

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE ALHAMBRA, CALIFORNIA 91803-1331

http://dpw.lacounty.gov

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

July 05, 2016

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

28 July 19, 2016

LORI GLASGOW EXECUTIVE OFFICER

SERVICES CONTRACT
AWARD SERVICES CONTRACT FOR
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR
PUBLIC WORKS HEADQUARTERS COMPLEX
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)

SUBJECT

This action is to award a services contract to Mariposa Landscapes, Inc., for landscape and grounds maintenance services for Public Works Headquarters complex in Alhambra, California.

IT IS RECOMMENDED THAT THE BOARD:

- 1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
- 2. Find that these services can be more economically performed by an independent contractor than by County employees.

- 3. Award the contract for landscape and grounds maintenance services for Public Works Headquarters complex to Mariposa Landscapes, Inc., located in Irwindale, California, and direct the Chair to execute the contract. This contract will be for a period of 1 year commencing on August 1, 2016, or upon the Board's approval, whichever occurs last, with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months with a maximum potential contract sum of \$584,574. The sum for the initial term is \$98,917; the sum for the first optional term is \$102,920; the sum for the second optional term is \$106,607; the sum for the third optional term is \$109,339; the sum for the fourth and last optional term is \$111,194; and a month-to-month extension up to 6 months is for \$55,597.
- 4. Authorize the Director of Public Works or her designee to renew this contract for each additional renewal option and extension periods if, in the opinion of the Director or her designee, Mariposa Landscapes, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director or her designee, it is in the best interest of the County to do so.
- 5. Authorize the Director of Public Works or her designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to provide landscape and grounds maintenance services to maintain the Department of Public Works Headquarters complex. The work to be performed includes the maintenance of turf, ground cover, shrubs, trees, and indoor plants; routine application of fertilizers, insecticides, and herbicides; maintenance of irrigation systems; and removal of litter from walkways and landscaped areas. These services can be more economically provided by an independent contractor than County employees, as such, the Department of Public Works has contracted for these services since 1988. In addition, due to the workload fluctuations, and the specialized technical nature of some of the work, a capacity to utilize contractor's resources is important.

<u>Implementation of Strategic Plan Goals</u>

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive and cost effective manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The maximum potential contract sum is \$584,574 for the entire contract period of 66 months plus 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract. The sum for the initial term is \$98,917; the sum for the first optional term is \$102,920; the sum for the second optional term is \$106,607; the sum for the third optional term is \$109,339; the sum for the fourth and last optional term is \$111,194; and a month-to-month extension up to 6 months is for

\$55,597. These amounts are based on each contract term's proposed price quoted by the contractor and our estimated annual utilization of the contractor's services.

Funding for these services is included in the Internal Service Fund Fiscal Year 2016-17 Budget. Funds to finance the contract's renewal years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Mariposa Landscapes, Inc., located in Irwindale, California. This contract will commence on August 1, 2016, or upon the Board's approval, whichever occurs last, for a period of 1 year. With the Board's delegated authority, the Director of Public Works or her designee may renew the contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

The contract has been executed by Mariposa Landscapes, Inc., and approved as to form by County Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard service contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Data regarding the proposers' minority participation is on file with Public Works.

Pursuant to the applicable memorandum of understanding, the Request for Statement of Qualifications (RFSQ) for the contracted services was submitted on December 3, 2014, to the appropriate union for review. Subsequently, the Invitation for Bids for these services was submitted on January 25, 2016, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance provisions apply to this proposed contract as County employees can perform these contracted services. The contract complies with all of the requirements of the County Code Section 2.201.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector.

This Proposition A contract does not allow cost of living adjustments for any option years.

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). These services are within a class of projects that has been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 (h) of CEQA.

CONTRACTING PROCESS

On December 4, 2014, a notice of the RFSQ was placed on the County's "Doing Business With Us" website (Enclosure B), "Public Works Business Opportunities" website, Twitter, and an advertisement was placed in the Los Angeles Times. Also, Public Works informed 333 independent contractors and community business enterprises about this business opportunity.

On January 12, 2015, Public Works began receiving Statement of Qualifications (SOQs) for landscape and grounds maintenance services. The submitted statements were reviewed to ensure they met the minimum requirements in the RFSQ. The evaluation was based on criteria detailed in the RFSQ, including experience, work plan, financial resources, references, and demonstrated controls over labor/payroll record keeping. The committee utilized the informed averaging methodology for applicable criteria. Based on this evaluation, Public Works selected seven apparent responsive and responsible vendors and placed them in a prequalified list.

On January 26, 2016, Public Works issued an Invitation for Bids from the vendors in the prequalified list. On February 9, 2016, two bids were received. One of the bidders withdrew its bid. It is recommended that this contract be awarded to the apparent responsive and responsible bidder, Mariposa Landscapes, Inc. Public Works determined the contractor's price to be reasonable for the work requested.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

<u>IMPACT ON CURRENT SERVICES (OR PROJECTS)</u>

The award of this contract will not result in the displacement of any County employees as these services are presently contracted with the private sector.

Hail Farher

CONCLUSION

Please return one adopted copy of this Board letter along with the Contractor Execute and Department Conform originals of the contract to the Department of Public Works, Architectural Engineering Division. The original Board Execute copy should be retained for your files.

Respectfully submitted,

GAIL FARBER

Director

GF:JQ:soEnclosur

es

Enclosures

c: Chief Executive Office (Rochelle Goff)
County Counsel
Executive Office
Internal Services Department, Contracts Division
(w/o enc.)

BOARD EXECUTE

Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC WORKS

AND

MARIPOSA LANDSCAPES, INC.

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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AGREEMENT FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

THIS AGREEMENT, made and entered into this 19th day of July, 2016, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and MARIPOSA LANDSCAPES, INC., a California Corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

<u>FIRST</u>: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Statement of Qualifications filed with the COUNTY on January 12, 2015, and Bid Submission filed with the COUNTY on February 9, 2016, hereby agrees to provide services as described in this Contract for Landscape and Grounds Maintenance Services for Public Works HQ Complex (2016-PA003).

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F.1 (Supplemental), Performance Requirements Summary; Exhibit G.1 (Supplemental), Bid Submission Instructions; Exhibit H, Indoor Plant Locations; Exhibit I, Nesting Bird Avoidance Procedures Verification Form; Exhibit J, Countywide Integrated Pest Management Program; Exhibit K, Public Works Site Map; the CONTRACTOR'S Statement of Qualifications and Bid Submission, all attached hereto; the Request for Statement of Qualifications; and Addenda to the Request of Statement of Qualifications, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Bid and attached hereto as Forms PW-2.1 – PW-2.6, an amount not to exceed the maximum potential contract sum of \$584,574 for the entire contract period of 66 months or such greater amount as the Board may approve (Maximum Contract Sum). The sum for the initial term is \$98,917; the sum for the first optional term is \$102,920; the sum for the second optional term is \$106,607; the sum for the third optional term is \$109,339; the sum for the fourth and last optional term is \$111,194; and a month-to-month extension up to 6 months is for \$55,597.

<u>FOURTH</u>: This Contract's initial term shall be for a period of one year commencing on August 1, 2016, or upon Board approval whichever occurs last. The COUNTY shall have the sole option to renew this Contract term for up to four additional one-year periods and six month-to-month extensions for a maximum total Contract term of five years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the

COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed on a month-to-month basis upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

<u>FIFTH</u>: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices quoted in Forms PW-2.1 – PW 2.6, Schedule of Prices for the applicable term.

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

County of Los Angeles Department of Public Works Attention Fiscal Division, Accounts Payable P.O. Box 7508 Alhambra, CA 91802-7508

<u>SEVENTH</u>: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

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

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

TENTH: No cost-of-living adjustments shall be granted for the optional renewal periods.

// // <u>ELEVENTH</u>: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Bid, conflict with the COUNTY'S specifications, requirements, terms, and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through K, inclusive, the COUNTY'S provisions shall control and be binding.

TWELFTH: In the event that there are discrepancies in the work requirements between the Scope of Work from the RFSQ document and this IFB's Scope of Work resulting from the RFSQ (2014-SQPA001), per the sole discretion of the Contract Manager, the higher requirements shall prevail and be binding.

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

<u>FOURTEENTH</u>: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

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II

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chair of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

Chair, Board of Supervisors

ATTEST:

LORI GLASGOW Executive Officer of the Board of Supervisors of the County of Los Angeles

APPROVED AS TO FORM:

MARY C. WICKHAM County Counsel

1111 1 9 2016

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

LORI GLASGOW **Executive Officer** Clerk of the Board of Supervisors

MARIPOSA LANDSCAPES, INC.

Noriega, President
Type of Print Name

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California County of Los Angeles
On May 12, 2016 before me, Irma Urbina, Notary Public (insert name and title of the officer)
personally appeared Terry Notice and Antonio Valenzuelo, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal. IRMA URBINA COMM. #2143668 Notary Public · California Los Angeles County My Comm. Expires Feb. 21, 2020 Signature (Seal)

SCOPE OF WORK

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX (2016-PA003)

A. Public Works Contract Manager

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

B. Work Location

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

C. Request of Work from Contractor

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

D. Work Description

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

1. Lawns

a. The Contractor shall mow the lawns (as-needed) on Fridays (as required and weather permitting) to maintain a neat appearance. Lawn shall be trimmed to all walks, curb paving, headers, and shrub areas. Contractor shall only use walk mowers with a blade diameter of 35 inches or less. Riding mowers will not be allowed.

- Debris from this work shall be removed from the worksite by the Contractor and the area left in a neat and clean condition.
- b. As-needed, Contractor shall treat and control broadleaf weeds. For example, dandelions with safe and selective herbicides.
- c. Certain lawn weeds (e.g., Bermuda grass and Crabgrass) are not effectively controlled using selective chemical herbicides. Infestations of grass weeds as stated, shall be identified and eliminated. This work shall include spraying a complete clean-up chemical, such as "Round-up" or the latest chemical used by industry standards. This work shall also include spraying the infested area, mechanical removal of the targeted weeds, and reseeding with desirable lawn seed.
- d. Contractor shall adjust and program the irrigation system to deliver adequate soil moisture to the lawn areas as determined by a weekly inspection. Contractor shall inspect weather station and the weather-based automatic irrigation controller on a monthly basis.
- e. Contractor shall perform hand sweeping Monday through Thursday. Blowers will be allowed before 6:30 a.m. and/or during nonpopulated times. If blower is used, electric blower is recommended.
- f. Contractor shall assign a minimum of one on-site landscape maintenance worker (or the equivalent) to Public Works HQ Complex for eight hours a day, Monday through Friday, for general grounds maintenance work.

2. Ground Covers and Shrubs

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

- d. Contractor shall clean ground cover beds weekly of all debris, leaves, branches, papers, bottles, etc.
- e. Contractor shall replace dead, missing, and unhealthy looking ground cover plants to maintain full, even, and healthy looking planting beds. Contractor shall submit a Bid for replacement of plants to Public Works before beginning installation. Plants shall not be replaced with different types unless there is consistency in design.
- f. Contractor shall regularly cultivate the open soil between plants where planting permits. Intruding weeds shall be removed by hand wherever possible. Where weed infestation is in a large area and as approved by the Department, weeds can be controlled by chemical means. Green products are recommended.
- g. Contractor shall apply fertilizer twice a year or as required to stimulate growth.
- h. Contractor shall replace annuals in front of the Department of Public Works sign at the corner of Orange and Fremont Avenue, minimum twice a year.
- i. Contractor shall conduct weed control throughout the parking lot in-between cracks and along parking stops a minimum of twice per month. Remove all dead weeds from the area. Work to be performed on Friday's.

3. <u>Trees</u>

- a. Contractor shall clearance prune all trees. Trees shall be pruned in a manner to develop (in most cases) open and even branching so as not to overlay one another to eliminate dead, diseased, or branch forks that lack strength to reduce toppling, and wind damage by thinning out and shaping.
- b. Contractor shall adhere to "Nesting Bird Avoidance" procedures prior to all tree maintenance. Refer to Exhibit I.
- c. Contractor shall trim trees around parking lots, fences, and roads (including hedges outside of the fences along Fremont Avenue, Orange Avenue, and Date Street) to provide sufficient bottom clearance to allow unobstructed vehicle and pedestrian traffic. Trees shall be trimmed to not obstruct view of signs, etc.

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

4. Litter

- a. Contractor shall keep all walks clear of debris from the maintenance operations, erosion run-off from storms, and irrigation or windblown debris on a daily basis.
- b. Contractor shall remove all or any portion of green waste accumulated as a result of the Contract work. Removal of green waste shall be recycled either at an on-site designated area for the use of mulch/compost material or taken out of the premise to a recycled green waste location preapproved by the CM.

5. Pest Control

- a. Contractor shall inspect all plant materials for insects and diseases. Approved chemical sprays shall be applied, if required, for the following insect and disease infestations: aphids, mealybugs, mites, snails, whiteflies, gophers, fungus diseases, etc. All chemical sprays shall be approved by the CM prior to use.
- b. The preferred method of control shall be biological control or with nontoxic, biodegradable, organic materials. If stronger materials are needed, only materials that are recommended by a licensed

Pest Control Advisor and are Environmental Protection Agency approved and regulated shall be used. Application of said product shall only be done under the direct supervision of a California Qualified Applicator certified by the State of California and registered with the County of Los Angeles.

- c. Contractor shall adhere to the Countywide Integrated Pest Management Program (IPMP). Refer to Exhibit J.
- d. All Contractor's personnel shall exercise the proper use of Personal Protective Equipment (PPE) and the proper use of chemical controls, spray equipment, and keep Material Safety Data Sheets (MSDS) on site and take any necessary prudent safety precautions.

6. <u>Irrigation System</u>

- a. Contractor's personnel shall inspect the irrigation systems weekly (preferably on Fridays) for broken and clogged heads, malfunctioning, or leaking valves or any other condition, which hampers the correct operation of the system. Contractor shall sequence operation of the system. Automatic irrigation controls, sprinkler heads, and control valves requiring repairs shall be reported to Facilities Management immediately so that necessary action can be taken.
- b. Contractor shall clean, inspect the filters, flush the system, and check for any breaks quarterly. Inspect, repair, and replace parts as-needed.
- C. Contractor shall adjust and clean sprinkler heads, risers, Polyvinyl Chloride (PVC) piping, and automatic or manual sprinkler control valves to maintain the system in an efficient operating condition. Sprinkler heads shall be adjusted a minimum of once a month to provide even water coverage to planted areas. At no additional cost, the Contractor shall replace the following sprinkler parts as required to maintain the irrigation system in fully operative condition: PVC plastic pipe, fittings, nozzles, rotor pop-ups, control valves, and sprinkler heads. Also, at no additional cost, the Contractor should replace and repair the following parts: major piping (up stream of automatic control valves), control valves, sprinkler heads, and irrigation controllers due to normal wear and tear as required maintaining functionality of the irrigation system. Contractor shall maintain and replace low voltage wiring from controllers to valve as-needed to maintain efficient operations.

- d. Contractor shall eliminate excessive over spray and misting, over pressurization, misalignment or tilted spray heads, or other malfunction and/or out-of-adjustment condition, which results in unreasonable waste of potable water.
- e. Contractor shall program the automatic irrigation controllers to deliver adequate soil moisture as determined by monthly (or more) personal inspection. Specific care shall be taken to keep irrigation runoff to a minimum. Contractor shall turn off the irrigation system or the irrigation clocks during rainy weather or high moisture periods where watering is not required.

7. Indoor Plants

Contractor shall provide upkeep for various predetermined indoor plants, which shall be part of the regular duties of the employees assigned for general grounds maintenance work. Contractor shall have knowledge as to the care and upkeep for various predetermined indoor plants. Replace plants or other potting soil amendments (as-needed). A list of the indoor plant locations is located in Exhibit H, Indoor Plant Locations.

8. <u>Inspection and Workmanship</u>

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

e. Any plant material that dies due to Contractor's improper maintenance procedures shall be replaced by the Contractor up to a maximum 15 gallon size at no cost to Public Works. Damages to trees and other plant materials due to circumstances beyond the control of the Contractor will be remedied by Public Works. Upon request by Public Works, the Contractor, shall plant the trees and other plant material at no cost to the County.

E. Additional Work

- 1. The CM may authorize the Contractor to perform additional work including, but not limited to, repairs and replacements when the need for such work arises out of unforeseen incidents such as vandalism, acts of God, and third-party negligence, or improvements in order to add new, modify existing, or to refurbish existing landscaping and irrigation systems. If the CM determines such additional work can be obtained in whole or in part by temporarily modifying the Contractor's tasks and work schedules, he or she may direct such modification.
- 2. Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials consistent with the rates in the Schedule of Prices (Form PW-2). The hourly labor rates quoted in the estimate shall be in accordance with the rate in the Form PW-2, Schedule of Prices, Item B, As-Needed Repair Services. No markups are allowed. No additional work shall commence without written authorization from the CM. However, when a condition threatens imminent injury to the public or damage to property, the CM may orally authorize the work to be performed upon receiving an oral estimate from the Contractor. Within 24 hours after receiving an oral authorization, the Contractor shall submit a written estimate to the CM for approval.
- 3. All additional work provided herein shall commence on the specified date established. The Contractor shall proceed diligently to complete said work within the time allotted.

F. Hours and Days of Service

Hours and services shall be primarily performed within the 5 a.m. to 2 p.m., time period, Monday through Friday, each week, except County observed holidays, at which time the service shall be done before or after such holiday. Work hours may be altered, when necessary, with the approval of the CM.

Holidays Observed by the County of Los Angeles are:

New Year's Day Martin Luther King, Jr. Day Presidents' Day Columbus Day Veterans Day Cesar Chavez Day (beginning 2017) Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day

G. Utilities

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

H. Storage Facilities

Public Works will provide a small area for a storage shed the Contractor may keep on-site. Public Works will not be liable or responsible for any damage, by whatever means, or theft of materials or equipment from the worksite. At no time are chemicals, gasoline, or gasoline operated equipment to be stored in the shed.

I. Removal of Debris

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

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

J. Special Safety Requirements

1. All Contractor's operators shall be expected to observe all applicable State of California Occupational Safety, Health Administration (Cal/OSHA), and Public Works' safety requirements while at Public Works' jobsites.

- 2. Hard hats will be worn at as required. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.
- 3. Contractor shall inspect and identify any condition that renders any portion of the premises unsafe. Contractor shall notify the CM immediately when a condition threatens imminent injury to the publics or damage to property. The Contractor shall be responsible for blocking any unsafe areas by using barricades or traffic cones to alert the public of the existence of hazards, and to protect members of the public or others from injury. The Contractor shall cooperate fully with Public Works in the investigation of any accidental injury or death occurring on the premises, including a complete written report to the CM within five days following the occurrence.
- 4. Special emphasis shall be placed on public safety during landscape maintenance operations, particularly when adjacent to roadways, sidewalks, and bicycle trails. Contractor shall be responsible for providing all necessary safety measures to ensure public safety within the limits of or adjacent to each particular landscape maintenance operation.

Contractor shall do the following for safety issues:

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

K. Maps

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

L. Responsibilities of the Contractor

- 1. The Contractor shall furnish all labor, materials, tools, equipment, transportation, fertilizer, insecticides, herbicides, and other items needed to perform landscape maintenance work as outlined.
- 2. All work shall be performed in accordance with accepted horticultural standards of quality and workmanship so as to maintain the landscape in the highest possible aesthetic condition.
- 3. Contractor shall provide landscape personnel with the skills and experience necessary to perform the various landscape activities for the full performance of this work.
- 4. Contractor shall provide at a minimum the following number of staff as indicated below:
 - a. One on-site landscape maintenance worker for eight hours per day, Monday through Friday.
- 5. Contractor must register annually with each County Agricultural Commissioner in those areas they plan to do work.
- 6. Contractor must provide annual Pesticide Handler Training to its employee working on this Contract.
- 7. Contractor must store the pesticides properly.
- 8. All pesticide, rodenticide, herbicide, and other such chemical application shall be under the direct supervision of a supervisor or employee with a valid and active California Qualified Applicator certified by the State of California and registered with the County of Los Angeles.
- 9. Contractor shall possess a valid and active C27 Landscaping Contractor's license, California Qualified Applicator license, and California Pest Control Business license throughout the term of the Contract.

M. Responsibilities of Public Works

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

N. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

O. <u>Liquidated Damages</u>

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

- agreement and willingness to be bound as part of the consideration being offered to the County for the award of the Contract.
- f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.
- g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item, for which an amount of liquidated damages is specified.
- 3. The Contractor shall pay Public Works, or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the sum of \$500 for each consecutive calendar day that the Contractor fails to complete work within the time specified unless otherwise provided in this Contract.
- 4. In addition to the above, Public Works may use Exhibit F, Performance Requirements Summary, to evaluate Contractor's performance.

