (C-27) at the time of proposal submittal.
3. **Minimum Education:** N/A
4. **Insurance.** The following are the legal and insurance requirements of the City of Maywood for the selected Contractor:
 - a) **Time for Compliance.** Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section.
 - b) **Minimum Requirements.** Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:
 1. **Minimum Scope of Insurance.** Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
 2. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than: (1) *General Liability:* \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location 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; and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. The

California and with a rating of at least B+;VII in the latest edition of Best's Insurance Guide.

5. **Prevailing Wage.** In accordance with Labor Code Section 1770 et seq., the services to be provided by the successful proposer is a "public work" and thus required to pay and comply with the prevailing wage requirements of the California Labor Code as described in Attachment 2. Said attachment shall be incorporated into the awarded contract.

6. **Payment Bond.** The successful proposer shall be required to submit a payment bond in the form described in Attachment 3 concurrently with the signing of the contract. The surety who provides the bond must be authorized by the Insurance Commissioner to transact business of insurance in the State of California.

7. **Familiarity with Work.** All respondents are advised to become familiar with all conditions, instructions and specifications of this RFP. By submitting a proposal, Respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that Bidder has conducted such additional investigation as it deems necessary and convenient (i.e. visiting the locations), that Respondent is capable of providing the equipment, goods and services necessary to furnish landscape maintenance in a manner that meets the City's objectives in this RFP. Once the contract has been made, a failure to have read the conditions or conduct any investigations of the properties shall not be cause to alter the contract or for Respondent to request additional compensation.

SECTION 4

PROPOSAL SUBMITTAL REQUIREMENTS

Submittal Format and Content

1. The submittal should be typed and as brief as possible while adequately describing the qualifications of the Proposer.
2. Proposals are to be submitted in the same envelope, clearly marked with the Proposer's name, address and phone number. Only one proposal per Proposer will be considered.
3. The proposing entity shall submit the following information with the package in the following format:
 - a. **Cover Letter and Introduction.** In no more than two (2) pages, the Proposer should provide the following information:
 - Name, address, and telephone number(s) of the company submitting the proposal. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the company and to whom correspondence should be directed.
 - Federal and State taxpayer identification numbers of the company.
 - Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
 - The letter must be signed by a corporate office or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
 - Statement which indicates: "Proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract negotiated with the City."
 - b. **Qualifications.** This portion should include the following information:
 - Specific sites under contract within a fifty (50) mile radius of the City ("Local Area") and the scope of services being provided.
 - Location of main corporate office.
 - Location of local area office.
 - Number of contracts acquired within the last five (5) years.
 - Number of contracts terminated within the last five (5) years.
 - Number of management personnel and on-call personnel staff.
 - Length of time in business.
 - Length of time in business of providing proposed services.
 - Total number of clients.
 - Total number of public sector clients.
 - Location of office which would service this account.
 - Describe how your company is positioned to provide the services listed in this RFP and provided a history of experience on providing similar services.

- Describe your approach to providing these services and your methodology for providing on-going support.
 - Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length.
- c. **Scope of Work.** The Proposer shall describe in detail the work to be performed, the frequency and the proposed level of landscape services, which shall include consists of turf maintenance, irrigation system operation and maintenance, weeding, trash pickup and disposal, pesticide application, pruning of trees, shrubs and ground cover, and fertilization of turf, shrubs and trees and the additional work described in this RFP.
- d. **Cost of Services.** The Proposer shall submit a bid to cover the **monthly cost of landscape maintenance services per location (see page 5. "Locations")**. The bid should include the cost of labor, materials and equipment needed to perform the service. Proposals should also contain a detailed budget and/or cost for services based on the firms prevailing hourly, monthly or annual rates (fee schedule) as applicable to each specific location listed on page 5. Firms are alerted to the prevailing wage requirements of California Labor Code section 1770 et seq. Copies of the prevailing wage rate of per diem wages are on file at the City which copies shall be made available to any interested party upon request. Notwithstanding the preceding sentence, Proposer shall be responsible for determining the applicability of the provisions of the California Labor Code and complying with the same, including, without limitation, obtaining from the Director of the Department of Industrial Relations, the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work, making the same available to any interested party upon request, paying any applicable prevailing rates, and posting copies thereof at the job site in accordance with the prevailing wage laws.
- e. **Acceptance of Conditions.** This section will be a statement offering the Proposer's acceptance of all conditions listed in the Request for Proposal document. Any exceptions or suggested changes to the RFP or any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the Proposer's behalf must be stated in the proposal. Unless specifically noted by the Proposer, the City will assume that the proposal is in compliance with all aspects of the RFP.

SECTION 5

EVALUATION AND SELECTION PROCESS

Selection Will Follow These Steps:

1. **Proposal Review:** Each proposal will be reviewed to determine if it meets the RFP requirements. Failure to meet the requirements of the RFP will be cause for rejection. The City will consider the following in selecting a contractor.

- Quality and completeness of the response to requested Scope of Services and compliance with the requirements of this this RFP;
 - Number and nature of exceptions to the agreement;
 - Financial resources of Contractor and ability to perform or provide the required services promptly, or within the time specified without delay or interference;
 - Professional reputation;
 - Experience of the Contractor in performing similar services;
 - Qualifications and Licenses;
 - Number and experience of personnel;
 - References provided;
 - Record of performance on previous contracts and services; and
 - Cost to the City and reasonableness of such costs.
2. **Interview.** Contractors may be interviewed by an oral board.
3. **Professional Services Agreement.** The City Manager, or his/her designee, will request a professional services agreement subject to negotiation of precise work program, terms of payment and other City requirements from the Contractor found most qualified. Nothing in this RFP should imply a contractual obligation for employment.
4. **Contract Approval and Execution.** The agreement will be presented to the City Council for approval and execution by the City Manager as outlined in Chapter 4 of Title 3 of the Maywood Municipal Code.
5. **Reservation of Rights.** The City is the sole and exclusive judge of the quality and compliance with the proposal specifications in any of the matters pertaining to this RFP. The City reserves the right to award the contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the Proposer's for the same services.

Please submit three (3) signed copies of the Proposal in a sealed envelope no later than 12:00 p.m. (PST) on Wednesday April 3, 2019 to:

**City of Maywood
City Hall
4319 E. Slauson Avenue
Maywood, CA 90270
Attention: Priscilla Kinnard, Executive Assistant**

ATTACHMENT 1

CITY FUND PROPERTY SCOPE OF SERVICES

City Project Number: CF1701

SECTION A-IRRIGATION SYSTEM

A-1. Our intent is to have the water used to irrigate the areas included in this contract managed by the Contractor. A fulltime Irrigator, with knowledge of system operation and repair is required for each "Service Level" of this bid. Maintenance of all areas for every

turf and/or plants needs at different times of the year. All irrigation system maintenance shall be performed to insure plant health and vigor.

- a. The entire irrigation system to include all components from connection at the meters to the sprinklers shall be maintained in an operational state at all times. Contractor is required to notify City of major component failures within twenty-four (24) hours of occurrence.
- b. Contractual irrigation systems inspections, adjustments and repairs shall include valves, electrical circuiting to valves, filter and filter screen cleaning main line maintenance, lateral line maintenance, sprinkler head height, nozzle spray pattern, nozzle cleaning and replacement, bubbler head adjustment, flush valve repair, cleaning and replacement, tree well repair; and drip emitter cleaning, replacement, and removal and plugging if plant is not to be replaced.
- c. The contractor shall maintain a log of current sprinkler station times. A copy of the log shall be given to the Contract Administrator after routine inspection. The log shall include, but is not limited to:
 1. Controller location
 2. Scheduled days to run
 3. Start times
 4. Station location
 5. Each station's run time
 6. End time
 7. Contractor's employee initial and date
- d. Non-contractual irrigation repairs shall be approved first by the City. Parts will be billed at "cost plus 15%" or, at City's discretion. All billings to the City shall be accompanied with an itemized invoice describing labor hours at the contract rate, materials costs with copies of material invoices from the suppliers(s), the location, date and time of the repair, and a work description of the repair. Each repair shall be billed separately.
- e. All irrigation systems shall be tested, adjusted, and cleaned as often as necessary to guarantee proper moisture levels at all times. A schedule shall be submitted at the start of the contract showing the location, day of week and time of day that each system will be tested. Any changes shall be submitted for approval prior to enactment. Contractor will be responsible for damages and costs due to under-watering and over-watering. Irrigation systems are to be adjusted as often as necessary to assure:
 1. Adequate coverage of all landscape areas
 2. Prevent excessive runoff and/or erosion.
 3. Prevent watering of all non-vegetative areas
- f. The contractor shall maintain a reasonable inventory of commonly required repair parts on the service vehicle(s) in order to facilitate prompt irrigation system repairs.

- g. All malfunctioning controllers, quick couplers, automatic valves and sprinkler heads must be repaired within eight (8) hours following identification and verbal notification to the City's Contract Administrator of the cost for the repair. All replacements shall be with the original type and model materials unless a substitute is approved by the Contract Administrator.
- h. Contractor employees shall Report and flag all water leaks and/or system malfunctions to the irrigator for immediate repair.
- i. The Contractor shall immediately turn off irrigation systems during periods of rainfall and at times when suspension or irrigation is desirable to conserve water while remaining within the guidelines of good horticulturally acceptable maintenance practices.
- j. Washout from irrigation failure issues onto sidewalks, pavement and/or into right-of-way shall be addressed in conjunction with repairs to the irrigation. Erosion and/or damages to the landscape shall be similarly addressed in conjunction with the repair.

SECTION B-TURFGRASS MAINTENANCE

B-1. All turf areas are to be mowed to maintain a consistent turf height of 1 inch except in specific areas where it must be maintained shorter. The height of cutting shall be maintained consistently to prevent scalping or burn. The mowing height shall be appropriate to the turf species. In normal circumstances the grass cutting need not be removed, but, when an inordinate amount of cut grass is evident, removal may be requested. Divots, ruts, holes and depressions found in turf shall be remedied immediately. Mowing patterns shall be alternated to avoid creating ruts and compaction.

All lawn edges along sidewalks and curbs shall be edged before each mowing as required for appearance. Edging shall be performed with a blade type mechanical edger or Line trimmer. The cut edge should appear as a clean, straight line. A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to insure that the bark of trees and shrubs are not damaged or stripped by the line trimmer. Lawn sprinkler heads shall only be edged to allow for proper distribution of water.

B-2. All turf areas are to be aerified by removing ½" diameter cores, not more than 6" apart and to a depth of 6 inches in the month of March and additional times if required by Level of Service. This shall be considered a specialty-type item, requiring a written schedule of the aeration process to the Contract Administrator before work commences.

B-3. A complete, chemical fertilizer shall be applied according to Level of Service to all turf areas with each application providing one pound of actual Nitrogen for each 1,000 square feet. Turf fertilizer applications for all locations will be in January. Fertilizer application will require prior notification of the Contract Administrator. Pre-emergent herbicide combination may be necessary from late February/early March depending on rainfall and weather.

B-4. City will determine date for the reduction of water. Begin by lowering the height of turf during scheduled weekly mowing (approximately 3 weeks before final cut). One week before the final cut reduce the water to minimum in the turf areas. Cut turf to a height of ½" or lower but do not allow blades to disturb soil. All grass clippings generated from this process will be vacuumed, swept or raked after each cut. No debris will be allowed to "stockpile". A light irrigation syringe will be applied before the final cut to keep the dust levels to a minimum per the Coachella Valley

Association of Governments (CVAG) smart seeding guidelines. Actual dates for the scalping will be determined in the field with the Contract Administrator. Schedule will vary due to scheduled field use, condition of fields, and the actual mowing height needed to ensure seed to soil contact.

- a. The Contractor will request the Contractor Administrator to perform an inspection of the fields before rye seed is applied. The City will verify proper renovation and aeration (if applicable).
- b. The Contractor shall repair and replace at company expense any irrigation that was damaged or otherwise impacted by the scalping and subsequent clean up.
- c. The scalping process shall be fully completed and approved by the Contract Administrator by the date as agreed upon in scheduling process before any seed may be applied. The Contractor shall supply the seed. **The application rate for the seed shall be a minimum of 15 lbs./1000 sq. ft.**
- d. Contractor is responsible for the order, purchase, acquisition, delivery, storage and disbursement of Rye seed.
- e. Contractor will monitor the irrigation to ensure proper coverage for rye grass germination. The Contractor is responsible for notifying the City of any problems with the irrigation system immediately.

SECTION C-PLANT CARE

C-1. All shrubs shall be selectively pruned as to maintain natural form. No hedging or shearing will be permitted, unless authorized. Dead branches and foliage shall be removed, as thinning cuts, as opposed to rounding the plant by tipping. When pruning shrubs that show evidence of disease; disinfect pruning equipment between jobs. Where disease is severe, disinfect pruning equipment in between cuts. Dead flower stalks shall be pruned from plants at the conclusion of flowering. If plants (such as agaves) die after flowering, Contractor will remove the entire plant and, if needed, shall repair the irrigation and backfill the hole. Major shrub pruning will take place at the optimum time for each plant and minor adjustments made as often as necessary to prevent sidewalk, street and sign obstruction. Many perennials, grasses, and shrubs need to be cut back severely to control size and to look their best. This is often done just prior to the new spring growth surge. The Landscape Contractor shall render renewal pruning at appropriate times. For proper plant care follow the recommendations in Pruning, Planting & Care by Eric A. Johnson, published by Ironwood Press.

C-2. Hedging is **Only When authorized**. Rows of shrubbery shall be maintained as a hedge. Hedges shall be trimmed with mechanical hedge trimmers to maintain uniformity on all accessible sides. Hedges shall not be cut back to leafless, woody, growth, unless directed by the City.

C-3. Groundcovers may not be trimmed with hedge shears or mechanical edgers. Hand pruners are to be used so that the appearance is as natural as possible.

C-4. Any plant material that dies for any reason other than as a result of vandalism must be replaced with like size, number and species within 5 working days.

C-5. Civic Center annuals are to be changed out for summer and again for winter as directed by the Parks and Facilities Project Coordinator.

C-6. At the Highway 111 Medians between Jefferson and Madison Streets the annuals are to be changed out for summer and again for winter as directed by the Parks Services Supervisor.

C-7. Rose care.

- a. Rose beds are to be kept free of debris and weeds. Cultivation is the preferred method of weed control.
- b. Rose beds shall be maintained with a two (2) inch depth of well-decomposed organic mulch. Wood chip mulch may be used provided it is well decomposed, that the individual pieces are two (2) inches or less in size and that the mulch does not contain any debris derived from any part of a palm, agave, yucca or flax plant. The cost for supplying and installing mulch into rose beds shall be included within the bid price of the contract and shall not result in additional costs to the City of Beverly Hills.
- c. The spent blooms on all roses shall be deadheaded, using hand pruners, on a weekly basis. The stem of spent blooms shall be cut nearest the second (2nd) set of five (5) leaves that offers an outwardly aligned axil.
- d. Climbing roses shall be pruned, trained and maintained in a manner that prevents them from presenting a hazard to passersby. Tie materials that blend with trellises and support structures shall be used in securing climbing roses. The use of hedge trimmers or string trimmers in pruning or reducing rose bushes will not be tolerated. Rose bushes that are trimmed improperly or damaged through the use of inappropriate equipment shall be replaced at the expense of the Contractor.
- e. Roses shall be fertilized two (2) times per year using Gro-Power Flower 'N' Bloom 3-12-12 at a rate of one (1) pound of product per one hundred (100) square feet. The specified product shall be applied with the completion of dormant pruning, with the second application to be made during the first week of September. The Contractor shall submit any proposed equivalent product label and product MSDS and proposed product use rates for the review of the General Parks Maintenance Supervisor or designated representative for approval prior to the use of any equivalent to the specified product.
- f. Roses shall be dormant pruned annually during the winter time, with pruning to be completed prior to the President's Day holiday. Dormant pruning shall be performed as per the guidelines defined within the University of California-Davis document "Rose Pruning Facts".
(see: http://ucanr.edu/sites/UC_Master_Gardeners/files/133193.pdf)

SECTION D-TREE CARE

D-1. The Contractor is only responsible for tree work under 15 feet in height for safety and sucker control only. Palm trees less than fifteen feet in height are the responsibility of the Contractor. All other tree pruning will be pruned under a separate contract, including palm trees. Dead palm fronds and seedpods however, shall be removed from trees less than 15 feet as they appear.

- a. Trees shall be pruned as needed to remove broken or diseased branches, or for traffic and pedestrian safety. Sidewalk clearance will be eight feet and vehicular clearance 14 feet from grade. Trees must be maintained at seven (7) feet from

playground equipment. Any broken, structurally unsound or detached limb is considered a hazard. Suckers will be removed as they appear.

- b. When pruning trees that show evidence of disease; disinfect pruning equipment between jobs. Where disease is severe, disinfect pruning equipment in between cuts.
- c. Any tree trimming performed at the request of the City shall be consistent with the current and applicable International Society of Arboriculture (ISA) guidelines, the American National Standards Institute (ANSI) standards to promote proper form, strength, health, and appearance consistent with the intended use. No trimming will be conducted without onsite inspection of City staff.
- d. The Contractor shall be responsible for all tree staking. Ties will be monitored to prevent girdling. Remove ties and stakes as directed by the City. Broken stakes are to be removed and if appropriate, replaced. Stakes should not remain on the trees longer than 6 months. If the tree cannot stand upright once stakes are removed, the City will then determine whether or not to replace the stakes or remove the tree.
- e. The Contractor shall be held responsible for any damages done to trees due to poor management and/or maintenance practices.
- f. Any trees broken or damaged as a direct result of storm damage, wind, accident or vandalism shall be pruned and/or removed within 24 hours of notification and may be considered an Extra to the Contract. Any debris or low tree limbs blocking roadways, stop signs or parking areas shall be removed within one hour of notification to Contractor.
- g. Failure(s) of any kind with regard a tree shall be reported immediately to a City arborist.

SECTION E-ISLAND AND MEDIAN MAINTENANCE

E-1. Specifics throughout the scope of work shall apply to Island and median maintenance. The City of Indio Islands and medians are as diverse as its parkways and are to be maintained to a safe, clean, pleasing and desirable appearance. Care shall be taken so that plants do not become line of sight barriers, shrubbery and trees do not encroach into the right-of-way, traffic signs, markings and signals are never obstructed, ground covers do not extend past curb, trash and debris is removed on the frequency basis per contract, abandoned shopping carts are taken to a safe zone with the City of Indio Code Enforcement notified, and weeds in planter and hardscape are controlled and eliminated.

SECTION F-WEED ABATEMENT

F-1. All areas are to be kept in a weed free condition at all times. Chemical control for any unwanted vegetation may be applied on an as-needed basis. Weeds growing in cracks on sidewalks, streets, or gutters adjacent to areas covered in this contract must be controlled with herbicides. Pre-emergent may be applied as needed. All chemical applications shall be done by a licensed applicator in accordance with all applicable Federal, State, and County laws and regulations.

SECTION G-INSECT, PEST, AND RODENT CONTROL

G-1. For safety reasons, sidewalks, decomposed granite pathways, parkways, playground safety surfaces, picnic areas, hardscape, turf and planter areas shall be inspected for the presence of

insects, pests and rodents. The elimination of mounding and holes generated by insects, pests and rodents shall be included in the scope of services.

SECTION H-HARDSCAPE AND PATHWAY MAINTENANCE

H-1. Hardscape/pathway maintenance is defined to include the maintenance of any sidewalk, pathway, or concrete surface under the care of the Contractor to include the removal and disposal of dirt, mud, trash and debris and the maintenance of proper grades.

H-2. Hardscape shall be maintained so as to be free of debris. All debris shall be removed from the site and disposed of at the end of each day at a location the Contractor shall disclose to the City.

H-3. At no time shall any irrigation apparatus under the care of the Contractor be adjusted to spray upon, or flood, any hardscape element or pathway.

H-4. Decomposed granite and dirt pathways shall be maintained to be free of debris, ruts and depressions.

H-5. Pathways eroded by rain shall be restored and graded within one business day of the conclusion of inclement weather. Contractor shall use displaced materials in the restoration of eroded pathways.

H-6. The Contractor shall display standardized warning signage when staging or working in any area that is subject to pedestrian or vehicular traffic.

H-7. The Contractor shall report, in writing, any condition that presents a trip hazard to Pedestrians on any hardscape element under the care of the Contractor to the General Parks Maintenance Supervisor or designated representative.

SECTION I-TRASH PICK-UP AND TRASH CAN MAINTENANCE

I-1. Contractor shall remove trash, debris, animal feces, and dead plant material from parkways. Turf areas, hardscapes, pathways, medians, tot-lots, gutters, and retention areas by Level of Service frequency.

I-2. Trash receptacles shall be emptied and relined by Level of Service frequency. Trash receptacle cover lids shall be wiped clean in conjunction with the servicing.

I-3. Following a storm event, water retention basins shall be serviced for trash and debris clean-up as soon as the water recedes. Parkways. Turf areas, hardscapes, pathways, medians, tot-lots shall be inspected after a storm event for removal of trash, debris, and dead plant material.

SECTION J-AMENITY CARE

J-1. The City requires that each tot-lot be examined and any unwanted material removed. Wood chip is to be raked and care taken to assure an even dispersion of the chip. Weeds shall be removed immediately. Pour-in-place surfacing is to be blown. In the event of a flooding that displaces wood chip, the displaced chip shall be gathered, cleaned of any unwanted material, and redistributed to the tot-lot.

J-2. Tables and bench amenities within District retention basins and common areas must be cleaned of soiling from spills, food, dirt and grime. Hardscape surfaces associating with amenities shall be similarly cleaned.

J-3. Pet Waste Stations located in District retention basins and common areas are to be serviced. The Contractor shall provide pet waste bags and trash liners for pet station receptacles and waste containers.

ATTACHMENT 2

TERMS FOR COMPLIANCE WITH CALIFORNIA LABOR LAW REQUIREMENTS

1. This Agreement calls for services that, in whole or in part, constitute "public works" as defined in Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code ("Chapter 1"). Further, Contractor acknowledges that this Agreement is subject to (a) Chapter 1 and (b) the rules and regulations established by the Department of Industrial Relations ("DIR") implementing such statutes. Therefore, as to those Services that are "public works", Contractor shall comply with and be bound by all the terms, rules and regulations described in 1(a) and 1(b) as though set forth in full herein.
2. California law requires the inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions below, whether or not required by California law, does not alter the meaning or scope of Section 1 above.
3. Contractor shall be registered with the Department of Industrial Relations in accordance with California Labor Code Section 1725.5, and has provided proof of registration to City prior to the Effective Date of this Agreement. Contractor shall not perform work with any subcontractor that is not registered with DIR pursuant to Section 1725.5. Contractor and subcontractors shall maintain their registration with the DIR in effect throughout the duration of this Agreement. If the Contractor or any subcontractor ceases to be registered with DIR at any time during the duration of the project, Contractor shall immediately notify City.

4. Pursuant to Labor Code Section 1771.4, Contractor's Services are subject to compliance monitoring and enforcement by DIR. Contractor shall post job site notices, as prescribed by DIR regulations.
5. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. Contractor acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Contractor shall post such rates at each job site covered by this Agreement.
6. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to City, forfeit \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.
7. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform City of the location of the records.
8. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Administrative Code title 8, section 200 et seq. concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.
9. The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of this Contract pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. If the Contractor or any subcontractor becomes debarred or suspended during the duration of the project, the Contractor shall immediately notify City.
10. Contractor acknowledges that eight hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Section 1810. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to City, forfeit \$25.00 for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is

required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.

11. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

12. For every subcontractor who will perform work on the project, Contractor shall be responsible for such subcontractor's compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Contractor shall include in the written contract between it and each subcontractor a copy of those statutory provisions and a requirement that each subcontractor shall comply with those statutory provisions. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a periodic review of the certified payroll records of the subcontractor and upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend (at Contractor's expense with counsel reasonably acceptable to City) City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Contractor, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses. All duties of Contractor under this Section shall survive the termination of the Agreement.