EXHIBIT B-E

Exhibit B: Service Contract General Requirements

Exhibit C: Internal Revenue Service Notice 1015

Exhibit D: Safely Surrendered Baby Law Posters

Exhibit E: Defaulted Property Tax Reduction Program

See RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2 for the above exhibits to be incorporated by reference.

PERFORMANCE REQUIREMENTS SUMMARY

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

Comments Compliance □Yes N/A □Yes N/A □Yes N/A □Yes N/A **%**□ % □ % □ **%**□ Performance Indicator* termination for default of plus any fine(s) charged possible termination for governmental agencies Consequences for \$50 per day per report \$50 per day per report governmental agency; Failure to Meet \$500 per occurrence plus any remediation suspension; possible possible suspension; \$500 per occurrence Deductions / to the County by a default of contract. plus any fines by that is late or not that is late or not regulatory and cost; possible regulatory or submitted. submitted. contract. with any Federal, State, or local Submitted to Contract Manager daily/weekly/monthly report. negligence or failure to comply State, or Federal regulatory or Discharge of debris into storm governmental agency as a Fined by a local, regional, result of the Contractor's Performance Filed within time frame Indicator rules, regulations, or drains and/or gutter. requirements. requested. REPORTS/DOCUMENTATIONS Special Reports As Needed Fines by Regulatory and Required Service/Tasks Governmental Agencies Violation of the National Daily/Weekly/Monthly/ Pollutant Discharge Elimination System Quarterly Reports A. SCOPE OF WORK ر ز ri œ.

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

PERFORMANCE REQUIREMENTS SUMMARY

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

	ce Comments						
	Compliance		□ Yes □ No □ N/A	□Yes □ No □ N/A	□Yes □No □N/A	□Yes □No □N/A	□Yes □No
	Deductions / Consequences for Failure to Meet Performance Indicator*		\$100 per employee per day who is not certified as passing the background check.	\$50 per error resulting from lack of orientation; possible suspension.	\$50 per occurrence.	\$50 per employee, per occurrence.	\$50 per employee, per occurrence.
	Performance Indicator		Prior to the start of the contract and continuation of the contract the contract the contract the contract shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract. Employees who do not pass or is not certified shall be immediately removed.	Employees must have thorough knowledge of facility and its needs.	Staffing levels are equal or exceed contract requirements.	Photo I.D. Badges worn by all employees on the job at all times.	Uniforms worn by all day time employees on the job.
to monitor of any part of this Contract.	Required Service/Tasks	C. EMPLOYEES	Criminal Background Investigation .	Employees Well Oriented To Job	3. Staffing	4. Photo I.D. Badges	5. Uniform

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

PERFORMANCE REQUIREMENTS SUMMARY

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

Comments Compliance □N/A □Yes N/A □Yes N/A □Yes N/A □Yes N/A □Yes N/A □ □Yes N/A **%**□ **%**□ % □ **%**□ % □ **8**□ Performance Indicator* responded to within the Consequences for \$50 per employee, per \$50 per complaint not time frame outlined in \$200 per occurrence; Failure to Meet possible suspension. \$50 per occurrence. \$50 per occurrence. Deductions / \$250 per untrained the specifications. occurrence. employee. Contractor shall notify the County in writing of any change Respond within the time frame Responsiveness to complaints Facility inspected each shift or as required by Contract. work records, and acceptable practices related to the work. and requests; maintain good accepted standards for safe Completion of training of all Document training of each in name or address of the Project Manager. outlined in the Contract. Performance Indicator evel of service. employee. 4. Competent Supervisory Staff requests, and discrepancies. Change in Project Manager D. SUPERVISOR/MANAGERS Required Service/Tasks Respond to complaints, 3. Makes Site Inspections Maintain Knowledge of Safety Requirements 6. Training program 7. ۲

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

PERFORMANCE REQUIREMENTS SUMMARY

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

to monitor of any part of this Contract.				
Required Service/Tasks	Performance	Deductions /	Compliance	Comments
	Indicator	Consequences for Failure to Meet		
		Periormance Indicator		
5. Provide Adequate Supervision and Training	Contract specifications met.	\$50 per occurrence; possible suspension.	□Yes □No □N/A	
6. Project Safety Official	Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices.	\$200 per occurrence.	□Yes □No □N/A	
7. Supervisors speak, read, write, and understand English	On-site supervisor can communicate in English with County Contract Manager.	\$100 per day for use of non English-speaking supervisor; possible suspension.	□Yes □No □N/A	
E. CONTRACT ADMINSTRATION				
1. Insurance Certifications	Certifications submitted before implementation of contract and on a timely basis there-after.	\$200 per day; work/contract; possible suspension; possible termination for default of contract.	□Yes □No □N/A	
 Record Retention & Inspection/Audit Settlement 	Maintain all required documents as specified in contract.	\$200 per occurrence.	□ Yes □ No □ N/A	
License and Certification	All license and certifications required to perform the work, if any.	\$200 per day; possible suspension; possible termination for default of contract.	□Yes □ No □ N/A	
4. Assignment and Delegation	Contractor shall not assign its rights or delegate its duties	\$200 per day the County is not informed of this	□Yes	

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

PERFORMANCE REQUIREMENTS SUMMARY

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

Dominod Comico/Tacke	Dougania	1: 1		
veduiled belvice/ lasks	renormance	Deductions /	Compliance	Comments
	Indicator	Consequences for Failure to Meet		
		Performance Indicator*		
	under this Contract, or both,	change; possible	□N/A	
	whether in whole or in part,	suspension; possible		
	without the prior written	termination for default of		
	consent of County.	contract.		
Safety Requirements	Comply with all applicable	\$500 per occurrence;	□Yes	
	State of California	possible suspension.	SN C	
	Occupational Safety and		N	
	Health Administration		<u> </u>	
	(Cal/OSHA)			

Exhibit G.1 (SUPPLEMENTAL): Bid Submission Instructions

See RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2 for the above exhibit that is incorporated by reference.

INDOOR PLANT LOCATIONS

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AT PUBLIC WORKS HEADQUARTERS COMPLEX

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

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EXHIBIT I	
 <u> </u>	

NAME/TITLE:	DATE:
PROJECT LOCATION:	TYPE OF ACTIVITY:

NESTING BIRD AVOIDANCE PROCEDURES VERIFICATION FORM (To be conducted by trained and responsible staff, <u>ONLY</u> on maintenance and repair projects that do NOT have Environmental Permits from CDFG, COE, and the RWQCB. Otherwise, request for a qualified biologist.)	
Only to be filled out <u>during</u> the nesting bird season	
Please check boxes and fill in blanks below to demonstrate application of procedures to avoid potential impacts t nesting birds. Further information can be found in the Nesting Bird Awareness Brochure training materials.	.0
Step 1: Consider the Season Yes No	
Will the work be conducted in the nesting season (March 15 to August 31)? If yes, follow Steps 2 through 5.	
Note: These dates may change slightly so confirm annually with your supervisor. Although nesting is not expected to occurside of this season, nesting is protected regardless of when it occurs.	ur
Step 2: Approach with Caution Yes No	
While entering a new work area, was every reasonable effort used to minimize initial disturbance by approachin slowly and quietly when feasible?	g
Step 3: Stop and Watch Yes No	
When approaching the new work area, did staff stop momentarily and watch for any signs of bird nesting?	
Note: This activity involves visually scanning the trees, other vegetation, bare ground, natural or man-made crevices, eves buildings, areas under bridges, or other potential nest sites. Indications of nesting may include: carrying nest building material, copulation, courting behavior (such as unusual fight patterns, mated birds (chasing or following closely in flight sudden fly away when closely approached, or prolonged activity on or adjacent to nest.	ıg
Cuep 4: Search for Nest Yes No No	
If potential indicators of nesting were observed, did staff continue to make observations and search for likely nestions?	st
Note: Search initially from a distance to avoid disturbance, then slowly approach a suspected location with caution.	
Step 5: Establish Protective Buffer Yes No No	
If a nesting area was detected, was a buffer zone around the nest established and demarcated with floother marking device?	•
Note: The buffer zone is typically 300 ft from the nest for song birds and 500 ft for raptors.	
RESULTS:	
Nesting bird indicators and/or nest(s) were NOT detected.	
Nesting bird indicators and/or nest(s) were detected.	
If detected, briefly describe observations made and actions taken below:	_
	_

5/1/12, revised 5/7/12

III. Integrated Pest Management, Erosion Control, and Landscape anagement Plan

General

- Policy to be made available to HQ FM Employees
- o **Documentation**:
 - Weekly Inspection Pest Control Log (FM, Contractor)
 - Universal Notifications (FM, Contractor)
 - Pest Management Contract (FM, Contractor)
 - Landscape Management Contract (FM, Contractor)
 - Material safety data sheet (MSDS) for all pesticides used (FM)
 - Storm Water Pollution prevention Plans (SWPPP) (FM)
 - Storm Water Maintenance Log (FM)
 - Landscaping Fertilizer Usage Log/receipt (Contractor)
 - Water usage reports (Contractor)
 - Arborist Reports (Contractor)
 - Green Yard Waste Receipt (Contractor) if no onsite mulching is developed
- All cataloged, logs, and maintained in central location on site kept up to one year.

Areas of the Plan

Integrated Pest Management - General Section

- Weekly inspection of the facility and remedy any pest issues.
- Schedule routine pest inspection on Fridays so that pest issue may be resolved before starting of work on Monday.
- o If pest is found, IPM as described below is deployed.
- o Once source of the pest attraction is determined and removed, bait trap is set up to capture the pest(s).
- As a last resort, spray pesticide. Occupants must be notified (Universal Notification).
- o Pesticide shall be least-toxic as described in the IPM below
- Weekly Inspection Pest Control Logs to be kept on site. Logs to contain the following information:
 - Date and time of investigation and date of application of IPM
 - Location of infestation/application
 - Individual Responsible technician
 - Type of Pests found
 - Pest control method used
 - Pest control product(s) used
 - Universal Notification (if used) provide a copy

- FM shall review inspection logs, pest management practices, and contracts yearly.
- o Retain copies of all logs and notices up to one year.
- IPM Integrated Pest Management
 - Identify and investigate the pest problem
 - Use least-toxic method to control pest issues:
 - Use traps, or
 - Low hazard Tier 3 products as identified in the San Francisco Hazard Screening List.
 - Non rodent pesticides are used in self-contained baits and placed in inaccessible locations.
 - All pesticides other than least-toxic will need Building Facility Manager's approval
 - Universal Notification shall occur before pesticide other than a least-toxic is applied
 - Normal 72 hours advance notice is required.
 - Emergency 24 hours notice is required
 - Emergency condition is as defined by FM where normal operation of facility is severely disrupted and occupants are subjected to health risks
 - Notifications to be by email and/or posted signs where applicable. Notification to include the following:
 - Pesticide product name,
 - Active ingredient(s),
 - Product label signal word (e.g., "caution", "danger"),
 - Time and location of application, and
 - Contact information-phone number
 - All pesticide residues shall be cleaned and removed before occupying the area.

1. Outdoor Integrated Pest Management Plan (IPM) (FM, ISD, and Contractors)

o See General Section above for Integrated Pest Management Plan

Custodial and Maintenance Crew Tasks:

- Empty trash container at least once each work day.
- Clean trash containers once a month.
- Store trash away from doors.
- Repair cracks in pavement and sidewalks.
- Seal all cracks and crevices around building to minimize pest or insect intrusion.
- Maintain adequate drainage away from building structures.
- Landscape Contractor:

- Select a mixture of turf types (such as certified seed, sod, or plugs) that are best for area.
- Raise mowing height to enhance turf's competitiveness against weeds.
- Apply fertilizer appropriately. Avoid excessive fertilizer. Use aeration techniques.
- Prune branches of ornamental shrubs / trees to prevent access by pests.
- Select plants from disease-resistant types of ornamental shrubs and trees.
- o Routinely inspect all plants for insects / diseases. Use least toxic chemical sprays available making sure they are targeted towards threatening species. Clearly mark lawn/ affected area. Use organic chemical pest control for the following insect and disease infestations: Aphids, mealy bugs, mites, snails, whiteflies, mole, gophers, fungus diseases, etc. All personnel exercise proper use of personal protective equipment, chemical controls, and spray equipment. Material Safety Data Sheets (MSDS) shall be kept on site.
- Use traps to capture pests and insects in place of pesticides.

2. Indoor Integrated Pest Management (FM, ISD, Contractors)

o See General Section above for Integrated Pest Management Plan

Maintenance Crew/Contractor Tasks:

- Food service areas and break rooms should be cleaned daily.
- Clean all spills promptly, eliminate clutter to simplify cleaning and minimize hiding places for pests.
- Install barriers to prevent pests from entering the building.
- Break rooms are cleaned twice during working hours. Any noticeable spills are cleaned at time of service. Trash cans are emptied and wiped down at night.
- Fix dripping faucets and leaking pipes when noticed by employees or janitorial staff.

3. Erosion and Sediment Control (FM)

- Facility Manager will inspect / evaluate once a year in addition to quarterly inspection and storm occurrence inspection for prevention of sedimentation.
- Ongoing landscaping activities and future construction activities must follow Capital Projects Procedures Storm Water Pollution prevention Plans (SWPPP) and Los Angeles County - DPW Best management Practices for Construction Activities.

Best Management Practices:

- Eroded sediments and other pollutants must be retained on site and may not be transported from site via sheet flow, swales, area drains, natural drainage courses, or wind.
- Stockpiles of earth and other materials must be protected from being transported from site by the forces of wind or water.
- Fuels, oils, solvents and other toxic materials must be stored in accordance with listing and not to contaminate soil and surface waters. All approved storage containers to be protected from weather. Spills be cleaned up immediately and disposed of in proper manner. Spills may not be washed into drainage system.
- Non-storm water runoff from equipment and vehicle washing or any other activity shall be contained at project site.
- Excess or waste concrete may not be washed into public way or drainage system. Provisions must be made to retain concrete wastes on site until disposed of as solid waste.
- Trash and other solid waste must be deposited into covered receptacle to prevent contamination of rainwater or dispersal by wind.
- Sediments and other materials may not be tracked from site by vehicle traffic. Construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into public way. Accidental depositions must be swept up immediately and not washed down by rain or other means.
- Any slopes with disturbed soils or denuded of vegetations must be stabilized so as to inhibit erosion by wind and water.
- Reduce erosion/sedimentation within landscape areas. Install temporary sedimentation control as approved by department.

Maintenance Crew Tasks:

- Inspect any erosion/sedimentation occurring within landscape areas and repair as necessary.
- Provide temporary sedimentation control as approved by Department. Eroded slope after a storm shall receive permanent erosion control measure, e.g. erosion control matting and planting.

4. Landscape Management (FM, Contractor)

- Facility Management will annually review landscaping contract, update as necessary to reduce waste volume added to landfill, and potable water and fertilizer use. Additional use of native plants will also be reviewed.
- Plants should be selected to minimize waste by choosing species that are appropriate to micro-climate and grow to natural size in space

allotted and chosen based on perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred. Goal is to reduce landscaping irrigation by 50% / maintenance of landscaping by 50%.

Green Landscaping Products and Materials

- SmartLine® water management system goal reduce water usage by 50% and eliminate runoff.
- Drip irrigation with timers or moisture sensors.
- Mulch or compost from food waste programs within 500 miles of the project.
- Drought tolerant plants or those requiring minimal water once established.
- Plants species appropriate for the micro-climate.
- Bio-degradable, organic, and low impact cleaning products that meet the same requirements as those listed for "Green Cleaning".

Fertilizer

- Use fertilizers during times of plant uptake / not when heavy rain is expected. Use fertilizers as-needed only.
- Keep fertilizer use 25 feet from waterways.
- Use organic and natural materials to the greatest extent possible.
- If synthetic fertilizers are used, choose slow-release formulas and not "weed and feed" products
- 20% of fertilizer used must contain organic ingredients.

Lawn Procedures

- 1) Mow lawns weekly basis during growing season (e.g. March 15 October 15) and as needed. Mow lawns Fridays to maintain a neat appearance without disruption of business performance. Lawn shall be trimmed to all walks, curb paving, headers, and shrub areas. Debris from this work shall be removed from worksite to be recycled by contractor and area left in a neat / clean condition. Recycled shall be defined as turning green waste into mulch.
- 2) Scalp and dethatch lawn areas twice yearly; once during fall, usually in October, weather permitting, and once again in spring during March or April. Seed lawns twice yearly during fall and spring with a Triple Crown Dwarf and Manhattan II, after the lawn areas have been scalped and dethatched.
- 3) Apply organic fertilizer three times each year in early spring (March to April), summer (June to August) and fall (September to October) to maintain color and vigor. A non-burning commercial organic fertilizer material shall be used per the manufacturer's recommendations.

- 4) As required, treat and control broadleaf weeds (i.e. dandelions) with safe and selective herbicides at min. twice a year. Non-toxic insecticides and fungicides shall be applied to lawns as needed to control pest and disease infestations.
- 5) Certain lawn weeds (e.g., Bermuda grass and Crabgrass) are not effectively controlled using selective chemical herbicides. Infestations of grass weeds shall be identified / eliminated. This shall include spraying organic chemicals at infested area, mechanical removal of the targeted weeds, and reseeding with desirable lawn seed.
- 6) Weed control products (or equivalent) include the following: Scotts Turf Builder with Halts Crabgrass Preventer (May), Scotts Turf Builder Plas2 Weed Control (June), Scotts Super Turf Builder with Summer Guard (August), and Scotts Winterized Fall Lawn Fertilizer (October).
- 7) Mechanical damage and/or dead patches that may occur in turf areas shall be reseeded to maintain a full / even lawn.
- 8) Adjust and program irrigation system to deliver adequate soil moisture to lawn areas as determined by weekly inspection. Inspect weather station and weather based automatic irrigation controller on a weekly basis.
- 9) Monitor water use on a weekly basis and submit written report. See Documentation Requirements.
- 10) Where possible, use electric walk mowers with a blade diameter of 35 inches or less. Riding mowers will also be allowed.
- 11)Perform hand sweeping Monday through Thursday. Blowers allowed before 6:30 a.m. and/or during non-populated times. If blowers used, electric preferred.

Documentation Requirements

- 1) Landscape contractor hired by Department shall submit to Department, a delivery slip containing quantity purchased for each application
- 2) Submit written report documenting water usage every month to Department

Ground covers and shrubs

- 1) Select native plants and apply xeriscaping techniques to conserve water.
- 2) When appropriate, use drip irrigation system.
- 3) Prune or trim ground covers neatly away from shrubs, trees, walks, walls, headers, etc. weekly.
- 4) Manually prune shrubs to maintain natural shape and proper size as a continual operation so plants will not develop stray or undesirable growth. Hedging of shrubs allowed only along Orange

- Avenue and Date Avenue. Contractor may shear using electric shear.
- 5) Clean ground cover beds weekly of all debris, leaves, branches, papers, bottles, etc.
- 6) Replace dead, missing, and unhealthy looking ground cover plants to maintain full, even and healthy looking planting beds. Submit proposal for replacement of plants to Department of Public Works before beginning installation. Plants shall be replaced with native or drought tolerant species as approved with design consistency.
- 7) Maintain mulch regularly in all planting areas and cultivate open soil between plants where planting permits. Weeds shall be removed by hand wherever possible. Where weed infestation is in large area and as approved by the Department, weeds can be controlled by organic chemical means.
- 8) Apply fertilizer twice a year or as required to stimulate growth. Replace annuals in front of the Department of Public Works sign at the corner of Orange and Fremont Avenue, minimum twice a year.

Trees

- Maintain trees to natural height and shape. Trees shall be pruned to develop (in most cases) open and even branching so as not to overlay one another; eliminate dead, diseased, or branch forks that lack strength; reduce toppling and wind damage by thinning out and shaping.
- 2) Trim trees around parking lots, fences, and roads to provide sufficient bottom clearance to allow unobstructed vehicle and pedestrian traffic. Trees to be trimmed to not obstruct view of signs, etc.
- 3) Water / fertilize all trees sufficiently to ensure health and growth. Deep root feeding of all trees as needed.
- 4) Properly stake / tie trees as necessary. If used, tree ties shall be inspected at least three times a year to prevent bark wounds caused by abrasion. Removal of tree stakes shall be considered as soon as possible to encourage tree development.
- 5) Routinely inspect trees for insects / diseases. Approved chemical sprays shall be applied for insect and disease infestations: Aphids, mealy bugs, mites, snails, whiteflies, gophers, fungus diseases, etc
- 6) Twice annually (June and December) have third party certified arborist conduct site visit / provide written report to Public Works.

Litter

- 1) Once a week, or as needed, remove paper, grass, cans, branches, leaves and other debris from lawns, flower beds, and all other landscaped areas; deposit them into on-site trash and recycle bins.
- 2) Keep walks clear of debris from maintenance operations, erosion run-off from storms, and irrigation or windblown debris.

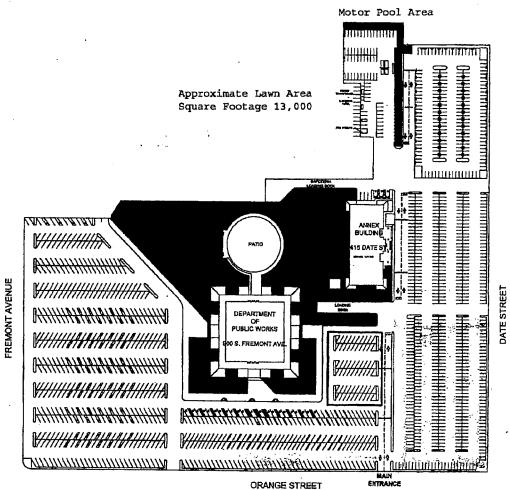
Irrigation System

- 1) Inspect irrigation systems weekly (preferably on Fridays) for broken and clogged heads, malfunctioning or leaking valves, or any other condition which hampers the correct operation of system. Adjust sequence operation of system. Automatic irrigation controls, sprinkler heads, and control valves requiring repairs shall be reported to the Department of Public Works immediately so necessary action can be taken.
- 2) Adjust / clean sprinkler heads, risers, Polyvinyl Chloride (PVC) piping, and automatic or manual sprinkler control valves to maintain the system in an efficient operating condition. Sprinkler heads shall be adjusted a minimum of once a month to provide even water coverage to planted areas. At no additional cost to Department, replace the following sprinkler parts as required to maintain the irrigation system in fully operative condition: PVC plastic pipe, fittings, control valves, and sprinkler heads damaged by landscape maintenance operations. The replacement and repair of major piping (up stream of automatic control valves) shall be the responsibility of the Department. Contractor is responsible for everything downstream of, including, control valves, sprinkler heads, and irrigation controllers due to normal wear and tear. Maintain / replace low voltage wiring from controllers to valve as needed to maintain efficient operations.
- 3) Program the automatic irrigation controllers to deliver adequate soil moisture, as determined by monthly (or more) personal inspection. Specific care shall be taken to keep irrigation runoff to a minimum. Turn off the irrigation system or the irrigation clocks during rainy weather, or high moisture periods.

Green/Yard Waste

- All or any portion of green/yard waste accumulated as a result of contract shall be recycled either at an on-site designated area for use of mulch/compost material, or taken out of the premise to a recycled green waste location, pre-approved by the Department.
- 2) DPW's goal is to eventually have on-site composting for all green and organic wastes.

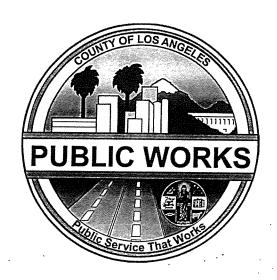
PUBLIC WORKS SITE MAP





MARIPES A

County of Los Angeles Department of Public Works



Request for Statement of Qualifications For Landscape and Grounds Maintenance Service (2014-PA039)

Due: Wednesday, July 1, 2015 at 5:30 PM

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July 1, 2015

County of Los Angeles
Department of Public Works

RE: Request for Statement of Qualifications for Landscape and Grounds Maintenance Services (204-PA039)

Thank you for the opportunity to submit a proposal for the County of Los Angeles Department of Public Works. Mariposa Landscapes, Inc. looks forward to the competitive process and hopes to be the successful bidder.

For over 30 years, we have been in business providing similar services for other cities and counties. Our depth of knowledge and level of experience in our management and supervisory personnel is unmatched by our competitors. Our area of operation is the entire Southern California area where we maintain numerous cities, counties, municipalities, government agencies, and private entities. We have over 500 employees and are able to provide the landscape maintenance services that the County of Los Angeles requires and needs.

Our many successful years of experience in providing similar tree trimming services for the public entities, enables us to be the most responsive and responsible firm who will be committed to providing the best level of service for the County of Los Angeles.

We have thoroughly reviewed all the site conditions. Our price reflects all the necessary labor, equipment, and material to perform this work. All work will be performed in strict accordance with the specifications of the RFP. We look forward to being the successful contractor in this proposal selection process.

Contacts name: Joshau Cho, Estimator

Phone: (626) 960-0196 Ext. 303 Fax: (626) 960-8477

mfund

Contacts Email: joshua@mariposa-ca.com

Thank You,

Terry L. Noriega, President

TEL 800 • 794 • 9458 • FAX 626 • 960 • 8477 • www.mariposa-ca.com 15529 ARROW HIGHWAY, IRWINDALE, CA 91706 • CA CONTRACTOR'S LIC # 592268 A, C-27, D-49 Blending Nature and Craftsmanship to Create Ultimate Outdoor Settings

State of California

Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

MARIPOSA LANDSCAPES, INC.

FILE NUMBER:

C1469653

FORMATION DATE:

10/02/1989

TYPE:

DOMESTIC CORPORATION

JURISDICTION:

CALIFORNIA

STATUS:

ACTIVE (GOOD STANDING)

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

The records of this office indicate the entity is authorized to exercise all of its powers, rights and privileges in the State of California.

No information is available from this office regarding the financial condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of March 27, 2012.

DEDDA BOWEN

DEBRA BOWEN
Secretary of State



State of California

Secretary of State

STATEMENT OF INFORMATION

(Domestic Stock Corporation)

Fees \$25.00.

IMPORTANT - Read instructions before completing this SI-200-NC form.

Copies of e-filed statements are not provided at the time of filing. Therefore, you may wish to print the completed pages for your records prior to submission. Copies of filed documents may be requested using our <u>Business Entities Records Order</u> form.

1.	. CORPORATION NUMBER, NAME AND ADDRESS OF RECORD			
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16. ENTER THE NAME AND TITLE OF THE PERSON COMPLETING THIS STATEMENT. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUD ANY ATTACHMENTS, IS TRUE AND CORRECT.						
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Company Information

President/Treasurer: Terry Noriega California Corporation: C1469653 California Employer ID: 368-4753-1 Date Incorporated: October 2, 1989

Licenses & Certificates

Contractors State License: 592268 C27, A, C61/D49 Qualified Applicators License: 103864 **ABCDEFH** Pest Control Adviser 74416 ABCDEG Pest Control Business License: 30977 Irwindale Business License: 000538 Supplier Clearinghouse MBE: 94HS0050 City of Los Angeles MBE: 561730 LA County MBE: 43914 LA Co. Agricultural Pest Control: 1000279 Certified Arborist: WE-1182A

Minority Business Enterprise

Our MBE Certification, File No. CCA-7150 for the City of Los Angeles has an expiration date of May 18, 2015. The Women and Minority Business Enterprise Clearing house has audited and verified our eligibility as a MBE pursuant to the California Public Utilities Commission General Order 156. Our EEO/Affirmative Action plan is currently approved by the Office of Contract Compliance pursuant to Los Angeles Administrative Code Section 10.8 et seq, is on file with this office and will expire in 2015. The County of Los Angeles Office of Affirmative Action Compliance has recertified Mariposa Horticultural Enterprises, Inc. as an eligible participant in the County of Los Angeles Community Business Enterprise (CBE) Program and its expiration date is October 27, 2015.

Geographic Coverage

Our current geographic service area includes Los Angeles, Orange, Riverside, San Bernardino and Ventura counties. From our Glendale, Arizona offices, we serve the entire Maricopa County.

Financial Resources

Mariposa has been capable of meeting all financial obligations for over 30 years. There has been recent growth in the down economy for the company, including new locations in Santa Ana and Palm Desert.

Green Initiatives

Mariposa Landscapes, Inc. uses effort to initiate "green" environment and energy conservation. Our company has a recycling program for green waste and paper products. We implement this program at our local office and at all the job sites. Mariposa is researching and looking forward to purchasing hybrid vehicles and equipment to be used on our contracts. We are striving to be as environmentally conscience as possible and are expanding our operations to achieve this goal. Mariposa works with all its clients to assure optimum water usage where possible. Mariposa notifies all project managers of the green initiatives prior to the award of contract.



Company History

In 1977, Terry Noriega established Mariposa Landscapes in Rosemead, California, by providing landscape maintenance and installation for custom residential and small commercial clients. After five years, he created the Public Works Maintenance Division, in 1989 the Public Works Installation Division was added, and in 1999, a Tree Care Division was formed.

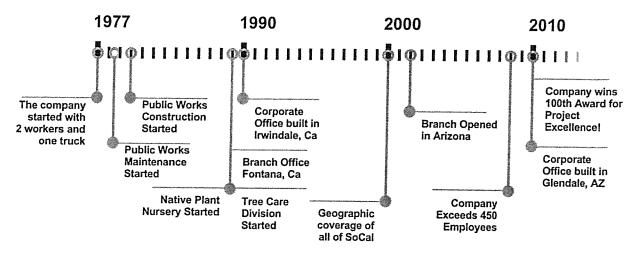
In 1989 he established El Nativo Growers Inc., a nursery that specializes in native and drought resistant plant material that is native to California, Australia, and the Mediterranean. The nursery is located in Somis, CA.

Mariposa Landscapes reincorporated in 1989 as Mariposa Horticultural Enterprises, Inc. In 2009, the company changed their business name back to Mariposa Landscapes, Inc. The company currently has a workforce of over 400 in California and Arizona.

A brief chronology:

- 1977 –The Company is established in Rosemead, California.
- 1982 The Public Works Maintenance Division is formed.
- 1989 The Public Works Installation Division is added.
- 1990 Relocates to our current facilities in Irwindale, CA.
- 1999 Expands operations by opening a branch in Fontana, CA.
- 1999 The Tree Care Division is started.
- 2000 Expands into servicing the Ventura and Oxnard areas.
- 2003 Establishes an office in Glendale, Arizona.
- 2006 The company starts the process of supplementing its workforce, by hiring foreign workers through a unique Guest Worker program through the U.S. Department of Labor.
- 2009 Changed business name back to Mariposa Landscapes, Inc.

Mariposa Landscape - over 30yrs of Excellence!

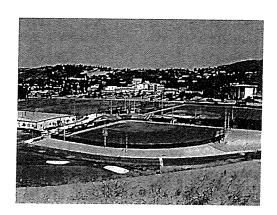




Goods and Services

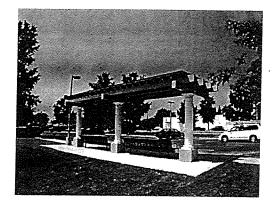
Landscape Construction

- Site Preparation, Demolition, Grading and Drainage.
- Irrigation Systems Installation, Repairs & Upgrades.
- Computerized Irrigation Central Control Systems.
- Irrigation Pump Installation.
- Native Plant Restoration and Habitat Rehabilitation.
- Hydro seeding, Sod planting.
- Tree, Shrub, & Ground-cover planting.



Hardscape Construction

- Concrete Poured-in-Place, Reinforced, Stamped and Seat Walls.
- Flagstone, Tile, Masonry and Block Walls.
- Drainage and Overhead Construction.
- Water Feature Pond Installation & Repair.
- Monuments and Signage.
- Low Voltage Lighting Design and Installation.



Landscape Maintenance

- Private, Commercial, Public Works and Homeowner Associations
- Large Scale Mowing Operations
- Chemical, Mechanical, and Manual Weed Control.
- Landscape Pest Control.
- Year-round Fertilization Application.
- Preparation of Requests for Proposal.
- On-site Estimates
- Parking Lot Sweeping





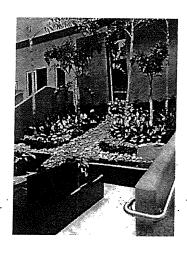
Tree Care

- On-site Diagnosis and Tree Work Recommendation.
- Consultative Services with Certified Arborists.
- Development of Long-term Tree Care Programs.
- Large-scale Tree Trimming Removal.
- Diagnosis and Treatment of Tree Diseases and Pest Problems.
- Stump Grinding and Disposal of Trimmings.



Indoor Plantscape Services

- Take-over Existing Maintenance
- Guarantee Weekly Service
- Custom design and installations
- Blooming Plant Program (Orchids, Bromeliads, Kalanchoes and Azaleas)
- Pest management
- Seasonal Poinsettias .



Office Locations

Corporate Headquarters 15529 Arrow Highway Irwindale, CA 91706 Phone 626 960-0196 Fax 626 960-8477

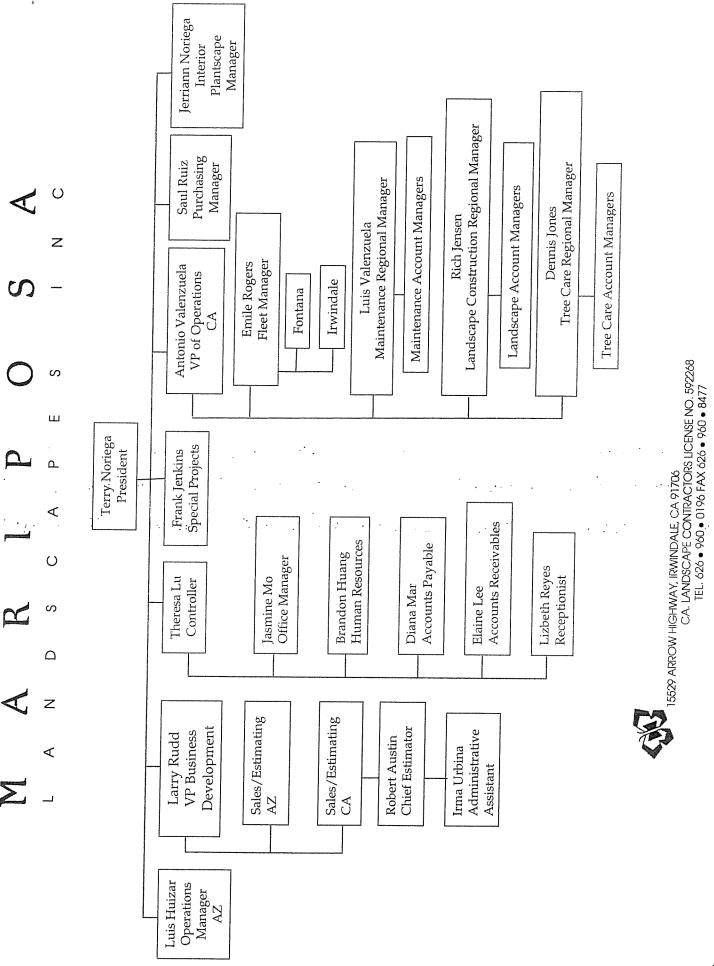
North L.A. Ventura Office 4790 E. Los Angeles Ave. Somis, CA 93066 Phone (800) 794-9458 Fax 805-386-4140 Orange County Office 1107 E. Walnut St Santa Ana, CA 92701 Phone 626 960-0196 Fax 626 960-8477

Palm Springs Office 78355 Darby Rd Bermuda Dunes, CA 92203 Phone 626 960-0196 Fax 626 960-8477 San Bernardino County Office 11093 Almond Avenue Fontana, CA 92335 Phone 909 429-2546 Fax 909 429-2749

Arizona Office 7677 N. 67th Avenue Glendale, AZ 85301 Phone 623 463-2200 Fax 623 463-2223

You will find a complete listing of email addresses of all Management and Supervisory staff on our webpage at www.mariposa-ca.com





Resumes

Management

Terry Noriega - President

- o 32 years of experience in landscape installation and maintenance
- o B.S. in Ornamental Horticulture: California State Polytechnic University, Pomona
- California Contractors License:
 - C-27 –Landscaping
 - A –Engineering
 - C61/D49 -Tree Trimming
- o Pest Control Advisor:
 - Insects, Mites and Other Invertebrates
 - Plant Pathogens
 - Nematodes
 - Vertebrate Pests
 - Weed Control
 - Plant Growth Regulators
- Qualified Applicator License: Categories A, B, C, D, E, F, H
- Certified Landscape Technician:
 - Ornamental Maintenance
 - Turf Maintenance
- o Certified Arborist: International Society of Arboriculture: #WE-1182A
- O Certified Consulting Arborist (candidate): American Society of Consulting Arborists
- o Certified Playground Safety Inspector
- o Arizona Contractors License: ROC178088 K-21
- o Arizona, Qualifying Party License: #8263
- o Arizona Pest Control Business License: #8246

Theresa Lu - Controller

- o 25 years of experience in Accounting and Business Administration
- o B.S. in Accounting from Metropolitan State College, Denver
- o Licensed Property & Casualty Insurance Broker

Antonio Valenzuela – Vice President of Operations

- o 23 years of experience in landscape maintenance, and irrigation troubleshooting
- Qualified Applicator Certificate: Category B, C, F
- o Certified Landscape Technician:
 - Ornamental Maintenance
 - Turf Maintenance
- o Backflow Certification in Los Angeles County
- o Landscape Water Auditor: Cal Poly SLO
- o Certified Landscape Professional
- Certified Playground Safety Inspector



Larry Rudd - Vice President of Business Development

- o 32 years of experience in landscape installation and maintenance
- B.S. in Business Management: University of Phoenix
- o California Contractors License: C27 Landscaping
- o Certified Landscape Technician:
 - Installation
 - Maintenance
 - Irrigation
- Certified Professional Estimator: American Society of Professional Estimators
- Past Board Member: California Landscape Contractors Association
- o Former Associate Instructor: with Dr. Fred Roth
 - "Landscape Contracting & Estimating," Cal-Poly Pomona
 - "Landscape Planning for Project Management and Maintenance," Cal State Fullerton
 - "Business Practices in Landscape Planning and Management," Cal State Fullerton

Luis Huizar - Regional Operations Manager, Arizona

- 20 years of experience in landscape maintenance and construction operations
- o Certified Landscape Technician
 - Irrigation
 - Maintenance
 - Installation

Landscape Maintenance

Luis Valenzuela - Landscape Maintenance Division Manager, Southern California

- o 21 years of experience in landscape and construction operations
- o Qualified Applicator Certificate: Category B
- o Certified Landscape Technician: Irrigation
- o Certified Arborist: International Society of Arboriculture: # WE-8713A
- Certification Effective Business Leadership & Development PDC/GCC

Nicolas Arzate-Landscape Maintenance Account Manager

- o 8 years of experience in landscape maintenance
- o Qualified Applicator License: Category B
- o CVAG Over seeding certificate (Coachella Valley)
- o Certified Landscape Technician
- Water Management/CVWD (Coachella Valley Water District, Ewing Irrigation)

Juan De La Torre – Landscape Maintenance Account Manager

- o 23 years of experience in the landscape industry
- Qualified Applicator Certificate: Category B
- Certified Landscape Technician: Irrigation
- Pest Control Dealer Designated Agent
- o Irrigation Certificate from Rain Bird



<u> Iaime Garcia – Landscape Maintenance Account Manager</u>

- o 18 years of experience in the landscape industry
- o Qualified Applicator License: Category B, C
- Certified Landscape Technician: Irrigation

John Mackessy - Landscape Maintenance Account Manager

- o 26 years of experience in commercial and residential landscape construction and maintenance
- Ornamental Horticulture, Cal Poly Pomona
- o California Contractor's License: C-27 -Landscaping
- Qualified Applicator Certificate: Category B
- o Certified Landscape Technician: Installation

Luis Melecio – Landscape Maintenance Account Manager

- o 28 years of experience in the landscape industry
- Qualified Applicator Certificate: Category B
- o Certified Tree Climber
- o Certified Irrigation Master Technician
- o Certified Landscape Technician: Irrigation

<u>Juan Montenegro – Landscape Maintenance Account Manager</u>

- o 16 years of experience in landscape maintenance
- O Qualified Applicator License: Category B, C
- Certified Landscape Technician:
 - Ornamental Maintenance
 - Turf Maintenance
 - Irrigation
- o Certificate Irrigation Design
- Certificate Irrigation Troubleshooting
- CVAG Overseeding Certificate

Andres Perez - Landscape Maintenance Account Manager

- o 20 years of experience in the landscape industry
- o Qualified Applicator License: Category B
- o Certified Landscape Technician: Irrigation
- o Certificate Irrigation Design
- o Certificate Irrigation Troubleshooting
- CVAG Overseeding Certificate

Jesus Ramirez - Landscape Maintenance Account Manager

- o 20 years of experience in landscape maintenance
- o Qualified Applicator License: Category B, C
- o Certified Landscape Technician: Ornamental Maintenance, Turf Maintenance
- o Certificate Irrigation Design
- o Certificate Irrigation Troubleshooting
- CVAG Overseeding Certificate



<u>Iorge Salazar-Landscape Maintenance Account Manager</u>

- o 10 years of experience in landscape maintenance
- O Qualified Applicator License: #135107

Landscape Construction

Rich Jensen - Landscape Construction Division Manager, Southern California

- o 29 years of experience in landscape installation and maintenance
- o Qualified Applicator License: Category B
- o Certified Landscape Technician:
 - Ornamental Maintenance
 - Turf Maintenance

Frank Dominguez - Superintendent

- o 40 years of experience in the landscape installation industry
- o California Landscape Contractors License C-27 # 440399
- CLCA Certified Landscape Technician #88113
- o Certified Landscape Irrigation Auditor
- o Certified Artificial Turf Installer

Rick Gonzalez - Superintendent

- o 31 years of experience
- o California Landscape Contractors License C-27 #817604



Tree Care

<u>Dennis Jones - Tree Care Regional Division Manager - Southern California</u>

- o 15 years of experience in arbor care
- o B.S. Degree in Urban Forestry, Cal Poly San Luis Obispo
- o International Society of Arboriculture (ISA): Certified Arborist: # WE-5700A
- o TCIA Certified Tree Safety Professional (CTSP): #843
- o Qualified Applicators License (QAL): #108771 Categories B, C, F
- Wildlife Protector Certification
- o Notary Public

Gulliver Erickson - Tree Care Account Manager

- o 25 years of experience in arbor care
- o International Society of Arboriculture (ISA): Certified Arborist: WE 10288A
- o Tree Care Industry Association (TCIA) Certified Tree Care Safety Professional (CTSP): # 01528
- Thousands of hours completed in Arboriculture Training in Australia

Estimating

Robert Austin - Chief Estimator

- o 27 years of experience in landscape installation and maintenance
- o California Certified Nurseryman
- o Landscape Architecture Certificate U.C.L.A
- o Certified Landscape Technician Installation
- Qualified Applicator License Category B
- o Certified Arborist # WE-5400A

<u>Ioshua Cho – Estimator</u>

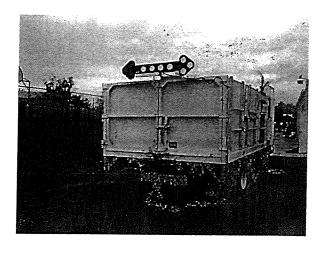
- o 25 years of experience in landscape maintenance, construction and design
- o B.S. in Landscape Architecture, Cal Poly Pomona
- o Landscape Designer
- o Notary Public



Equipment



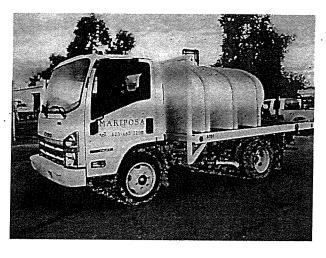
Crew truck with dump capabilities.