ATTACHMENT 3

PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS, the City of Maywood, California, hereinafter "City", has awarded to

_____ [Name of Contractor] hereinafter designated as "Principal," a Contract for
_____ within the City;

WHEREAS, said Principal is required under the terms of the Contract, which is incorporated herein, and the California Civil Code, to file a good and sufficient payment bond with the City to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code;

NOW, THEREFORE, we, the undersigned Principal, and _____

("Surety") a duly admitted surety insurer under the laws of the State of California, as Surety, are held firmly bound unto the City and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the Contract and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the penal sum of:

_____ Dollars (\$ _____),
for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to this work or labor, that the surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the City in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

FURTHER the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the Contract Documents, or of the work to be performed thereunder, shall in any way affect the obligations of this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract Documents or to the work or specifications thereunder. Surety hereby waives notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by the Principal and Surety named herein, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

DATE: _____

"PRINCIPAL"

"SURETY"

BY: _____

BY: _____

Its

Its

BY: _____

BY: _____

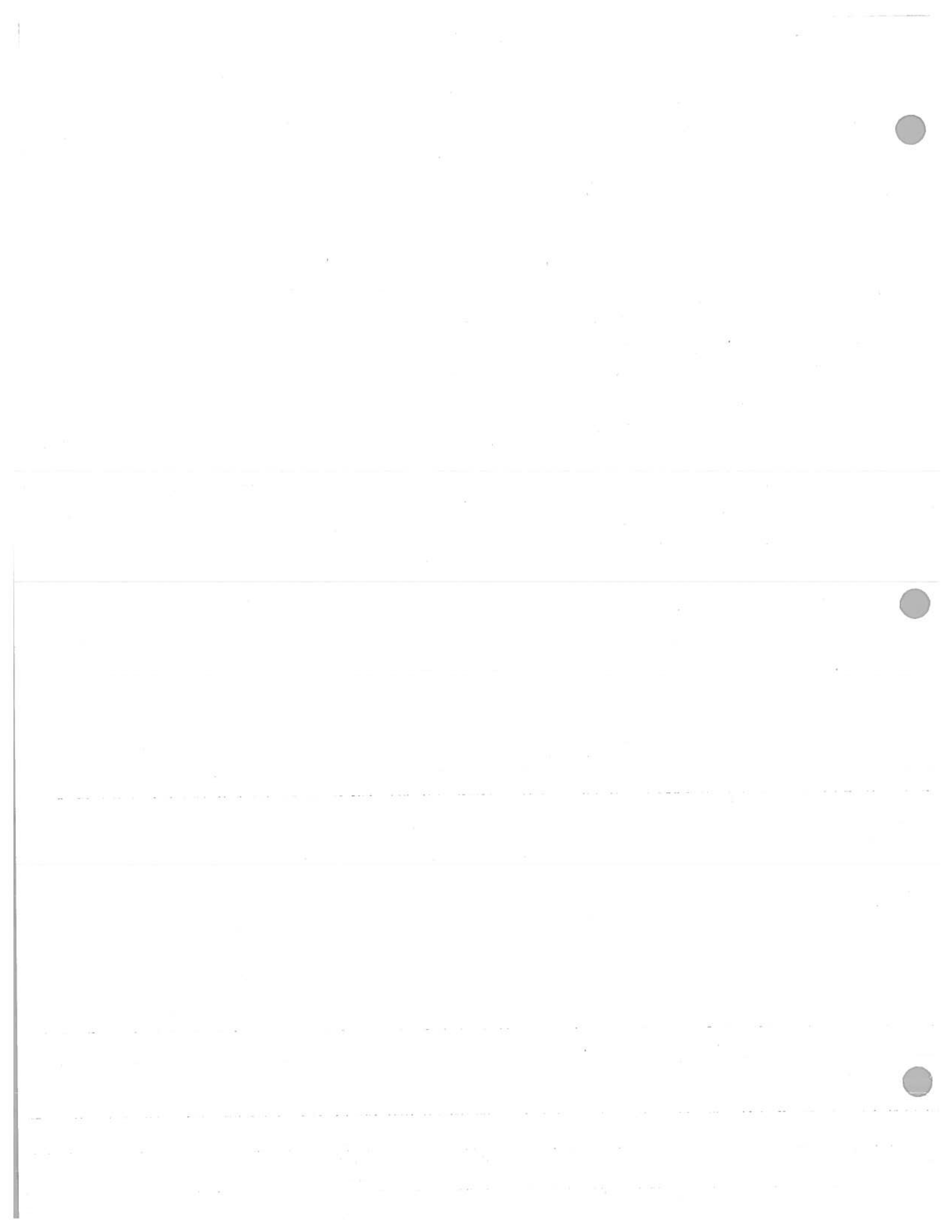
Its

Its

{ SEAL }

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NOTE: THIS BOND MUST BE EXECUTED IN TRIPLICATE AND DATED. ALL SIGNATURES MUST BE NOTARIZED, AND EVIDENCE OF THE AUTHORITY OF ANY PERSON SIGNING AS ATTORNEY-IN-FACT MUST BE ATTACHED.

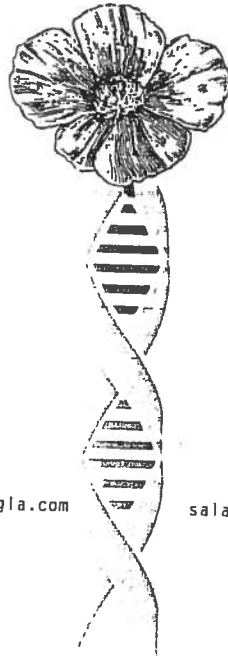


SALAZAR LANDSCAPING

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310 529-2291

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SALAZARLANDSCAPINGLA.COM



office@salazarlandscapingla.com

310 529-2291

salazarlandscapingla.com

Maintenance Services for Landscaped Areas of Public Facilities and Street Medians

Submitted by

Salazar Landscaping

April 3, 2019

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
11643 EL GRANADA AVE
LYNWOOD CA 90262

310 529-2291

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SALAZAR LANDSCAPING

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April 3, 2019

Maintenance Services for Landscaped Areas of Public Facilities and Street Medians

To whom it may concern,

Salazar Landscaping is thrilled to provide you with our information for **Maintenance Services for Landscaped Areas of Public Facilities and Street Medians**. Salazar Landscaping is proud to say we value safety, professionalism and efficiency when it comes to our work. Our staff and working crew consist of the most talented landscape professionals in the field.

Salazar Landscaping is a design/build/maintenance benefit corporation social enterprise based in Southern California.

We are excited to be provided the opportunity to work with City of Maywood and create a safe, healthy landscape for everyone to enjoy.

If you have any questions or concerns please feel free to give us a call at 310 529-2291 or email at office@salazarlandscapingla.com

Best wishes,

Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291

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Executive Summary

At Salazar Landscaping we value the opportunity to create enjoyable and healing spaces to communities whether it be through landscape design, construction or maintenance. We value the importance of community and as such understand the importance of keeping public spaces clean and meeting their full potential for the community to enjoy.

Included in this bid is our certificate as a B Corporation which demonstrates how we meet rigorous standards of social and environmental performance, accountability, and transparency. Our work impacts our employees, our community, the environment, and our customers.

Goods & Services

Landscape Design

- Master Plan Design
- Planting Design
- Irrigation Design
- Lighting Design
- Hardscape Design

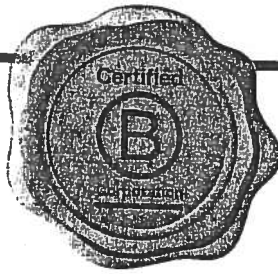
Landscape Maintenance

- Pubic Landscape Maintenance
- Commercial Landscape Maintenance
- Residential Landscape Maintenance
- Irrigation Audits
- Irrigation Maintenance

Landscape Construction

- Site Preparation
- Irrigation
- Lighting
- Planting
- Hardscape





DECLARATION OF INTERDEPENDENCE

We envision a global economy that uses business as a force for good.

This economy is comprised of a new type of corporation – the B Corporation –
Which is purpose-driven and creates benefit for all stakeholders, not just shareholders.

As B Corporations and leaders of this emerging economy, we believe:

That we must be the change we seek in the world.

That all business ought to be conducted as if people and place mattered.

That, through their products, practices, and profits, businesses should aspire
to do no harm and benefit all.

To do so requires that we act with the understanding that we are each
dependent upon another and thus responsible for each other and
future generations.

DocuSigned by:

Jessie Salazar

F2B1BFF48B274F2...

Director/Officer


Director/Officer, B Lab

6/6/2018

Date

Salazar Landscaping

Company

6/6/2018

Date

Jessie Salazar

11643 El Granada Ave | Lynwood, Ca 90262 | (310) 529-2291
office@salazarlandscapingla.com | salazarlandscapingla.com

EDUCATION

California Polytechnic State University, San Luis Obispo

Graduation: March 2016

Bachelor of Landscape Architecture

Coursework: Plant Identification, Design Studios, Site Grading & Engineering, Irrigation Design, Planting Design

Santa Monica College

Graduation: June 2014

Associate of Arts in Liberal Arts: Social and Behavioral Science

PROFESSIONAL EXPERIENCE

Salazar Landscaping

Dec 2014 - Present

Founder and President

- Certified B Corporation through B Lab as of June 2018.
- Certified Social Enterprise through Los Angeles County as of June 2018.
- Improved the landscape of HOA Management clients throughout Los Angeles County.
- Improved public parks and street medians throughout Los Angeles County.
- Spearhead everyday landscape firm office operations and contracts.
- Manage and lead a team consisting of project managers and technicians.
- Manage payroll and tax payments, and monthly budget, and team building exercises.
- L.A.R.E. Section 3 Landscape Architectural accreditation testing in April 2019.

Claremont Environmental Design Group Firm

Jun 2015 - Sept 2015

Intern

- Collaborated in creating plant palette for Mudtown Farm and provided AutoCAD takeoffs and drafting.

LICENSING & CERTIFICATIONS

California Landscape Contractor Lic # 1000327

Dec 2014 - Present

- Lead Design, Build, Maintenance projects.
- Lead Irrigation Design + Installation projects.
- Lead Lighting Design + Installation projects.
- Lead Planting Design+Installation projects.

Certified Qualified Pesticide Applicator Lic # 147052

Jul 2018 - Present

- Applied and Supervised Commercial Pesticide Application
- Applied and Supervised Residential Pesticide Application

Elias Armenta

3445 Bautista Ct., Merced, CA95348 | (209) 614-7398
ehasa@salazarlandscapingla.com | salazarlandscapingla.com

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Landscape Architecture

Graduation: June 2018

Merced College Merced, CA.
Associate Degree

Graduation: June 2014

Landscape Horticulture with Superintendents Honors

PROFESSIONAL EXPERIENCE

Project Manager

Salazar Landscaping, South Gate, Ca. 2016-Current

Managed landscape design and construction projects. Led installation crew on project installations and post construction inspections. Responsible for scheduling with consultants and sub-contractors.

Supervisor

Murillo's Landscape Services, Merced, CA. 2008-2015

Enforced safety, job quality, as well as cost control

Supervisor

Merced Farms, Atwater, CA. 2000-2008

Trained new hires on pesticides, equipment safety and operations. Environmental safety & supervising employees on pesticide applications and equipment calibrations.

Supervisor

Central Agricultural, Madera, CA. 1993-2000

Hired and tracked time cards of all employees. Performed safety training, instructed pesticide application while overseeing entire operations.

CSR-Customer Service Representative

Armenta Mini Mart, Guasave, Sinaloa, Mexico. 1988-1991

Manager of the market while dealing with customer service, overseeing vendor displays, merchandise deliveries, and handled account payable and receivables. Time cards to pay-roll and ensured the store was safe and clean.

Abel Salazar
11643 El Granada Ave
Lynwood, Ca 90262
(310) 594-4038
abelrsalazarlandscaping@gmail.com

Experience:

12/2014- Present -Irrigation Specialist at Salazar Landscaping

- Irrigation Audits
- Irrigation Cost Estimating
- Irrigation Installation
- Irrigation Maintenance

1/1994- 12/2014 -Self Employed Landscaper

- Residential Landscape Maintenance
- Commercial Landscape Maintenance
- Irrigation Installation
- Irrigation Maintenance
- Tree Care and Pruning

Reference Projects:

- **Irrigation Specialist, Culver City Project, Culver City, California.** *Abel completed an analysis of the existing irrigation system, noting what had to be removed and what can be used. He assisted in the layout of the new irrigation system as well as in the installation of the new system. He completed post construction site visits as well as met with client to discuss efficient way to manage irrigation system.*
- **Irrigation Specialist/Lighting Manager, Manhattan Beach Project, Manhattan Beach, California.** *Mr. Salazar assisted in meetings with the client to document existing irrigation system and proposed irrigation system. Through meetings and analysis with the client, a mutual agreement was formed as to what sections of the irrigation system can be transitioned and which would need to be removed and installed again. He participated in the transition and installation of the new irrigation system. Mr. Salazar also assisted in the lighting design and layout as well as the implementation of a low voltage landscape lighting system.*

SALAZAR LANDSCAPING

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EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
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April 3, 2019

Atlantic Blvd. Landscape Street Medians 52nd Place to Randolph Street

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Atlantic Blvd. Landscape Street Medians 52nd Place to Randolph Street.

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$400.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
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310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Benito Juarez Park (5515 Maywood Avenue)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Benito Juarez Park (5515 Maywood Avenue).

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$250.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291
EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

City Hall Complex (4317-21 Slauson Avenue)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: City Hall Complex (4317-21 Slauson Avenue)

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$400.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Maywood Boxing Club

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Boxing Club.

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$150.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

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EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
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April 3, 2019

Maywood Park and Baseball Field (4801 E. 58th Street)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Maywood Park and Baseball Field (4801 E. 58th Street).

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$2,000.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Pine Avenue Park (5313 Pine Avenue)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Pine Avenue Park (5313 Pine Avenue)

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$200.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE

SOUTH GATE CA 90280

310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Pixley Park (3626 E. 56th Street)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Pixley Park (3626 E. 56th Street).

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$400.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280

310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Riverfront Park (5000 Slauson Avenue)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Riverfront Park (5000 Slauson Avenue).

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$2,200.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291
EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road).

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$400.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)

RE: Proposal for Landscape Maintenance Service

The following is a proposal for Landscape Maintenance Services at: Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue).

Our contract will provide the following services:

- Service site once a week or as necessary.
- Mowing of all lawns on site.
- Check irrigation and adjust irrigation time to season of the year.
- Trash will be picked up at all times while workers are on job site.
- Maintain all planters and shrubs.
- Provide proper fertilization for lawns and planters.
- Spraying for weeds in parking lot and sidewalks.

Services not provided on contract:

- New irrigation installations of valves, timers or any major repair.
- Seasonal plantings. Planting could be provided for extra charge if requested.
- Tree service for trees above 15' in height.

Total cost for service: \$150.00 (monthly)

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291

EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Cost of Service

Maintenance Services for Landscaped Areas of Public Facilities and Street Medians

Monthly Cost: \$6,550.00

Yearly Cost: \$78,600.00

Best regards,
Jessie Salazar

SALAZAR LANDSCAPING

10423 ATLANTIC AVE
SOUTH GATE CA 90280
310 529-2291
EMAIL: OFFICE@SALAZARLANDSCAPINGLA.COM
SALAZARLANDSCAPINGLA.COM

April 3, 2019

Acceptance of Conditions

We look forward to hearing back from you and continuing to build a strong relationship to help our community through our work. We accept all of the conditions listed in the Request for Proposal document.

California Contractor's License (C-27) #: 1000327

Pest Control Business License #: 416461

Department of Industrial Relations #: 1000064302

Best regards,
Jessie Salazar



000.4201962 • License No. 596152



REQUEST FOR BIDS MAINTENANCE SERVICES FOR LANDSCAPED
AREAS OF PUBLIC FACILITIES AND STREET MEDIANS

WEDNESDAY APRIL 3, 2019

3:00 P.M.



RPF Landscaped Areas Due April 3, 2019, 3:00 P.M.

April 2, 2019

City of Maywood, City Hall
4319 E. Slauson Avenue
Maywood, CA 90670
Attn: David Mango, Director of Building and Planning

Thank you for opportunity to submit our proposal to provide landscape service for the City of Maywood. Greentech Landscape, Inc. and our account manager Juan M. Sanchez look forward to the competitive bidding process and being a successful bidder.

Greentech Landscape, Inc. has specialized in large scale landscape and maintenance project throughout Southern California. We are competitively priced in our market segments and always take pride in helping Southern California communities and parks to look their best. Our company aims to uphold these high standards with a clear understanding of the services to be performed as specified in the scope of work.

We look forward to the opportunity to work with the City of Maywood on this project as well as others.

Thank you,


Gus Marquez
President and Secretary



RPF Landscaped Areas Due April 3, 2019, 3:00 P.M.

QUALIFICATIONS

Greentech Landscape, Inc is currently providing landscape maintenance, irrigation services, trash and debris removal to the following public sectors: City of Long Beach: Queensway, City of Pomona: Phillips Ranch, City of La Mirada, County of Orange: O'Neill and various locations, City of Los Alamitos, and other commercial properties.

Services are provided from the Corporate Location listed below:

Greentech Landscape, Inc

13560 Telegraph Rd.

Whittier, CA 90605

Tel: 800.420.1962 Fax: 562.777.1962

Federal Tax ID: 26-3419736, State Tax ID: 37-595410

Account Manager:

Juan M. Sanchez, juan@gtlandscapeinc.com, Tel: 562.264.9773

With over 41 years of landscape maintenance, installation, irrigation repair Greentech has provided service for over 150 clients. In the last five years acquiring twelve new contracts and completing services for two. Greentech's five-member personal management team and twelve on-call personnel staff work efficiently with contracts, and have additional staff when needed.

Greentech Landscape, Inc. has complete and clear understanding of the services to be performed in the areas listed below per the scope of work. This proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract negotiated with the City.

Locations:

Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)

Benito Juarez Park (5515 Maywood Avenue)

City Hall Complex (4317-21 Slauson Avenue)

Maywood Boxing Club (4717 56th Street)

Maywood Park and Baseball Field (4801 E. 58th Street)

Pine Avenue Park (5313 Pine Avenue)

Pixley Park (3626 E. 56th Street)

Riverfront Park (5000 Slauson Avenue)

Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)

Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)

Total for Scope of Services: \$8275.00 per month

Greentech Landscape Inc.

13560 Telegraph Road Whittier, CA 90605 Tel: 800.420.1962 Fax: 562.777.1962



**ADDENDUM No.1
for
MAINTENANCE SERVICES FOR LANDSCAPED AREAS OF PUBLIC
FACILITIES AND STREET MEDIANS
March 29, 2019**

NOTICE TO ALL PLAN HOLDERS/CONTRACTORS

This addendum and its attachments shall become a part of the specifications and shall apply to the Proposals for the above named Request for Proposal.

The Bidder(s) shall notify all affected subcontractors, material suppliers, and others to incorporate necessary cost updates, to the bid proposal and the work changes by this Addendum.

In the event of conflict between specifications and this addendum, the addendum shall take precedence.

The following additions and amendments attached herein shall be made to part of the Contract Specifications for the MAINTENANCE SERVICES FOR LANDSCAPED AREAS OF PUBLIC FACILITIES AND STREET MEDIANS, and shall be included in the proposal to be submitted.

ADDENDUM 1: QUESTIONS RECEIVED BY INTERESTED BIDDERS AND REPONSES.

Please acknowledge receipt of this and all addenda within your proposal.

QUESTIONS RECEIVED BY INTERESTED BIDDERS AND RESPONSES.

1. Please clarify the bid due date and time.
April 3, 2019 at 3pm.
2. Who is the current Landscape Maintenance Contractor?
Salazar Landscaping.
3. What is the current contract amount for landscaping services?
\$8649/month or \$103,788/year.
4. Would an extension for the bid due date be granted?
At this time the city will not be extending the bid due date.

Far East Landscape and Maintenance, Inc.

P.O. Box 950351

Mission Hills, CA 91395

1-800-887-3227

**Proposal to Provide
Landscape Maintenance Services for the
City of Maywood
Maintenance Services for Landscaped Areas of
Public Facilities and Street Medians RFP
City Project Number: CF1701**

Proposal

Far-East Landscape and Maintenance, Inc.

P.O. Box 950351

Mission Hills, CA 91395

1-800-887-3227

April 3rd, 2019

City of Maywood, City Hall

4319 E. Slauson Avenue

Maywood, CA 90670

Attention: David Mango, Director of Building and Planning

Re: Maintenance Services for Landscaped Areas of Public Facilities and Street Medians

To Whom It May Concern:

Far East Landscape and Maintenance, Inc. (FELM) has the financial, management and staffing capabilities to provide landscape maintenance and irrigation maintenance for City of Maywood. Far East Landscape and Maintenance, Inc. has over 30 years of experience with commercial, industrial, and public works projects throughout Los Angeles County. We are a small business enterprise (SBE) (certified by LAUSD and Metro) and is family owned and operated. We are also certified by the City of Los Angeles as a minority business enterprise (MBE) and also a disadvantaged business enterprise (DBE).

Far East Landscape and Maintenance, Inc. has safety conscious, and professional employees who are trained regularly on safety, procedures, and plant knowledge. Weekly safety meetings and monthly equipment training are held regularly to ensure that all employees are up to date on all procedures and equipment handling.

Far East Landscape and Maintenance, Inc. is fully qualified to handle this contract with not only capable employees, financial means, but also the necessary trained professionals, licenses and certifications. Far East Landscape and Maintenance, Inc. is certified and trained to handle pesticides and other hazardous materials safely. We are conscious to public safety and handle all hazardous materials cautiously to ensure that the public is safe.

Far East Landscape and Maintenance, Inc. is fully committed to provide excellent customer satisfaction in a professional matter. Should we be rewarded the contract, we are fully prepared to show our commitment to excellent customer service. Far East Landscape and Maintenance, Inc. has demonstrated in the last 30 years that we are fully capable in all areas to provide our customers and contracts with satisfactory professional services.

Far East Landscape and Maintenance, Inc. has over 30 years of experience consisting of turf maintenance, irrigation system operation and maintenance, weeding, trash pickup and disposal, pesticide application, pruning of trees, shrubs and ground cover, and fertilization of turf, shrubs and trees. We have successfully completed numerous contracts throughout Los Angeles County and remain in good standing with the public agencies.

The following people are authorized to represent the company and all correspondence should be directed to them:

Name:	Tony Moon	Lillian Moon
Title:	President	Operations Manager
Address:	436 S Virgil Ave. #208 Los Angeles, CA 90020	6201 ½ Van Nuys Blvd. Suite B Van Nuys, CA 91401
E-Mail:	fareastmoon1@yahoo.com	lmoonfelm@gmail.com
Telephone Number:	818-402-8411	661-755-8028

- Federal taxpayer identification numbers: 26-1409381
- State taxpayer identification numbers: C3028752

This proposal is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not herein named, and that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham proposal, or any other person, firm or corporation to refrain from responding, and that the respondent has not in any manner sought by collusion to secure for itself an advantage over any other respondent. If selected, FELM is prepared to provide all of the services described in the Scope of Work for each project for which the Proposal is submitted.

Proposal and cost schedule will be valid and binding for Ninety (90) days following proposal due date and will become part of the contract negotiated with the City.

Sincerely,



Tony Moon
President

Far East Landscape and Maintenance, Inc.

Proposer's Qualifications

A - Proposer's Background and Experience

Far East Landscape & Maintenance is certified by LAUSD and Metro as a small business enterprise (SBE) and certified by the City of Los Angeles as a minority business enterprise (MBE), and disadvantage business enterprise (DBE).

Far East Landscape & Maintenance is an aggressive and innovative company with over 30 years of experience. We have served many other County sites including, but not limited to: El Monte Court Civic Center, Compton Civic Center, Van Nuys Civic Center, South Central Medians, Martin Luther King/Drew Medical Center, Olive View Medical Center, LA Beach & Harbor and LA Department of Health Services (LA Crescenta Area Park).

Far East Landscape & Maintenance definitely meets the Minimum Mandatory Requirements and will comply with the necessary requirements.

LA County Development commission	LA Internal Service Department
1988-1991 Harbor Hills Housing	1989-1994 Malibu Civic Center
1988-1991 Nueva Mara villa Housing	1994-1999 Long Beach Civic Center
LA Department of Public Works	1999-2004 Antelope Valley Civic Center
1983-1988 Willowbrook Median	1999-2004 Santa Clarita Civic Center
1996-2000 Sewer maintenance-Malibu area	2000-2005 La Civic Center
2002-2006 E La median	2000-2005 Van Nuys Civic Center
LA Department of Health Services	2000-2005 Pomona Civic Center
1998-2008 Department Headquarter	LA Department of Probation
2003-2008 Olive View UCLA Medical Center	1998-2002 Various Youth Camp.
2003-2008 Martin Luther Medical Center	Department of Children and Family
	1994-2004 Maclaren Children's Center

** Job description on all above facilities but not limited to: Mowing and edging on lawn area, hedge trimming and pruning, weed control, litter control, irrigation management and annual tree trimming on all above facilities.

Hollywood Beautification Team

1997-1999 Hollywood Boulevard

- Job description on above boulevard but not limited to: annual tree trimming on Hollywood Blvd.

Los Angeles Unified School District

2017-Present

- Landscape maintenance, irrigation maintenance, tree trimming, mowing, litter control, weed abatement, annual tree trimming

Metro Transportation Authority

2005-2007 San Fernando Rapid Transit Orange line

- Job description on above location but not limited to: Plants and trees management as well as irrigation management on Orange rapid bus transit line located at San Fernando (14 miles long)

2015-Present Various Locations on the MTA transit line

- Sub-Contractor for Woods Maintenance and Parkwood Landscape Services for landscape and irrigation, and trash and vegetation services.

- Regions 1 – 4

2016-Present EXPO II

- Landscape maintenance, irrigation maintenance, tree trimming, mowing, litter control, weed abatement, annual tree trimming

Far East Landscape & Maintenance has all the necessary employees such as C-27 Contractor License, Los Angeles Agricultural Commission's Registration Permit, agricultural Pest /control business License, Pest Control advisors License (Category D & E), qualified Applicators License (Category B), have an office located in Los Angeles County and equipment to insure that the job will be done in a timely manner. In addition, we will accommodate any emergencies that might arise beyond the regular scope of work.