Arrow boards mounted for traffic control.

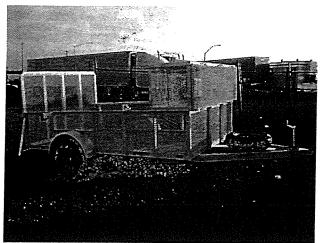


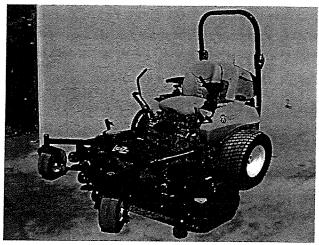
Gator with 200gal spray tank and boom



Spray Rig with 1,035gal tank and boom







Landscape trailer



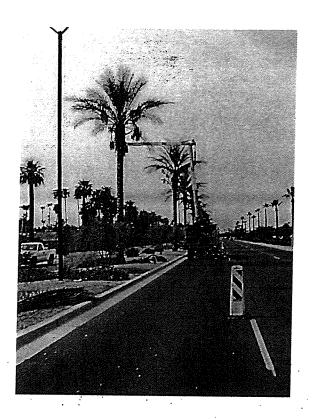


Chipper truck with chipper

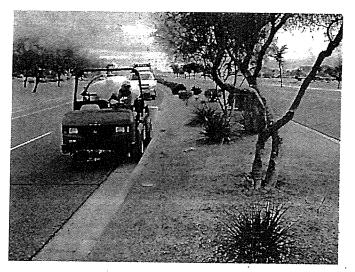


Bucket truck



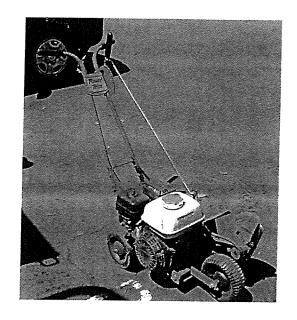


Tree trimming with traffic control.

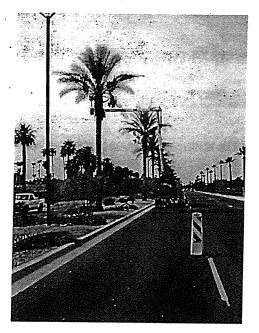


Spray rig with directional boom and traffic control

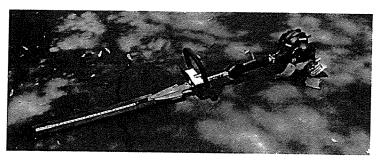




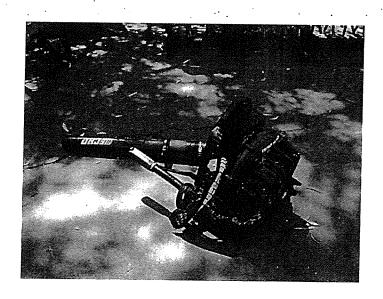
Chipper truck with chipper



Tree trimming with traffic control.



Hedge Trimmer



Blower



References

Here at Mariposa Landscapes, Inc. we take pride in our work and thrive on keeping our company as one of the most recommended in the industry. Our steady record of customer satisfaction has allowed us to maintain positive relationships with our clients. Below are three cities for which we provide landscape maintenance services. Additional references available upon request.

Palm Desert

City of Palm Desert 73-510 Fred Waring Drive Palm Desert, CA 92260

Contact: Randy Chavez

Contract Size \$186,000 year 2010-Current

Rancho Cucamonga

City of Rancho Cucamonga 9153 9th Street Rancho Cucamonga, CA 91730

Contact: Steve Relph

Contract Size \$1,165,000 year 1993-Current

Rancho Mirage

City of Rancho Mirage 69-825 Highway 111 Rancho Mirage, CA 92270

Contact: Bill Oppenheim :

Contract Size \$203,100 year Previous contract

Coachella

City of Coachella 1515 6th Street Coachella, CA 92236

Contact: Lyn Germain

Contract Size \$238,608 year Previous contract





Organization Memberships and Staff Certification

We are dedicated to having the best-trained workforce in the industry. As members of the California Landscape Contractors Association, we participate in the training programs offered by this industry organization. The CLCA sponsors a rigorous "hands-on" test administered under actual field conditions. With only a 20% first time pass rate, only the best workers are able to obtain the designation of CLT or Certified Landscape Technician. All of the managers and supervisors in our company have the CLT designation. No other contractor of our size and diversity in Southern California has achieved this many certifications.

We are members of the following organizations:

- Los Angeles and Orange County Chapters of CAI
- CACM
- CLCA (California Landscape Contractors Association)
- ISA (International Society of Arboriculture)
- PAPA (Pest Control Applicators Professional Association)
- CAPCA (California Native Plant Society)
- CAN (California Association of Nurserymen)
- ANA (American Nurserymen's Association)
- CNPS (California Native Plant Society)
- Southern California Horticulture Society
- American Society of Professional Estimators

On staff, we have numerous people certified or licensed in the following:

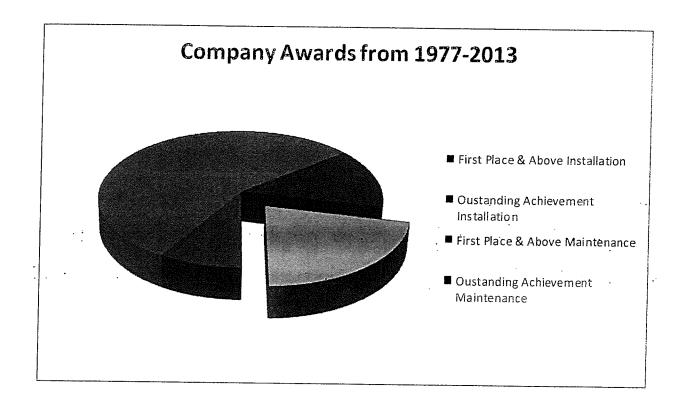
- California Landscape Contractor
- California Engineering Contractor
- Pest Control Advisor
- Pest Control Operator
- Pest Control Qualified Applicator
- Certified Arborist
- Certified Tree Worker
- Line Clearance Certified
- Line Clearance Certified Instructor
- Certified Water Auditor
- Certified Backflow Inspector
- Board Member California Landscape Contractors Association (LA/SGV Chapter)
- Certified Landscape Technician Maintenance
- Certified Landscape Technician Installation
- Certified Professional Estimator (American Society of Professional Estimators)
- CAN Certified Nurseryman





Awards and Customer Testimonials

Since 1977 Mariposa has entered projects into industry awards competitions. In these types of competitions the judges and evaluators of the projects entered are competing contractors. Therefore, the standards for excellence are very high. There are 70 project specific and over 100 company awards, so listing them would take over 7 pages. Below is a breakdown of our awards in the last 30-years:



Some words from our Clients...

"An excellent job as usual from your company - I've come to expect nothing else from your services."

Larry McDaniel

Manager - Maintenance Operations

Knott's Berry Farm

"Very responsive and have demonstrated genuine concern for properties & homeowner's concerns."

Melanie Veach, Property Manager

Associated Asset Management, Inc.



WORK PLAN

MAINTENANCE SERVICES:

All workers assigned to the contract will arrive at the contract area(s) or location(s) area on day(s) scheduled/specified (per the specifications and the County approved schedule). Any other worker(s)/crew(s) will arrive at the specific area(s) or location(s) as needed or per task(s) and/or per the schedule.

General/Daily Maintenance tasks such as, trash/litter, can liner change outs, visual inspections and any other daily/routine tasks shall be performed by on-site workers and also by a roaming crew(s)/personnel.

Specialty areas/tasks and less frequent tasks shall be performed by both the on-site workers and/or other Mariposa crew(s)/staff assigned to this contract. This includes fertilization, aeration, sand replenishment, turf reseeding and etc. (if needed).

General turf grass maintenance which includes mowing, edging, detailing along with seasonal duties such as: renovation, aeration, fertilization and weed control shall be performed by the on-site crew with additional personnel (if needed) as noted above. Prior to start of mowing operations, all turf areas shall be inspected for debris and if any debris are found, removed prior to mowing. Turf edging, edging of planters and ground cover edging will be performed per the frequencies in the specifications.

Weed, disease & pest control – manual weed control along with chemicals will be utilized for this contract. Any manual weed control including cultivating of bare planter areas shall be performed by the crew designated to this contract and any chi erformed by crew member(s) with proper qualifications (ie. QA

Pest & rodent controus the recommendation of the general public documented and sub

24 blance

r qualifications on an on-going basis or per atory measures will be taken for the safety cording of chemical use will be

Irrigation system requirements. The ger requirements including

nd our irrigation specialist(s) assigned to ilities but the most of the irrigation y the irrigation specialist.

Litter control/policing specifications will be i once per week or as s

cified. All areas as detailed on the sh containers will be removed at least

Raking in beds, plante specifications. The work shall be performed by our staf. So singular to the contract or the work area(s).

Landscape maintenance tasks include tree, shrub, vine and ground cover trimming and maintenance shall be performed by crew designated to the contract. The on-site crew will perform all aspects of the maintenance requirements including shrub/hedge/tree pruning and trimming. If any tree work including trimming, thinning or any other "special need tree work" is required, Mariposa shall deploy our tree division for those specific tasks utilizing proper tree work equipment, such as: boom truck(s), chipper truck(s), etc. using proper tree trimming techniques and procedures. One of the several in-house certified arborists will supervise the work and generate any required reports.



Fertilization shall be performed per the schedule, rates and types specified, and applied by the crews assigned to the contract or additional laborer as needed. All pre and post fertilizer application requirements will be performed to insure that the fertilizer was applied and cleaned up properly.

Our Supervisor/Account Manager is the main contact for Mariposa and will act as liaison to the County of Los Angeles representative. This person is of the utmost importance to us because they insure our quality control. In addition, they are responsible for dispatching equipment, providing supplies and insuring that all work operations are performed safely and within the guidelines of the contract. The Supervisor/Account Manager (as well as the foreman and the field supervisor on this account) will be equipped with a cellular phone and radio communications. In a moment's notice we can respond to scheduling glitches or emergency situations. We can respond to any calls related to performance within less than two hours. Our office is open for communication at 5:30 am to 4:30 pm Monday through Friday. And we have 24-hour answering service after hours, with on call staff to address emergency call outs.

Mariposa Landscapes for over 30 years have been providing and continues to provide similar landscape maintenance services for numerous municipalities, schools, utilities, private and commercial accounts. Our crews are trained and equipped with proper equipment to perform the landscape maintenances tasks per the specifications. Mariposa is committed to providing professional services that the County of Los Angeles expects.

Mariposa Landscapes, Inc. is financially sound to be able to allocate funds necessary to purchase any additionally needed vehicles, equipment and materials to perform the contract.

STAFFING:

Indicates the number of employees, their job titles, their responsibilities for the contract work and the all positions are full time, and they would be assigned to perform the contract work.

	<u> </u>				
* # of					
Employees	Job Titles	Responsibilities			
1	Account	Handles all project management, communicates with the Foreman daily and meets with the			
	Manager	County representative. This person will knowledgeable and have years of experience in the			
		landscape industry including supervising crews and managing landscape maintenance and			
		construction contracts. (see attached resume)			
1	Foreman	The foreperson will be responsible for carrying out the weekly schedule. This includes			
Ī		documenting and communicating work reports and hazardous conditions. This person will			
		work with the crew daily. The foreman shall have a minimum of 5 years of experience in			
		the landscape industry.			
Will vary	Laborer	The laborers assigned to this contract will be responsible for all routine tasks. Including,			
		helping with mowing, edging, weed removal, litter control, raking, pruning, sweeping, and			
		any routine and seasonal task. The laborers shall have a minimum of 1 year of experience in			
		the landscape industry			
As-needed	Irrigator	The irrigator will be responsible for any necessary irrigation work per specification			
		frequencies and as needed. Irrigation specialist shall have a minimum of 3 years of			
		experience in irrigation work including repairs, adjustments and diagnosis.			
As-needed	Applicator	The applicator will perform chemical applications as needed.			
As-needed	Seasonal/	We will use additional personnel when needed for extra work, additional pruning, chemical			
	Additional	applications and any other periodic tasks. Also, they may be dispatched in case of an			
	Personnel	emergency or unusual circumstance.			



Note: Staffing listed on the prior page may change or be modified prior to start of the contract. Final staffing information will be submitted upon award of contract and prior to start.

MAINTENANCE SCHEDULE:

The staff listed for this contract will be a full time staff assigned to this contract. Upon award of and prior to start of the contract, detailed work schedule shall be submitted for approval and any necessary adjustments.

ARBORIST:

Mariposa Landscapes, Inc., has several certified arborists on staff. Our arborist will advise and/or direct any tree trimming, shrub pruning, etc.

USE OF CHEMICALS:

Mariposa Landscapes, Inc., is committed to Best Management Practices in use of chemicals. With proper landscape maintenance and healthy turf, shrubs, trees, etc., the use of chemicals shall be to a minimum. In cases where chemical use is necessary, Mariposa will request a recommendation from our on-staff PCA (pest control advisor) for recommendation, rate of use and proper application. Any chemicals needing application requiring a certificate or a license will be applied by one of our several Qualified Applicators holding either a certificate or license (QAC or QAL).

DAMAGE PREVENTION:

Mariposa shall train and supervise our crews to perform the required work in proper company, industry standards to avoid or minimize any damage to County property. In cases where damage occurs as result of our negligence, Mariposa Landscapes, Inc., shall remedy the damage at no cost.

SAFEY REQUIREMENTS:

Mariposa Landscapes, Inc., is committed to safe practices in performing landscape maintenance tasks & duties, including tree work to ensure that all employees and the general public are safe. Mariposa will use proper traffic control methods to safeguard our workers and the general public from our work and work areas. We also have a safety program for our employees (see copy attached in additional information section).



SAMPLE LIST: VEHICLES, EQUIPMENT & MATERIALS: The potential vehicles, equipment, and materials list below to be used to perform the contract work – the list is subject to modifications prior or during the contract period:

Regular:

% ton pick-up truck(s)
Small pick-up truck(s)
Irrigation truck

T...:1....

Trailers

Utility Vehicles with trailers

Ride on Mowers

Edger

String Trimmers Hedgetrimmers Backpack Blowers

Chain Saw Rakes

Cultivators

Hoes

Hand pruners

Shovels

Burlap

Drag mat for infield dragging Field groomer (as necessary)

Various irrigation tools (ie. Wrenches, testers, etc.)

Other misc. hand tools

Periodic (as needed):

Walk behind Aerator
Walk behind Verticutter

waik bening verticutte

Kubota tractor

Renovation attachment for tractor Aeration attachment for tractor

Fertilizer spreader Mighty mover trailer ¾ ton ext. cab truck Backpack sprayer

100 gallon spray tank (as needed)

Fan for to dry floor Wet dry vacuum Floor buffer Floor mops Rototiller

Pressure washer (as needed)
Misc. cleaning materials & supplies

Materials:

Fertilizer

Post-Emergent

Pre-Emergent

Rodent Bait

Ant Bait

Other pesticide (as needed)

Trash Can Liners

Mulch

Sand (as needed)

Cleaning solvents & other cleaning supplies





Quality Assurance

1) Project Startup and Quality Control Coordination Meeting

The Project Estimator and the Account Manager review the project specifications and visit the project site(s) to develop a work plan for the completion of the project per specifications. A meeting including the Account Manager with key personnel responsible for carrying out the work, is held to discuss and coordinate how the project work will be performed.

Prior to commencement of contract work we will thoroughly inspect and document every deficiency. After this is completed for each location, we will provide a detailed list of every deficiency discovered. We will also include a detailed proposal for restoring the area to its original condition if applicable. This will be the quickest and most cost effective way to bring the areas up to the specified standards.

During the meeting, the Account Manger communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for the meeting include:

- Project requirements per specifications.
- Record keeping documents and availability of necessary forms
- Review methods, sequence of work tasks and timeline.

2) Preparatory Site Inspection

The Account Manager performs a quality inspection of the work area and:

- Assesses the required work to be done per specifications.
- Verifies field measurements.
- Assures availability of required equipment and materials to complete the project.
- Identifies potential problems and develops an action plan to resolve them.

3) Scheduling

Mariposa Landscapes, Inc. will submit a detailed schedule that includes all the routine activities. After submission and approval of this schedule, we will be ready to start work.

4) Labor

Our proposal is calculated to provide full time employees on a year round basis. It is our goal to provide professional results. Therefore, we will assign the appropriate and trained crew force necessary to complete the specified activities in a professional and timely manner. To achieve the desired results, the appropriate labor will be assigned for every aspect of the work. Mariposa has in its employment a licensed arborists that handles all tree work, inspections and quality control for the company.



5) Equipment

Mariposa Landscapes, Inc. owns the latest model fleet equipment available as well as all small tools necessary to complete the work.

- a) ¾ ton pick-up truck
- b) Small pick-up truck
- c) Trailers
- d) 12' John Deere ride -on mowers
- e) 72" x-mark ride-on mowers
- f) 36" x-mark walk behind mowers
- g) String trimmers
- h) Backpack blowers

- i) Hedge trimmers
- j) Rototillers
- k) Spray tanks
- 1) Chainsaws
- m) Kubota tractor w/attachments
- n) Walk behind aerators
- o) Walk behind dethatchers
- p) Misc hand tools

6) Communication and Yard Location

All communications will be routed through our main office and dispatch center in Irwindale. A 24-hour "800" number will be provided. Mariposa Landscapes will use all of the current communication methods such as two-way radios and cellular phones. Emergency calls can be made to our 800 number during non-working hours and a Mariposa representative will return the call within thirty minutes. During normal working hours our response time is one hour, during not working hours our response time is 2 hours.

Our office is open for communications from 6:00am to 4:00pm, Monday-Friday and we are available 24 hours a day through the answering service to address emergency call outs. We have a full support staff of mechanics that can respond to emergencies immediately and a depth of replacement equipment that will allow us to stay consistent with our schedules.

7) Work in Process Quality Inspection

For each work task, the Account Manager performs an initial work in process inspection when the first portion of the work activity is completed. The Account Manager performs ongoing work in process quality inspections to ensure that the work tasks continue to conform to the project quality requirements.