- State of California Contractors State License
- Maintenance Gardener Pest Control Business License
- Agricultural Pest Control Registration
- Qualified Applicators License
- ISA Certified Arborist Certificate

- Location of main corporate office.
 - 6201 ½ Van Nuys Blvd. Suite B Van Nuys, CA 91401
- Location of local area office.
 - 436 S Virgil Ave. #208 Los Angeles, CA 90020
- Number of contracts acquired within the last five (5) years.
 - Eight (8)
- Number of contracts terminated within the last five (5) years.
 - Zero (0)
- Number of management personnel and on-call personnel staff.
 - Fifty-Six (56)
- Length of time in business.
 - Thirty-Two (32) Years
- Length of time in business of providing proposed services.
 - Thirty-Two (32) Years
- Total number of clients.
 - Six (6)
- Total number of public sector clients.
 - Five (5)
- Location of office which would service this account.
 - 436 S Virgil Ave. #208 Los Angeles, CA 90020
- Describe how your company is positioned to provide the services listed in this RFP and provided a history of experience on providing similar services.
 - Please see page 4-5.
- Describe your approach to providing these services and your methodology for providing on-going support.
 - FELM has designated Everardo Vallarta as the project manager who will be responsible for the overall management, supervision and operation of the maintenance projects at all times. The project manager will be able to respond in a professional manner on behalf of FELM, City of Montebello in the best interest of the project.

- Our Project Manager will be available for all questions and concerns for City of Montebello. They are only assigned to 2 contracts at a time and the on-site supervisor has a supervisor that will assist them in the case of emergencies, or needed additional support.
- FELM understands that a well-balanced work load is the key to a successful leadership. Everardo Vallarta and Jose Maya are the key leaders to this contract and are only assigned to one (1) other contract each. Tony Moon will be making inspections of all locations on top of the supervision from Maya and Vallarta. Our other contracts will not affect our availability or performance for this contract.
- Lillian Moon will be handling all day-to-day issues that may arise. She will be the point person responsible for making sure that there is constant and clear communication between FELM, Inc. and the City of Montebello. All emails and voicemails will be responded to as soon as possible, and within 24 hours. The City of Maywood will have direct phone numbers to all supervisors and necessary personnel.
- We have a 24-hour, seven days a week on-call staff all equipped with company cell phones, and dispatch systems in each of the company's vehicles. Our President and two (2) of our Supervisors all have instant communication at all times. Our foremen are required to carry company cellular phones at work and at home. In this way we can have instant communication with all of our key personnel, should a problem or emergency arise.
- Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length.
 - Los Angeles Metropolitan Transit Authority
 - Shaunt Avanesian
Sr. Facilities Maintenance Supervisor
AvanesianS@metro.net
213.922.5931
Expo II
Landscape maintenance, irrigation maintenance, plant care, litter removal
2016 - Present
 - Los Angeles Unified School District
 - Pablo Castillo
Facilities Manager
pablo.castillo@lausd.net
(310) 808-1523
Crenshaw High School
Landscape maintenance, irrigation maintenance, plant care, litter removal
2017 – 2018
 - City of Los Angeles
 - Gloria Choy
Contract Administrator
gloria.choy@lacity.org
213 847-2892
Wilshire/Miracle Mile
Landscape maintenance, irrigation maintenance, plant care, litter removal,
power wash sidewalk
2018 – Present

Scope of Work

SECTION A - IRRIGATION SYSTEM

Frequency: Bi-Weekly

- A. Far East Landscape and Maintenance, Inc. will maintain all irrigation systems, and report any issues to the City. We will ensure that all issues be addressed in a timely manner so that there is no water waste, or safety issues to the public.
- B. A Full-time irrigator with knowledge of system operation and repair will be provided by Far East Landscape and Maintenance, Inc. of all areas. All irrigation system maintenance will be up to specs. to ensure plant health and vigor.
- C. The irrigation system will include all components from connection at the meters to the sprinklers will be maintained in an operational state at all times. Far East Landscape and Maintenance, Inc. will notify the City of major component failures within twenty-four (24) hours of occurrence.
- D. Contractual irrigation systems inspections, adjustments and repairs will include valves, electrical circuiting to valves, filter and filter screen cleaning main line maintenance, lateral line maintenance, sprinkler head height, nozzle spray pattern, nozzle cleaning and replacement, bubbler head adjustment, flush valve repair, cleaning and replacement, tree well repair; and drip emitter cleaning, replacement, and removal and plugging if plant is not to be replaced.
- E. Far East Landscape and Maintenance, Inc. will maintain a log of current sprinkler station times. A copy of the log will be given to the Contract Administrator after routine inspection. The log will include, but is not limited to:
 - a. Controller location
 - b. Scheduled days to run
 - c. Start times
 - d. Station location
 - e. Each station's run time
 - f. End time
 - g. Contractor's employee initial and date
- F. Additional work will have an estimate sent to the City for approval before additional work is initiated and billed separately.
- G. All irrigation systems will be tested, adjusted, and cleaned as often as necessary to guarantee proper moisture levels at all times. A schedule will be submitted to the City at the start of the contract. All changes throughout the contract will be submitted for approval.
 - a. Irrigation systems are to be adjusted as often as necessary to assure adequate coverage of all landscape areas, prevent excessive runoff and/or erosion, prevent watering of all non-vegetative areas.
- H. Far East Landscape and Maintenance, Inc. will report and flag all water leaks or system failures on an irrigation report. All malfunctioning irrigation parts (controllers, quick couplers, automatic valves and sprinkler heads) will repaired within eight hours from the time notified by the City.
- I. Irrigation schedules will be adjusted based on the weather conditions, or based on the water retention issues.

- J. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION B-TURF GRASS MAINTENANCE

Frequency: Weekly

- A. Far East Landscape and Maintenance, Inc. will maintain all turf areas, and report any issues to the City. We will ensure that all issues be addressed in a timely manner so that there are safety issues to the public. We specialize in turf care.
- B. All turf areas will be maintained to a consistent 1" height except in specified areas. All turf areas are to be aerified by removing ½" diameter cores. Aerification will occur in the month of March and other additional times needed.
- C. All lawn edges along sidewalks and curbs will be edged before each mowing and the cut edge will be clean, and straight. Edging will be performed with a blade type mechanical edger or Line trimmer. Care will be taken to insure that the bark of trees and shrubs are not damaged or stripped by the line trimmer.
- D. When fertilizing, Far East Landscape and Maintenance, Inc. will notify the City prior to application. Fertilizer will be applied in January and according to the Level of Services in all turf areas.
- E. During the time of water reduction, steps will be taken per specs to ensure the best treatment and health of the turf. Irrigation syringes will adhere to the Coachella Valley Association of Governments (CVAG) smart seeding guidelines.
- F. Rye Seed:
 - a. Far East Landscape and Maintenance, Inc. will request a Contractor Administrator to perform an inspection prior to rye seed application.
 - b. We will be responsible for the order, purchase, acquisition, delivery, storage and disbursement of Rye seed.
 - c. Far East Landscape and Maintenance, Inc. will monitor the irrigation to ensure proper coverage for ryegrass germination. Far East Landscape and Maintenance, Inc. will be responsible for notifying the City of any problems with the irrigation system immediately.
 - d. Scalping will be completed and approved by the City prior to seed application
- G. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION C-PLANT CARE

Frequency: Weekly

- A. Shrubs will be pruned to convey a natural presence. Dead vegetation will be promptly removed without a harsh "scalped" appearance.
- B. All equipment used with diseased vegetation will be disinfected prior to use elsewhere as not to spread the infection.

- C. All plants will be pruned at the optimum time for each plant as to maintain the health of the plants. There will be minor pruning throughout the contract outside of the optimum time as to preserve the health and appearance of the plant.
- D. We will adhere to recommendations in Pruning, Planting & Care by Eric A. Johnson, published by Ironwood Press
- E. Hedges will be trimmed with mechanical hedge trimmers to maintain uniformity on all accessible sides. Hedges will not be cut back to leafless, woody, growth, unless directed by the City.
- F. Groundcover will be maintained with hand pruners so it will look as "natural" as possible.
- G. Plants will be replaced within 5 business days. Plants will be replaced with match as close to the previous plant.
- H. Certain plants will be changed out based on season as directed by the City.
- I. Rose Care:
 - a. Rose beds will be cultivated as to minimize weeds.
 - b. Weekly hand-pruning will occur to remove spent blooms.
 - c. Climbing roses will be pruned, trained, and maintained so that it will not present a hazard to the general public. Trellis and other support systems will be used to train the climbing roses.
 - d. Roses will be dormant pruned annually during the winter time, with pruning to be completed prior to the President's Day holiday. Dormant pruning will be within the guidelines set by UCD.
 - e. Rose beds will be maintained with a two (2) inch depth of well-decomposed organic mulch.
 - f. Roses will be fertilized two (2) times per year using Gro-Power Flower 'N' Bloom 3-12-12 or similar at a rate of one (1) pound of product per one hundred (100) square feet. All products used will be submitted to the City for review prior to use.
- J. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION D-TREE CARE

Frequency: Annually or responding to on-call situations

- A. Far East Landscape and Maintenance, Inc. will care for trees, suckers, and palm trees 15 feet and under. All broken or diseased branches will be pruned to ensure pedestrian and traffic safety.
- B. Trees will be maintained so that it will be cleared to specs. for pedestrians, vehicles, and playgrounds. All broken, structurally unsound or detached limbs will be removed as soon as possible.
- C. All equipment used with diseased vegetation will be disinfected prior to use elsewhere as not to spread the infection.
- D. Tree stakes will be monitored, and removed when deemed healthy for the tree.
- E. Any trees broken or damaged as a direct result of storm damage, wind, accident or vandalism will be pruned and/or removed within 24 hours of notification and may be considered an Extra to the Contract. Any debris or low tree limbs blocking roadways, stop signs or parking areas will be removed within one hour of notification to Far East Landscape and Maintenance, Inc. We will

be held responsible for any damages done to trees due to poor management and/or maintenance practices.

- F. Far East Landscape and Maintenance, Inc. has certified arborist on staff and will ensure that they have reviewed our practices to ensure proper care of trees. No trimming will be conducted without onsite inspection of City staff.
- G. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION E-ISLAND AND MEDIAN MAINTENANCE

Frequency: Bi – Weekly

- A. Far East Landscape and Maintenance, Inc. will ensure that all islands and medians are maintained to a satisfactory fashion. Islands and medians will be kept so it is out the public's way for their safety.
- B. All equipment used with diseased vegetation will be disinfected prior to use elsewhere as not to spread the infection.
- C. Far East Landscape and Maintenance, Inc. will make sure that islands and medians are maintained to a safe, clean, pleasing and desirable appearance. We will make sure that plants do not become line of sight barriers, shrubbery and trees do not encroach into the right-of-way, traffic signs, markings and signals are never obstructed, ground covers do not extend past curb, trash and debris is removed on the frequency basis per contract.
- D. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION F-WEED ABATEMENT

Frequency: Once a Month

- A. Far East Landscape and Maintenance, Inc. will ensure that all herbicide will be administered safely and within the safety guidelines of the herbicide in use for the public's safety and the City. Our first priority is public safety.
- B. All equipment used with diseased vegetation will be disinfected prior to use elsewhere as not to spread the infection.
- C. Far East Landscape and Maintenance, Inc. will make sure that all areas will be kept in a weed free condition at all times. Chemical control for any weeds will be applied on an as-needed basis and will be controlled with herbicides. All chemical applications will be done by a licensed applicator in accordance with all applicable Federal, State, and County laws and regulations.
- D. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION G-INSECT, PEST, AND RODENT CONTROL

Frequency: Seasonal

- A. Far East Landscape and Maintenance, Inc. will ensure that all pest control will be administered safely and within the safety guidelines of the pesticide in use for the public's safety and the City. Our first priority is public safety.
- B. For safety reasons, sidewalks, decomposed granite pathways, parkways, playground safety surfaces, picnic areas, hardscape, turf and planter areas will be inspected for the presence of insects, pests and rodents. The elimination of mounding and holes generated by insects, pests and rodents will be included in the scope of services.
- C. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION H-HARDSCAPE AND PATHWAY MAINTENANCE

Frequency: Weekly

- A. Far East Landscape and Maintenance, Inc. will ensure that all hardscaped areas, and pathways will be maintained and remain clean. The public's safety will our utmost priority and ensure that the public's safety will not be harmed.
- B. Hardscape will be maintained to be free of debris. All debris will be removed from the site and disposed of at the end of each day at a location Far East Landscape and Maintenance, Inc. will disclose to the City.
- C. Irrigation will be cared for to ensure that all sprinklers are adjusted so water does not spray or flood on hardscapes or pathways.
- D. Far East Landscape and Maintenance, Inc. will have our trucks, and staff will have proper warning and hazard lights/signs to ensure that all pedestrians and drivers will have proper warning.
- E. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION I-TRASH PICK-UP AND TRASH CAN MAINTENANCE

Frequency: Weekly

- A. Far East Landscape and Maintenance, Inc. will ensure the public's safety by ensuring that all trash receptacles are clean, and emptied so that the public's view of the City will not be tarnished.
- B. Far East Landscape and Maintenance, Inc. will remove trash, debris, animal feces, and dead plant material from parkways. Turf areas, hardscapes, pathways, medians, tot-lots, gutters, and retention areas.
- C. Trash receptacles will be emptied, and trash cover lids will be wiped clean.
- D. Following a storm, water basins will be serviced for trash and debris cleanup as soon as the water recedes. Parkway. Turf areas, hardscapes, pathways, medians, tot-lots will be inspected after a storm event for removal of trash, debris, and dead plant material.
- E. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

SECTION J-AMENITY CARE

Frequency: Weekly

- A. Far East Landscape and Maintenance, Inc. will ensure that all areas be in a safe and orderly state for the public's safety and the City. Our first priority is public safety.
- B. Each Tot-Lot will be reviewed and addressed so that each area will be clean and orderly. Wood chips will be raked, weeds will be removed, and all concrete tops will be blown. Displaced wood chips will be redistributed.
- C. Tables and benches, and hardscape surfaces will be cleaned.
- D. Pet Waste Stations will be cleaned, and Far East Landscape and Maintenance, Inc. will replace the pet waste bags and trash liners for pet station receptacles and waste containers.
- E. Far East Landscape and Maintenance, Inc. will report any findings that presents a hazard to the public immediately to the General Parks Maintenance Supervisor or designated representative.

Cost of Services

Monthly Cost of Landscape Maintenance Services per Location:

Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)	\$858.00
Benito Juarez Park (5515 Maywood Avenue)	\$418.00
City Hall Complex (4317-21 Slauson Avenue)	\$880.00
Maywood Boxing Club (4717 56th Street)	\$396.00
Maywood Park and Baseball Field (4801 E. 58th Street)	\$1,981.00
Pine Avenue Park (5313 Pine Avenue)	\$367.00
Pixley Park (3626 E. 56th Street)	\$412.00
Riverfront Park (5000 Slauson Avenue)	\$2,200.00
Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)	\$1,290.00
Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)	\$230.00
Monthly Total	\$9,032.00

Annual Cost of Landscape Maintenance Services per Location:

Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)	\$10,296.00
Benito Juarez Park (5515 Maywood Avenue)	\$5,016.00
City Hall Complex (4317-21 Slauson Avenue)	\$10,560.00
Maywood Boxing Club (4717 56th Street)	\$4,752.00
Maywood Park and Baseball Field (4801 E. 58th Street)	\$23,772.00
Pine Avenue Park (5313 Pine Avenue)	\$4,404.00
Pixley Park (3626 E. 56th Street)	\$4,944.00
Riverfront Park (5000 Slauson Avenue)	\$26,400.00
Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)	\$15,480.00
Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)	\$2,760.00
Annual Total	\$108,384.00

Location: Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	2	\$20	\$40
Foreman	10	\$16	\$208
Maintenance Labor	<u>10</u>	\$14	\$182
Others (Please continue to list)			
Total Salaries and Wages			\$430

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0
Total Benefits		\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)	
<u>FICA, SUI and Worker's Comp</u>	\$85
Total Payroll Taxes	\$85

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)	
Vehicles	\$35
Supplies	\$45
Services	\$15
Office Equipment	\$5
Telephone/Utilities	\$10
Trash Hauling services	\$40
Total Insurance/Misc. S & S	\$150

TOTAL DIRECT COSTS \$665

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$15
Management Overhead (Specify)	\$50
Other (Specify)	\$

TOTAL INDIRECT COSTS \$65

TOTAL DIRECT AND INDIRECT COST \$730

PROFIT (Please enter percentage:15%) **\$128**

TOTAL MONTHLY COSTS \$858

Location: Benito Juarez Park

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	1	\$20	\$20
Foreman	6	\$16	\$96
Maintenance Labor	6	\$14	\$84
Others (Please continue to list)			

Total Salaries and Wages

\$200

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0
Total Benefits		\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

FICA, SUI and Worker's Comp

\$ 40

Total Payroll Taxes \$40

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$25
Supplies	\$30
Services	\$10
Office Equipment	\$2
Telephone/Utilities	\$2
Trash Hauling services	\$32

Total Insurance/Misc. S & S

\$101

TOTAL DIRECT COSTS \$341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		\$5
Management Overhead (Specify)	\$10	
Other (Specify)		\$

TOTAL INDIRECT COSTS

\$15

TOTAL DIRECT AND INDIRECT COST

\$356

PROFIT (Please enter percentage:15%)

\$62

TOTAL MONTHLY COSTS

\$418

Location: City Hall Complex

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	2	\$20	\$40
Foreman	10	\$16	\$208
Maintenance Labor	10	\$14	\$182
Others (Please continue to list)			
Total Salaries and Wages			\$430

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0
Total Benefits		\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

FICA, SUI and Worker's Comp	\$ 85
Total Payroll Taxes	\$85

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$45
Supplies	\$45
Services	\$25
Office Equipment	\$5
Telephone/Utilities	\$5
Trash Hauling services	\$20
Total Insurance/Misc. S & S	\$135

TOTAL DIRECT COSTS \$341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$20
Management Overhead (Specify)	\$60
Other (Specify)	\$
TOTAL INDIRECT COSTS	\$80

TOTAL DIRECT AND INDIRECT COST \$730

PROFIT (Please enter percentage:15%) **\$128**

TOTAL MONTHLY COSTS \$858

Location: Maywood Boxing Club

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	1	\$20	\$20
Foreman	6	\$16	\$96
Maintenance Labor	6	\$14	\$84
Others (Please continue to list)			

Total Salaries and Wages \$200

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0

Total Benefits \$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

FICA, SUI and Worker's Comp

\$ 40

Total Payroll Taxes \$40

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$20
Supplies	\$25
Services	\$10
Office Equipment	\$3
Telephone/Utilities	\$3
Trash Hauling services	\$21

Total Insurance/Misc. S & S \$82

TOTAL DIRECT COSTS 341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$5
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Management Overhead (Specify)	\$10
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Other (Specify)	\$ _____
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TOTAL INDIRECT COSTS \$15

TOTAL DIRECT AND INDIRECT COST

\$337

PROFIT (Please enter percentage:15%)

\$59

TOTAL MONTHLY COSTS

\$396

Location: Maywood Park & Baseball field

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	5	\$20	\$100
Foreman	25	\$16	\$400
Maintenance Labor	25	\$14	\$350
Others (Please continue to list)			
Total Salaries and Wages			\$850

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0
Total Benefits		\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

<u>FICA, SUI and Worker's Comp</u>	\$ 170
Total Payroll Taxes	\$170

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$112
Supplies	\$156
Services	\$85
Office Equipment	\$30
Telephone/Utilities	\$16
Trash Hauling services	\$65
Total Insurance/Misc. S & S	\$464

TOTAL DIRECT COSTS 341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$50
Management Overhead (Specify)	\$150
Other (Specify)	\$ _____

TOTAL INDIRECT COSTS \$200

TOTAL DIRECT AND INDIRECT COST \$1,684

PROFIT (Please enter percentage:15%) **\$297**

TOTAL MONTHLY COSTS \$1,981

Location: Pine Avenue Park

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	1	\$20	\$20
Foreman	6	\$16	\$96
Maintenance Labor	6	\$14	\$84
Others (Please continue to list)			

Total Salaries and Wages

\$200

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0

Total Benefits

\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

FICA, SUI and Worker's Comp

\$ 40

Total Payroll Taxes \$40

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$10
Supplies	\$20
Services	\$5
Office Equipment	\$6
Telephone/Utilities	\$3
Trash Hauling services	\$13

Total Insurance/Misc. S & S

\$57

TOTAL DIRECT COSTS 341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$5
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Management Overhead (Specify)	\$10
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Other (Specify)	\$ _____
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TOTAL INDIRECT COSTS

\$15

TOTAL DIRECT AND INDIRECT COST

\$312

PROFIT (Please enter percentage: 15%)

\$55

TOTAL MONTHLY COSTS

\$367

Contractor Far East Landscape Location: Pixley Park

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	1	\$20	\$20
Foreman	6	\$16	\$96
Maintenance Labor	6	\$14	\$84
Others (Please continue to list)			
Total Salaries and Wages			\$200

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0
Total Benefits		\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

<u>FICA, SUI and Worker's Comp</u>	\$ 40
Total Payroll Taxes	\$40

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$22
Supplies	\$36
Services	\$8
Office Equipment	\$3
Telephone/Utilities	\$3
Trash Hauling services	\$24
Total Insurance/Misc. S & S	\$96

TOTAL DIRECT COSTS 341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$5
Management Overhead (Specify)	\$10
Other (Specify)	\$ _____
TOTAL INDIRECT COSTS	\$15

TOTAL DIRECT AND INDIRECT COST **\$351**

PROFIT (Please enter percentage: 15%) **\$61**

TOTAL MONTHLY COSTS **\$412**

Location: Riverfront Park

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	5	\$20	\$100
Foreman	26	\$16	\$416
Maintenance Labor	26	\$14	\$364
Others (Please continue to list)			

Total Salaries and Wages \$880

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0

Total Benefits \$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)
FICA, SUI and Worker's Comp

\$ 170

Total Payroll Taxes \$176

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$140
Supplies	\$214
Services	\$95
Office Equipment	\$55
Telephone/Utilities	\$25
Trash Hauling services	\$70

Total Insurance/Misc. S & S \$599

TOTAL DIRECT COSTS 341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$55
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Management Overhead (Specify)	\$160
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Other (Specify)	\$ _____
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TOTAL INDIRECT COSTS \$215

TOTAL DIRECT AND INDIRECT COST

\$1,870

PROFIT (Please enter percentage:15%)

\$330

TOTAL MONTHLY COSTS

\$ 2,200

Contractor Far East Landscape Location: Slauson Ave Landscaped St Median

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	5	\$20	\$100
Foreman	18	\$16	\$288
Maintenance Labor	18	\$14	\$252
Others (Please continue to list)			
Total Salaries and Wages			\$640

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0
Total Benefits		\$0

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

<u>FICA, SUI and Worker's Comp</u>	\$ 128
Total Payroll Taxes	\$128

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$60
Supplies	\$85
Services	\$30
Office Equipment	\$10
Telephone/Utilities	\$9
Trash Hauling services	\$35
Total Insurance/Misc. S & S	\$229

TOTAL DIRECT COSTS 341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$25
Management Overhead (Specify)	\$75
Other (Specify)	\$ _____

TOTAL INDIRECT COSTS \$100

TOTAL DIRECT AND INDIRECT COST \$1,097

PROFIT (Please enter percentage:15%) **\$193**

TOTAL MONTHLY COSTS \$1,290

Contractor Far East Landscape **Location: Slauson Ave Landscaped Parkway**

DIRECT COST (List each staff classification)

Payroll:	Hours	Hourly Rate	Monthly Salary
Supervisor	1	\$20	\$20
Foreman	3	\$16	\$48
Maintenance Labor	3	\$14	\$42
Others (Please continue to list)			

Total Salaries and Wages **\$110**

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	0	\$0

Total Benefits **\$0**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)
FICA, SUI and Worker's Comp \$ 22

Total Payroll Taxes **\$22**

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

Vehicles	\$10
Supplies	\$22
Services	\$4
Office Equipment	\$3
Telephone/Utilities	\$2
Trash Hauling services	\$8

Total Insurance/Misc. S & S **\$49**

TOTAL DIRECT COSTS \$341

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping \$5

Management Overhead (Specify) \$10

Other (Specify) \$ _____

TOTAL INDIRECT COSTS **\$15**

TOTAL DIRECT AND INDIRECT COST **\$196**

PROFIT (Please enter percentage:15%) **\$34**

TOTAL MONTHLY COSTS **\$230**

Acceptance of Conditions

Far East Landscape and Maintenance, Inc. accepts all conditions listed in the Request for Proposal document. There are no exceptions or suggested changes to the RFP or any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations.



CONTRACTORS STATE LICENSE BOARD



Contractor's License Detail for License # 936346

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

CSLB complaint disclosure is restricted by law (B&P 7124.6) if this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.
Only CSP 7071.17, only construction related civil judgments reported to the CSLB are disclosed.
Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.
Due to workload there may be relevant information that has not yet been entered onto the Board's license database.

Data current as of 1/2/2018 4:37:24 PM

Business Information

FAR EAST LANDSCAPE & MAINTENANCE INC
PO BOX 950351
MISSION HILLS, CA 91395
Business Phone Number: (800) 887-3227

Entity Corporation
Issue Date 08/10/2009
Expire Date 08/31/2019

License Status

This license is current and active.

All information below should be reviewed.

Classifications

B - GENERAL BUILDING CONTRACTOR
C27 - LANDSCAPING
C-61 / D49 - TREE SERVICE

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with AMERICAN SAFETY CASUALTY INSURANCE COMPANY.
Bond Number: 411605
Bond Amount: \$15,000
Effective Date: 01/01/2016
[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual TONY JUN MOON certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 08/10/2009

Workers' Compensation

This license has workers compensation insurance with the FLORISTS MUTUAL INSURANCE COMPANY
Policy Number: WCN35458
Effective Date: 01/15/2017
Expire Date: 01/15/2018
[Workers' Compensation History](#)

Other

Personnel listed on this license (current or disassociated) are listed on other licenses.

County of Los Angeles

Form 6001104

AGRICULTURAL PEST CONTROL REGISTRATION

For Calendar Year Ending December 31, 2019

Name: Julio Matos

Address: 2111 W. 10th St. Los Angeles, CA 90057

THIS CERTIFIES that the above named individual or firm has been duly registered in accordance with Section 11732 of the California Food and Agricultural Code, and is entitled to operate for the calendar County of Los Angeles in the following type(s) of pest control of the types listed below:

- | | |
|---|---|
| ☒ (A) Residential, Commercial and Institutional | ☐ (I) Ornamental Nurseries |
| ☒ (B) Landscaping, Maintenance | ☐ (J) Diagnostic Plant Research |
| ☐ (C) Greenhouses | ☐ (K) Public Places |
| ☐ (D) Public Places | ☐ (L) Agricultural Research and Extension |
| ☐ (E) Forest | ☐ (M) Agricultural Pests and Plant Pathology |
| ☐ (F) Airports | ☐ (N) Agricultural Pests and Plant Pathology |
| ☐ (G) Nurseries | ☐ (O) Agricultural Pests and Plant Pathology |
| ☐ (H) Residential | ☐ (P) Agricultural Pests and Plant Pathology |
| ☐ (I) Soil Treatment | ☐ (Q) Agricultural Pests and Plant Pathology |
| ☐ (J) Agricultural Pests and Plant Pathology | ☐ (R) Agricultural Pests and Plant Pathology |

Agricultural Pests and Plant Pathology
County of Los Angeles
For Calendar Year Ending December 31, 2019

Maintenance Gardener
For Calendar Year Ending December 31, 2019

International
Society
of Arboriculture™

ISA Certified Arborist

Julio Matos

Certificate Number:

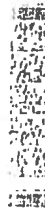
WE-9101A

Expiration Date:

Dec 31, 2018



epi
DEPARTMENT OF PESTICIDE REGULATION
LICENSING CERTIFICATION PROGRAM
CAL
EXPIRES 12/31/2019
TANY J. HOOK



THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE

THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED
BUSINESS TAX

ISSUED: 9/14/2009

ACCOUNT NO.	FUND/CLASS	DESCRIPTION	STARTED	STATUS
0000213336-0001-1	L188	Contractor	04/07/1987	Active

ISSUED TO

FAR EAST LANDSCAPE & MAINTENANCE INC.
TONY J MOON
27118 COLEBROOK PLACE
VALENCIA, CA 91354-2419
POST OFFICE BOX #950351
MISSION HILLS, CA 91395-0351

ISSUED BY:

Christine P. Christensen

DIRECTOR OF FINANCE

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS
FORM 2000 (rev. 6/01)

IMPORTANT - READ REVERSE SIDE

P.O. BOX 53200, LOS ANGELES, CA 90053-0200



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2019
EXPIRES: December 31, 2020

**Maintenance Gardener Pest Cont
LICENSE**
LICENSE NO. 39471

Invalid if insurance and/or qualified person(s) lapse before expiration date.

Mailing Address

FAR EAST LANDSCAPE & MAINTENANCE INC
PO BOX 950351
MISSION HILLS, CA 91395

Business Location

FAR EAST LANDSCAPE & MAINTENANCE INC
27118 CALEBROOK PL
VALENCIA, CA 91354

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE - ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

Printed on: 4/12/2018 4:47:05 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

Office of Small Business & DVBE Services

Certification ID: 22599**Legal Business Name:**

FAR EAST LANDSCAPE AND MAINTENANCE INC

Doing Business As (DBA) Name 1:FAR-EAST LANDSCAPE AND MAINTENANCE
INC**Doing Business As (DBA) Name 2:****Address:**PO Box 950351
Mission Hill
CA 91395**Email Address:**

fareastmoon1@yahoo.com

Business Web Page:**Business Phone Number:**

818/402-8422

Business Fax Number:**Business Types:**

Construction , Service

Certification Type**Status****From****To**

SB(Micro)

Approved

11/17/2017

11/30/2019

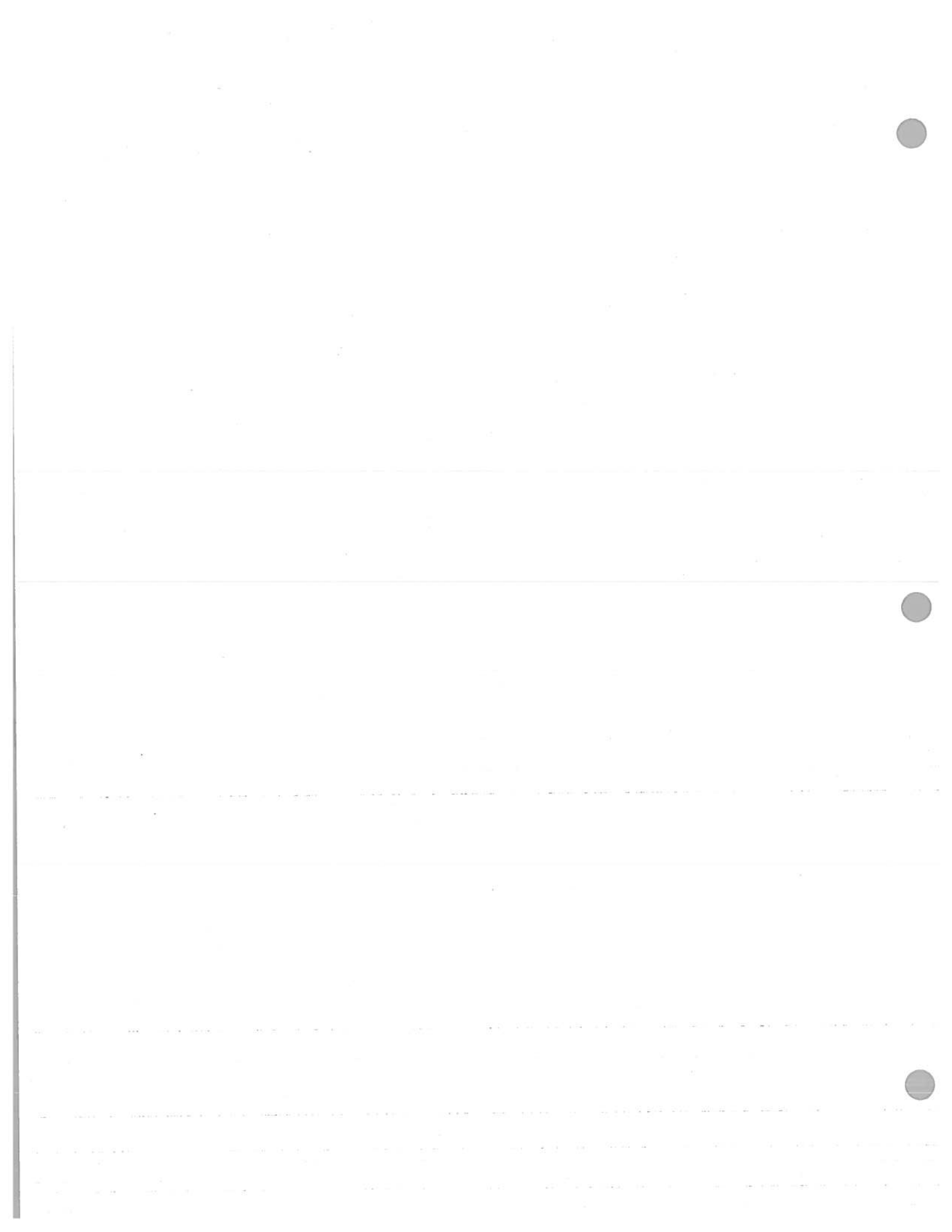
Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
 -LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: OSDSHELP@DGS.CA.GOV

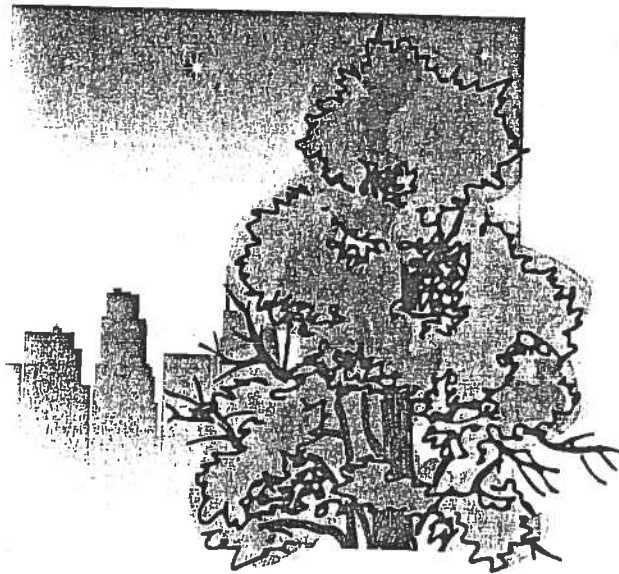
Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



April 3, 2019

CITY OF MAYWOOD REQUEST FOR
PROPOSAL- MAINTENANCE SERVICES FOR
LANDSCAPED AREAS OF PUBLIC FACILITIES
AND STREET MEDIANS



NORTH STAR
LANDSCAPE

City of Maywood
City Hall
4319 E. Wilson Avenue
Maywood, CA 90670

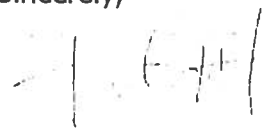
North Star Landscape ("North Star") is pleased to submit our proposal for the City of Maywood's Maintenance Services for Landscaped Area of Public Facilities and Street Medians Request for Proposal. Our proposal will highlight our previous experience of providing similar services. Although we're a new venture, we have the breadth and depth of resources, skills, equipment and expertise needed to provide excellent landscaping services.

North Star understands the City's desire for high-quality customer service, reliability, responsiveness, and cost-effective tree maintenance services. Our commitment is to provide a high level of service to the City and an ability to quickly and efficiently meet the needs of the City. This makes us an ideal partner for the City of Maywood.

North Star has a long-term partnerships with agencies that expect and require quality, accuracy, efficiency and integrity. We do this by offering our clients years of expertise with professional landscaper, diligent staff who provide premium landscaping by using the latest equipment, effective employee training, strong field leadership, and competitive pricing to keep our clients within their allocated budgets. North Star believes in the representation of our employees. Eligible personnel are members of Laborers' International Union of North America (LIUNA Local 1184).

North Star Landscape thanks you for the opportunity to submit our proposal. Please feel free to contact me directly if you have any questions or need further information or clarification.

Sincerely,



Jose A. Martinez



Company Particulars

Name: North Star Landscape
Address: 10831 Downey Ave.
Downey, CA 90241
Telephone No: (310) 704-9885
Contractors State 1000046611
License No./DIR #
C-27 License No. 1034669

Authorized Representative

Name: Jose A. Martinez
Title: President
Email: tony@northstarlandcare.com
Telephone No: (310) 704-9885

North Star understands the scope of work as defined in section 2 of the RFP which includes turf maintenance, irrigation system operation and maintenance, weeding, trash pickup and disposal, pesticide application, pruning of trees, shrubs and ground cover, and fertilization of turf, shrubs and trees of the locations listed on page 6. North Star ensures it will fulfill its contractual obligation if awarded the contract.

RFP Required Statement: Proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract negotiated with the City.



North Star provides the following company qualifications.

Specific sites under contract within a fifty (50) mile radius of the City ("Local Area") and the scope of services being provided.

Contract Amount	Type of Project	Contact Information
\$276,693/ yr.	Citywide Landscaping	Daniel Hernandez (323) 395-1480
\$50,000 / yr.	C-27 Landscaping Pesticide, Plant Health Care and Tree Work	Mark Rockwell (949) 439-2111
\$35,000 / yr.	C-27 Landscaping Pesticide, Plant Health Care and Tree Work	John Roland Lopes (213)949-8134
\$25,000 / yr.	C-27 Landscaping Pesticide, Plant Health Care and Tree Work	Sandi How (951) 218-4932
\$5,000 / yr.	Landscaping, Plant Health Care and Tree Work	Bruce Carlsen (951) 233-3366

Location of main corporate office.

10831 Downey Ave. Downey, CA 90241

Location of local area office.

10831 Downey Ave. Downey, CA 90241

Number of contracts acquired within the last five (5) years.

Five (5)

Note- On April 10, 2019 the City of Montebello is considering awarding a three (3) year contract for Citywide Landscaping Services at a rate of \$133,606.75 per year.

Number of contracts terminated within the last five (5) years.

None

Number of management personnel and on-call personnel staff.

North Star's Project Team and Key Personnel is as follows





Tony Martinez, President

Manages and maintains all company operations and procedures. Oversees company and potential bids, proposals. Attends required meetings for bids, proposals, etc. Mr. Martinez who has over 25 years of experience in the Arboriculture and Landscaping Industry. He is a Certified Arborist under the International Society of Arboriculture as well as a Certified Utility Arborist, and a Certified Tree Worker under the International Society of Arboriculture. Mr. Martinez along with receiving his C-27, C-61, D-49 for North Star Land Care from the California State Licensing Board also possesses his Qualified Applicator License from the Department of Pesticide Regulations from the State of California. Mr. Martinez received his B.A from Cal Poly San Luis Obispo in Political Science and did over two years of Landscape Architecture, which included courses in Botany, Ornamental Horticulture and Plant identification.

Angel Sotelo, Government Relations:

Assists in building and maintaining relations in various city and government entities for NSLC. Manages and establishes company proposals and processes.

Gina Ramirez, Accounting/Human Resources Manager:

Manages daily office operations. Manages and maintains all accounting for NSLC for accuracy and its entities. Monitor cash flow. Prepares accounting and/or payroll reports as needed. Processes accounts payable and receivable. Ensures prompt collection of receivables. Performs monthly bank and credit card reconciliations. Ensures all bills and



invoices are paid timely. Monitors and keeps record of equipment for insurance and DMV purposes. Maintains personnel files. Ensures companies state and federal labor law requirements are in compliance. Maintains up to date forms for company's needs. Orders company supplies for employee and office equipment use. Assists in completing new bid requirements.

Alex Rojas, Area Manager:

Assists in establishing new projects or bids. Ensures all required equipment inventory with supervisor. Manages employees in the field. Assists with work orders and completion in company database. Communicates efficiently with employees regarding any issues or expectations.

Vivian Valencia, Executive Assistant:

Assists the President with various duties assigned, such as researching apps or websites to consolidate workload. Attends and takes notes during various meetings. Oversees training records and attendance system through time and attendance app. Creates weekly individual employee reports. Creates any action sheets needed for NSLC. Orders supplies, company errands as needed.

Raul Hernandez, Landscape Supervisor:

Supervises workers while in the field. Delegates various duties to workers as needed. Oversees the project work is completed to standards expected.

Angel Sanchez, Landscape Foreman:

Assists in projects ensuring assigned work is completed in a timely manner by workers.

On-Call Staff

Raul Hernandez and Angel Sanchez

Length of time in business.

North Star is a newly formed company as of July 2017, but owner has a continuous 25 plus years of experience in the Landscaping and Arboriculture Industry. We have a combined 43 years of experience in Landscaping, and Arboriculture contract management.

Length of time in business of providing proposed services.



North Star has a combined 60 years of experience in Landscaping and Arboriculture Field experience.

Total number of clients.

Landscaping Maintenance = 5

Tree Trimming Maintenance = 4

Total number of public sector clients.

Landscaping Maintenance = 1

Tree Trimming Maintenance = 4

Location of office which would service this account.

10831 Downey Ave. Downey, CA 90241

Describe how your company is positioned to provide the services listed in this RFP and provided a history of experience on providing similar services.

North Star is positioned to provide uninterrupted and continuous services to the City of Maywood by having a dedicated team of experienced landscape professional led by Alex Rojas as Project Manager. Mr. Rojas understand that no two landscape contracts are the same and he would be responsible for assembling a team that would consist of irrigation specialists as well as seasoned landscape veterans that follow our company developed process on approaching this important project. Mr. Rojas and our staff have many years of experience in working on city projects and understand the complexities that come with them, everything from safety, personal protective equipment, proper lane closures per the WATCH manual, CAL-Osha tailgate meetings, job scheduling, up to date and current landscaping equipment. We will be able to provide the services required in this proposal through the years of experience in working in similar contracts with other companies. Our staff has worked for many years with industry contractors providing a similar scope of work.

Describe your approach to providing these services and your methodology for providing on-going support.

North Star's approach for the City of Maywood Landscaping services will be to follow our defined work plan as described in detail in section C. Once the schedule is finalized by the City representatives, we will assign our designated staff to the City. As part of



our methodology, we want to make sure that all of our assigned workplaces are kept clean and presentable every morning, especially on days following a long weekend or holiday, this includes the pick-up and disposal of trash and replacing all trash cans with new liners. We will address main arterial streets, or streets that are busy with early morning pedestrian and vehicular traffic during hours where they are less congested, usually between 9:00 am and 2:00 pm which ensures we don't contribute to early morning or afternoon traffic. Whenever we work on any street, we will make sure to follow the WATCH manual procedures along with local traffic laws. A daily operations report of all work will be completed and turned into the Project Manager who will make sure to have our office staff compile to attach to City Staff at the end of the month along with the billing report. All the generated green waste from the City will be recorded in our company database to provide to the City for end of year reporting.

Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length.

Reference #1

Name:	Daniel Hernandez
Organization:	City of Huntington Park
Type of Service	Citywide Landscaping
Contact Information	(323) 395-1480 6900 Bissell St. Huntington Park, CA 90255
Date of Services	01/2019 to Present

Reference #2

Name:	Renea Ferrell
Organization:	City of Compton
Type of Service	Tree Maintenance/Weed Abatement
Contact Information	(310) 922-8370 205 S. Willowbrook Ave. Compton, CA 90220
Date of Services	09/2017 to Present

Reference #3

Name:	Harry Frisby Jr.
Organization:	City of Inglewood
Type of Service	Tree Maintenance
Contact Information	(310) 412-5340 One Manchester Blvd. Inglewood, CA 90301
Date of Services	05/2018 to Present



North Star strongly believes the defined scope is within our capabilities and takes no exception to the define scope of work as describe in the RFP. North Star intends to fulfil the scope of service at the following locations by North Star's described work plan as describe below.

Atlantic Boulevard Landscaped Street Medians 52nd Place to Randolph Street	Benito Juarez Park 5515 Maywood Avenue
City Hall Complex 4317-21 Slauson Avenue	Maywood Boxing Club 4717 56th Street
Maywood Park and Baseball Field 4801 E. 58th Street	Pine Avenue Park 5313 Pine Avenue
Pixley Park 3626 E. 56th Street	Riverfront Park 5000 Slauson Avenue
Slauson Avenue Landscaped Street Medians Los Angeles River to Downey Road	Slauson Avenue Landscaped Parkways Los Angeles River to Alamo Avenue

Work Plan

PERFORMANCE OF WORK.

1. Daily – Weekly Supervision:

- a. Report to City representative on a daily basis or as resulted by City staff.
- b. Supervise landscaping services crew to maintain locations.
- c. Supervise traffic control.
- d. Report any damages or injuries within one hour of occurrence.
- e. Respond to any personnel complaints or questions concerning project.
- f. Final inspection of landscape work to insure proper clean-up on daily basis.
- g. Maintain daily records of hours worked by each employee and work completed.
- h. Authorized staff shall meet with the City representative each Friday between 8:30 and 9:00 am, or anytime specified by the City Grounds Supervisor for the purpose of reviewing the week's work, receiving special instructions, and to discuss any problems encountered on the job. The frequency can be coordinated with City staff as required

2. Work Schedule:

- a. Staff will start the landscaping within ten (10) working days of award of contract or as to be determined by the City. Prior to commencing work, submit and gain approval of a weekly work schedule indication the order, location, and completion of work based on the information provided by the City representative or Grounds Supervisor.
- b. Staff will notify the City of the work schedule on a daily and weekly basis. The schedule will be submitted for approval in writing at least 48 hours prior



to the commencement of any work in the City or as directed by the City representative and Grounds Supervisor.

- c. Multiple job sites will be worked at a time unless one site requires the entire assigned crew.
- d. As soon as notified by the City of award of contract North Star representatives will meet with City Representative to develop a preliminary work schedule for accomplishing the work. The schedule will be modified, as necessary, during the course of the contract, based on City's needs.

3. Landscape Work Performed:

- a. Will be according to the landscaping best practices.
- b. Staff will maintain a written log of all complaints including the date, time of occurrence, location, problem, and action to be taken pursuant thereto or reasoning for non-action. Log is to be reviewed by the City representative at the end of each day or as directed by the City. Pictures are to be taken at time of incident.
- c. Hazardous Condition Notifications: Staff will report to the Foreman/Grounds Supervisor of any defects or hazardous within an hour of notice.
- d. Any activities found by the City to be unacceptable will be rectified immediately. All other complaints shall be abated within 24 hours of occurrence by North Star.
- e. North Star will be responsible to see that private property and vehicles at work locations are not endangered or damaged during the course of work. The City authorized representative will serve as mediator between the contractor and resident if property or vehicular damage should occur during the course of work. Sign stands, delineators and/or cones shall be used to identify work site for vehicular and pedestrian safety.
- f. Staff will exercise precaution as necessary when working adjacent to utilities.
- g. Sprinkler repair will be made immediately. Most North Star trucks are equipped to handle most sprinkler repairs as they occur.

4. Wildlife Protection Plan:

- a. North Star offers full service Trim Care. Therefore, North Star has an established Wildlife Protection Plan.
- b. North Star understand the importance of the wildlife protection plan. We currently instruct all of our employees that if they come across any birds, nests, feathers, eggs, etc... they are to stop any landscape work immediately and NOT touch or remove it themselves. They have also been instructed to notify their supervisor immediately so that he/she can notify the City officials and make the proper determinations.
- c. North Star currently has employees certified with the Wildlife Training Institute...after careful research we felt the need to be completely certified as a wildlife protector, in order to address these issues properly and safely.



5. Hours of work in City:

- a. North Star will observe all holidays recognized by the City and the City shall provide inspection for a 40-hour work shift (7:00 am to 4:00 pm or as directed by the City)
- b. Before performing any work at said times, staff shall give written notice to the City so that proper inspection may be provided and so that appropriate noise and lighting standards may be imposed as applicable.
- c. No maintenance functions that generate excess noise which would cause annoyance to residents of the area shall be commenced before 7:00 am.

6. Emergency – On Call Work

- a. North Star will provide the City with 24-hour emergency phone numbers and names of at least two (2) assigned individuals to be contacted in case of an emergency or call out.
- b. Staff will respond and begin emergency work/call out within 1 hour and will communicate with assigned City staff of the completion of assigned work via, telephone call, text or email.
- c. City staff will be immediately notified if any changes in assigned North Star personnel, telephone numbers and or pagers.

7. Clean-Up & BMP

- a. North Star shall clean all job sites when work is completed, including the raking of leaves, twigs, etc. from the lawns and parkways and the sweeping of streets.
- b. Each day's scheduled work shall be completed and cleaned up and under no circumstances shall any brush, leaves, debris or equipment be left on the street overnight unless authorized by the Director, her/his designee, and residents adjacent to equipment are all notified.
- c. City authorized representative shall be the sole judge as to the adequacy of the clean-up.
- d. Staff shall fully adhere to the City's BMP practices.
- e. Temporary Sediment Control shall be utilized to prevent any green-waste material from entering the storm drains.
- f. Staff will adhere to Federal, State and local requirements for BMPs.

8. Compliance with Laws and Regulations:

- a. North Star shall keep employees fully informed of and shall observe and comply with, and shall cause any and all persons employed to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work.

9. Drug Free Workplace:



- a. North Star published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibitions.
- b. North Star has established a Drug Free Awareness Program to inform employees about the dangers of drug abuse in the workplace.
- c. North Star's existing policy of maintaining a drug free workplace and the penalties that will be imposed upon employees for drug abuse violations occurring in the workplace. Taking appropriate personnel action against such employee, up to and including termination.

10. Photographs:

- a. North Star will supply the City representative photographs as resulted.
- b. North Star will supply the City representative photographs of any damages that occur to public and or private property or persons.

11. Disposal of Materials:

- a. All debris produced as a result of North Star's operations will be reduced reused, recycled, and/or transformed.
- b. Weight slips or load slips for material removed from the City will be submitted to the City once a month as proof of final disposal to a recycling facility for documenting reuse per AB 939.
- c. Staff operates a fully licensed and permitted Green Waste Transfer & Recycling facility in the County of Riverside and County of Los Angeles.

12. Public Safety/ Traffic Control:

- a. North Star shall furnish, erect and maintain such lights, barricades, bridges and other devices as required by the City, State, Federal and County "Public Safety" of the Standard Specifications. Should the City point out the inadequacy of warning devices or should the City approve the location of warning devices, such action shall not relieve North Star of responsibility for public safety, nor abrogate its obligation to furnish and pay for these devices.
- b. All construction signs to be used on the job site and on the approaches to the job site shall conform to those standards set forth by the State of California, Business and Transportation Agency, Department of Transportation, Manual of Traffic Controls, latest edition and WATCH (Work Area Traffic Control Handbook).
- c. Barricades shall be effectively reflectorized by having not less than one-half of the top board of the barricade covered with reflectorized sheeting surface or two 3-inch diameter reflector units. All other types of delineators shall have reflectorized sheeting, other reflective surfacing, or 3-inch unit reflectors.