8) Work Task Completion Inspection

Completion inspections are performed for each work task before starting other work activities. Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

9) Control of Punch Items and Nonconformance

Should a problem occur in the quality of work, we systematically contain the issue and quickly make corrections. We expedite a corrective action that brings the workmanship of material issue into conformance by repair, replacement, or rework. Previously completed work is re-inspected for similar non-conformances. In the event that we cannot meet contract specifications, the customer will be notified and customer approval of corrective action is required before proceeding.

Mariposa Landscapes, Inc. systematically prevents recurrences to improve quality. First, management monitoring is put into place to assure work proceeds without incident. Then a structured problem solving process identifies the root of the causes and initiates solutions. Solutions may involve a combination of enhanced process controls, training, upgrading of personnel qualifications, and/or higher grade materials.



Follow up ensures that a problem is completely resolved. Non-conformance and their resolutions are recorded on a Non-Conformance Report.

10) Employee Recruitment and Retention

Mariposa recruits new employees through advertisements in the newspaper and through job fairs at the University of Cal-Poly Pomona. They are evaluated according to their degree of experience in the field of horticulture and training is tailored accordingly. Mariposa uses the ADP background check service on all employees before hiring. This service provides background checks such as social security verification and previous employment. Before working in the field, they are required to watch safety videos on lifting heavy objects and the use of equipment on the job. Following, they are trained on the use of the five most common types of small equipment and subsequently released to their work crews and foremen for a probationary period of ninety days. Every effort is made to retain employees through periodic performance reviews and safety incentives. Mariposa's employee turnover rate is 6 percent.

11) Supervisor/Employee Ratio

Each Account Manager supervises a group of approximately twenty-five workers that breaks down into several work crews, each managed by a Foreman/Field Supervisor. The Account Manager covers a geographical area that will include several contracts for servicing. Each work crew is assigned to service one or more landscape maintenance contracts and is easily accessible to the supervisor through radio, telephone and pager communications, and, through the supervisor's daily inspections of the work locations.

The Account Manager is in daily communication with the Foreman/Field Supervisor personally or by cellular phone or radio to ensure that the schedule of work operations is followed in strict accordance to the guidelines of the contact. The Foreman/Field Supervisor routinely inspects the job site by walking it with his crew lead, identifying areas of concern and keeping the Account Manager in charge of landscape maintenance operations informed as to the condition of the sites in question. All work not in compliance in the opinion of the Account Manager will be addressed immediately through specific instructions to the foreman and crew to perform the corrective work.

12) Employee Training and Supervision

For the first ninety days, training is ongoing with all new employees in the use of small equipment and mowers, application of herbicides and pesticides and in safety awareness. Every facet of the use of tools and equipment in landscape maintenance work is covered from the use of simple hand tools such as hand pruners to driving the company truck. The foreman on the job provides training in a progressive manner as the worker demonstrates skill and the ability to handle other types of equipment. Training in the use of chemicals is carefully done by showing the employee how to read container labels regarding the use of the chemical, its safety precautions, and, its mixing and application rates. A demonstration on the use of the mixing and application equipment and safety gear is covered in detail before the employee is allowed to prepare and apply the chemical.

13) Weekly Safety Meetings

Training the employee to work safely is repeatedly emphasized through on the job training in the correct use of equipment, being aware of what co-workers are doing around them and how to identify and eliminate hazards on the job site. Each employee is required to attend weekly safety briefings covering all aspects of safety issues that relate to their work including having the right safety attitude.



14) Employee Deployment

New contracts require a lead-time of around one to four weeks or more to hire or reassign the necessary personnel, purchase equipment and become acquainted with the contract specifications and locations. Since vacation days are preplanned, a work crew is able to schedule its workload to compensate for the absence of the employee on vacation, or it may borrow an employee from another crew with a lighter workload. Rescheduling workload activities or using a crewmember from another route handles unscheduled absences that might create a problem in performing the work. The company does not have a group of employees that fill in on a temporary basis.

15) Transportation

All personnel assigned to landscape maintenance contracts travel in the company truck from one job site to another. They are not allowed to use their personal vehicle for transportation between job sites.

16) Employee Uniform

A uniform and a neat appearance project confidence and a professional attitude. The uniform provided is also intended to represent the organization, reflect a consistent corporate image, and enable you to employees to work safely on the job site. Upon hiring, all employees get safety gear comprised of safety glasses, hardhat, safety vest, uniform shirts and gloves, and, they are required to have a pair of work boots. Uniforms must be clean and presentable, a professional look is mandatory at all times. Uniforms cannot be used off-duty. They can only be worn while on the jobsite or commuting to and from work.

 Head Coverings – only company approved caps, hard hats, and beanies may be worn with bill and logo forward.









- Safety Vest yellow with reflector stripes over the shoulders and across midsection must be worn over shirt.
- Shirt solid tan/orange combination company shirts are the only shirts allowed and they must be tucked in at all times. Employees wearing shirts that are not tucked in will be given a day off without pay.
- Pants must be clean when reporting to work, not torn, and not excessively baggy. Tan, blue or black
 must be solid colors, clean and wrinkle free. Jeans are acceptable.







• Shoes – leather work boots are required for foot wear. Steel toe work boots are optional. All non-leather or leather/fabric combination boots are not acceptable.

17) Employee Identification Badge







18) Forms

- a) New Employee Orientation
- b) Equipment Training Form
- c) Crew Checklist Safety Form
- d) Personal Protective Equipment Requirements
- e) Foeman Task List
- f) Weekly Inspection Report
- g) Non Conformance Report
- h) Monthly Pesticide Use Report
- i) Corrective Disciplinary Warning

M A R 1 P O S A

NEW EMPLOYEE ORIENTATION

	Equi	pment Train	ing			
Employee Name:]
Employee Number:]	Date:]
	Edger	Blower	Hedge Trimmer	21" Mower	Weedeater	Other
1 Air Filter	X	X	X	X	X	Othe
2 Belts	X				 	
3 Blades	X		X	X		
4 Bolts, Screws, Clamps	X	X	X	X	X	
5 Cables	X	Х	X	X	Х	
6 Carburetor	Х	Х	X	X	X	
7 Zirk Fittings	Х	Х	Х	X	X	· · · · · · · · · · · · · · · · · · ·
8 Catcher				X		
9 Clutch or Flywheel	X		X	X		
10 Engine - 2 cycle/4 cycle		X	X		X	
11 Gas Can Identification	X	Х	X	X		
12 Gas Cap Identification	X	Χ	Х	Х	X	
13 Gasoline	. X	· X	. X	X	. X	
14 Gasoline - Identify by Color	X	X	Х	X	X	
15 Holding the Equipment	Χ	Х	Χ.	. X	X	
16 Oil - 2 Cycle		Х	Х		X	
17 Oil - Motor	X			X		
18 Oil and Gas - Mixing		Χ.	X		X	·
19 Safety - Uniform Worn	X	Х	X	X	Х	
20 Safety Gear: Chaps 21 Safety Gear: Ear Protection	-					
22 Safety Gear: Leather Gloves	X	X	X	X	X	
23 Safety Gear: Safety Glasses	X		X	X	X	
24 Safety Locks	$\frac{\hat{x}}{x}$	X	X	X	X	
25 Safety Shields	x	$\frac{\hat{x}}{x}$	X	X	X	
26 Safety Switches	x	$\frac{\hat{x}}{x}$	×	X	Х	
27 Shims	$\frac{\hat{x}}{x}$	$\frac{\hat{x}}{x}$		X	Х	
28 Spark Plug	X	$\hat{\mathbf{x}}$	X	X	X	
29 Starting/Stopping the Equipment	$\frac{\hat{x}}{x}$	$\frac{\hat{x}}{x}$	$\frac{\hat{x}}{\hat{x}}$	X	X	
30 Storage and Transportation	$\frac{\hat{x}}{x}$	$\frac{\hat{x}}{x}$	$\frac{\hat{x}}{x}$	$\frac{\hat{x}}{\hat{x}}$	X	
31 Visual inspection of equipment	X	$\frac{\lambda}{X}$	X	$\frac{\hat{x}}{x}$	x	
32 Visual Inspection - Mechanical Integrity	X	$\frac{\hat{x}}{x}$	$\frac{\lambda}{X}$	X	X	
33 Weedeater Lines					$\frac{\hat{x}}{x}$	
34 Wiring	X	X	X	Х	$-\hat{\mathbf{x}}$	
						
Į						
Training Start Time:	End Time:			Off	ice Use Only	
Training By:				Original t	o EE's File	
i have understood explained to me conc	everything that eming the above	has been equipment			Employee	
Employee Signature		1		Copy to	Mechanic	

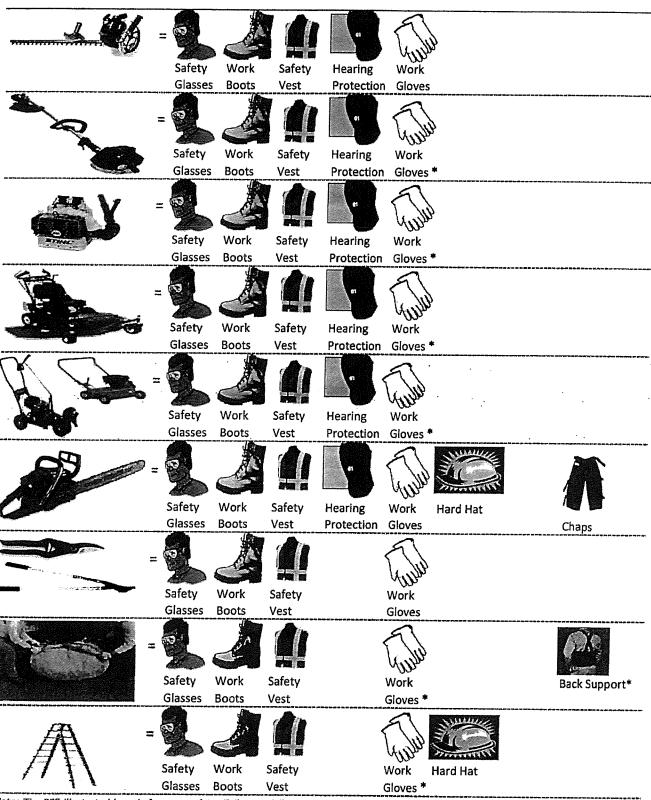
Date New Employee Signature Alpha Updates VP Of Operations Safety Coordinator Mariposa Landscapes, Inc. Drivers Trailer Backing INITIALS BELOW Trailer Hitch & Un-hitch Cone Placement Ride-on Mower 21" Mower Power Edger Weedeater Power Hedge Trimmer Chainsaw SUPER New Employee Equipment Training FIRST NAME LAST NAME Date and Time Trainer Name EE No. Location Š 10 4 15

DATE:	TRUCK#	MILEAGE	CREW:
		NDSCAPES, INC. ST SAFETY FORM	

	APPEARANCE	
Truck washed	Clean under seat □	Dents/scratches/damage □
Bed clean □	Glove compartment clean	_
Overall cab clean/wiped down	Storage/tool boxes clean □	List:
Clean behind seat	Tool box locks with key	
Complete set, jack, etc. □	Overall appearance clean □	
Is the crew clean in appearance with the condition, Boots and other safety gear?	e following: Shirts tucked in, No ripped or YES □ NO □	
	SAFETY	
Windshield not broken □	Head lights work O.K. L□ R□	List other truck/trailer problems:
Tail lights not broken L□ R□	Turn signals work O.K. L□ R□	
Head lights not broken L□ R□	Front tires O.K. L 🗆 R 🗆	
Running lights not broken L 🗆 R 🗆	Rear tires O.K. L 🗆 R 🗆	
Brake lights work O.K. L□ R□	Mirrors O.K. L□ R□	
In your opinion is the truck/trailer in a sat	e operating condition? YES	□ NO □
	EQUIPMENT CHECK	
	g equipment is maintained and in good w	vorking order
Mowers 21" □	Hand loppers □	
Edgers	Leaf Rakes □	
Weedeaters		
Blowers —		
Hedgetrimmers □		П
Backpack sprayers		
Pole loppers NOTES:		
NOTES:		

MARIPOSA LANDSCAPES INC.

MAINTENANCE DIVISION - PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS

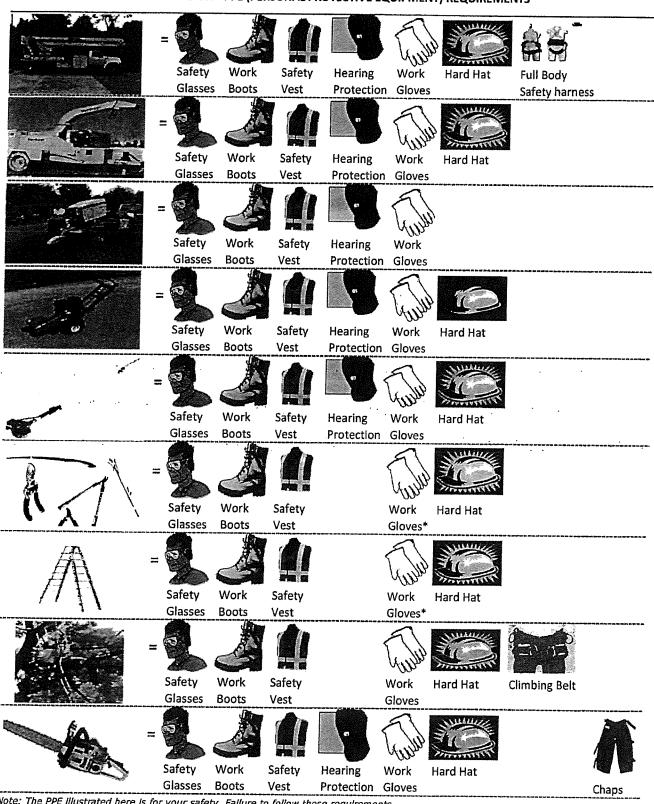


Note: The PPE illustrated here is for your safety. Failure to follow these requirements could lead to injury and/or disciplinary action, up to and including termination.

^{*} Optional Equipment

MARIPOSA LANDSCAPES INC.

TREE DIVISION - PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS



Note: The PPE Illustrated here is for your safety. Fallure to follow these requirements could lead to injury and/or disciplinary action, up to and including termination.

* Optional Equipment

MARIPOSA LANDSCAPES INC.

LANDSCAPE DIVISION - PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS



Note: The PPE illustrated here is for your safety. Failure to follow these requirements could lead to injury and/or disciplinary action, up to and including termination.

^{*} Optional Equipment

S -		REASON NOT DONE									
Ο ω	ist	DATE									
2 4	rask L	YES NO			-						
. ⋖	Foreman Task List		٠, .			-	· · · · · · · · · · · · · · · · · · ·	. ~		• ^	
Z Z		TASK									
₹											
		ITEM									

M A R I P O S A L A N D S C A P E S I N C

Weekly Inspection Report

Location:		Date, Time	e;
Rating:	A - Acceptable	N - Needs Improvement	U - Unsatisfactory
Annual Color C/G Weeds & Debris Detention Basins Drinking & Ornamental Fountains Enclosures Fence Line Clearing Fertilizer Groundcover Hardscape Insects/Diseases		Irrigation Lighting Lots Other Pet Stations Private Trimmings Rodents Security Shrubs/Vines Silt Run-Off	Stamped Concrete/Parkin Trash Cans Trash/Debris Tree Staking Tree Care Turf Unimproved Land "V" Ditches Vision/Trips/Slip Hazard Weeds
Notes:			
7			
Location:		Date, Time:	
Rating:	A - Acceptable	N - Needs Improvement	U - Unsatisfactory
Detentic Drinking Fountain Enclosu Fence L Fertilize Groundo Hardsca Insects/I	eds & Debris on Basins g & Ornamental us res ine Clearing r cover	Irrigation Lighting Lots Other Pet Stations Private Trimmings Rodents Security Shrubs/Vines Silt Run-Off	Stamped Concrete/Parking Trash Cans Trash/Debris Tree Staking Tree Care Turf Unimproved Land "V" Ditches Vision/Trips/Slip Hazards Weeds
otes			

M	A	R	1	P	O	S	A
						1	

Non-Conformance Report

Job Name:			Date:_				
Location:		Time:					
Description of the requirement or spe							
Description of nonconformance, locat	ion, affected	area, and markin	g:				
			in the second se				
Disposition: Replace	Repair	Rework	As Is				
ACE LOS COMOS CONTRACTOR OF THE CONTRACTOR OF TH			· ·		**************************************		
		i.e.		The state of the s			
Customer Approval of Disposition:				Date:	4		
Corrective Actions:	·				Section 201		
Corrective Action Completed:	Name			Date			
reventative Actions:	- 1 min - 1 mi			•			
		1.1.1					
reventative Action Completed:	Name			Date:			

NAME OF APPLICATOR 6 TSP. = 1 OZ. 2 tblsp. = 1 oz. 3 TSP. = 1 TBLSP. 768 TSP. = 1 GAL. 256 TBLSP. = 1 GAL. 2 CUPS = 1 PT. 1 CUP = 8 OZ. **EQUIVALENTS** 128 OZ. = 1 GAL 32 OZ. = 1 Qt. 16 OZ. = 1 PT. 4 QT. = 1 GAL. 8 PT. = 1 GAL. 16 CUPS. = 1 GAL. 4 CUPS. = 1 QT. RATIO USED COMMODITY OR AREA TREATED 0 Δ. щ α 8 Ğ Gal Sa Ga. Gal Gal 8 QUANTITY OF CHEMICAL USED . ರ . ಠ ö ಕ õ õ ö ŏ ŏ ಠ ä ö S ۳ ಥ ď ൨ ŭ చ ద ď ď \supset 6 0 ő ŏ 8 8 8 ő 2 ö 8 ŏ SUPERVISOR ď 9 9 9 9 CHEMICAL USED O ဟ **LOCATION SPRAYED** MONTH COUNTY MONTH DATE

M A R I P O S A L A N D S C A P E S I N C

Corrective Disciplinary Warning

Employee Name:				
				Misconduct
-		Attendance		Personnel Policy Violation
Current Position:		Unable to P	eriorm	Safety Policy Violation
Date of Occurrence:		Other		
Place of Occurrence:				
	facts pertaining to warning:			
Specific changes in beha	avior or performance that must occ	ur.	, ec	
Employee comments:				
				<u> </u>
	Prior Discipli	nary Actions Taken		
Date	Reason			Supervisor
Corrective Disciplinary A	Action Taken:			
Acknowledgement: Imm	ediate and sustained improvemen	t is necessary for continued	employmen	t. Failure to correct
ndicates understanding,	y result in further corrective actior and receipt of the above correction	i up to and including termir n action form.	iation. Signa	ature of employee
Employee Signature:		Date:	DM fois	als:
Supervisor Signature:		Date:	VP Initia	als
Witness Signature:		Date:	HR Initia	als:

Financial Capability

Please see enclosed envelope which contains the financial statements as required. Please note these documents are confidential and should be treated as such.



A

State Of California CONTRACTORS STATE LICENSE BOARD ACTIVE LICENSE



11 Supra Number 592268

500 CORP

MARIPOSA LANDSCAPES INC

Chemithosologisi C27 A C61/D49



Depinton Data 04/30/2016

www.cslb.ca.gov



CERTIFICATE OF LIABILITY INSURANCE

6/3/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bolton & Company		CONTACT NAME:	······································
PRODUCER Bolton & Company 3475 E. Foothill Blv Pasadena, CA 9110	d., Suite 100	PHONE (A/C, No, Ext): (626) 799-7000 FAX (A/C, No):	(626) 583-2117
asadena, OA 5110) (E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC#
www.boltonco.com	0008309	INSURER A: Starr Indemnity & Liability Company	38318
Mariness Landscapes Inc.		INSURER B: Navigators Specialty Insurance Company	36056
Mariposa Landscapes Inc. 15529 Arrow Highway Irwindale CA 91706		INSURER C: Berkshire Hathaway Homestate Ins Co	20044
Irwindale CA 91706		INSURER D:	
		INSURER E :	
		INSURER F :	

COVERAGES CERTIFICATE NUMBER: 24940601 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMI	TS	
Α	COMMERCIAL GENERAL LIABILITY	1		1000025381151	4/1/2015	4/1/2016	EACH OCCURRENCE	\$	1,000,000
	CLAIMS-MADE ✓ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	100,000
1							MED EXP (Any one person)	\$	5,000
							PERSONAL & ADV INJURY	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$	2,000,000
	POLICY V PRO- LOC			• •			PRODUCTS - COMP/OP AGG	5	2,000,000
	OTHER:						Comp/Coll Deductible	\$	2,000
Α	AUTOMOBILE LIABILITY			SISIPCA08327115	4/1/2015	4/1/2016	COMBINED SINGLE LIMIT , (Ea accident)	\$. 1,000,000
	✓ ANY AUTO			•		-	BODILY INJURY (Per person)	\$	
	ALL OWNED SCHEDULED AUTOS - AUTOS						BODILY INJURY (Per accident)	s	
·	HIRED AUTOS NON-OWNED AUTOS			•		·. ·	PROPERTY DAMAGE (Per accident)	\$	
				i		,		\$	
В	UMBRELLA LIAB ✓ OCCUR			LA15EXC840614IC	4/1/2015	4/1/2016	EACH OCCURRENCE	\$	5,000,000
	✓ EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	5,000,000
	DED RETENTION \$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		1	MAWC603388	4/1/2015	4/1/2016	✓ PER OTH- STATUTE ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT	\$	1,000,000
	(Mandatory in NH)		I				E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
	DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	5	1,000,000
				And the state of t					
		and the same of th		отогология					
	DISTINUES OF SPECIAL STATE OF SPECIAL ST								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GL Blanket Additional Insured applies per CG20100413 & CG20370413 attached, only if required by written contract/agreement. GL Primary Wording applies per OG1070411 attached. WC Waiver of Subrogation applies per WC990410B0914 attached. Job: PO #100718, Tree removal, Construction and Maintenance, South Coast Water District, 851 Calle Agua, San Clemente, CA 92673. Additional Insured(s): Joint Regional Water Supply System, The South Coast Water District, its directors, officers, employees, and agents.