- d. All warning flashers shall be kept in good working order and each flasher shall have some type of reflective surface.
- e. No material or equipment shall be stored where it will interfere with the safe passage of public traffic, and at the end of each day's work and at other times when landscaping operations are suspended for any reason, North Star shall remove all equipment and other obstructions from that portion of the roadway open for use by the public traffic.
- f. Spillage resulting from hauling operations along or across any public traveled way shall be removed promptly.
- g. Whenever North Star's operations require one-way traffic or create a condition hazardous to the public traffic, staff shall provide and station competent flagmen whose sole duties shall consist of directing the movement traffic through or around the work. Staff shall also furnish such flaggers as are necessary to give adequate warning to traffic or public of any dangerous conditions as included in the various bid items.
- h. Under no circumstances will any City street be closed to thru traffic unless authorized by City official.



City of Maywood – Maintenance Services for Landscaped Area of Public Facilities and Street Medians
April 3, 2019

North Star proposes the following rates per location

Location	Monthly Rate	Annual Rate
Atlantic Boulevard Landscaped Street Medians 52nd Place to Randolph Street	\$1,716.00	\$20,592.00
Benito Juarez Park 5515 Maywood Avenue	\$286.00	\$3,432.00
City Hall Complex 4317-21 Slauson Avenue	\$786.50	\$9,438.00
Maywood Boxing Club 4717 56th Street	\$357.50	\$4,290.00
Maywood Park and Baseball Field 4801 E. 58th Street	\$1,394.25	\$16,731.00
Pine Avenue Park 5313 Pine Avenue	\$357.50	\$4,290.00
Pixley Park 3626 E. 56th Street	\$715.00	\$8,580.00
Riverfront Park 5000 Slauson Avenue	\$1,859.00	\$22,308.00
Slauson Avenue Landscaped Street Medians Los Angeles River to Downey Road	\$1,930.50	\$23,166.00
Slauson Avenue Landscaped Parkways Los Angeles River to Alamo Avenue	\$429.00	\$5,148.00
Total	\$9,831.25	\$117,975.00



North Star accepts of all conditions listed in the Request for Proposal and takes no exception to the stated scope of work.





ADDENDUM No.1
for
MAINTENANCE SERVICES FOR LANDSCAPED AREAS OF PUBLIC
FACILITIES AND STREET MEDIANS
March 29, 2019

NOTICE TO ALL PLAN HOLDERS/CONTRACTORS

This addendum and its attachments shall become a part of the specifications and shall apply to the Proposals for the above named Request for Proposal.

The Bidder(s) shall notify all affected subcontractors, material suppliers, and others to incorporate necessary cost updates, to the bid proposal and the work changes by this Addendum.

In the event of conflict between specifications and this addendum, the addendum shall take precedence.

The following additions and amendments attached herein shall be made to part of the Contract Specifications for the MAINTENANCE SERVICES FOR LANDSCAPED AREAS OF PUBLIC FACILITIES AND STREET MEDIANS, and shall be included in the proposal to be submitted.

ADDENDUM 1: QUESTIONS RECEIVED BY INTERESTED BIDDERS AND REPONSES.

Please acknowledge receipt of this and all addenda within your proposal.

QUESTIONS RECEIVED BY INTERESTED BIDDERS AND RESPONSES.

1. Please clarify the bid due date and time.
April 3, 2019 at 3pm.
2. Who is the current Landscape Maintenance Contractor?
Salazar Landscaping.
3. What is the current contract amount for landscaping services?
\$8649/month or \$103,788/year.
4. Would an extension for the bid due date be granted?
At this time the city will not be extending the bid due date.

Proposal for the City of Maywood
Request For Proposals For
Maintenance Services for Landscaped Areas of Public
Facilities and Street Medians

Presented to



City of Maywood

Submitted By



April 3, 2019



April 3, 2019

City of Maywood
Attn: David Mango
Director of Building and Planning
4319 E, Slauson Avenue
Maywood, CA 90270

**RE: REQUEST FOR PROPOSAL FOR MAINTENANCE SERVICES FOR
LANDSCAPED AREAS OF PUBLIC FACILITIES AND STREET MEDIANS**

Dear Mr. Belknap:

Complete Landscape Care, Inc. considers it an honor to be able to submit this proposal for Landscape Maintenance Services to the City of Maywood.

At Complete Landscape Care we pride ourselves on being a family, not only with our employees, but our clients too. We have numerous employees that have been with our company for over 10 years as well as many of our clients. We strive on building long term relationships and quality over quantity. We would be honored for the City of Maywood to join our family.

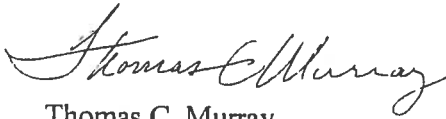
If we are successful in this process, please be assured that the City of Maywood will have our total commitment to provide the services specified in our proposal in a manner that not only meets, but will exceed your expectations. We have recently acquired a new fleet of trucks, trailers, and state of the art equipment. We are confident that with the new climate and economic challenges presented that we are prepared to serve the City of Maywood well into the future!

- Complete Landscape Care, Inc
13316 Leffingwell Rd. Whittier, CA 90605
Ph. (562) 946-4441 Fax. (562) 941-9943
Federal Tax ID #91-193467
- Contact for this Project:
Richard Hernandez-Account Manager
13316 Leffingwell Rd. Whittier, CA 90605
Mobile (562) 755-1692 Ph. (562) 946-4441
Email: rhernandez@clcareinc.com

- Complete Landscape's Proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date, April 3, 2019, and will become part of the contract negotiated to the City.

On behalf of our valued employees, I thank you for the opportunity of tendering this Proposal to be of service to The City of Maywood.

Respectfully,

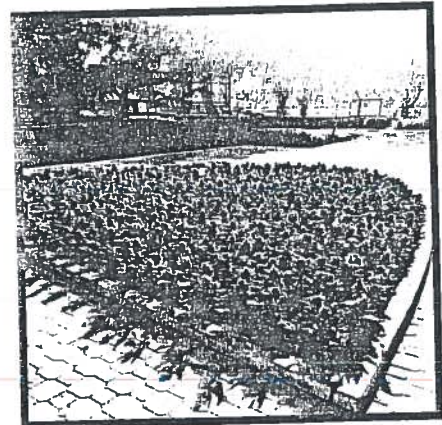


Thomas C. Murray
President/Owner

B. Qualifications

Complete Landscape Care, Inc. (CLC) is a privately owned California Corporation, C-27 (#756703) licensed landscape contractor serving the southland with award winning landscape installation and maintenance services for over 20 years.

CLC was founded in 1998 by its current Owner/ President Thomas C. Murray who started his landscape career in 1970. CLC has one office located at 13316 Leffingwell Rd. in Whittier, CA. CLC currently employs over 40 landscape technicians, irrigation specialists, crew leaders, chemical applicators and a management team with considerable experience in the Landscape industry.

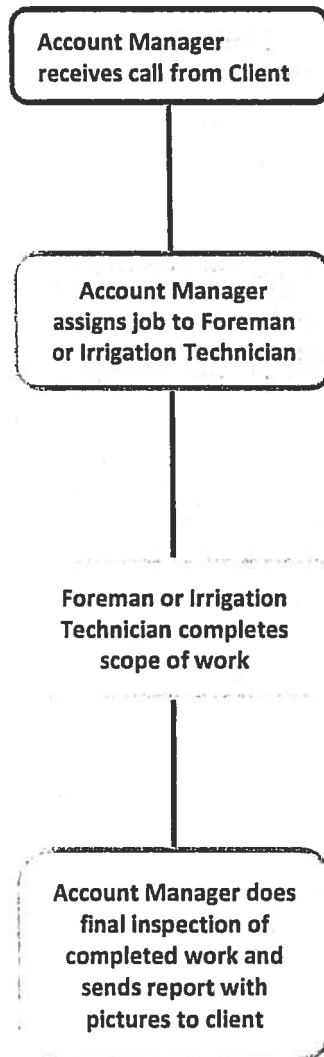


CLC's staff is trained in maintaining City medians, parks, and facilities, repairing, and maintaining irrigation systems, landscape installation, and the spraying of chemicals in regards to landscape maintenance. Our current employees have an average of 10 years in the professional landscape industry.

CLC is currently under contract with 50 clients within a 50 mile radius of the City of Maywood. 7 of these clients are Public sector, which 6 out of 7 are the Cities of; Santa Fe Springs, Downey, Monterey Park, Whittier, Bell Gardens, and Westminster. CLC also provides services for The LA County Sanitation District. All of these Public Sector contracts were acquired and/or renewed within the last five years. CLC has not had a public sector contract canceled within the last 5 years and has always completed the scope of work until the end of its term.

CLC has catered to Public Sector clients since the beginning. We have been contracted for Landscape Maintenance Services to the City of Santa Fe Springs for over 37 years! We have won numerous awards with the California Landscape Contractors Association (CLCA) for our Public Sector landscape maintenance. The scope of services we currently provide to our Public Sector Clients is landscape and Irrigation maintenance, repairs, and installation of City facilities, parks, medians and right of ways.

CLC's approach to providing these services and our methodology for providing on-going support is as follows:



References

City of Santa Fe Springs

11710 E. Telegraph Road, Santa Fe Springs, CA. 90670

Contact: Noe Negrete Ph. 562-409-7500

Service Summary: City Wide Landscape Maintenance Services

Service Period/Status: Under contract for over 37 years/Current and Ongoing

City of Bell Gardens

7100 S. Garfield Blvd., Bell Gardens, CA. 90201

Contact: Carlos Marin Ph. 562-755-9858

Service Summary: Landscape Maintenance Services of Medians and Parks

Service Period/Status: Under contract for over 6 years/Current and Ongoing

City of Downey

12324 Bellflower Blvd., Downey, CA 90242

Contact: Gio Amaador Ph. 562-417-6902

Service Summary: Landscape Maintenance Services of Medians

Service Period/Status: Under contract for over 6 years/Current and Ongoing

City of Monterey Park

320 W Newmark Ave. Monterey Park, CA 91754

Contact: Rudy Valenzuela Ph. 626-926-9010

Service Summary: Landscape Maintenance Services of Medians

Service Period/Status: Under contract for 7 Years



RFP for Maintenance Services for Landscaped Areas of Public Facilities and Street Medians
City of Maywood
April 3, 2019



11710 Telegraph Road CA 90670-3679 (562) 868 0511 Fax (562) 868-7112 www.santafesprings.org

"A great place to live, work, and play"

July 30, 2015

TO WHOM IT MAY CONCERN:

I am pleased to have the opportunity to submit this letter of recommendation for Complete Landscape care, Inc. of Santa Fe Springs. Complete has worked under contract for the City of Santa Fe Springs since 1980.

The City has historically made substantial investments in open spaces, parks and landscaped medians and has committed to the highest standards of maintenance. These diverse landscaped areas have been recognized through the receipt of many awards from a variety of professional organizations. Many are maintained to manicured standards. Such recognition is a direct result of the efforts by Complete and its crews. I have total confidence in the ability of Complete, and its owner Tom Murray, to maintain our multi-million dollar landscape investment in "first class" condition.

In addition to their commitment to excellence, Complete has shown a commitment to being involved in our community. Tom and his staff are positive members of both the residential and business communities and have been involved in a multitude of community/civic projects and programs.

Over the past many years Complete Landscape has been very flexible in working with the City to enhance, even further, the contract performance standards, thus assuring long term success for both the City and Complete. This flexibility has helped the City navigate through difficult fiscal challenges, while still maintaining a highly level of quality.

I would strongly recommend Complete Landscape Care, particularly if high quality landscape maintenance is the desired outcome. There are few, if any, that are better.

I would be happy to respond to any questions, or provide additional feedback.

Thaddeus McCormack
City Manager

Laurie Rios, Mayor • Richard J. Moore, Mayor Pro Tem
City Council
William K. Rounds • Juanita Trujillo • Jay Sarno
City Manager
Thaddeus McCormack



CITY OF BELL GARDENS
PUBLIC WORKS DEPARTMENT

8327 GARFIELD AVENUE • BELL GARDENS, CALIFORNIA 90201-6122
(562) 806-7770 FAX (562) 806-7789 • WWW.BELLGARDENS.ORG

July 30, 2015

To Whom It May Concern:

The City of Bell Gardens would like to acknowledge Complete Landscape Care Inc. for the great work they do in our City. Complete has been with us since January of 2009 and we look forward to continuing our partnership for years to come.

Aside from the great work they do in our City, we are pleased with the customer service their management staff provides. They are responsive to our needs and conduct themselves with the utmost professionalism. We have no reservation in recommending Complete Landscape Care Inc. to anyone requiring landscape service.

Please contact me at if you have any further questions at 562-806-7780.

Sincerely,

Carlos Marin
Supervisor of Contracts/Utilities
Department of Public Work



RFP for Maintenance Services for Landscaped Areas of Public Facilities and Street Medians

City of Maywood

April 3, 2019



City of Downey

FUTURE UNLIMITED



August 1, 2015

RE: Complete Landscape Care, Inc.

To Whom It May Concern:

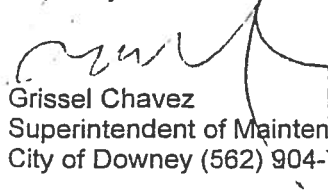
Complete Landscape Care has been a landscape contractor with the City of Downey since July 2012. Complete Landscape continues to perform well in all areas of assignment and scope of work. The contractor staff in charge of the City's contract is Juan Sanchez. Mr. Sanchez is responsive to all City requests and punch lists, and does an excellent job of communicating by written form through email, texts, as well as phone calls. He is thorough and ensures the job gets completed within the specified timeframe. He is highly visible in his supervisory role of the crews on site as well as in completing weekly required inspections to ensure compliance with the contract.

Complete Landscape maintains all the City's landscaping in the medians, pocket parks, well sites, and parking lots, within the City's 12 square miles. Their services include removal/chemical treatment of weeds; litter/debris removal; checking of irrigation and minor/major repairs; trimming/hedging plant material; planting new material and/or trees at City's request; fertilizing, aerating and overseeding turf; placement of cover mulch; and mowing and edging turf areas. Complete Landscape completes the above described scope in a satisfactory manner with minimal supervision. Overall, their traffic control and safety practices are also satisfactory.

I thank you for considering this information in your appraisal and evaluation of Complete Landscape Care. The City has recently extended their contract in July 2015 for another term based on their positive performance.

If you have any questions, please do not hesitate to contact me.

Sincerely,


Grissel Chavez
Superintendent of Maintenance and Facilities
City of Downey (562) 904-7196

CIVIC CENTER

LIBRARY

POLICE DEPARTMENT

PARKS & RECREATION

UTILITIES DIVISION

MAINTENANCE SERVICES



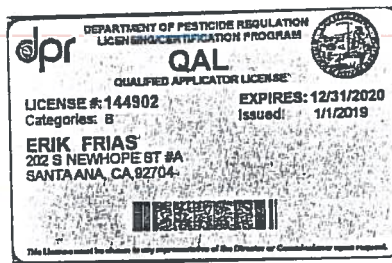
REP for Maintenance Services for Landscaped Areas of Public Facilities and Street Medians
City of Maywood
April 3, 2019

Licenses:

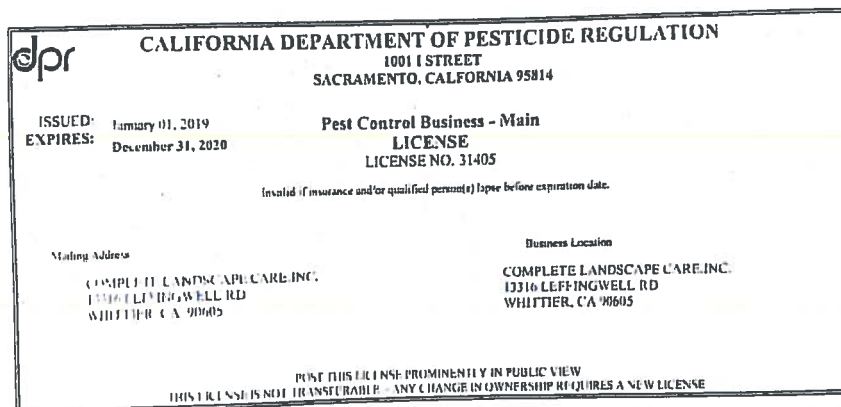
Contractor's License C-27 #756703



QAL License #144902 Category B



California Pest Control License #31405



C. Scope of Work

Complete Landscape Care is positioned to maintain the City of Maywood in the best possible manner since CLC's headquarters is only 11 miles away from the City of Maywood. Also CLC has over 35 years of experience maintaining Public Sector accounts throughout Southern California.

Complete Landscape Care provides a 24 hour, 7 days a week, 365 days a year help desk. You can call our main number 562-946-4441 and always talk to a live person. You can explain the emergency that you are experiencing and they will contact the proper staff to respond to the emergency in a swift time manner.

Complete Landscape Care will complete the scope of work in this RFP with a 3 man crew and an Irrigation Technician. The 3 man crew will consist of 1-Foreman and 2-Crew Members and will service all of the locations on a weekly basis (i.e Turf Maintenance, weeding, trash pickup and disposal, as needed pesticide application, pruning of trees, shrubs, and ground cover). Fertilizer will be applied to all turf areas in the month of January. The Irrigation Technician will be in the City on a weekly basis to check irrigation and make necessary repairs and adjustments.

Complete Landscape Care will take the necessary steps in resolving a problem (within means), to find a solution when it is not forthcoming or the implemented solution is unsatisfactory to satisfy the Client. The President will have the final authority regarding any conflicts between CLC and the Client.

D. Cost of Services

Locations	Monthly Cost	Annual Cost
Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph St.)	\$3,070.00	\$36,840.00
Benito Juarez Park (5515 Maywood Ave.)	\$285.00	\$3,420.00
City Hall Complex (4317-21 Slauson Ave.)	\$500.00	\$6,000.00
Maywood Boxing Club (4717 56th Street)	\$400.00	\$4,800.00
Maywood Park and Baseball Field (4801 E. 58th Street)	\$775.00	\$9,300.00
Pine Avenue Park (5313 Pine Avenue)	\$375.00	\$4,500.00
Pixley Park (3626 E. 56th Street)	\$340.00	\$4,080.00
Riverfront Park (5000 Slauson Ave.)	\$920.00	\$11,040.00
Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)	\$3525.00	\$42,300.00
Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)	\$385.00	\$4,620.00

\$10,575.00

MONTHLY GRAND TOTAL BID AMOUNT IN FIGURES

TEN THOUSAND FIVE HUNDRED SEVENTY FIVE DOLLARS AND ZERO CENTS
MONTHLY GRAND TOTAL IN WORDS

\$126,900.00

ANNUAL GRAND TOTAL BID AMOUNT IN FIGURES

ONE HUNDRED TWENTY SIX THOUSAND NINE HUNDRED DOLLARS AND ZERO CENTS
ANNUAL GRAND TOTAL BID AMOUNT IN WORDS

IN CASE OF DISCREPANCY BETWEEN WORDS AND FIGURES, THE WORDS SHALL PREVAIL.



RFP for Maintenance Services for Landscaped Areas of Public Facilities and Street Medians
City of Maywood
April 3, 2019

E. Acceptance of Conditions

Complete Landscape Care hereby accepts all conditions listed in the City of Maywood's Request for Proposal for Maintenance Services for Landscaped Areas of Public Facilities and Street Medians document.

Accepted By:

Complete Landscape Care, Inc.

x Thomas C. Murray
Thomas C. Murray
President/Owner

4/3/19
Date



City of Maywood Landscape Maintenance Services RFP

Letter and Introduction

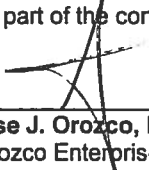
• Company Name: J. Orozco Enterprises, Inc. DBA Orozco Landscape and Tree Company.
Address: 1419 S. East End Ave Pomona, CA 91766. Telephone number: 909-623-8287.
Authorized Personnel: 1. Carlos Orozco, Operations Manager. Address: 1419 S. East End Ave Pomona, CA 91766.
Telephone number: 909-623-8287. Email: carlos@orozcolandscape.com
2. Alicia Ramirez, Office Manager. Address: 1419 S. East End Ave Pomona, CA 91766. Telephone number: 909-623-8287. Email: alicia@orozcolandscape.com

• Federal and State taxpayer identification number of the company: 33-0899734

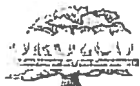
• Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.

All work included in this RFP will be completed to all specifications listed and to the satisfaction of the City. Services include turf maintenance to include mowing and edging, irrigation system operation and maintenance while making all contractual repairs and contractual cleaning. Non-contractual irrigation repairs shall be quoted and submitted for approval by the City. Weed removal, trash pickup and disposal from landscaped and hardscape areas including the relining of trash containers and pet waste stations located in basins and common areas, as needed pesticide application, pruning of trees under 15 feet to provide dead branch removal, 14 feet vehicular clearance and 7 feet clearance from playground equipment, shrubs and ground cover, and fertilization of turf, shrubs and trees and the additional work described in this RFP.

• "Proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract negotiated with the City."



Jose J. Orozco, President
J. Orozco Enterprises, Inc. DBA
Orozco Landscape and Tree Company



Orozco Landscape and Tree Company
1419 S. East End Ave Pomona Ca 91766

City of Maywood Landscape Maintenance Services RFP

b. Qualifications.

- Specific sites under contract within a fifty (50) mile radius of the City ("Local Area") and the scope of services being provided. Some jobsites are as follows:

Jobsite: 13100 Balboa Blvd Granada Hills, Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 2100 N. Soto Los Angeles, Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 11220 Lucerne Ave Culver City, Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 902 E. 108th Street Los Angeles, Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 4200 Admiralty Way Marina Del Rey, Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 200 W. Del Amo Blvd Long Beach Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 331 Riverview Rd Montebello Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

Jobsite: 9618 E. Whittier Blvd. Pico Rivera, Ca. Scope: Commercial landscape and grounds maintenance services including but not limited to: mowing, edging, trash pick-up, weed abatement etc.

- Location of main corporate office: 1419 S. East End Ave Pomona Ca 91766
- Number of contracts acquired within the last five (5) years: + or - 15
- Number of contracts terminated within the last five (5) years: none.
- Number of management personnel and on-call personnel staff: to be determined (TBD).
- Length of time in business: 18+ years
- Length of time in business of providing proposed services: 18+ years
- Total number of clients. + or - 30
- Total number of public sector clients. + or - 25
- Location of office which would service this account: 1419 S. East End Ave Pomona Ca 91766

• Describe how your company is positioned to provide the services listed in this RFP and provided a history of experience on providing similar services. Orozco Landscape and Tree Company strongly believe that quality control is an essential key to our success and helps us satisfy our customers. Our professionally trained landscape industry experts have developed a proactive approach to keep landscapes, trees and shrubs beautiful and healthy all year long using applicable best management practices, enabling us to provide the highest quality of professional landscape maintenance available to our customers. Our crews are held to the highest standards of courtesy and professionalism and are trained to execute their services efficiently with the least amount of work noise in order to avoid inconveniencing our customers and public. We have many years of experience in providing similar services requested by the City of Maywood for many of our public sector clients such as the Los Angeles County Department of Public Works, Verizon Wireless, Metropolitan Water District of Southern California, City of Corona, County of Orange and County of Riverside for various contracts.

• Describe your approach to providing these services and your methodology for providing on-going support. Orozco Landscape and Tree Company conducts careful planning for this project. Our crews are equipped with state-of-the-art equipment to optimize efficiency and better serve our customer needs no matter how big or small the job is. Our management personnel complete thorough inspections of all the jobsite locations included in the contract before commencing any work in order to familiarize themselves with the condition of the jobsite and to identify any potential safety issues to staff or the surrounding public. Management will explain to the assigned onsite foreman/supervisor the goal of the day and will also advise the assigned crew of their pre-work inspection to discuss any potential safety hazards to personnel and/or the public at the work site. Orozco Landscape and Tree Company will use the proper protective gear, tools and equipment and we will abide all laws. The onsite supervisor/foreman will monitor and guide the crew as the work is being done and will provide walk- thru inspections of the worksite on a daily basis to make sure everything is being done to contract specifications.



Orozco Landscape and Tree Company
1419 S. East End Ave Pomona Ca 91766

City of Maywood Landscape Maintenance Services RFP

b. Qualifications continued

- Reference Client: Los Angeles County Department of Public Works Contact Name: Kevin Johnson Title: Contract Manager (formerly in Flood Division). 900 S. Fremont Avenue Alhambra, Ca. Phone: (626) 300-2376. 1. West Channel Right of Way vegetation clearing services; Service Dates: 6/16 to present. We provide the annual clearing of overgrown vegetation growing into the right of way channels in the west area of LA County before each upcoming storm season including but not limited to: trash pick-up and disposal, vegetation trimming, cutting and disposal. 2. West Landscape maintenance contract; Service Dates: 1/15 to present. We provide the ongoing month to month commercial landscape and grounds maintenance services for many County owned or maintained sites in the west area including but not limited to: mowing, blowing, edging, weed abatement, trash pick-up, irrigation maintenance, plant, hedge and tree maintenance; replacement of both doggy bag liners and trash can liners, etc.
- Reference Client: Los Angeles County Department of Public Works Contact Name: Erin Lomas Title: Flood Division 160 E. Longden Ave, Irwindale, Ca. Phone: (626) 445-7630. 1. East Channel Right of Way vegetation clearing Service Dates: 6/15 to present. We provide the annual clearing of overgrown vegetation growing into the right of way channels in the east area of LA County before each upcoming storm season including but not limited to: trash pick-up and disposal, vegetation trimming, cutting and disposal.
- Reference Client: Verizon Wireless Contact Name: Jeffrey Hollenbeck, Title: Facilities Manager 2792 Walnut Ave Tustin, Ca. Phone: 714-734-3087. Service Dates: 2000 to present. We provide the ongoing month to month landscape maintenance services for most of Verizon Wireless' MTSO sites in Southern California including but not limited to: mowing, blowing, edging, weed abatement, trash pick-up, irrigation maintenance, plant and tree replacement, etc.
- Reference Client: City of Corona Contact Name: Nibardo Orozco Title: Inspector 951-736-2463, Contact Name: Moses Cortez Title: Parks Superintendent 951-739-4957, Service Dates: 2015 to present. 400 S. Vincentia Ave Corona, Ca. We provide ongoing month to month commercial landscape and grounds maintenance services for parks in Bid areas 2 & 3 in the City of Corona including but not limited to: mowing, blowing, edging, weed abatement, trash pick-up, irrigation maintenance, plant and hedge maintenance and replacement of trash can liners, etc.