CERTIFICATE HOLDER	CANCELLATION
PO #100718	
Joint Regional Water Supply System P.O. Box 30205 Laguna Niguel, CA 92607-0205	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Chau Tran

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PCA 74416 TERRY L NORIEGA 15529 ARROW HWY IRWINDALE CA 91786 -

DATE OF ISSUE 01/01/2014

VALID THROUGH 12/31/2015

ABCDEG

AGRICULTURAL PEST CONTROL ADVISER LICENSE



DEPARTMENT OF PESTICIDE REGULATION LICENSING/CERTIFICATION PROGRAM

QAL 103864 TERRY L NORIEGA 15629 ARROW HWY IRWINDALE CA 91706

VALID THROUGH ABCDEFH 12/31/2015

01/01/2014 DATE OF ISSUE

QUALIFIED APPLICATOR LICENSE

LICENSING/CERTIFICATION PROGRAM DEPARTMENT OF PESTICIDE REGULATION

WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2014-PA039)

INSTRUCTIONS

드 The contractor selected through this RFSQ process will be required to comply with State and Federal labor regulations and record keeping requirements. The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. the processes and the steps associated with those processes. Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.

ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT.

IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.

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QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
REPORTING TIME How does the Proposer know employees actually reported to work and at what time? For example, signin sheets, computerized check in, call-in system, or some other method?	2. The foreman is in constant communication with the field supervisors to ensure all employees report to work on time.
1. RECORDS OF ACTUAL TIME WORKED 3.1. What records are created to document the beginning and ending times of employee's actual	3.1 A time sheet is created for every employee.
work shifts? 3.2. What records are maintained by the Proposer of actual time worked?	3.2 The time sheet is audited and approved by the account manager once the field supervisor and foreman has reviewed each employees time sheet for accuracy.
3.3. Are the records maintained daily or at another interval (indicate the interval)?	3.3 The time sheets are maintained daily.
3.4. Who creates these records (e.g., employee, supervisor, or office staff)?	3.4 The time sheets are created by the foreman.
3.5. Who checks the records, and what are they checking for?	3.5 The foreman reviews all time sheets for accuracy of hours worked at specific locations.
3.6. What happens to these records?	3.6 The time sheets are used as the source document to create payroll.
3.7. Are they used as a source document to create Proposer's payroll?	3.7 Yes
(Please blank out any personal information).	
The state of the s	

FORM LW-9

4.1 N/A

If records of actual time worked are not used to create payroll, what is the source document that

CREATE

ဥ

USED

RECORDS

OTHER

PAYROLL (IF ANY)

QUESTION

Who prepares and who checks the source

Who approves the source document, and what

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Does the employee sign it?

document?

<u>ાં</u>

is used?

do they compare it with prior to approving it?

(C	2
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-	Y	•

5.2 Yes.

Does the Proposer maintain any written

5.2.

supporting documentation to validate that the

breaks actually occurred?

How does the Proposer know that employees

BREAKS

<u>.</u>ن

breaks

breaks and meal

take mandated

(periods)?

If so, who prepares, reviews, and approves such

documentation?

5,3.

	FORM LW-9
QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
5. HOW PAYROLL IS PREPARED 5.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid.	6.1 Prior to submitting th time sheets to the payroll department, all time sheets are received and audited by the field supervisor, foreman, and account manager.
check, cash, automated check, or combination of methods)?	6.2 Employees are paid with automated check.
6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made?	6.3 Employees receive a single check for straight time and overtime.
6.4. What information is provided on the check (e.g., deductions for taxes, etc.)?	6.4 See attached check stub.
AND PAY CHE SHOWS DISTRIBES (COVER COVER C	
INFORMATION AND ANY EMPLOYEE INFORMATION).	

	QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
7.1.7.1.7.2.	MANUAL PAYROLL SYSTEM If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?	7.1 N/A
8. 8. 8. 1. 3. 3. 2. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3.	AUTOMATED PAYROLL SYSTEM If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid? Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?	 8.1 1. Blank time sheets are handed to the employees. 2. Employees complete and sign the time sheet and hands it the his supervisor at the end of the week. 3. The supervisor reviews the time sheet, approves it and hands it to the foreman. 4. The foreman reviews each employees time sheet, approves and submits them to payroll department. 5. Checks are printed, signed and handed to each employee. 8.2 Each employees profile is setup in Sage Timberline. 8.3 The calculation is embedded but someone does have to input the hours.

58

to the second se	
QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
9.1. How is travel time during an employee's shift paid?	9.1 Travel time is paid the same as hourly pay.
9.2. At what rate is such travel time paid if the employee has multiple wage rates?	9.2 Employees are paid according to the wage rate per each individual job worked.
9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples:	
a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work	9.3a The employee would be paid 3 hrs under the County Living Wage rate. The remaining time will be paid at the regular pay rate.
four hours, where they are paid at a different rate than the County's Living Wage rate.	
b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.	9.3b The employee would be paid at the County's Living Wage rate for the entire time.
i0. OVERTIME10.1. How does the Proposer calculate overtime	10.1 Overtime is calculated at 1.5 times the hourly pay rate.
wages? 10.2. What if the employee has multiple wage rates?	10.2 Overtime is calculated at 1.5 times the hourly pay rate according to the location worked and the wage rate that applies to the specific job.
Punt Name: Terry Noriega, President	Company. Mariposa Landscapes, Inc.
Separature: The III	Date: 7/1/2015

Total DT Hours Report all errors on your paycheck immediately Codes: 935 = Contract Work. Total OT Hours **936** = Extra Work. Total REG Hours Foreman Initials Employee Initials Radio #: Break NOT Taken* m m Ë шаш I acknowledge and state, under penalty of perjury, that the hours recorded on this time card are correct, and that I have taken all meal and rest periods during the duration of this pay period as required by law E am ____ E | E m m a B <u>ш</u> am ____ am md. __ am am am E. am — Tel: Total Hours Worked MARIPOSA LANDSCAPES, INC. - EMPLOYEE TIME CARD Time STOPPED Time FINISHED Lunch I have not had an injury or accident this pay period Time STARTED Lunch Code I was injured or had an accident on Job Number or Name Signature:_ Employee Name Number Time STARTED working 2-PAGE TIME CARD - SEE BACK Period Ending: Date WEDNESDAY THURSDAY SATURDAY TUESDAY TUESDAY MONDAY MONDAY SUNDAY FRIDAY Period Starts: Day 60

Date Sum Sum						ŀ	ŀ				ŀ	l					
FRIDAY	Day	Date	Time STARTED working		ber or Name	٠.								Foreman Initials			Total DT Hours
THURSDAY							t	-	40000		100000	am				1	
THURSDAY	WEDNESDAY						T -						2	l			
FRIDAY						 						EL E					
FRIDAY						-					J L					1	
SATURDAY	THURSDAY					1.						Jam					
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SATURDAY												L wa					
SUNDAY	SATURDAY			t] am				1	
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NTRA-JOB - 936 EQUIPMENT CHARGES SUMMARY - SUPERVISOR USE	SUNDAY	, ,		ı		·						am			1		
NTRA-JOB - 936 EQUIPMENT CHARGES SUMMARY - SUPERVISOR USE Job # CODE REG OT PT				ĵ]am					
SAFETY TEAM CHANGES: FROM:	INTRA-JOB - 936	6 FOLIIPMENT CL	10 B C E C		ns	MMARY.	- SUPER	VISOR US	SE SE	V*	10 mir	4 0	100	404			
Entrus Inven Termi Exit Q			MINGES		#		CODE	REG	OT	Т		ומוב חו	can illus	St De ta	Ken Wi	tnın ev	ery 4
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Entru Inven Termi Exit Q	FROM:	- 1			-		-			7	אוב חשונ	<u> </u>	easolis				
Entru Inven Termi Exit Q	TO:																
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Entru: Inven Termi Exit Q	FROM:			DATE:	ľ		.										
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	Exit Questionaire	6			TOTAL H	JURS >>	À										
	l accept res	ponsibility that the	hours re	corded by the employee	are correct, and t	nat the em	nployee si	igning this	time can	d has taken	all of his	/her me	al and rest	periods a	as require	ed by law	,
ML Employee Time Cards v1.4 Non-Exempt Time Card		Supervisor Sign	ature	Initia	สพ Is/Date DM	Initials/d	ate	VP Ops	Initials/[Jate	Safety (Initia	Soordin als/Date	ator	=	R Initials	s/Date	
	-				1, Walte Transport		•										
		me Cards v1.4 Non-Exempt 7	Time Card														

Mariposa Landscapes, Inc.

	Fringes	35.61	ونسند								
	Net Employer Pay Taxes	68.11	Amount	35.61							
	Net E Pay	578.70									
	Misc Deducts	6.28	Fringe	WC							
	•	43.02	Amount	2.45	9.11	26.37	38.93	.32	7.54	17.30	
-	Gross Employee Pay Taxes	628.00						111			
• • • • • • • • • • • • • • • • • • • •	Total Hours	70.50	Tax	FUTA_E FWH	MED MFD F	2008	SOCE	CAETT	CASDI	CASULE	••
	Other Pay	64.00	Amount	6.28							•
Overtime	Pay Hrs		Deduction	401(K) Deductn							
Regular	Pay Hrs	564.00 70.50	Amount	564.00 64.00							
	Wks		Units	70.50	4.62						
70040	asi	-05-11 2.00	Pay	Regular Hourly Vactn Dollrs Pd	Vacatn Hrs Ernd						V = Voided Chack

V = Voided Check

IRWINDALE, CA 91706 0000 EARNINGS REGULAR I OTHER PAY PAY PERIOD RATE DESCRIPTION AMOUNT REGULAR VacErn 5-23-11 to 3.08 80.00 10.50 840.00 6-05-11 TOTAL PAY 840_00_ DEDUCTIONS THIS PERIOD TOTAL 35.28 CASDI 10.08 DEDUCTIONS 12.18 SOC FWH 10.92 MED 68.46 NET PAY YEAR-TO-DATE TOTALS EMPLOYEE INFORMATION 584.20 SDI 124.08 10339.88 FICA GROSS -00-VACPDH-16.00 177.19-SWH -I-WH-1st ENTERPHISE BANK 818 W 7th ST, STE 220 LOS ANGELES, CA 90017 16-4430 MARIPOSA LANDSCAPES, INC. 110arvaq PAYROLL ACCOUNT 15529 ARROW HWY. IRWINDALE, CA 91706 CHECK hundred seventy-one dollars and 54 cents · Pay: AMOUNT CHECK NO. 6-10-2011 0 PAY TO THE ORDER OF-

VOID AFTER 6 MONTHS

TABLE OF FORMS (LIVING WAGE CONTRACT)

PW-1	VERIFICATION OF STATEMENT OF QUALIFICATIONS
PW-2	SCHEDULE OF PRICES (SAMPLE)
PW-3	COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM
PW-4	CONTRACTOR'S INDUSTRIAL SAFETY RECORD
PW-5	CONFLICT OF INTEREST CERTIFICATION
PW-6	PROPOSER'S REFERENCE LIST
PW-7	PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
PW-8	LIST OF SUBCONTRACTORS
PW-9	REQUEST FOR LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM CONSIDERATION AND CBE FIRM/ORGANIZATION INFORMATION FORM
PW-10	GAIN AND GROW EMPLOYMENT COMMITMENT
PW-11	TRANSMITTAL FORM TO REQUEST AN RFSQ SOLICITATION REQUIREMENTS REVIEW (Submit only if requesting a review.)
PW-12	CHARITABLE CONTRIBUTIONS CERTIFICATION
PW-13	TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION
PW-14	PROPOSER'S LIST OF TERMINATED CONTRACTS
PW-15	PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS
PW-16	PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION
PW-17	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM
PW-18	REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM
PW-19	STATEMENT OF EQUIPMENT FORM
PW-20	PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ
	LIVING WAGE PROGRAM
LW-1	LOS ANGELES COUNTY CODE CHAPTER 2.201 - LIVING WAGE PROGRAM
LW-2	LIVING WAGE ORDINANCE - APPLICATION FOR EXEMPTION (If requesting exemption, submit at least seven days before due date for Statement of Qualifications.)
LW-3	CONTRACTOR LIVING WAGE DECLARATION
LW-4	LIVING WAGE ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE

LVV-5	LABOR/PAYROLL/DEBARMENT HISTORY
LW-6	GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS
LW-7	PROPOSER'S MEDICAL PLAN COVERAGE
LW-8	PROPOSER'S STAFFING PLAN AND COST METHODOLOGY (SAMPLE)
LW-9	WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS
	ATTACHMENTS
1.	COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS
2.	DEBARRED VENDORS REPORT
3.	COUNTY OF LOS ANGELES LOBBYIST ORDINANCE

VERIFICATION OF STATEMENT OF QUALIFICATIONS THE LINDERSIGNED HEREBY DECLARES AS FOLLOWS:

DATE: 7/1/2015 , 2014 THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:							
1. This Declaration is given in support of a Proposal for a Contract with The County Of Los Angeles. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and his/her judgment shall be final.							
2. Name of Service:							
			DECLAR	ANT INFORM	MATION		
3. Name Of declarant: Maripo	······································						
4. I Am duly vested with the auth	ority to make and	sign instrume	ents for and or	n behalf of the	Proposer(s). Terry I	Noriega	On the second se
5. My Title, Capacity, Or Relation	ship to the Propos	ser(s) is: Pr	esident				
			PROPOS	ER INFORM	IATION		
6. Proposer's full legal name: I						Telephone No.: 62	
Physical Address (NO P.O. Bo	DX): 15529 Ar	row Highy	vay, Irwind	lale, CA 9	1706	Mobile No.: 626-	960-0196
e-mail: joshua@mariposa	n-ca				-	Fax No.:	
County WebVen No.: 50312	901	IRS No	.: 95-4245	898		Business License	No.: 000538
7. Proposer's fictitious business name(s) or dba(s) (if any): N/A							
County(s) of Registration: N/A State: N/A Year(s) became DBA: N/A							
8. The Proposer's form of business entity is (CHECK ONLY ONE):							
Sole proprietor Name of Proprietor:							
Corporation's principal place of business: 15529 Arrow Highway, Irwindale, CA 91706 ✓ A corporation:							
State of incorporation: California Year incorporated: 1989							
Non-profit corporation certified under IRS 501(c) 3 and registered President/CEO:							
with the CA Attorney General's Registry of Charitable Trusts Secretary:							
 A general partnership 	:		Names of p	oartners:			
A limited partnership:			Name of ge	eneral partner	** *	·····	
A joint venture of:	are the west of the second		Names of jo	oint venturers			
☐ A limited liability comp	oany:		Name of ma	anaging mem	iber:		
9. The only persons or firms inter	ested in this propo	sal as princip	oals are the fo	llowing:			
Name(s) Terry Noriega		Title Presid	dent		Phone 626-960-01	196	Fax 626-960-3809
Street 15529 Arrow Highwa	ıy	^{City} Irwind	ale		State CA		^{Zip} 91706
Name(s) Antonio Valenzuela		Title Secre	tary		Phone 626-960-01	96	Fax 626-960-3809
Street 15529 Arrow Highwa	ıy	^{City} Irwind	ale		State CA		^{Zip} 91706
10. Is your firm wholly or majority owned by, or a subsidiary of another firm? ☑ No ☐ Yes If yes, name of parent firm: State of incorporation/registration of parent firm:							
11. Has your firm done business under any other name(s) within the last five years? Name(s): Yes If yes, please list the other name(s): Year of name change: Year of name chang							
12. Is your firm involved in any per If yes, indicate the associated con	mpany's name:			Yes			
13. Proposer acknowledges that i may be rejected. The evaluation	and determination	in this area s	shall be at the	Director's sol	e judgment and the Dire	ector's judgment sha	ill be final.
14. I am making these representa information and belief.	tions and all repre	sentation cor	ntained in this	proposal bas	ed on information that t	hey are true and cor	rect to the best of my
I declare under penalty of perjury	under the laws of (Çalifomia tha	it the above in	formation is tr	rue and correct.	A CONTRACTOR OF THE PROPERTY O	
Signature of Proposer or Authorize		Jung	1m	110		Date: 07	7/01/2015
Type name and title: Terry No		nt		100		<u> </u>	

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Com	npany Name: Mariposa Landscapes, Inc.						
Com	npany Address: 15529 Arrow Highway						
City:	Irwindale	State: CA	Zip Code: 91706				
	phone Number: 626-960-0196						
If yo appr Serv	ne of Goods or Services): Landscape Maintenan ou believe the Jury Service Progra ropriate box in Part I (you must attacl vice Program applies to your busines gram. Whether you complete Part I or	im does not apply to your h documentation to support your ss, complete Part II to certify	our claim). If the Jury compliance with the				
Part I	: Jury Service Program Is Not Applicable to M	ly Business					
	My business does not meet the definition of aggregate sum of \$50,000 or more in any 12-(this exception is not available if the contract exception will be lost and I must comply with sum of \$50,000 in any 12-month period.	month period under one or more Coun purchase order itself will exceed \$50,0	ty contracts or subcontracts 200). I understand that the				
	My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost, and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.						
	"Dominant in its field of operation" means had employees, and annual gross revenues in the the contract awarded, exceed \$500,000.						
	"Affiliate or subsidiary of a business domina 20 percent owned by a business dominant in stockholders, or their equivalent, of a business	n its field of operation, or by partners,					
	My business is subject to a Collective Barg provisions of the Program. ATTACH THE AGE		ides that it supersedes all				
Part II	l: Certification of Compliance						
Ø	My business has and adheres to a written por regular pay for actual jury service for full-time of company will have and adhere to such a policy	employees of the business who are also					
l declare i and corre	under penalty of perjury under the laws of thect.	e State of California that the informa	ation stated above is true				
Print Name:		Title:					
Terry Nor	iega	President					
Signature:	July 100	Date: 07/01/2015					

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

Landscape and Grounds Maintenance Services (2014-PA039) PROPOSED CONTRACT FOR:

SERVICE BY PROPOSER Mariposa Landscapes, Inc.

ROPOSAL DATE: 07/01/2015

the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information on explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances The information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal of urrounding any and all fatalities.

5 CALENDAR YEARS PRIOR TO CURRENT YEAR

	2009	2010	2011	2012	2013	Total	Current Year to Date
I. Number of contracts.	350	331	356	416	418	1871	
Total dollar amount of Contracts (in thousands of dollars).	23.54 m	25.45 m	23.27 m	24.55m	26.39m	123.2	
i Number of fatalities.		0	0	0	0	0	
ा Number of lost workday cases.	2		9	4	4	17	
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	0		0	0	0	0	
6 Number of lost workdays.	0	30	0	169	108	307	

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Terry Noriega, President

Manue of Proposer or Authorized Agent (print)

Signature

07/01/2015 Date

CONFLICT OF INTEREST CERTIFICATION

Ι,	erry Noriega	
	sole owner general partner managing member President, Secretary, or other proper title) President	
of	ariposa Landscapes, Inc.	
	Name of proposer	
mak scop	his certification in support of a proposal for a contract with the County of Los Angeles for services within the of Los Angeles County Code Section 2.180.010, which provides as follows:	
	Contracts Prohibited. A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.	
	 Employees of the County or of public agencies for which the board of supervisors is the governing body; 	
	 Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders; 	·
	3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:	;
	 (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or 	
	 (b) Participated in any way in developing the contract of its service specifications; and 	
	 Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders. 	
cont that com capa unde	y certify I am informed and believe that personnel who developed and/or participated in the preparation of the to not fall within scope of the Los Angeles County Code, Section 2.180.010, as cited above. Furthermo County employee whose position in the County enables him/her to influence the award of this contract, or a sing contract, and no spouse or economic dependent of such employee is or shall be employed in a by by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract, and and agree that any falsification in this Certificate will be grounds for rejection of this Proposal action of any contract awarded pursuant to this Proposal.	re, iny iny [
l cer	under penalty of perjury under the laws of California that the foregoing is true and correct.	
Sign	July (4) Date 07/01/2015	

PROPOSER'S REFERENCE LIST

PROPOSER NAME: Mariposa Landscapes, Inc.