Orozco Landscape and Tree Company
1419 S. East End Ave Pomona Ca 91766

City of Maywood Landscape Maintenance Services RFP

c. Scope of Work.

The scope of work in the City of Maywood RFP consists of commercial landscape and grounds maintenance services being provided various at City of Maywood locations including: City Hall Complex, the Maywood Boxing Club, the City parks: Benito Juarez Park, Maywood Park and Baseball Field, Pine Ave Park, Pixley Park, Riverfront Park, landscape street medians on Slauson Avenue and on Atlantic Boulevard, and the landscape parkways on Slauson Avenue. The work consists of turf maintenance, irrigation system operation and maintenance, weeding, trash pickup and disposal, pesticide application, pruning of trees, shrubs and ground cover, and fertilization of turf, shrubs and trees.

Frequency of items include:

Irrigation shall be checked with major component failures to be repaired within 24 hours of their findings. Non-contractual irrigation repair's that are approved by the City shall be repaired; valves and controllers shall be repaired within 8 hours once our staff is notified by City's contract administrator. All turf shall be mowed consisting of a 1-inch height with holes and depressions remedied by our company. All lawn edges along sidewalks and curbs shall be edged at each mowing. Aerification in turf shall be done each March with the City's contract administrator approval and Fertilization shall be applied in January with the City's contract administrator approval and will adhere to the following: 1lb to every 1000 square feet following the specifications in the RFP. Civic Center annual color will be changed for summer and winter as directed by the City's project coordinator. Highway 111 Medians between Jefferson and Madison Streets have annuals that will be changed out for summer and winter as directed by parks supervisor. Roses shall be pruned annually during winter time prior to the Presidents Day holiday with mulch always in place with a 2-inch thickness. Fertilizer in roses will be done two times a year will adhere to the following: 1lb to every 100 square feet following the specifications in the RFP with the first application made in September with Parks Supervisor approval.

Trees will be trimmed and will be maintained if under 15 feet in height for safety and sucker growth. Sidewalk clearance will consist of 8 feet for trees, 14 feet vehicular clearance, and 7 feet clearance from playground equipment. Tree stakes will be monitored to prevent girdling. Island and median maintenance will be kept trimmed so that bushes or trees do not encroach to streets, traffic signs or signals. Groundcovers will be maintained in islands to prevent growth past the curb with as needed trash and debris pickup.

Areas will be kept weed free with as needed use of herbicides. Our company will monitor worksites for insects, pests and rodents at all sidewalks, decomposed granite pathways, playground safety surfaces, picnic areas, turf and planter areas to ensure safety for the public. Mounds and holes caused by pests and or rodents will be covered or fixed by our company.

Hardscape and pathway will be maintained to be kept at the proper grade with no depressions and will be kept free of debris, dirt, mud and trash. No irrigation will be pointed towards any hardscape. Hardscape pathways eroded by rain will be repaired and graded within one business day of bad weather. Any trip hazards found by our company will be reported to the Parks supervisor in writing.

Our company will remove trash, debris, animal feces, and dead plants from parkways and other locations included in the contract. Trash containers will be emptied and relined with trash bags. Water retention basins will be serviced for trash and debris removal as soon as the water recedes. After a storm event trash, debris and dead plant removal will be picked up and disposed of.

Each tot-lot will be reviewed by our company for debris and trash. Wood chips will be raked to made an even grade and any weeds will be removed. Tables and bench amenities and any hardscape surface in those areas will be cleaned.

Pet waste stations will be serviced including emptying of pet station waste containers. Pet Waste trash liners will be replaced.

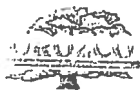


Orozco Landscape and Tree Company
1419 S. East End Ave Pomona Ca 91766

City of Maywood Landscape Maintenance Services RFP

d. Cost of Services.

Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)	Monthly Rate: \$1,200.00
Benito Juarez Park (5515 Maywood Avenue)	Monthly Rate: \$400.00
City Hall Complex (4317-21 Slauson Avenue)	Monthly Rate: \$600.00
Maywood Boxing Club (4717 56th Street)	Monthly Rate: \$400.00
Maywood Park and Baseball Field (4801 E. 58th Street)	Monthly Rate: \$2,800.00
Pine Avenue Park (5313 Pine Avenue)	Monthly Rate: \$400.00
Pixley Park (3626 E. 56th Street)	Monthly Rate: \$600.00
Riverfront Park (5000 Slauson Avenue)	Monthly Rate: \$2,300.00
Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)	Monthly Rate: \$1,800.00
Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)	Monthly Rate: \$200.00
Total Monthly cost for City of Maywood Landscape Maintenance RFP is \$10,700.00	



Orozco Landscape and Tree Company
1419 S. East End Ave Pomona Ca 91766

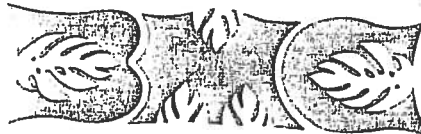
City of Maywood Landscape Maintenance Services RFP

e. Acceptance of Conditions.

Orozco Landscape and Tree Company accepts all conditions listed in the request for proposal document provided by the City of Maywood.



Orozco Landscape and Tree Company
1419 S. East End Ave Pomona Ca 91766



BMC LANDSCAPE MANAGEMENT
 21004 NORDHOFF STREET, CHATSWORTH, CA 91311
 tel (323) 770-2440 fax (323) 927-1795

RE: CITY OF MAYWOOD - LANDSCAPE MAINTENANCE SERVICES RFP

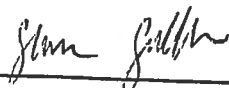
A. Cover Letter and Introduction

BMC Landscape Management is a premier commercial landscape maintenance company servicing hospitals, commercial properties, homeowner associations, institutions, and municipalities across Southern California. Our company is passionate about customer service, communication, and high quality service for the last 30+ years. Please see below detailed company information as requested:

- Company Info:
 - Name - Sani Group Inc dba BMC Landscape Management
 - Office Address – 21004 Nordhoff St, Chatsworth CA 91311
 - Office Telephone: (323) 770-2440
 - Authorized Contact Person:
 - Shaun Sakhrani, President
 - 21004 Nordhoff St, Chatsworth CA 91311
 - shaun@bmclm.com
 - Office Telephone: (323) 770-2440
 - Fax: (323) 927-1795
 - Cell: (424) 625-1511
- EIN: 47-3945868
- C-27 license number: 1006105

Our team has thoroughly read through the entire RFP and we believe we have a comprehensive understanding of the services to be performed under the required Scope of Work. In addition, we believe we meet the mandatory requirements and qualifications with our experience servicing many current and previous landscape maintenance contracts for other government agencies/municipalities including: City of Los Angeles Recreation and Parks, City of Los Angeles Public Libraries, City of Pasadena Public Works, City of Los Angeles Public Works/Bureau of Street Services, City of Pico Rivera Public Works. Our team is experienced and highly qualified to complete the work safely and effectively.

This Proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract negotiated with the City.

X 

Shaun Sakhrani, President
 BMC Landscape Management
 21004 Nordhoff St, Chatsworth CA 91311



BMC LANDSCAPE MANAGEMENT
21004 NORDHOFF STREET, CHATSWORTH, CA 91311
tel (323) 770-2440 fax (323) 927-1795

RE: CITY OF MAYWOOD - LANDSCAPE MAINTENANCE SERVICES RFP

B. Qualifications

1. Sites under contract and scope of services

- City of Los Angeles Department of Recreation and Parks
 - Scope of services include - General Landscape Maintenance (turf maintenance, plant care, ground cover maintenance, drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair
 - Sites under contract (examples):
 - LA Animal Shelters - South LA Animal Shelter, LA City East Valley Animal Care Center
 - LAPD Stations - Hollenbeck Community Police Station, LA Police Department Rampart Station
 - LAFD Fire Station 88
 - City Buildings - Pacoima City Hall, Eagle Rock City Hall, Westchester Municipal Building, LADOT Western Parking Enforcement Office
- City of LA Public Works - Bureau of Street Services
 - Scope of services include - General Landscape Maintenance for city median islands (turf maintenance, plant care, ground cover maintenance, drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair, pest control
 - Sites under contract:
 - 93x median islands throughout the east valley (includes 2,480,536 SQFT total)
 - Examples: Eagle Rock Blvd from Colorado Blvd to Estara Ave, Chandler Blvd from Ethel Ave to Van Nuys Blvd, Huntington Dr from Maycrest to Monterey Road, etc
- City of Pasadena – Department of Power and Water
 - Scope of services include - General Landscape Maintenance (turf maintenance, plant care, ground cover maintenance, drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair
 - Sites under contract:
 - 61x DWP sites throughout the city of Pasadena
 - Examples: Glenarm Power Plant, Santa Anita Substation, Behner Treatment Plant, Sheldon Reservoir, etc

- City of LA Public Libraries
 - Scope of services include - General Landscape Maintenance (turf maintenance, plant care, ground cover maintenance, drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair
 - Sites under contract:
 - 19x public libraries throughout LA
 - Examples: Pacoima Branch Library, Platt Branch Library, etc
- 2. Main Corporate Office: 21004 Nordhoff St, Chatsworth CA 91311
- 3. Location of local area office/yard: 1300 Scott Ave Los Angeles, CA 90026
- 4. Number of contracts acquired with the last five (5) years: 14
- 5. Number of contracts terminated with the last five (5) years: 6
- 6. Number of management personnel and on-call personnel staff:
 - Management personnel - 4
 - On-call personnel staff: 22
- 7. Length of time in business: 30+ years
- 8. Length of time in business of providing proposed services: 30+ years
- 9. Total number of clients: 28
- 10. Total number of public sector clients: 6
- 11. Location of office which would service this account: 21004 Nordhoff St, Chatsworth CA 91311
- 12. Company position to provide services
 - Our company is well positioned to provide the services outlined in the RFP as we currently have displayed a successful history servicing many other municipal sites with the same or similar scope of services and similar sites/locations as outlined in our sites under contract section.
 - We are well equipped, experienced, stable, and financially capable to maintain all sites included in the bid package. We have inspected and surveyed each location prior to submitting our bid and have already put together a service schedule if we are awarded the contract.
- 13. Approach and methodology
 - BMC Landscape Management takes a proactive approach to ensure that the value of the landscape investment appreciates through proper care and sustainable enhancements. We care for the sites not just for today, but with an eye for future needs as the property matures.
 - Our team of dedicated experts surveys the landscape needs in response to weather throughout the year while keeping water conservation as a priority.
 - We always prioritize public safety with each location with a thorough evaluation prior to commencement of work performed.
 - In addition we actively seek out any issues during service and immediately report any trip and fall hazards, vandalism, identified leaks, etc.
- 14. 3 references
 - #1 -
 - Info – Hector Banuelos – LA Street Services Superintendent (Phone: 213-847-3110)
 - Services provided – General Landscape Maintenance for city median islands (turf maintenance, plant care, ground cover maintenance,

drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair, pest control

- Customer size (number of users) – 93x sites/locations
- Length – 6 years (3 first contract, 3 on current contract)

○ #2

- Info – Jackie Lopez – LA RAP (Office Phone: 818-756-9294)
- Services provided – General Landscape Maintenance for city facilities (turf maintenance, plant care, ground cover maintenance, drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair
- Customer size (number of users) – 18x sites/locations
- Length – 5 years

○ #3

- Info – Chris Lapaz – Pasadena Contract Admin (Office Phone: 626-744-7488)
- Services provided – General Landscape Maintenance for city facilities (turf maintenance, plant care, ground cover maintenance, drought tolerant planting, weed abatement, trash pick-up, etc.), Tree trimming, Tree removal, Irrigation System maintenance and repair
- Customer size (number of users) – 61x sites/locations
- Length – 5 years



RE: CITY OF MAYWOOD - LANDSCAPE MAINTENANCE SERVICES RFP

C. Scope of Work

Please see below the work to be performed, frequency and level of services for each location:

Maintenance service consists of turf maintenance, irrigation system operation and maintenance, plant care, tree care under 15 ft for safety and sucker control only, section island and median maintenance, weed abatement, insect pest and rodent control, hardscape and pathway maintenance, trash pick-up and trash can maintenance, and amenity care. Exclusions are outlined in Section E of this proposal.

1. **Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph St)**
 - Maintenance Frequency: Weekly (1x per week)
 - Minimum Irrigation Inspections – 1x per month
 - All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal
2. **Benito Juarez Park (5515 Maywood Avenue)**
 - Maintenance Frequency: Weekly (1x per week)
 - Minimum Irrigation Inspections – 1x per month
 - All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal
3. **City Hall Complex (4317-21 Slauson Avenue)**
 - Maintenance Frequency: Weekly (1x per week)
 - Minimum Irrigation Inspections – 1x per month
 - All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal
4. **Maywood Boxing Club (4717 56th Street)**
 - Maintenance Frequency: Weekly (1x per week)
 - Minimum Irrigation Inspections – 1x per month
 - All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal
5. **Maywood Park and Baseball Field (4801 E. 58th Street)**
 - Maintenance Frequency: Weekly (1x per week)
 - Minimum Irrigation Inspections – 1x per month

- All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal

6. Pine Avenue Park (5313 Pine Avenue)

- Maintenance Frequency: Weekly (1x per week)
- Minimum Irrigation Inspections – 1x per month
- All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal

7. Pixley Park (3626 E. 56th Street)

- Maintenance Frequency: Weekly (1x per week)
- Minimum Irrigation Inspections – 1x per month
- All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal

8. Riverfront Park (5000 Slauson Avenue)

- Maintenance Frequency: Weekly (1x per week)
- Minimum Irrigation Inspections – 1x per month
- All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal

9. Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)

- Maintenance Frequency: Weekly (1x per week)
- Minimum Irrigation Inspections – 1x per month
- All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal

10. Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)

- Maintenance Frequency: Weekly (1x per week)
- Minimum Irrigation Inspections – 1x per month
- All services listed in the scope of services (Attachment 1) with exclusions outlined in Section E of this proposal



BMC LANDSCAPE MANAGEMENT
21004 NORDHOFF STREET, CHATSWORTH, CA 91311
tel (323) 770-2440 fax (323) 927-1795

RE: CITY OF MAYWOOD - LANDSCAPE MAINTENANCE SERVICES RFP

D. Cost of Services

Maintenance –

The following costs include the cost of labor, materials and equipment needed to perform the maintenance service.

Locations	Monthly Cost
Atlantic Boulevard Landscaped Street Medians (52nd Place to Randolph Street)	\$3,350
Benito Juarez Park (5515 Maywood Avenue)	\$640
City Hall Complex (4317-21 Slauson Avenue)	\$505
Maywood Boxing Club (4717 56th Street)	\$505
Maywood Park and Baseball Field (4801 E. 58th Street)	\$1,860
Pine Avenue Park (5313 Pine Avenue)	\$640
Pixley Park (3626 E. 56th Street)	\$640
Riverfront Park (5000 Slauson Avenue)	\$2,270
Slauson Avenue Landscaped Street Medians (Los Angeles River to Downey Road)	\$3,350
Slauson Avenue Landscaped Parkways (Los Angeles River to Alamo Avenue)	\$234
TOTAL	\$13,994

Turf Renovation –

The following costs include the cost of labor, materials and equipment needed to perform the turf renovation services. Locations include the following 4 areas with turf:

- City Hall Complex
- Maywood Boxing Club

- Maywood Park and Baseball Field
- Riverfront Park

Turf Renovation Service	Annual Cost
Fertilizer	\$16,130
Scalping	\$6,470
Aeration	\$5,945
Seeding	\$11,445
TOTAL	\$39,990

Emergency Services --

The following costs include the cost of labor, materials and equipment needed to perform any emergency services.

Irrigation Emergency services (per hour)	\$80.00
All other Landscape Emergency services (per hour)	\$60.00



BMC LANDSCAPE MANAGEMENT
21004 NORDHOFF STREET, CHATSWORTH, CA 91311
tel (323) 770-2440 fax (323) 927-1795

RE: CITY OF MAYWOOD - LANDSCAPE MAINTENANCE SERVICES RFP

E. Acceptance of Conditions

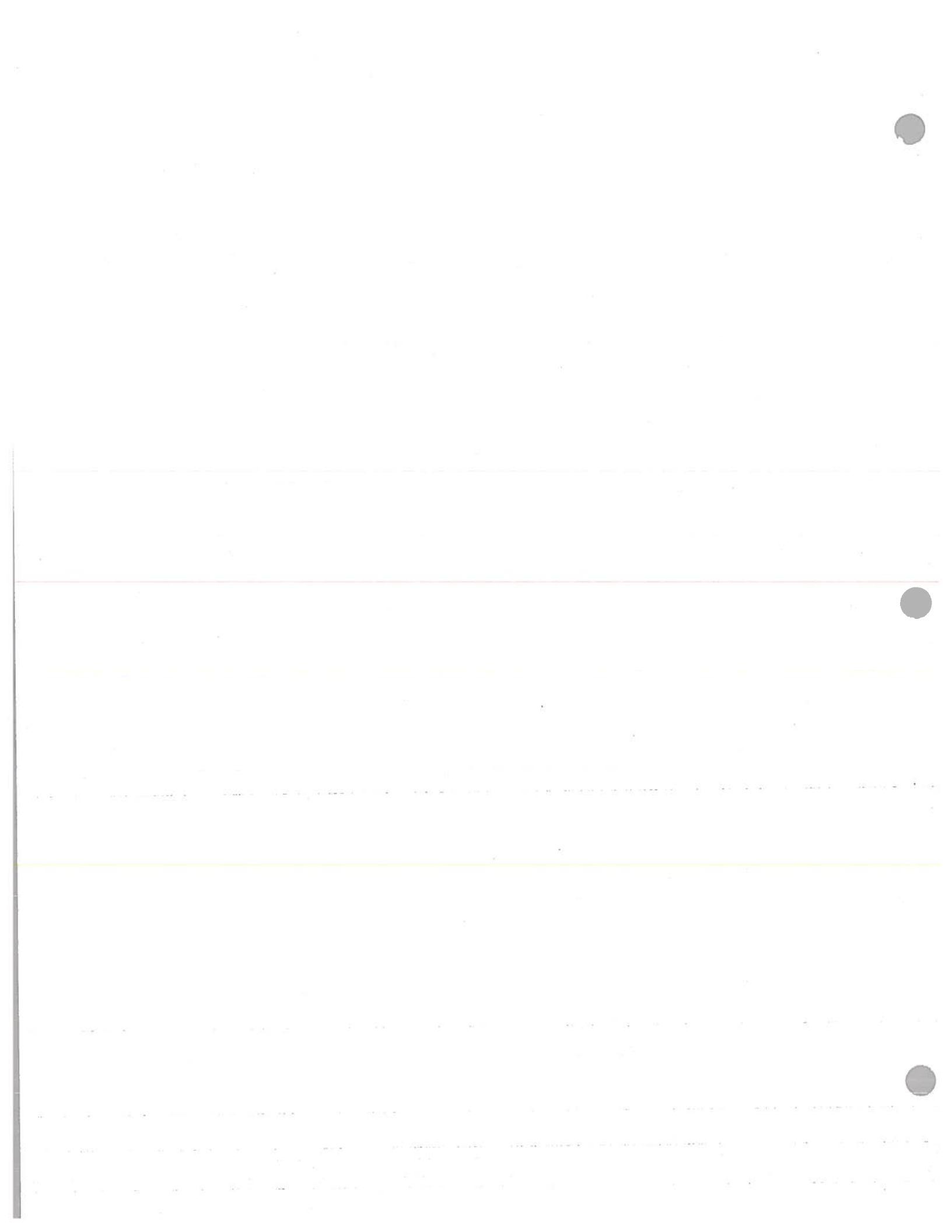
We have noted the following exceptions to Scope of Services in Attachment 1:

Section A: Irrigation System

- Irrigation repairs shall only include sprinkler maintenance, repairs and replacements (sprinkler head height adjustment, nozzle spray pattern, nozzle cleaning and replacement, bubbler head adjustment and replacement). All other major repairs needed shall be sent as a change order request for time and materials + 15% markup.
- Repairs excluded from the contract price are as follows:
 - Valves, electrical circuiting to valves, filter and filter screen cleaning main line maintenance, lateral line repairs, flush valve repair, tree well repair, and any irrigation removal or plugging.
- Any of the excluded repairs required will be submitted as time and materials + 15% markup and repaired once approved as per subsection G in Attachment 1 Section A.

Section B: Turfgrass Maintenance

- All turf renovation including aeration, fertilization, seeding and scalping are quoted separately and are in addition to the monthly landscape maintenance pricing.
- See "Turf Renovation Service" table in section D of this proposal for total annual cost.
- All other turf renovation related services outlined in subsections B-2, B-3, and B-4 in Attachment 1 are included in this additional cost.





AGENDA 4
ITEM NO. ____

CITY COUNCIL STAFF REPORT

DATE: APRIL 27, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: DON WAGNER, INTERIM CITY ADMINISTRATOR

BY: ABEL HERNANDEZ, PUBLIC WORKS COORDINATOR

RE: OBTAIN AUTHORIZATION TO ADVERTISE A REQUEST FOR PROPOSALS (RFP) OR BID FOR CITY-WIDE TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES

RECOMMENDATION

That the City Council authorize staff to advertise a request for proposals or bids for city-wide tree maintenance and emergency response services, in the form approved by the City Attorney.

FISCAL IMPACT

Current tree maintenance and emergency response services are paid for by the GAS Tax funds.

LEGAL REVIEW

The City Attorney has reviewed this report.

BACKGROUND

On August 19, 2013, the City entered into a Tree Trimming And Emergency Response Services agreement. The Agreement which has since expired, provided for city wide tree maintenance.

DISCUSSION

Staff recommends that the City Council authorize the issuance of a Request for Proposals (RFP) or bid to allow staff to procure for tree maintenance services in the form approved by the City Attorney. Providing regular city tree maintenance improves the city's overall image, improves public safety and decreases city liability.

ATTACHMENT(S)

Attachment No. 1 - Draft: Tree Maintenance Services Request for Proposals document.



REQUEST FOR PROPOSALS TO PROVIDE

TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES

TO THE CITY OF MAYWOOD
COMMUNITY DEVELOPMENT DEPARTMENT

SUBMITTAL: One (1) original, two (2) copies and electronic copy on usb must be received on or before
DATE/TIME....

ADDRESSED TO: Abel Hernandez
ADDRESS: City Hall, City of Maywood, 4319 E. Slauson Avenue, Maywood, CA 90270

MARK ENVELOPES: RFP for Tree Maintenance Services – Do Not Open

INQUIRIES: Direct questions for clarification of this Request for Proposal (RFP) document to Abel Hernandez, Public Works Coordinator:
abel.hernandez@cityofmaywood.org or 323-562-5700

IMPORTANT DATES

RFP ISSUED	
REQUEST FOR INFORMATION DEADLINE	
CITY RESPONSES TO QUESTIONS	
RFP DUE DATE	
INTERVIEW WITH FINALIST (if needed)	
AWARD DATE	
START DATE	

*Date subject to change

PURPOSE

The City of Maywood, California, is requesting proposals from qualified firms to provide annual services of tree maintenance as needed, within the City's community. The City has approximately 1,858 public trees that comprise its inventory. The Contractor shall perform tree, and other woody plant maintenance services, in accordance with the statement of work described herein and all applicable American National Standards Institute (ANSI) and International Society of Arboriculture (ISA) standards at various sites. The work to be performed includes watering, trimming, pruning, planting, removal and replacement of trees and plants, and is routine, recurring and usual. The City desires to enter into an Agreement for three (3) years, with two (2) optional one-year extensions.

Contractors are advised to consider whether services to be performed include classifications subject to State or Federal prevailing wage requirements. California State prevailing wage information is available through the California Department of Industrial Relations (DIR) website at: https://www.dir.ca.gov/oprl/statistics_research.html

Your attention is directed to the California DIR wage classification issued on June 22, 2015 for Tree Maintenance Laborer & Landscape Maintenance Laborer that may be applicable to this type of work. Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Agreement approved by the City. City will not assume any responsibility for CONTRACTOR'S failure to pay prevailing wages in accordance with State law.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity, informality, or error in any proposal or in the RFP process or reject any proposal which does not comply to this RFP. Modifications to the RFP, including but not limited to the scope of work and services, can be made only by written addendum issued by the City. The successful proposer will be required to enter into an Agreement for Contract Services with the City (Attachment "1"). By submitting a proposal, the proposer agrees to all of the terms of the RFP and Agreement.