PROPOSED CONTRACT FOR: Landscape and Grounds Maintenance Services (2014-PA039)

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed.

SERVICE: Landscape Maintenance	SERVICE DATES: 2010-Current
DEPT/ DISTRICT: El Monte Health Center	
CONTACT: Linda Maldonado	
TELEPHONE: 626-579-8311	
FAX: 626-279-2533	
E-MAIL: Imaldonado@lacusc.d	org

SERVICE:	SERVICE DATES: 2010-Current			
Landscape Maintenance DEPT/DISTRICT:	(2010-Current			
Martin Luther King Medical C	enter			
CONTACT: Tony Garrido				
TELEPHONE: 310-720-4806				
FAX:				
E-MAIL: tgarrido@dhs.lacount	y.gov			

SERVICE: Landscape Maintennace	SERVICE DATES: 2010-Current
DEPT/ DISTRICT: Los Angeles County South Co	oast Botanic Garden
CONTACT: Stuart Fasoli	,
TELEPHONE: 310-544-6815	
FAX:	
E-MAIL: sfasoli@co.la.ca.us	

	SERVICE: Landscape Maintenance	SERVICE DATES: 2010-Current					
	DEPT/DISTRICT: USC Medical Center w/ 3 Hea	alth centers					
*	CONTACT: Ricardo Rodriguez						
	TELEPHONE: 323-226-6085	• •					
	FAX: 323-226-2779						
	E-MAIL rirodrigueqz@dhs.lac	ounty gov					

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Landscape Maintenance	SERVICE DATES: 2011- Curre				
AGENCY/ FIRM: City of Coachella					
ADDRESS: 1515 6th Street, Co	ocahella, CA 92236				
CONTACT: Len Germain					
TELEPHONE: 760-398-5744 ex	ct 178				
FAX:					
E-MAIL: Igermain@coachella.	org				

SEANGSEape Maintenance	SERVICE DATES: 2008-Current				
AGENCY/ FIRM: City of Rancho Mirage					
ADDRESS: 69-825 Highway 111, Rancho Mirage, CA 92270					
CONTACT: Bill Oppenheim					
TELEPHONE: 760-343-0561 ext 521					
FAX:					
E-MAIL: billo@ci-ranchomirag	e.ca.us				

SERVESE ape Maintenance	SERVICE DATES: 1993-Curre				
AGENCY/ FIRM: City of Placentia					
ADDRESS: 401 E. Chapman A	ve., Placentia, CA 92870				
CONTACT: Joe Najera					
TELEPHONE: 714-238-2426					
FAX:					
E-MAIL: jnajera@placentia.org	J				

SERVICE: Landscape Mainter SERVICE DATES: 1989-Currer
AGENCY/ FIRM: City of Rancho Cucamonga
ADDRESS: 9153 9th Street, Rancho Cucamonga, CA 91730
CONTACT: Steve Relph
TELEPHONE: 909-477-2730 x 4116
FAX:
E-MAIL: srelph@cityofrc.us
E-MAIL: srelph@cityofrc.us

FORM PW-7

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Propos	Mariposa Landscapes, Inc.						
Addres	15529 Arrow Highway, Irwindale, CA 91706						
Interna	95-4245898 I Revenue Service Employer Identification Number						
that treat sex	ccordance with Los Angeles County Code, Section 4.32.010, the Proposer cer all persons employed by it, its affiliates, subsidiaries, or holding companies ed equally by the firm without regard to or because of race, religion, ancestry, rand in compliance with all anti-discrimination laws of the United States of Amerialifornia.	are and will be national origin, or					
1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.						
2.	Its work force.						
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	NO YES NO					
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	✓ YES ✓ NO					
L							
Propose	Mariposa Landscapes, Inc.						
Authoria	Terry Noriega, President						
Signatu	Jun / 10	01/2015					

LIST OF SUBCONTRACTORS

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

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

required services.							
Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service				
-							
		· ·					
,							

			·				

County of Los Angeles Enterprise (SBF) Preference Program Consideration and

	esponding to the of the proposal.	Reques	t for Prop	osals must co	mplete	and return	this for	m for prope	r	
FIRM NAME	: Mariposa Lands	capes, In	ic.							
My County (WebVen) Vendor Number: 50312901										
LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:										
As Local SBE, certified by the County of Los Angeles, Internal Services Department, I request this proposal/bid be considered for the Local SBE Preference.										
☐ Att	tached is a copy of	Local SE	3E certifica	ation issued by	the Cou	nty.				
FIRM/ORGAN award, contra disability.	IIZATION INFORMATI ctor/vendor will be se	ON: The in	nformation re nout regard	equested below is to race/ethnicity	for statistic color, rel	cal purposes ligion, sex, n	only. On fir ational ori	nal analysis and gin, age, sexu	d consideration al orientation,	
Business St	ructure: Sole	Proprietors	hip 🗖 Pa	artnership	☑ Corr	poration	Nonprofit	☐ Franchis	e	
Ot	her (Please Specif	y):								
Total Number	er of Employees (incl	uding own	ers): 500+	A A STATE OF THE S						
Race/Ethnic	Composition of Firm	. Please d	listribute the	above total numb	er of Indivi	iduals into the	following	categories:		
	nic Composition		Owne	rs/Partners/ ate Partners		Manager	·····	·	Staff	
			Male	Female	Ma	ale j	emale	Male	Female	
Black/Afric	an American							1		
Hispanic/L	atino		1		20	1		359	4	
Asian or Pa	acific Islander				1	3		2		
American I	Indian									
Filipino										
White					6					
PERCENTAGE	E OF OWNERSHIP IN	FIRM: Ple	ase indicate	by percentage (%	%) how <u>ow</u> r	nership of the	firm is disl	ributed.		
	Black/African American	Hispani	c/ Latino	Asian or Paci Islander	An	nerican India		ilipino	White	
Men	%	100	%		%	%		%	9/	
Women	%		%		%	%		%	%	

following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
City of Los Angeles	X				
County of Los Angeles	Х				

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

Authorized Signature		Title:	Date:
tun	llega	President	07/01/2015

BOARD OF PUBLIC WORKS MEMBERS

ANDREA A. ALARCÓN

PRESIDENT

JERILYN LÓPEZ MENDOZA

VICE PRESIDENT

CITY OF LOS ANGELES

CALIFORNIA

JOHN L. REAMER, JR. Inspector of Public Works and Director

BUREAU OF CONTRACT ADMINISTRATION Office of Contract Compliance 1149 S. BROADWAY, SUITE 300

LOS ANGELES, CA 90015 (213) 847-1922

http://bca.lacity.org

PAULA A. DANIELS PRESIDENT PRO-TEMPORE

STEVEN T. NUTTER COMMISSIONER

VALERIE LYNNE SHAW COMMISSIONER

WILLIAM P. WEEKS EXECUTIVE OFFICER ANTONIO R. VILLARAIGOSA MAYOR

August 1, 2011

Mr. Terry Noriega Mariposa Horticultural Enterprise, Inc. 15529 Arrow Highway, Irwindale, CA 91706

RE: STATUS OF MINORITY BUSINESS ENTERPRISE (MBE) CERTIFICATION File No. - 7150

Dear Mr. Noriega:

The Bureau of Contract Administration, Office of Contract Compliance has implemented a change to the City of Los Angeles MBE/WBE Certification Rules and Regulations; certifications will remain valid beyond the period indicated in the issued certification approval letters. A firm shall remain certified unless and until its certification is removed for cause.

The City reserves the right to request additional information and/or conduct on-site visits at any time during the certification period to verify any documentation submitted with your application. If there are any changes in your firm's name, address, ownership, control, or work category, you are still required to notify this office of those changes in writing. Please include your file number on each page of correspondence relating to these matters.

Your certification status can be verified in the City of Los Angeles DBE/MBE/WBE database at http://bca.lacity.org or by calling our office at (213) 847-2684.

If you have any questions regarding this matter, please contact the Centralized Certification Administration at (213) 847-2684.



County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue Los Angeles, California 90063

> Telephone: (877) 669-CBES FAX: (323) 415-8521

"To enrich lives through effective and caring service"

October 7, 2014

CBE Program ID #: 43914

Status: MBE

Mr. Terry Noriega, President Mariposa Landscapes, Inc. 15529 Arrow Highway Irwindale, CA 91706

Dear Mr. Noriega:

Congratulations! Your firm has been recertified as an eligible participant in the County of Los Angeles Community Business Enterprise (CBE) Program. This recertification is valid until October 27, 2016.

The County of Los Angeles Office of Small Business reserves the right to request additional information and/or conduct an on-site visit at any time to verify any documentation submitted by the applicant. If there are any changes during this recertification period, you are required to notify this office immediately.

Thank you for registering your business with the County's Vendor Registration website (WebVen) at http://camisvr.co.la.ca.us/webven. You are now eligible to participate in the County's on-line access to open bids, be placed on bid lists generated by County departments looking for prospective vendors and periodically be notified automatically via email of County bids by specific commodities/services.

Again, congratulations on your recertification. If you have questions, please call (877) 669-CBES or email us at cbesbe@isd.lacounty.gov and refer to the identification number above.

Sincerely,

JIM JONES Director

Debbie Cabreira-Johnson Program Director

JJ:DCJ/ct

c: Cynthia Tucker, CBE/LSBE Certification Specialist

GAIN and GROW EMPLOYMENT COMMITMENT

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

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: GAINGROW@dpss.lacounty.gov.

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

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

.0.	Trial dien proposes.
A.	Proposer has a proven record of hiring GAIN/GROW participants.
	YES (subject to verification by County) X NO
B.	Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.
	<u>X</u> YES NO
C.	Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.
	YESNO X N/A (Program not available)
S	gnature Juy Ully Title President
1	rm Name Date 07/01/2015

CHARITABLE CONTRIBUTIONS CERTIFICATION

Mariposa Landscapes, Inc.			
Company Name			
15529 Arrow Highway, Irwindale, CA 91706			
Address			
95-4245898			
Internal Revenue Service Employer Identification Number			
N/A			
California Registry of Charitable Trusts "CT" number (if applicable)			
The Nonprofit Integrity Act (SB 1262, Chapter 919) added requireme Trustees and Fundraisers for Charitable Purposes Act, which regularitable contributions.	ents to Califo ates those	ornia's Supervision or receiving and raising	of g
CERTIFICATION	YES	NO	
Proposer or Contractor has examined its activities and determined the it does not now receive or raise charitable contributions regulated under California's Supervision or Trustees and Fundraisers of Charitable Purposes Act. If Proposer engages in activities subjective it to those laws during the term of a County contract, it will time comply with them and provide County a copy of its initial registration.	ed for ng ely on	()	
with the California State Attorney General's Registry of Charitab Trusts when filed.	ne _.		
OR	YES	NO	
Proposer or Contractor is registered with the California Registry Charitable Trusts under the CT number listed above and is compliance with its registration and reporting requirements und California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Coc of Regulations, sections 300-301 and Government Code section 12585-12586. Signature O7/01/20 Date	in Ier he de ns	(x)	
olghature			
Terry Noriega, President Name and Title (please type or print)			
reality and this places also a bring			

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

	COMPANY NAME: Mariposa Landscapes, Inc.						
	COMPANY ADDRESS: 15529 Arrow Highway						
	CITY: Irwindale	STATE: CA	ZIP CODE: 91706				
Ø	I am <u>not</u> requesting considerati Preference Program.	ion under the Coun	ty's Transitional Job Opportunities				
l h	I hereby certify that I meet all the requirements for this program:						
	My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years (attach IRS Determination Letter);						
	I have submitted my three most recent annual tax returns with my application;						
	I have been in operation for at least one year providing transitional job and related supportive services to program participants; and						
	I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants, and any other information requested by the contracting department.						
	I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.						
	PRINT NAME: Terry Noreiga TITLE: President						
	SIGNATURE: Juny livy	$\widehat{}$	DATE: 07/01/2015				
DE	VIEWED BY COUNTY:						

APPROVED

DISAPPROVED

· . 🔲

SIGNATURE OF REVIEWER

78

DATE

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: Mariposa Landscapes, Inc.

4	Proposer has not h	ad any contracts terminate	ed in the past three yea	ırs.
those termin Propo	contracts terminate nated, please attach ser or not. Any an that contracts that	ed by an agency or firm an explanation on a <u>sepa</u> d all terminated contracts naturally expired need r ated prior to expiration.	arate sheet, whether the should be accompared to the listed. The Co	three years. Terminated contracts are expiration date. If a contract(s) was he termination was at the fault of the nied with an explanation. It should be bunty is only seeking information or
SERV	ICE:	TERMINATING DATE:	SERVICE:	TERMINATING DATE:
				WATING SIDM
NAME	OF TERMINATING F	TIRM	NAME OF TERMI	NATINGFIRM
ADDR	ESS OF FIRM		ADDRESS OF FI	RM
		•		
CONT	ACT PERSON:		CONTACT PERS	ON:
TELĖI	PHONE:		TELEPHONE:	
FAX:			FAX:	
E-MAI	L:		E-MAIL:	
SERV	ICE:	TERMINATING DATE:	SERVICE:	TERMINATING DATE:
NAME	OF TERMINATING	FIRM	NAME OF TERM	INATING FIRM
ADDF	RESS OF FIRM		ADDRESS OF FI	RM
CONT	FACT PERSON:		CONTACT PERS	SON:
TELE	PHONE:		TELEPHONE:	
FAX:			FAX:	
E-MA	IL:		E-MAIL:	
SIGN	ATURE JU	u (00-	DATE: 7/1/20	15

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PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Propos	ser's Na	me: Mariposa Lan	dscapes, Inc.	
	any thr	eatened litigation	n where they would be a	d in any pending litigation; are not aware of party; and have not had any judgments the date of proposal submission.
pendin	ıg litigat	ion, threatened		ow (use additional pages if necessary) all ents entered against them within the last
A.	☑ Pend	ding Litigation	☐ Threatened Litigation	☐ Judgment (check one)
	2. N 3. C 4. C 5. F	Name of Litigation Case Number: Court of Jurisdicti Please provide a itigation or judgm	ion: a statement describing the selection of the selectio	size and scope of the pending/threatened
•				
<u></u>				
В.	☐ Pend	ding Litigation	☐ Threatened Litigation	☐ Judgment (check one)
	1.	Against □ Pro	oposer; □ Principal; □ Both	(check as appropriate)
	2.	Name of Litiga	ation/Judgment:	
	3.	Case Number	: diation:	
	4. 5.	Please provide	diction:e a statement describing the digment (use additional page	size and scope of the pending/threatened if necessary):
Signate	ure of F	Proposer:	wylyn	Date: 07/01/2015

Mariposa Landscapes Inc. Pending and Settled Litigation

		renamb and Settled Litigation	ı Litigation		
Name	Claim/Case No.	Date	Court	Status	Туре
David A. Jones vs. MLI	BC484872	May 17, 2012	Superior, Los Angeles	Settled	Auto
Richard Thomas Ennis vs. MLI	11502466	February 15,.2012	Superior, Long Beach	Dismissed in favor of	SC
AAA vs. City of Thousand Oaks (and MLI)	56 2011 00405077	October 13, 2011	Superior, Ventura	Dismissed	J _O
Victor Dial vs. MLI	11,00978	September 12, 2011	Superior, West Covina	Dismissed in favor of MLI	SC
Great Scott Tree vs. MLI	GC 044207	June 17, 2010	Superior, Los Angeles	Dismissed	J.S
Anna McPhillips vs. MLI	GC 045085	April 22, 2010	Superior, County of L.A./Pasadena	Settled by insurance	- GL
Ullmer/Caperton vs. MLI	KG057926	February 9, 2010	Superior, County of Orange/Pomona	Settled by insurance	Auto
Soltero vs. MLI	CIVDS 1108778	January 12, 2010 $^{::}$	Superior, San Bernardino District	Settled	Class
Quintana vs. MLI	BC 455987	February 22, 2010	Superior, Los Angeles	Settled out of court	Civil
MLI vs. Pima Corporation	56-2011-00396046- CU-BC-VTA	April 27, 2011	Superior, Ventura	Settled in favor of MLI	GL
Victor Dial vs. MLI	12B06933	December 5, 2012	Superior, West Govina	Settled by insurance	Civil
County of Riverside vs. MLI	1301861	February 15, 2013	Superior, Riverside	Settled: Related to David A. Jones vs. MLI	Civil
Jenkins vs. City of San Dimas, MLI	KC065560	February 20, 2013	Superior, Los Angeles	Tendered defense; Pending	GL
Jimenez vs. City of Long Beach	BC509507	May 20, 2103	Superior, Los Angeles	Tendered defense; Pending	TD
SCE vs. C N A/MLI	BC516129	July 23, 2013	Superior, Los Angeles	Settled by insurance	G
Flores vs. MLI	BC529986	December 10, 2013	Superior, Los Angeles	Pending	GL
Lawrence vs. MLI	PSC1404586	August 29, 2014	Superior, Palm Springs	Pending	Auto

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2014-PA039)

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION

Maripo	osa Landscapes, Inc.
Propo	ser's Name
15529	Arrow Highway, Irwindale, CA 91706
Addre	SS
	If awarded the contract: Proposer <u>will</u> comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Statement of Qualifications, and Proposer <u>will</u> procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.
	If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Statement of Qualifications, and Proposer will not procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.
Sig	nature of Proposer:

CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

The Pro	oposer certifies that:						
Ø	It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; AND						
		onable inquiry, the Proposer/Bidder/Contractor is no Angeles County Code, Section 2.206.020.E, on an n; AND					
	The Proposer/Bidder/Contractor agrees to Reduction Program during the term of any	o comply with the County's Defaulted Property Tax awarded contract.					
	-(DR-					
	I am exempt from the County of Los A pursuant to Los Angeles County Code, Se	ngeles Defaulted Property Tax Reduction Program ection 2.206.060, for the following reason:					
	re under penalty of perjury under the laws of is true and correct.	the State of California that the information stated					
Print N	ame: Terry Noriega	Title: President					
Signati	ure: They Wun	Date: 07/01/2015					

REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran-Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed 8 percent in response to any County solicitation.

Information about the State's DBVE certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at http://www.pd.dgs.ca.gov.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations made be found in the Code of Federal Regulations, 38CFR 74, and is also available on the Veterans Affairs Website at: http://www.vetbiz.gov.

- I AM NOT a DVBE certified by the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs.
- I AM certified as a DVBE with the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

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

Name of Firm: Mariposa Landscapes, Inc.	County Webven No. 50312901
Print Authorized Name: Terry Noriega	Title: President
Authorized Signature:	Date: 07/01/2015

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2014-PA039) STATEMENT OF EQUIPMENT FORM

Mariposa Landscapes, Inc. PROPOSER'S NAME:

ADDRESS:

15529 Arrow Highway, Irwindale, CA 91706 626-960-0196 TELEPHONE:

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE equipment.