PROPOSAL DETAIL

Firms wishing to have their bid proposals considered for this project shall submit a statement of firm's qualifications applicable to this project, including the following as a minimum:

- State of California Contractor's License number and expiration date, C-27 & C61/D-49 and any other applicable licenses
- Names, staff qualifications and proposed duties of staff to be assigned to this project. The firm shall identify at least two (2) ISA Certified Arborists who will be responsible for providing project management for the duration of any Service Agreement, as well as a full-time English speaking Site Supervisor, who is an ISA Certified Arborists, capable of communicating with any City representative and be authorized to act on behalf of the firm
- List of staff qualifications including but not limited to:
 - (a) All Certified Arborists employed by the firm.
 - (b) All Certified Utility Arborists employed by the firm.
 - (c) All Certified Tree workers employed by the firm.
 - (d) All Certified Urban Foresters and/or Municipal Arborists employed by the firm.
 - (e) All Utility Line Clearance Tree workers employed by the firm.
 - (f) California State Licensed Pest Control Advisor and Applicator employed by the firm

- (g) American Society of Consulting Arborists (ASCA) Registered Consulting Arborist employed by the firm to consult on tree health issues.
- (h) Technicians providing technical support for inventory software.
- (i) Traffic Control Design Specialist(s) and Traffic Control Technician(s) in accordance with the American Traffic Safety Services Association (ATSSA).
 - References
 - Corporate Capability
- (a) Affirmative Statement of Compliance with indemnity and insurance.
- (b) All required licensing to complete job.
 - Services to be Performed
 - Equipment
- (a) A complete list of machinery and equipment, including year, serial number and license number, to be used for this project and all available equipment in reserve to allow for breakdowns.
 - Information Management
 - (a) A written description of the proposed software program to be used to manage the City's Tree Inventory and firm's ability to provide accurate inventory updates for all trees serviced.
 - (b) A statement describing the firm's ability to provide data for the City's Geographic Information System (GIS).
 - Quality Control Plan
 - (a) A written description of the firm's plan to report green waste generated and the method for its disposal.
 - (b) A written description of methodology to be used for notifying residents prior to commencement of tree work. (Door hangers are permitted in the City.)
 - (c) The methodology in which the firm will handle complaints from the public and damage to public and private property.
 - (d) Effective means to correct problems.
 - Employee Training
 - (a) A written description of the firm's internal tree maintenance and arboricultural training program.
 - Schedule of Compensation

All proposals must be sealed and clearly identify the contractor/ vendor name, address, and phone number. The City of Maywood hereby notifies all firms that it will affirmatively insure that in any contract entered into pursuant to this invitation, the City will not discriminate against any firm on the grounds of race, color, sex, or national origin in consideration for the award. All persons responding to this invitation shall be aware that their proposals are deemed public records and may be subject to disclosure upon request. The City reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the proposals received.

PROJECT DESCRIPTION / SCOPE OF SERVICES

The City of Maywood is seeking proposals from qualified consultants to provide annual services of tree maintenance as needed, within the City's Community. The scope of work provided in this RFP shall be used as a guideline; however, it is the consultant's responsibility to provide all necessary services to ensure the services are completed efficiently and in full compliance with applicable procedures and standards. The scope of work for the project includes providing all necessary services to perform and complete the proposed landscape and/or tree maintenance work thoroughly and professionally, and to provide labor, tools, equipment, materials and supplies necessary to complete all the work in a timely manner meeting the City's requirements. Contractor may be required to perform the following tree maintenance activities at various sites throughout the City;

1. Tree pruning	12. Palm crown/nut trimming and shaping
2. Tree removal	13. Root pruning
3. Tree planting	14. Specialty equipment rental
4. Crew rental	15. Arborist services/inspection
5. Emergency response	16. Foliar and pesticide treatments
6. Line clearance pruning	17. Additional work
7. Clearance pruning	18. Data entry
8. Grid pruning program (Ex. 5 years)	19. Webpage development
9. Tree watering	20. GPS Tree inventory
10. Small tree care	21. Online maintenance access*
11. Palm trunk skinning	

*Online maintenance is defined as Internet access to an Urban Forestry Management tool that includes work order tracking, ability to send work requests including but not limited to pruning, planting, and removal, access to reports for tree inventory, value of the urban forest, job balance and GPS accessibility (if applicable).

1) ANNUAL PRUNING PROGRAM

Tree pruning per pre-designed districts, grids or prune routes on a set cycle to include all trees. Pruning will include structural pruning, crown raising, and crown cleaning in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices), the ANSI A300 Standards. Contractor shall be required to furnish all supervision, labor, equipment and materials necessary to accomplish the work in accordance with the Contract. The intent of this Contract is to have all trees pruned once every other year. Special projects that are difficult to access will require the need for specialty equipment (i.e., 95-foot tower, certain Palm tree specimens). Service request pruning, or pruning to reduce and/or pruning to restore will fall under Crew Rental.

2) INSPECTION OF HAZARDOUS CONDITIONS

All City trees shall receive routine maintenance and periodic inspections. The Contractor is to include in its price for services an ISA Certified Arborist to be on site for a regularly scheduled minimum of eight (8) hours per week. Tree problems that are clearly visible by the inspection, but not considered hazardous, will be reported to the City for direction and/or further evaluation. Also, the crew performing maintenance shall properly notify the City of any tree-related problems that are clearly visible. This may be in written form if not considered hazardous or within 24 hours if deemed hazardous. It is the intent to correct problems prior to reaching crisis levels.

3) TREE INVENTORY/GPS REQUIREMENT

The Contractor will provide the City access to a record keeping system consisting of an Internet-based software program that allows the City to maintain information about its tree population, including the description of each tree by species, height, diameter, work history, and tree and planting site location. The current system in use by the City of Maywood is Arbor Access. The tree inventory software program shall be an Internet-driven tracking program. The program shall have the capability to produce detailed listings of tree and site information, work histories, invoice records, service requests, summary reports and pictures of City tree species. The Contractor shall provide software support to the City for the entire term of the contract. The Contractor may be asked to provide the City with recommendations for tree maintenance, and recommended removals. Attributes to be collected by field personnel for inventory purposes may include Address, Street, Facility, Species, Diameter, Crown, Height, recommended maintenance, overhead utilities and parkway size and type.

GPS Tree Inventory Detail

Provide the City with Global Positioning System (GPS) coordinates for all trees in public spaces. This includes but is not limited to all publicly owned trees on street rights-of-way, parks, City facilities and open spaces such as medians, greenscapes, etc. The address information contained in inventory should be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs in the City. Within the first 90 days of the project contract, the City will receive a complete listing of all sites inventoried, both in hard copy, digital and flash drive, which will enable you to connect the inventory to the City's GIS program and create various frequency reports. A GPS tree inventory shall be created with a new database using the City's standardized addressing system for all parks and open space areas. Contractor shall be required to create an ESRI ArcView/ArcGIS or equivalent, compatible "shape file". The new inventory shall be capable of showing the location of every existing tree site and vacancies on the City's existing GIS base maps (streets, parcels, addresses, ROW and hardscape, etc.) The consultant's tree inventory shall be conducted by visiting each tree site or vacant planting site and plot the position. The data shall be compatible with the latest version of ArcView. Minimum accuracy shall be not more than one (1) meter.

EXPERIENCE

The Contractor shall have at a minimum five (5) years' experience in collecting tree inventories and developing inventory databases, including an extensive program that simplifies the management of the City's Urban Forest. The Contractor shall have developed a complete and comprehensive computer software program in at least five (5) California cities. The program should have specialized reports designed specifically for City representatives' needs. The program should be developed based on the needs of the City and allow the City to modify and structure the program specific to our needs. The user-friendly program should allow customers to generate a variety of reports quickly.

SCOPE OF WORK

City shall provide the most up-to-date GPS inventory data to Contractor upon award of contract. Contractor will manage the entire inventory project. The project shall include field data collection, data entry, access to the computer software, and training of City employees on the use of the system, future technical maintenance and support and as an option, conversion of the existing database. Attributes to be collected by field personnel may include, but is not limited to:

• Tree Number	• City District/UGrid/LLDs/Parks/R-Areas/Residential
• Street	• Location by Address
• Location by GIS	• Species by botanical name & common name
• Tree diameter (DBH)	• Tree height
• Recommended Maintenance Classification	• Existing overhead Utilities
• Parkway Size	• Parkway Type
• Sidewalk damage	• Technical Support and Maintenance

The Contractor shall provide routine maintenance, archive, backup, restore and disaster recovery procedures as may be requested by the City. The Contractor shall provide complete support rapidly with experienced staff available to the City during the hours of 7:00 A.M. to 5:00 P.M. Monday through Friday. The Contractor shall be readily available by telephone, e-mail or may respond to the City's location within a timely manner.

4) PROJECT SPECIAL PROVISIONS

Where "as directed", "as required", "as permitted", "approve", "acceptance", or words of similar import are used, it shall be understood that the direction, requirement, permission, approval or acceptance by the City of Maywood is intended unless otherwise stated. As used herein, "provide" shall be understood to mean "provide complete", in total. The word "site" as used hereinafter shall be understood to mean the location receiving the service. The use of the word "Contractor" shall be held to mean the Contractor and/or any person employed by them and working under this contract.

5) WORK QUALITY

All tree pruning shall comply with good arboreal practice for the particular species of trees being trimmed shall be consistent with the Pruning Standards and Best Management Practices as adopted by the International Society of Arboriculture. The Contractor shall also meet the requirements of the American National Standards, Z133-1-2006, entitled "Safety Requirements for Arboricultural Operation," published by the American National Standard Institute, Inc., 1430 Broadway, New York, New York 10018. The City of Maywood shall determine if the Contractor has met all pruning requirements and payment shall not be made for pruning that is not in accordance with the above standards. The Contractor shall be deemed in contract default, if they consistently fail to comply with the aforementioned standards.

6) TRAFFIC SAFETY

Contractor shall be required to provide all necessary traffic control, in accordance with the American Traffic Safety Services Association (ATSSA), during the course of emergency work. Should the work involve any high voltage power lines or any utility lines the Contractor shall be required to notify the responsible utility company.

7) WORK STANDARDS

Limbs one inch (1 ") in diameter or greater shall be precut to prevent splitting. When there is a chance of bark tearing at the crotch, remove large limbs with three cuts. Make the first cut on the underside of the branch one foot (1 ') to two feet (2') from the crotch. The undercut should be at least one-third (1/3) of the diameter. Make the second cut one-inch (1") to three inches (3") further from the crotch than the first.

The final cut is made at the crotch in a manner to favor the earliest possible covering of the wound by callus growth. Cuts shall not be made so large that they will prevent sap flow. All cut branches three and one-half inches (3 ½) or larger in diameter shall be lowered by proper ropes to the ground. Any damage caused by dropping limbs shall be repaired within three (3) days at the Contractor's expense and to the satisfaction of the City of Maywood. All debris resulting from tree pruning operations shall be removed from the work site on a daily basis. On all trees, including palms, known or suspected to be diseased, pruning tools and cut surfaces shall be disinfected with a ten (10) percent chlorine bleach solution after each cut and between trees where there is danger of transmitting the disease on tools. Fresh solution shall be mixed daily.

- (a) Contractor shall comply with Standards of CAL OSHA and the American National Standard Institute, Z133 Safety Requirements.
- (b) Contractor shall notify the resident forty-eight (48) hours in advance of scheduled pruning.
- (c) Contractor shall provide and post "No Parking" signs twenty-four (24) hours in advance of the work.
- (d) Contractor shall endeavor to maintain good public relations at all times. The work shall be conducted in a manner which will cause the least possible interference and annoyance to the public. Work shall be performed by competent employees and supervised by an experienced, English speaking supervisor in tree maintenance operations. The Contractor shall be responsible for advance notification to the residents at each work location of the intended tree operations. The Contractor shall be responsible to see that private property and vehicles at work locations are not endangered or damaged during the course of work
- (e) Contractor shall exercise precautions as necessary when working adjacent to aerial and subterranean utilities. In the event that aerial utility wires present a hazard to the Contractor's personnel or others near the work site, work is to immediately cease and the appropriate utility company notified. Work shall then commence in accordance with instructions from the utility company. In the event that work causes excavation, the City is responsible for properly marking the location and the Contractor is responsible for appropriate notification of Underground Service Alert (USA).
- (f) No hooks, gaffs, spurs or climbers will be used for anything other than removals
- (g) Final pruning cuts shall be made without leaving stubs. Cuts shall be made in a manner to promote fast callous growth.
- (h) When pruning fungus, disease or fire blight infected limbs or fronds, all pruning tools shall be disinfected after each cut with alcohol or bleach.
- (i) Topping shall not be done unless specifically requested by the City.
- (j) The specific techniques employed shall be consistent with industry practice for the size and species of tree being trimmed. All dead, broken, damaged, diseased or insect infested limbs shall be removed at the trunk or main branch. All cuts shall be made sufficiently close, ½ inch, to the parent stem so that healing can readily start under normal conditions. All limbs 2" or greater shall be undercut to prevent splitting. The remaining limbs and branches shall not be split or broken at the cut. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline of the tree
- (k) Cut laterals to preserve the natural form of the tree, leaving the head open enough for the branching system to show and permitting the dead material to be easily cleaned out and light to show through the head. Tree foliage shall be reduced by at least fifteen (15%) percent but no more than thirty (30%) percent.

- (l) Trim to remove dead wood or weak, diseased, insect-infested, broken, low, or crossing limbs. Branches with an extremely narrow angle of attachment should normally be removed.
- (m) Small limbs, including suckers and waterspouts, shall be cut close to the trunk or branch from which they arise.
- (n) Heading cuts and/or topping will not be allowed under any circumstances. Heading, rounding over, or stubbing shall not be an accepted practice for reducing the size or the framework of any tree.

8) PRUNING FOR TRAFFIC CLEARANCES

Tree pruning for traffic clearances shall provide clearances of at least fourteen (14') feet and no greater than sixteen feet (16') above finish grade for moving vehicles within the traveled roadway, for pedestrians on sidewalks in accordance with standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and the ANSI A300 Standards under "Pruning to Raise." Clearance trims are performed on a grid system or on a street-by-street basis. Clearances for adjacent structures and their connecting utility lines (service drops), shall be determined by the City of Maywood and conform to the following:

- (a) The minimum clearance under trees within the street right-of-way shall be fourteen (14') feet over the traveled road, and nine feet (9') over the curb line and the sidewalk side of the tree. When pruning the bottom branches, care shall be given to obtain a balanced appearance when viewed from across the street immediately opposite the tree.
- (b) Cut to laterals to preserve the natural form of the tree. Remove lateral branches at their point of origin, or shorten the length of a branch by cutting to a lateral, which is large enough to assume leadership.
- (c) When cutting back, avoid cutting back to small suckers. Remove smaller limbs and twigs in such a manner as to leave the foliage pattern evenly distributed.

9) PRUNING OF PALM TREES

Palm tree pruning shall consist of the removal of loose dead fronds, fruit clusters, and other vegetation from the trunks of all palms in accordance the following:

- (a) The use of climbing spurs or spike shoes for the purpose of climbing Palm trees is prohibited, unless specifically approved by the City of Maywood. The Contractor shall be required to use an aerial tower, with sufficient height to reach the crown for the purpose of pruning City palm trees.
- (b) Palm Skinning - Dead fronds, and parts thereof, including stubs, can be removed along the entire length of the trunk of each palm, leaving a clean unsheathed appearance slicked from the ground to approximately twenty-four to thirty-six (24" - 36") inches from the base of the green fronds at the top of the tree. The frond stubs (cut close to trunk) can be left in place within a span of at least eighteen (18") inches but no greater than thirty-six (36") inches
- (c) Canary Palm pine/nut trimming and shaping (additional service and cost) shall be directed by the Parks Superintendent or his authorized representative. This trimming is for both safety and aesthetic purposes. A symmetrical shape and pleasing appearance typical of the species is desired.

10) SERVICE REQUEST TREE PRUNING

Trees that need service prior to their scheduled grid trim for aesthetic shall be trimmed within two weeks of notification by the City to the Contractor. Trees designated for aesthetic trimming shall be trimmed, shaped, and thinned. The trimming shall provide a symmetrical shape and aesthetically pleasing appearance typical of the species. In addition, trees shall be trimmed to provide a minimum clearance of fifteen (15) feet over the roadway and seven (7) feet over walkways. Trees shall also be trimmed to remove any obstruction around traffic control devices, traffic signs and streetlights. Additional trimming

shall be performed to mitigate any extreme effect of the clearance trimming and provide an aesthetic appearance. The specific techniques employed shall be consistent with industry practice for the size and specific of tree being trimmed. All dead, broken, damaged, diseased or insect infested limbs shall be removed at the trunk or main branch. All cuts shall be made sufficiently close, ½ inch to the parent stem so that healing can readily start under normal conditions. All limbs 2" or greater shall be undercut to prevent splitting. The remaining limbs and branches shall not be split or broken at the cut. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline of the tree. All trees shall be thinned of smaller limbs when necessary to distribute the foliage evenly.

11) TREE REMOVALS

City prepares list of trees to be removed, marks trees, notifies homeowners and submits lists to Contractor. Contractor calls Underground Service Alert (USA) and prepares internal work order. Contractor bears sole responsibility for this task. Crew removes tree and hauls all debris. Crew grinds stumps to a depth of eighteen (18") inches. All holes will be backfilled; as well as all debris cleaned up and hauled away. Special projects that are difficult to access with equipment, or require the need for a crane or an aerial tower over seventy-five (75') feet would fall under Crew Rental rates. The City of Maywood shall make the final determination to remove or provide public noticing for removal at a later date. Removals shall be conducted in good workmanlike manner in accordance with the standards of the arboricultural profession.

All wood from removed trees is the property of the City and shall be disposed of at the direction of the Contract Officer. No wood shall be left along public right-of-way unless approved by the Contract Officer or his authorized representative. All tree parts are to be loaded into transport vehicles or containers. The vehicles or containers must have the front, sides and rear solid and the top shall be tarped, or otherwise tightly enclosed. The transporting of tree parts must be made so that no debris escapes during the transport. Branches, suckers, bark and other tree parts that are chipped are to be covered while transported and hauled to the disposal site during the workday.

The City is responsible for marking trees so that they are easily identifiable by Underground Service Alert and the Contractor. The Contractor shall be required to call Underground Alert at least 2 days before stumps are to be ground out. All tree stumps must be removed to at least 18 inches below the lowest soil level adjacent to the stump, or until deep roots are no longer encountered. The Contractor shall grind the stump a minimum distance of one and a half (1 ½) feet either side of the outer circumference of the stump, or until surface roots are no longer encountered.

Stumps should be cut low enough to the ground where routing can be done safely. This may be accomplished by cutting the stump at the time of grinding, or at the time of tree removal except for infrastructure conflicts. Holes created by stump and root grinding must be filled the same day. The resultant chips from routing may be used to fill the hole to two (2") inches above normal ground level. All excess routing chips debris will be removed and loaded into transport vehicle for disposal. Any damaged paved surfaces shall be restored to their original condition.

12) TREE PLANTING

Planting includes the tree, stakes, ties and complete installation and watering for ninety (90) calendar days. Planting lists should be compiled by the Inspector and submitted monthly or as needed. Contractor will guarantee the quality of the tree stock and the workmanship.

- (a) Contractor shall provide all equipment, labor and materials necessary for the planting of trees throughout the City in accordance with the specifications herein.
- (b) The City shall be responsible for marking locations and the Contractor will notify Underground Service Alert (USA) prior to planting.
- (c) Planting pit shall be dug twice the width and the same depth of the root ball. Before placing the tree in the planting pit Contractor shall examine root ball for injured roots and canopy for broken branches. Damaged roots should be cleanly cut off at a point just in front of the break. Broken branches should be cut out of the canopy making sure that the branch collar is not damaged.
- (d) Tree shall be placed in the planting pit with its original growing level (the trunk flare) at the same height of the surrounding finish grade. In grass covered parkways, the top of the root ball shall be level or slightly higher than the surrounding soil. In a concrete tree well, the root ball shall be 3 inches below the level of the finished surface of the concrete.
- (e) Backfill material should be native soil. Eliminate all air pockets while back filling the planting pit by watering the soil as it's put into the hole.
- (f) Trees that are planted in parkways shall have a 4"-6" high water retention basin built around the tree capable of holding at least ten (10) gallons of water. In a concrete tree well, soil should be raked against the edge of the concrete to create a sloping basin. Immediately after planting, the tree shall be watered thoroughly by filling the water retention basin twice.
- (g) All trees shall be staked with two wooded lodge poles and two ties per pole. Minimum size of lodge poles shall be ten (10') feet long, with a one and a half (1 ½) inch diameter. Tree ties shall be placed at one third (1/3) and two-thirds (2/3) of the trunk height. Stakes shall not penetrate the root ball and shall be driven into the ground approximately twenty-four to thirty (24"-30") inches below grade.
- (h) Trunk protectors such as Arbor-Gards or an approved equal shall be placed at the base of the trunk of all new trees immediately after planting.
- (i) In some cases, root barriers may be required. The City will make this determination. Should a root barrier be required, the Contractor will install a mechanical barrier that redirects root growth downward, eliminating the surface rooting that damages expensive hardscapes and creates a hazard. The barrier shall be twelve (12") inches in depth and at a length determined by the City and placed in a circular fashion surrounding the tree's root system. Root barriers are an additional service and cost.
- (j) Clean up all trash and any soil or dirt spilled on any paved surface at the end of each working day.
- (k) All trees shall be of good nursery stock that adheres to the American Standard for Nursery Stock as described in the ANSI 260.1-1996 Standards. Trees shall be free from pests, disease and structural defects.

13) CREW RENTAL

The standard crew is three men, one chipper truck, one chipper, one aerial tower and all necessary hand tools. The crew and equipment can be modified to complete any type of miscellaneous tasks including special projects that may consist of extraordinary work such as hanging flags, hanging Holiday lighting, changing light bulbs, or trimming specific trees requiring immediate attention prior to their scheduled trim. Trees requiring service prior to their regularly scheduled grid or annual trim to rectify a specific problem such as blocked street lighting or signs, right-of-way clearance for utility lines, or broken limbs may be performed under the Crew Rental rate.

14) EMERGENCY RESPONSE

The Contractor shall be required to provide emergency, on call response for damaged trees as a result of storms or other reasons. Emergency calls may occur at any given time (24/7). The Contractor will be provided with locations and the work to be done at each location via telephone from a City authorized representative. Emergency work shall begin within two (2) hours of the initial telephone call.

Contractor shall be required to provide a twenty-four (24) hour emergency phone number or the names of at least ten (10) contact individuals upon award of contract. Should the contact persons or their phone numbers change during the course of the contract, those changes shall be submitted to the City within two (2) working days.

Contractor shall be required to provide all necessary traffic control, in accordance with the American Traffic Safety Services Association (ATSSA), during the course of emergency work. Should the work involve any high voltage power lines or any utility lines the Contractor shall be required to notify the responsible utility company. Work performed under the emergency provision of this contract shall be paid for on a crew hour basis. This shall include all labor, tools equipment, disposal fees and necessary materials.

15) LINE CLEARANCE PRUNING

During the course of this contract the Contractor may be required to perform utility line clearance in conjunction with routine or non-routine pruning activities. The Contractor shall be required to furnish all supervision, labor, equipment and materials necessary to accomplish the work in accordance with the contract. The Contractor has the responsibility for compliance with safety and health standards of the California Occupational Safety and Health Act (OSHA) and all applicable rules, regulations and orders. The manager overseeing the project shall be a Certified Utility Specialist and the persons completing the work shall be Line Clearance Tree workers. The competency of Contractor's personnel shall be maintained through regular training. All persons performing tree work on City trees in or around primary electrical lines shall be trained to do so in accordance the "Electrical Safety Orders" of the State of California.

16) TREE WATERING

Watering is performed by a one man crew with a water truck who will water various routes including landscape median and young trees that are three (3) years old and younger.

17) SMALL TREE CARE

The City requires an active approach to the care of its young and newly planted trees. The Contractor shall be required to perform basic maintenance that will include but not be limited to tree well adjustments and watering, removal of weeds from tree wells, structural pruning, and re-staking when necessary.

18) ARBORIST SERVICES

On occasion, the City requires tree evaluations including written reports. The vendor shall provide an hourly rate for an Arborist that can respond to the City's request(s) for the preparation of detailed arborist reports, tree evaluations and site inspections. Reporting can be generated on as little as one tree to an entire urban forest population and is handled on a case-by-case basis.

19) TRAFFIC CONTROL

Contractor shall conform to all City Traffic Safety requirements and operating rules at all times while this contract is in effect. The Contractor shall employee staff certified as Traffic Control Design Specialist and Traffic Control Technicians in accordance with the American Traffic Safety Services Association (ATSSA), and Manual on Uniform Traffic Control Devices (MUTCD). Contractor will be responsible for supplying and using all safety equipment necessary to close or delineate traffic lanes to through traffic. This is to include a high visibility Arrow Board(s) as necessary. The City, prior to use, must approve all traffic safety equipment for use, furthermore, the City may require a Traffic delineation and safety plan to

be submitted on selected jobs. Illuminated arrow boards, sign stands, delineators and/or cones shall be used to identify work site for vehicular and pedestrian safety. Illuminated ATSSA approved equipment may be required in low light situations including, but not limited to: dawn, dusk, low light, rain, snow, evening, night if these situations present themselves on a daily work flow basis, or on emergency responses. All such determinations shall be made by the above mentioned Traffic Control Design Specialist, and then approved by the appropriate City Department Staff.

20) PUBLIC NOTICE OF TREE PRUNING OPERATIONS

Contractor shall be required to notify residents and/or businesses of scheduled tree pruning operations at least forty-eight (48) hours prior to the work being performed. Notifications shall be made in the form of door hangers. City approved "No Parking" signs shall be posted on individual trees scheduled for pruning twenty-four (24) hours prior to the work being performed.

21) WORK SITE CLEAN UP

Contractor shall clean all job sites when work is completed, including the raking of leaves, twigs, etc. from the lawns and parkways and the sweeping of streets. Each day's scheduled work shall be completed and cleaned up and under no circumstances shall any brush, leaves, debris or equipment be left on the street overnight. Contractor's equipment may be stored overnight, with advance approval, in the City Yard, or on other designated City Property. However, the City will not be responsible for security of Contractor's equipment.

Brush and debris shall be removed daily, sidewalks swept, lawns and parkways raked out and gutters cleaned. The Contract Officer or his authorized representative, shall be the sole judge as to the adequacy of the clean-up.

22) DISPOSAL OF DEBRIS

All tree branches produced as a result of the Contractor's operations under this contract will be reduced, reused, recycled, and/or transformed. The City will receive access to their Greenwaste Recycling report detailing the amount of debris recycled and the location. This report to be used for compliance with CA Assembly Bill 939.

- Greenwaste Recycling Report: Greenwaste that is transported to an off-site facility for grinding into mulch shall be documented and available to the Contract Officer on a monthly basis.
- Wood Chips: Chips generated from pruning operations within the City of Maywood may first be dumped at a City designated site. At the direction of the Contract Officer or his authorized representative, wood waste generated from tree removals shall be chipped into pure wood chips with an even uniform size. When pre-authorized, these chips shall be dumped in specified locations in the City.
- Milling (additional service & cost): At the direction of the Contract Officer, and/or Public Works Coordinator, large tree trunks, which meet proper specifications may be milled into lumber suitable for use in a variety of applications. Milled lumber shall be returned to the City at a cost to be included in the bid proposal.

23) PARKING

The City of Maywood will make every attempt to identify a suitable space for parking of vehicles and equipment for the purpose of this contract, on preauthorized specific jobs. The vendor will hold the City of Maywood harmless and release the City of liability for the result of theft or vandalism. Should a site not be available, then the vendor may park on City right-of-way near the project area(s).

24) INVOICES

Contractor shall be required to submit invoices via U.S. Postal Service, email and via work order system on a monthly basis. The invoice must reflect activity in a bi-weekly breakdown, i.e. 1st - 15th, 15th - end of month. Invoice format shall include but not be limited to a list of each street that tree maintenance operations took place, the address of each individual tree, the species and its height and trunk diameter of each individual tree. Failure to submit invoices in this format may result in non-payment until these requirements are met.

25) INSPECTIONS

The City of Maywood or its designated representative, shall, at all times, have access to the work and shall be furnished with every reasonable facility for ascertaining full knowledge respecting the progress, workmanship, and character of materials and equipment used and employed in the work.

26) WITHHOLDING PAYMENT

The City may withhold payment to such extent as may be necessary to protect the City from loss due to one or more of the following reasons:

- Defective or inadequate work not corrected.
- Claims filed, or reasonable evidence indicating probable filing of claims.
- A reasonable doubt that the contract can be completed for the balance unpaid.

27) MINOR MODIFICATIONS AND/OR ADDITIONAL WORK

- (a) The City may modify these specifications with the joint approval of the Contractor and the Public Works Coordinator. All modifications shall be in writing.
- (b) In the event that the City of Maywood should require additional work beyond the requirements of these specifications, the Contractor shall perform all work at a competitive price.
- (c) Additional work may be added to the contract work as the need arises. The Contractor shall perform all specified and approved additional work at the unit prices submitted with this bid proposal.
- (d) The Contractor must be willing to provide a competitive price for additional work that may be added to the contract. Contractor will be required to demonstrate the ability to properly execute the expanded workload with the necessary increase in labor, materials and equipment needed to complete the additional work in a timely manner.
- (e) The Contractor must have the ability to receive and respond to emergency situations and must respond to emergency call outs within one hundred twenty (120) minutes of receipt of the call.

28) COOPERATIVE PURCHASING

It is intended that other public agencies (i.e., city, county, school district, special district, public authority, public agency, and other political sub-division of the State of California) and/or other City departments shall have the option to participate in any agreement created as a result of this Request for Proposal with

the same terms and conditions as to the price of the product and/or service. The City of Maywood shall incur no financial responsibility in connection with a purchase order from another public agency. Any public agency that "piggy-backs" on any negotiated contract between the City of Maywood and vendor shall accept sole responsibility for negotiating, placing orders and making payment to vendor. The vendor may or may not agree to the cooperative purchasing clause.

29) REQUESTS FOR CLARIFICATION

If any bidder, prior to submitting their bid should find any discrepancies and/or omissions from the specifications or other contract documents, or if they should be in doubt as to the true meaning of any part thereof, they shall at once make a written request to the City of Maywood Public Works Coordinator for corrections, clarification, or interpretation of the points in question. **The person submitting such request shall be responsible for its prompt delivery TBD**

In the event that the Public Works Coordinator receives a request and it should be found that certain essential information is not clearly and fully set forth, or if the City discovers errors, omissions, or points requiring clarification in these documents, a written addendum will be mailed to each person to whom a set of bid documents has been delivered. The City will not be responsible for any instructions, explanations, or interpretations of the documents presented to bidders in any manner other than written addendum.

PROPOSAL SUBMITTAL

Please submit your proposal in the format specified below:

SECTION 1: Cover Letter/Executive Summary

Provide an executive summary emphasizing the strong points of the project team, qualifications and experience. The cover letter/executive shall be signed by a person with the official authority to bind the company. The cover letter/executive shall include the name, address, telephone number, title, and signature of the firm's contact person for this proposal, and state that the submittal is valid for 90 days.

SECTION 2: Project Team, Key Personnel and Resumes

Include a Statement of Qualifications listing qualifications, skills and experience, including that of any proposed sub consultants, in carrying out the Project Description/Scope of Services. Include a list of similar projects, contracts, or agreements the team has performed within the past 5 years. Identify the list key personnel in the form of an organizational chart that will be assigned to this project and availability of personnel to work on this project. Please refer to Attachment "4" as an example of typical anticipated services currently required in our daily operations, and the menu form typically provided annually.

SECTION 3: References

Provide at least 3 public agency references for similar assignments

SECTION 4: Insurance

Provide a copy of firm's current insurance certificate.

SECTION 5: Certification of Proposal

Provide a signed copy of Certification of Proposal - Attachment "3"

PROPOSAL EVALUATION

The following selection criteria will be used in evaluating the proposal and in selecting the successfully consulting firm.

1. Cost (30%)
2. Responsiveness to RFP (15%)
3. Qualifications and Experience (20%)
4. References/Previous Performance (10%)
5. Ability to Provide Services (25%)

APPROVAL

The proposals will be reviewed by the Public Works Coordinator and may be reviewed by additional staff. The finalists may be requested to provide the City a presentation and/or oral interview.

SELECTION AND SCHEDULE

The selected consultant will be required to enter into an agreement with the City of Maywood for the proposed services and shall provide certificates of insurance meeting the City's insurance requirements. The City of Maywood reserves the right to reject any and all proposals at any time and for any reason, to negotiate appropriate modifications to a proposal, and/or negotiate a different agreement with any one or more consultants.

PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION

The City shall not be liable for any pre-contractual expenses incurred by any bidder or by any selected consultant. Each bidder shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this Request for Proposals. Pre-contractual expenses are defined as expenses incurred by bidders and the selected consultant, if any, in:

- Preparing and submitting information in response to this Request for Proposals.
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a bidder/consultant prior to the date of award and a formal notice to proceed.

Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et. seq.), unless exempt.

The City reserves the right to amend, withdraw and cancel this request. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals. The City of Maywood reserves the right to reject any or all proposals submitted and/or waive any irregularity.

During the evaluation process, the City of Maywood reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. This RFP does not constitute any form or offer to contract.

Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal.

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

Schedule of Compensation

Item	Description	Unit	Unit Price \$
<u>BASIC SERVICES: Basic Tree Trimming/Maintenance Services</u>			
1	Grid Trimming - Scheduled Tree Trimming by Grid; includes removing hazardous limbs and crown raising for sign clearance, street light illumination and utility vehicles.	EA	\$
2	Computer Database – Tree inventory, use of software & training	LS	No Cost
<u>ADDITIONAL SERVICES – Unscheduled Tree Trimming/Maintenance Services</u>			
3	Clearance Tree Trimming: includes removing hazardous limbs and crown raising for sign clearance, street light illumination, and utility vehicles.	EA	\$
4*	Aesthetic Tree Trimming: includes crown raising, removing all dead or dying limbs thinning, and shaping.	EA	\$
5	Crown reduction/restoration (i.e. Ficus Pines & Elms etc.)	EA	\$
6	Palm Tree Trimming	EA	\$
7	Coco palm, any size	EA	\$
8	Washingtonia palm, any size	EA	\$
9	Canary Island Date palm, any size	EA	\$
10	Palm Tree Skinning	Linear Foot	\$
11	Tree & Stump Removal	INCH DBH	\$
12	Tree Only Removal	INCH DBA	\$
13	Stump Removal Only	INCH DIA	\$
14	Root Prune	LF	\$
15	15 gallon tree	EA	\$
16	24 inch box tree	EA	\$
17	36 inch box tree	EA	\$
18	Tree Watering	Day	\$
19	Specialty Equipment Rental with operator (i.e. Crane)	Hour	\$
20	Written Arborist Reports	Tree Site	\$
<u>EMERGENCY SERVICES</u>			
21	3-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$
22	2-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$
23	1-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$
24	Outside Work Hours (7:00PM to 7:00 AM) – General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$

*Composite rate based on an average species sizes

City of Maywood
 Summary of Revenues
 General Fund Adopted Budget
 Fiscal Year 2018-2019
 Budget to Actuals as of March 31, 2019

	Adopted Amended Budget	Actuals As of March 31, 2019	Budget to Actual Variance	Budget to Actual Variance %age
GENERAL FUND				
Taxes				
Franchise & Collectors Fees	325,000	67,978	257,022	21%
Cannabis Sales Tax	556,900	263,585	293,315	47%
Property Taxes	1,161,370	999,205	162,165	86%
Utility User Tax	1,237,121	637,748	599,373	52%
Sales Tax Revenue	1,343,567	1,146,968	196,599	85%
Total	\$ 4,623,958	\$ 3,115,484	\$ 1,508,474	67%
Fines & Forfeitures				
Impound Vehicle Release	-	-	-	0%
SEMC: Court Collections	167,722	82,706	85,016	49%
Parking Citations	361,583	239,967	121,616	66%
Total	\$ 529,305	\$ 322,672	\$ 206,633	61%
Licenses & Fees				
Residential Permits	38,272	20,526	17,746	54%
Public Works Permit Fees	27,000	39,997	(12,997)	148%
Temporary Parking Permits	-	-	-	0%
Other Fees and Permits	49,252	32,174	17,078	65%
Compliance Program Fee	45,000	-	45,000	0%
Occupancy Permits	25,000	18,551	6,449	74%
Building Permits	93,580	55,263	38,317	59%
Cannabis Application Fees	70,393	52,616	17,777	75%
Parking Permits	143,185	70,598	72,587	49%
Plan Check Fees	25,881	15,694	10,187	61%
All Other Charges For Services	3,200	423	2,777	13%
Apartment License	23,000	20,806	2,194	90%
Business License	200,000	187,791	12,209	94%
Vehicle License Fee-LA County	2,750,000	1,415,294	1,334,706	51%
Total	\$ 3,493,763	\$ 1,929,733	\$ 1,564,030	55%
Leases & Rents				
Leased Property Rental Income	75,000	66,544	8,456	89%
Rents and Concessions	23,000	15,120	7,880	66%
Total	\$ 98,000	\$ 81,664	\$ 16,336	83%
Miscellaneous				
Interest Income (LAIF)	2,000	27,250	(25,250)	1362%
Miscellaneous Revenues	67,615	44,014	23,601	65%
Rebates and Insurance Claims	9,425	79,176	(69,751)	840%
Street Fair Revenue	74,120	49,120	25,000	66%
Trade of Prop A Funds	673,000	461,500	211,500	69%
Total	\$ 826,160	\$ 661,060	\$ 165,100	80%
PERS Plan Levy				
PERS Plan Levy	1,000,000	590,815	409,185	59%
Total	\$ 1,000,000	\$ 590,815	\$ 409,185	59%
Total General Fund	\$ 10,571,186	\$ 6,701,428	\$ 3,869,758	63%

City of Maywood
Summary of Expenditures
General Fund Adopted Budget
Fiscal Year 2018-2019
Budget to Actuals as of March 31, 2019

	Adopted Amended Budget	Actuals	Budget to Actuals Variance	Budget to Actuals variance %age
General Funds				
Personnel				
Salary				
Stipends	48,120	33,186	14,934	69%
Salaries	831,080	567,197	263,883	68%
Benefits			-	
Medicare, SS, Workers Comp., EDC	97,541	51,656	45,885	53%
PERS	108,194	53,868	54,326	50%
Retiree Medical Reimbursement	101,811	75,373	26,438	74%
Group Insurance	293,388	231,261	62,127	79%
Total	\$ 1,480,134	\$ 1,012,541	\$ 467,593	68%
Services & Supplies				
Services				
Emergency Services	21,200	-	21,200	0%
Repair & Maintenance	40,100	34,311	5,789	86%
Meetings & Conferences	17,000	12,304	4,696	72%
Community Events	30,000	10,129	19,871	34%
Fees & Charges	98,858	76,745	22,113	78%
General Services	37,423	32,294	5,130	86%
Dues & Subscriptions	45,750	48,910	(3,160)	107%
Public Notices	52,900	31,037	21,863	59%
Utilities	104,323	70,427	33,896	68%
Elections	-	28,853	(28,853)	0%
Community Benefit Funds	50,000	20,955	29,045	42%
Supplies			-	
Office Supplies	37,280	25,545	11,735	69%
Total	\$ 534,834	\$ 391,511	\$ 143,323	73%
Contract Services				
Community Food Distribution	1,080	900	180	83%
Audit Expense	33,000	345	32,655	1%
Public Liability Insurance	190,000	165,068	24,932	87%
Legal Services/Settlements	1,000,000	447,035	552,965	45%
Contractual Service				
Public Works	578,465	434,979	143,486	75%
Temp Services	28,196	32,174	(3,978)	114%
Consulting Services	78,448	98,975	(20,527)	126%
Waste/Recycling Consulting Service	73,470	71,943	1,528	98%
Animal Control	111,096	62,016	49,080	56%
Total	\$ 2,093,755	\$ 1,313,435	\$ 610,732	63%
Capital Outlay/Projects				
Office Equipment/Machinery & Equip	19,125	19,588	(463)	102%
Information Technology	56,411	23,345	33,066	41%
Communication Equipment	5,700	-	5,700	0%
GF Capital Projects	50,000	-	50,000	0%
Total	\$ 131,236	\$ 42,933	\$ 88,303	33%
Debt Service				
Lease Payments	13,500	11,878	1,622	88%
Principal	60,000	58,051	1,949	97%
Interest Expense	192,700	191,343	1,357	99%
Total	\$ 266,200	\$ 261,273	\$ 4,927	98%
CJPIA				
CJPIA Installation Payment	144,000	108,000	36,000	75%
Total	\$ 144,000	\$ 108,000	\$ 36,000	75%
PERS Unfunded Liability				
PERS Payment	1,586,542	1,292,370	294,172	81%
Total	\$ 1,586,542	\$ 1,292,370	\$ 294,172	81%
Public Safety				
Public Safety Service	4,093,499	2,977,326	1,116,173	73%
Public Safety Service-Supplemental	44,000	-	44,000	0%
Total	\$ 4,137,499	\$ 2,977,326	\$ 1,160,173	72%
Total General Fund	\$ 10,374,200	\$ 7,399,387	\$ 2,805,224	71%

City of Maywood
Summary of Revenues
Special Revenue/Sewer Enterprise Funds Adopted Budget
Fiscal Year 2018-2019
Budget to Actuals as of March 31, 2019

	FY 18/19 Adopted Amended Budget	Actuals	Budget to Actual Variance	Budget to Actual Variance %age
SPECIAL REVENUE FUND				
Gas Tax	\$ 712,341.00	\$ 389,975.09	\$ 322,365.91	55%
TDA Bikeway	37,425.00	11.38	37,413.62	0%
Proposition A	551,386.00	430,888.46	120,497.54	78%
Proposition C	466,314.00	370,509.92	95,804.08	79%
Measure R	342,804.00	268,988.27	73,815.73	78%
Measure M	387,331.00	302,317.23	85,013.77	78%
SB-1 Road Maintance Rehab Act	465,235.00	295,021.57	170,213.43	63%
STP-L Federal Grant	-	-	-	0%
CDBG	1,213,037.00	705,794.00	507,243.00	58%
AMQD	30,000.00	8,363.45	21,636.55	28%
SLESF	144,000.00	148,746.54	(4,746.54)	103%
Grant/Reimb (Fed/State/County)	733,365.00	328,278.65	405,086.35	45%
Street Lighting	175,000.00	99,250.55	75,749.45	57%
Successor Agency	1,456.00	606.57	849.43	42%
Total Special Revenue Funds	<u>\$ 5,259,694</u>	<u>\$ 3,348,752</u>	<u>\$ 1,910,942</u>	<u>64%</u>
Sewer Enterprise Fund				
Sewer Fund	\$ 284,000	\$ 113,305	\$ 170,695	40%
Total Sewer Enterprise Fund	<u>\$ 284,000</u>	<u>\$ 113,305</u>	<u>\$ 170,695</u>	<u>40%</u>



AGENDA 6
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: APRIL 24, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: DON WAGNER, INTERIM CITY ADMINISTRATOR

SUBJECT: CONSIDER THE ADOPTION OF A RESOLUTION APPROVING A COMMERCIAL CANNABIS VEHICLE DELIVERY LICENSE FOR FIREHOUSE HEALTHCARE INDUSTRIES INC, LOCATED AT 6118 ATLANTIC BOULEVARD

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution approving a City of Maywood Commercial Cannabis Vehicle Delivery License for Firehouse Healthcare Industries Inc. ("Firehouse"), located at 6118 Atlantic Boulevard, and authorize staff to issue said license for a period not to exceed one year.

FISCAL IMPACT

There is no fiscal impact associated with this action.

BACKGROUND

On February 22, 2017, the Maywood City Council approved a fee schedule and reviewed an evaluation procedure for commercial cannabis license applications. This was accomplished pursuant to Maywood ordinance 16-03 titled "Code Amendment Permitting Marijuana Businesses in Certain Zones of the City." In order to provide a robust framework for the evaluation and licensing of cannabis businesses, fees must be collected to defray the staff and consultant resources expended to support said regulatory framework. Currently, Maywood ordinance 18-12 governs the issuance of commercial cannabis licenses.

To provide expert evaluation, City staff is working with HdL Companies ("HdL"), a consultant who provided a fee study and licensing procedure. HdL has established a specialized division with expert staff that have been working closely with the

Department of Consumer Affairs, Department of Food and Agriculture, Department of Public Health and the State Board of Equalization in the implementation of the Adult Use of Marijuana Act (AUMA) and the Medical and Adult Use of Cannabis Regulation and Safety Act (MAUCRSA). In addition, they have partnered with the League of California Cities, CSAC, and the Police Chiefs Association to develop policy and regulatory strategies to manage the Cannabis Industry in California. They also offer the resources and expertise to assist cities and counties with the design and implementation of all aspects of their regulatory and taxation policies and programs.

DISCUSSION

Prior to the final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted an application. Upon the completion of the final review process, the final score is tabulated and a minimum 80% overall score is required. Staff will present to the City Council the final rating along with their recommendation in which the City Council may award a license pursuant to MMC Section 5-45.01-12. The City Council reserves the right to award any or no licenses at all. All Applicants which are being recommended by Staff for consideration to the City Council should be prepared to attend a City Council meeting in Maywood to provide a public presentation before the Mayor and City Council introducing their team and providing an overview of their proposal.

Please note that being awarded a Commercial Cannabis license does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including electrical, plumbing, fire, planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits. Nor does it guarantee that the plans submitted via the application process meet the standards of the California Building Code or any other permit requirement from other city departments or agencies.

Firehouse is licensed by the City of Maywood and is currently operating a retail storefront dispensary at 6118 Atlantic Boulevard. This cannabis vehicle delivery license will supplement their existing retail business. Although Maywood ordinance 18-12 requires separate licenses for storefront retail and vehicle delivery retail activities, the State of California Bureau of Cannabis Control does not.

ANALYSIS

Based on the criteria set forth in Ordinance 18-12 as scored by HdL and evaluated by staff, the Firehouse application for a Commercial Cannabis Vehicle Delivery license at 6118 Atlantic Boulevard received a composite score of:

Category (Phase 2)	Points Given	Points Allowed	Percentage
Proposed Location of Business	200	200	100%
Business Plan	320	400	80%
Neighborhood Compatibility Plan	300	300	100%
Safety & Security	235	300	78%
Air Quality Plan	100	100	100%
Labor & Employment Plan	200	200	100%
Total Points & Percentage Avg.	1,355	1,500	90%

Category (Phase 3)	Points Given	Points Allowed	Percentage
Final Location	170	200	85%
Business Plan	240	300	80%
Community Benefits	240	300	78%
Enhanced Product Safety	170	200	85%
Environmental Benefits	170	200	85%
Labor & Employment	170	200	85%
Local Enterprise	170	200	85%
Neighborhood Compatibility Plan	170	200	85%
Qualifications of Principals	260	300	87%
Safety & Security	170	200	85%
Air Quality Plan	170	200	85%
SUB-TOTAL	2100	2500	84%
TOTAL SCORE (PHASE 2 & 3)	3,455	4,000	86%

It is the assessment of the Interim City Administrator and all others charged with the duty of evaluating this license application, that all minimum requirements have been met. Further, no evidence has been found to deny the application, per Maywood Municipal Code section 5-45.04 (Grounds for denial), which states that no license shall be granted under this chapter if the applicant:

- Does not qualify for licensure under this ordinance or state law;
- Has made any false or misleading statements during the application;
- Lacks the adequate right to occupy or use the premises as described in the Application.
- Has failed to demonstrate ability to adequately satisfy requirements of this ordinance, based on evidence submitted during the application process.

It is thus the recommendation of the Interim City Administrator to approve the application for a Commercial Cannabis Vehicle Delivery license for Firehouse, located at 6118 Atlantic Boulevard.

ATTACHMENT(S)

Attachment No. 1 – Resolution No. 6026

RESOLUTION NO. 6026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, GRANTING A COMMERCIAL CANNABIS VEHICLE DISPENSING LICENSE FOR FIREHOUSE HEALTHCARE INDUSTRIES INC, LOCATED AT 6118 ATLANTIC BOULEVARD

THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

WHEREAS, On February 22, 2017, the Maywood City Council approved a fee schedule and an application and evaluation procedure for commercial cannabis license applications pursuant to Maywood ordinance 16-03 titled "Code Amendment Permitting Marijuana Businesses in Certain Zones of the City;"

WHEREAS, Firehouse Healthcare Industries, Inc., ("Firehouse"), an existing cannabis brick and mortar dispensary located at 6118 Atlantic Boulevard, applied for a Commercial Cannabis Vehicle Dispensing License;

WHEREAS, City staff worked with HdL Companies ("HdL"), a consultant who provided expert evaluation of Firehouse's license application;

WHEREAS, Prior to the final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted an application. Upon the completion of the final review process, the final score is tabulated and a minimum 80% overall score is required;

WHEREAS, Staff presented to the City Council the final rating for Firehouse along with their recommendation in which the City Council may award a license pursuant to MMC Section 5-45.01-12;

WHEREAS, Based on the application and evaluation process as scored by HdL and evaluated by staff, the Firehouse application for a Commercial Cannabis Dispensary license at 6118 Atlantic Boulevard received a composite score as follows:

Category (Phase 2)	Points Given	Points Allowed	Percentage
Proposed Location of Business	200	200	100%
Business Plan	320	400	80%
Neighborhood Compatibility Plan	300	300	100%
Safety & Security	235	300	78%
Air Quality Plan	100	100	100%
Labor & Employment Plan	200	200	100%
Total Points & Percentage Avg.	1,355	1,500	90%

Category (Phase 3)	Points Given	Points Allowed	Percentage
Final Location	170	200	85%
Business Plan	240	300	80%
Community Benefits	240	300	78%
Enhanced Product Safety	170	200	85%
Environmental Benefits	170	200	85%
Labor & Employment	170	200	85%
Local Enterprise	170	200	85%
Neighborhood Compatibility Plan	170	200	85%
Qualifications of Principals	260	300	87%
Safety & Security	170	200	85%
Air Quality Plan	170	200	85%
SUB-TOTAL	2100	2500	84%
TOTAL SCORE (PHASE 2 & 3)	3,455	4,000	86%

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct and incorporated herein as if set forth in full.

SECTION 2. The City Council hereby grants a Commercial Cannabis Vehicle Dispensing License to Firehouse Healthcare Industries, Inc. for a term not to exceed one year from the date this Resolution is adopted.

SECTION 3. Firehouse Healthcare Industries, Inc. shall with all applicable provisions related to the operation of a Cannabis Vehicle Dispensing operation as set forth in Ordinance No. 18-12.

SECTION 4. The City Clerk will certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 24th day of April 2019.

Eduardo De La Riva, Mayor

ATTEST:

Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that foregoing Resolution No. 6026 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 24th day of April, 2019, by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

City Clerk