Full size pick up truck Chevy 2500 HD 2014 1GCOCVCG3EF10613 Good Full size pick up truck Chevy 2500 HD 2013 1CGZCVCG0DZ19278 Good Irrigation truck Toyota Tacoma 2012 5TFNX4CN8CX014228 Good Weedeater Shindaiwa T282X 2014 T20311001590 Good Weedeater Shindaiwa T282X 2014 T20311001593 Good Hedgetrimmer Echo SHC-225-S 2014 T20311001445 Good Hedgetrimmer Echo SHC-225-S 2014 T43911001445 Good Backpack blower Echo SHC-225-S 2014 T43911001436 Good Backpack blower Echo SHC-225-S 2014 T43911001436 Good Chain saw STHIL MS192TC 2012 292156499 Good Applicator truck Ford F77 2013 3FRNF7FBD9BV02592 Good Chipper Ford F77 2013 3FRBF7F	2500 HD 2014 2500 HD 2013 Tacoma 2012 a T282X 2014 fa T282X 2014	1GC0CVCG3EF10613 GA 1CGZCVCG0DZ19278 GA 5TFNX4CN8CX014228 GA 720311001590 GA 720311001593 GA		PAGILIMENI OCERAIIONAE		DEDICATED PRIMARY BACKUP
truck Chevy 2500 HD 2013 1CGZCVCG0DZ19278 Toyota Tacoma 2012 5TFNX4CN8CX014228 Shindaiwa T282X 2014 T20311001590 Shindaiwa T282X 2014 T20311001593 Echo SHC-225-S 2014 T43911001445 Echo SHC-225-S 2014 T43911001436 Echo PB500 2014 P02311033356 Echo PB500 2014 P02311033343 Echo PB500 2014 P02311033343 Echo PB500 2014 P02311033343 Echo PB500 2014 FTNX4CN0BX008088 STHIL MS192TC 2012 292156499 Ford F77 2013 3FRNF7FBD9BV02592 Vermeer BC1800XL 2014 1VRY131Z1E1004316 Ford F750 2014 3FRBF7FC1BV151389	2500 HD Tacoma T282X T282X T282X	1CGZCVCG0DZ19278 G. 5TFNX4CN8CX014228 G. T20311001590 G. T20311001593 G. T420440F		Operational	ndale	
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Echo SHC-225-S 2014 T43911001436 Echo PB500 2014 P02311033343 Echo PB500 2014 P02311033343 STHIL MS192TC 2012 292156499 Toyota Tacoma 2011 5TFNX4CN0BX008088 Ford F77 2013 3FRNF7FBD9BV02594 Vermeer BC1800XL 2014 1VRY131Z1E1004316 Ford F750 2014 3FRBF7FC1BV151389				Operational		
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Echo PB500 2014 P02311033343 STHIL MS192TC 2012 292156499 Toyota Tacoma 2011 5TFNX4CN0BX008088 Ford F77 2013 3FRNF7FBD9BV02592 Vermeer BC1800XL 2014 1VRY131Z1E1004316 Ford F750 2014 3FRBF7FC1BV151389			<i>!</i>			
ck Toyota Tacoma 2011 5TFNX4CN0BX008088 Ford F77 2013 3FRNF7FBD9BV02592 Vermeer BC1800XL 2014 1VRY131Z1E1004316 Ford F750 2014 3FRBF7FC1BV151389						
ck Toyota Tacoma 2011 5TFNX4CN0BX008088 Ford F77 2013 3FRNF7FBD9BV02598 Vermeer BC1800XL 2014 1VRY131Z1E1004316 Ford F750 2014 3FRBF7FC1BV151389				Operational	Irwindale	
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Vermeer BC1800XL 2014 1VRY131Z1E1004316 Ford F750 2014 3FRBF7FC1BV151389		3FRNF7FBD9BV02592 G		Operational		
Ford F750 2014 3FRBF7FC1BV151389	BC1800XL	1VRY131Z1E1004316 G				
					Irwindale	
	•					
						- ¥

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ

PROPOSER MUST CHECK A BOX IN EVERY SECTION

Important Note: The information on this form is subject to verification and will not be used for scoring purposes.

Completing this form by itself without including detailed narrative in your proposal to support the minimum mandatory requirement of this RFSQ, any inconsistencies or inaccuracy in the information provided in this form, or this form and your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

At the time of proposal submission, Proposer must meet the following minimum requirements:

1. Proposer must have a minimum of three years of experience providing landscape maintenance services. Subcontracting is not allowed to meet this requirement.

Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category.)

Proposer's Name	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page Number*
Mariposa Landscapes, Inc.	1977 - Present	Landscape maintenance, hardscape construction, tree services	8

^{*}List the page number in the proposal containing the proposer's experience.

- No. Proposer does not meet the experience requirement stated above.
- 2. Proposer must submit a copy of a valid and active State Contractor's Class C-27 (Landscaping Contractor) license. Subcontracting is not allowed to meet this requirement.
 - Yes. Please complete the chart below.

Type of License	License No.	Name of License Holder	Valid/Active Dates
C-27, A, C-61/D-49	592268	Mariposa Landscapes, Inc.	expires 04/30/2016

No. Proposer and/or its Subcontractor(s) does not have the license as stated above.

Stale Of California
CONTRACTORS STATE LICENSE BOARD

License Nation 592268

EMA CORP

MARIPOSA LANDSCAPES INC

Carattonicates C27 A C61/D49

Depletion Days 04/30/2016

www.cslb.ca.gov

- 3. Proposer and/or its Subcontractor(s) employee must submit a copy of a valid and active arborist and/or horticulturist certification.
 - Yes. Please complete the chart below.

Type of Certification	Name of Certification Holder	Valid/Active Dates
ISA Certified Arborist	Dennis Jones	11/18/2000-12/31/215

- No. Proposer and/or its Subcontractor(s) does not have the certification as stated above.
- 4. Proposer and/or its Subcontractor(s) must submit a copy of a valid and active State of California Department of Pesticide Regulation Pest Control Business license.
 - Yes. Please complete the chart below.

Type of License	License No.	Name of License Holder	Valid/Active Dates	Subcontractor Yes/No
Pest Control Business License	30977	Mariposa Landscapes, Inc.	01/01/2014-12/31/2015	No
·				,

- No. Proposer and/or its Subcontractor(s) does not have the license as stated above.
- 5. Proposer's and/or its Subcontractor(s) employee must submit a copy of a valid and active State of California Agricultural Pest Control Qualified Applicator license.
 - ✓ Yes. Please complete the chart below.

Type of License	License No.	Name of License Holder	Valid/Active Dates	Subcontractor Yes/No
ABCDEFH	103864	Terry Noriega	expires 12/31/2015	No

No. Proposer and/or its Subcontractor(s) does not have the license as stated above.

International Society of Arboriculture Certified Arborist

Dennis M. Jones

Having successfully completed the requirements established by the Certification Board of the International Society of Arboriculture—, the above named is hereby recognized as an ISA Certified Arborists

Certification Board, Chair International Society of Arboriculture



Jim Skiern, Executive Director International Society of Arboriculture

WE-5700A

Certifitate Rumber

Nov 18, 2000

Dec 31, 2015

ice Expiration Date



CALIFORNIA DEPARTMENT OF PESTICIDE RECULATION

=10011STREET SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2014 PEST CONTROL BUSINESS MAIN EXPIRES: LICENSE

LICENSE NO. 30977

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

Mailing Address

MARTPOSA LANDSCAPES, INC. **拉罗ARROW HWY** IRWINDALE, CA 91706

Business Location

MARIPOSA LANDSCAPES, INC 15529 ARROW HWY IRWINDALE, CA 91706

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



DEPARTMENT OF PESTICIDE REGULATION FLUCENSING/CERTIFICATION PROGRAM



QUALIFIED APPLICATOR LICENSE

DATE OF ISSUE

VALID THROUGH

01/01/2014

12/31/2015

QAL 103864
TERRY L NORIEGA
15529 ARROW HWY
IRWINDALE CA 91706

ABCDEFH





DEPARTMENT OF PESTICIDE REGULATION LICENSING/CERTIFICATION PROGRAM



AGRICULTURAL PEST CONTROL ADVISER LICENSE

DATE OF ISSUE 01/01/2014

VALID THROUGH 12/31/2015

PCA 74416 ABCDEG

TERRY L NORIEGA 15529 ARROW HWY IRWINDALE CA 91706 -



FORM PW-20

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ

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

Mariposa Landscapes, Inc.	
Proposer's Name:	
Terry Noriega, President Authorized representative Name:	
Signature:	07/01/2015 Date:

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

The contract to be awarded pursuant to the RFSQ is subject to the County of Los Angeles Living Wage Program (Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors may apply individually for consideration for an exemption from the Program. To apply, complete and submit this form to Public Works seven days prior to the due date for proposals. Upon review of the submitted Application for Exemption, Public Works will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the Program.

Compani	Ma	ariposa Landscapes, Ind	С.				
Compan	y Address: 1	5529 Arrow Highway					
City: In	^{čiiy:} Irwindale			State: CA		Zip Code: 91706	
1	ne Number:	umber: Facsimile Number:			ioshua	dress: @mariposa-ca	
Awarding	g Department				1,001.40	Contract Term:	
Type of	Service: Lai	ndscape maintenance,	hardscape constru	ıction, tree servi	ices		
Contract	Dollar Amour	n:				Contract Number (if any):	
that s	OSALS My bus the IR	TO PUBLIC WORKS Connected in the second construction in the second contraction of the second con	DR FAX TO (626) 4 poration qualified ι r)	158-4194 : under Internal R	evenue (E DEADLINE FOR SU	ou must attacl
	My bu subsid	siness is a Small Bus iary of a business dom	siness <i>(as defined</i> inant in its field of	d in the Living f operation AND	g Wage O during	Ordinance) which is no the contract period will have	ot an affiliate of ave 20 or fewer
		contract amount; OR	lion in annual gro			ceding fiscal year including	
		preceding fiscal year i	ncluding the propo	sed contract an	nount.	million in annual gross	
	My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.						

Fage 1 512

FORM LW-2 - APPLICATION FOR EXEMPTION (continued)

	My business is subject to a bona fide Collective Bargaining Agreement (you must attach the agreement); AND					
		the Collective Barg Living Wage Progra		ressly provides that it supersed	es all of the provisi	ons of the
	the Collective Bargaining Agreement expressly provides that it supersedes the following sperior provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program expressly superseded by my business - Collective Bargaining Agreement): N/A			g specific rogram not		
					catones	
					ACCEPTED TO THE PROPERTY OF TH	
l decla		r penalty of perjury	under the laws of the	State of California that the info	ormation herein is	true and
11	T NAME:			TITLE: President		
	Noriega				DATE:	
SIGN	ATURE:	try	Cryo		07/01/2015	
Applica	ation for	Exemption. The Cor	ed below is for information of the consider of the consideration of the considerat	al Information ation purposes only. It is not recorder evaluate the information provided a contract to the Board of Supe	ed below by Contra	tion. of this ctor, in any
ay		, , , , , , , , , , , , , , , , , , ,				٠. ٠
	Either	the contractor or the	ne employees' collec	tive bargaining unit have a bor	na fide health care b	enefit plan
	for tho			to the County under the contract		
		•	•			
			•	r:		
		Health Premium An	nount Paid by Employe	e:	-	
		Health Benefit(s) Pa	ayment Schedule:			
		☐ Monthly	☐ Quarterly	☐ Bi-Annual		
		☐ Annually	☐ Other (Specify)			
	Neithe for tho	er the contractor not se employees who wi	the employees' colle	ective bargaining unit have a bo to the County under the contract	ona fide health care t 	penefit plan

Page 1 : I

COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

Contractor Living Wage Declaration

The cor Los Ang	he contract to be awarded pursuant to this Request for Statement of Qualifications (RFSQ) is subject to the County of os Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.				
If you b	elieve that you are exempt from the Progred in the RFSQ, to Public Works before the	ram, please o he deadline to	complete the Application for Exemption form and submit it, as a submit proposals.		
If you a Progran		ase check th	e option that best describes your intention to comply with		
ď	I do not have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage of not less than \$11.84 per hour per employee.				
	I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan less than \$2.20 per hour per employee. I will pay an hourly wage of not less than \$11.84 per hour per employee.				
	I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan at least \$2.20 per hour per employee. I will pay an hourly wage of not less than \$9.64 per hour per employee.				
•.	Health Plan(s):	÷			
	Company Insurance Group Number:				
	Health Benefit(s) Payment Schedule:				
	☐ Monthly	□ Quarterly	□ Bi-Annual		
	□ Annually	□ Other:	(Specify)		
PLEA Maripo	SE PRINT COMPANY NAME: osa Landscapes, Inc.				
I decla	are under penalty of perjury under the law	vs of the State	e of California that the above information is true and correct:		
			DATE:		
SIGN	ATURE: Juy Lug	7)	07/01/2015		
PLEA	SE PRINT NAME:		TITLE OR POSITION:		
Terry I	Voriega		President		

P:\ASPUB\CONTRACT\MASTER\LWDECLARATION.DOC Rev. PW 02/13/07

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent of the business entity or organization (Firm) identified below

and ma	akes the following statements on behalf of his or her Firm. CHECK EACH APPLICABLE BOX.
LIVING	WAGE ORDINANCE:
	I have read the County's Living Wage Ordinance (Los Angeles County Code, Section 2.201.010 through 2.201.100), and understand that the Firm is subject to its terms.
CONT	RACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:
	I have read the provisions of the RFSQ describing the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code, Section 2.202.010 through 2.202.060), and understand that the Firm is subject to its terms.
LABO	R LAW/PAYROLL VIOLATIONS:
pertain	oor Law/Payroll Violation" includes violations of any Federal, State, or local statute, regulation, or ordinance ing to wages, hours, or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor rds Act, employment of minors, or unlawful employment discrimination.
History	y of Alleged Labor Law/Payroll Violations (Check One):
V	The Firm HAS NOT been named in a complaint, claim, investigation or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal; OR
Ц	The Firm HAS been named in a complaint, claim, investigation, or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)
History	of Determinations of Labor Law/Payroll Violations (Check One):
V	There HAS BEEN NO determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; OR
	There HAS BEEN a determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)
HISTOF	RY OF DEBARMENT (Check one):
V	The Firm HAS NOT been debarred by any public entity during the past ten years; OR
	The Firm HAS been debarred by a public entity within the past ten years. Provide the pertinent information (including each public entity's name and address, dates of disbarment, and nature of each debarment) on the attached Labor/Payroll/Debarment History form.
	re under penalty of perjury under the laws of the State of California that the above is true, complete and
correct	Terry Noriega, President
Owr	ner's/Agent's Authorized Signature Print Name and Title

07/01/2015

Date

OAAC:\RV\P'\ASPUB\CONTRACT\CONTRACTING FORMS\RFP\TOF-PROPA-10-2-06.DOC 07/25/01 DPW Rev. 11/12/02

Mariposa Landscapes, Inc.

Print Name of Firm

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

		DEBARMENT DISTORT
The Firm must complete an box below):	d submit a separate form (mal	ke photocopies of form) for each instance of (check the applicable
	vestigation, or proceeding relatil years of the date of the proposal.	ng to an alleged Labor Law/Payroll Violation for an incident occurring
A determination by a Violation.	public entity within three years	of the date of the proposal that the Firm committed a Labor Law/Payroll
A debarment by a pu	blic entity listed below within the	past ten years.
Print Name of Firm: Mariposa Landscapes,	Inc.	Print Name of Owner. Terry Noriega, President
Print Address of Firm: 15529 Arrow Highway		Owner's/Acentr's Authorized Signature:
City, State, Zip Code Irwindale, CA 91706		Print Name and Title: (Terry Noriega, President
Public Entity Name	N/A	·
Public Entity	Street Address:	
Address:	City, State, Zip:	
Case Number/Date	Case Number:	
Claim Opened:	Date Claim Opened:	
	Name:	
Name and Address	Street Address:	
of Claimant:	City, State, Zip:	
Description of Work:	(e.g., Janitorial)	
Description of Allegation and/or Violation:		
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)		

Additional Pages are attached for a total of _____ pages.

P./ASPUB/CONTRACT/CONTRACTING FORMS/REP/TOF-PROPA-10-2-06 DOCDOC PW Rev. 12/2002

REQUESTED INFORMATION ON THE PROPOSER'S MEDICAL PLAN COVERAGE

Proposer: Mariposa Landscapes, Inc.			
Name of Proposer's Health Plan: Anth	em Blue Cross	Date	7/1/2015
(Please use a separate form for each he contract.)	ealth plan offered by th	e proposer to employe	es who will be working under this
ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY COPAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium Employee only Employee + 1 dependent Employee + 2 dependents Employee + 3 dependents	⊗ N ⊗ N ⊗ N N	\$ \$ \$ \$	See Attached
Proposer's portion of above health premium payment Employee only Employee + 1 dependent Employee + 2 dependents Employee + 3 dependents	⊗ ⊗ ⊗ × × × × × × × × × × × × × × × × ×	\$ \$ \$ \$	See attached
Any Annual Deductible? Per Person Per Family	⊗ N ⊗ N	\$ \$	see attached
Any Annual Maximum Employee Out-of-Pocket Expense? Per Person Per Family		\$ \$	See attached
Any Lifetime Maximum? Per Person Per Family		\$ \$	see attached
Ambulance coverage	⊗ N	\$	See attached
Doctor's Office Visits	⊗ N	\$	see attached
Emergency Care	Ŷ N	\$	See attached
Home Health Care		\$	See attached
Hospice Care		\$	See attached
Hospital Care	⊗ и	\$	See attached
Immunizations	⊗ и	\$	See attached
Maternity	⊗ N	\$	See attached
Mental Health	Ŋ N	\$	See attached

See attached

 $\bigodot N$

Mental Health In-Patient Coverage

LW-7 - PROPOSER'S MEDICAL PLAN COVERAGE (continued)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY COPAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	⊗ N	\$	See attached
Physical Therapy	Ŷ N	\$	See attached
Prescription Drugs		\$	See attached
Routine Eye Examinations	√ N	\$	See attached
Skilled Nursing Facility		\$	See attached
Surgery	√ N	\$	See attached
X-Ray and Laboratory	√ N	\$	

	Under this	health	plan, a	full	time	employ	yee:
--	------------	--------	---------	------	------	--------	------

Ø	Becomes eligible for health insurance coverage	e after	90	davs	of employment.
-	Decomics engine for meanin mountaines obviorage		-	,_	p.,.,

Ø	Is defined as an employee who	is employed more than	30 hours per week.
	Is defined as an employee who	is employed more than	30 hours per week

OTHER BENEFITS:

- A. NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 3 ... DAYS.
- B. NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 3 DAYS.
- C. NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 0 DAYS.
 - D. NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 0 DAYS.
 - E. NUMBER OF PAID HOLIDAYS PER YEAR IS $\frac{3}{}$ DAYS.



Your Summary of Benefits Anthem Elements Choice EQ HMO

Anthem Elements Choice EQ HMO 1500 Select HMO Network

This Summary of Benefits is a brief overview of your plan's benefits only. For more detailed information about the benefits in your plan, please refer to your Certificate of Insurance or Evidence of Coverage (EOC), which explains the full range of covered services, as well as any exclusions and limitations for your plan.

Anthem Blue Cross HMO benefits are covered only when services are provided or coordinated by the primary care physician and authorized by the participating medical group or independent practice association (IPA), except services provided under the "ReadyAccess" program, OB/GYN services received within the member's medical group/IPA, and services for all mental and nervous disorders and substance abuse. Benefits are subject to all terms, conditions, limitations, and exclusions of the Policy. This plan has a special network including a limited number of Physicians, Independent Practice Associations (IPAs) and Medical Groups.

Calendar Year Deductible:

\$1,500 per member (Inpatient & Outpatient Services)

The following services are subject to the calendar year deductible in addition to any other applicable copays: inpatient hospital charges (not including professional services), outpatient hospital facility charges, emergency room services, ambulatory surgical center & skilled nursing facility.

Annual copay maximum:

Individual \$6,350; Family \$12,700

The following copay does not apply to the annual copay maximum: non-covered expenses and infertility services. After an annual copay maximum is met for medical and prescription drugs during a calendar year, the individual member or family will no longer be required to pay a copay or coinsurance for medical and prescription drug covered expenses for the remainder of that year. The member remains responsible for non-covered expenses and infertility services.

Covered Services	Per Member Copay
Preventive Care Services	
Preventive Care Services including*, physical exams, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunizations, health education, intervention services, HIV testing), and additional preventive care for women provided for in the guidelines supported by the Health Resources and Services Administration.	No copay (deductible waived)
*This list is not exhaustive. This benefit includes all Preventive Care Services required by federal and state law.	
Smoking Cessation Program	No copay
Physician Medical Services Office & home visits	\$50/visit \$70/visit
SpecialistsSkilled nursing facility visits	No copay
Hospital visits	No copay
Injectable medications in physician's office (excluding allergy serum and immunization)	30%/up to \$150 maximum copay
• o Surgeon & Surgical assistant	No copay
Anesthesiologist or anesthetist	No copay
Acupuncture	\$35/visit
Outpatient Medical Services (Services received in a hospital, other than emergency room services, or in any facility that is affiliated with a hospital) Outpatient surgery & supplies Advanced Imaging All other X-ray & laboratory tests (including genetic testing) Radiation therapy, chemotherapy & hemodialysis treatment & Infusion therapy Other Outpatient Medical Services including: Rehabilitation Therapy (Physical, Occupational and Speech Therapy limited to a 60-day period of care)	Deductible, then 30% Deductible, then 30% Deductible, then 30% Deductible, then 30% Deductible, then 30%
General Medical Services (when performed in non-hospital-based facility)	#GEO/Hoot
Advanced Imaging	\$250/test
• All other X-ray & laboratory tests (<i>including genetic testing</i>)	No copay \$50/visit
Allergy testing & treatment (including serums)	\$400\ Algit

Covered Services	Per Member Copay
Radiation therapy, chemotherapy & hemodialysis treatment & Infusion therapy	\$70/visit
• Rehabilitation Therapy (Physical, Occupational, or Speech Therapy or Chiropractic Care, limited to 60-days period of care)	\$50/visit
Emergency Care	No copey
Physician & medical services	No copay
Outpatient hospital emergency room services	\$250/visit, deductible then 30% (copay waived if admitted)
Inpatient Medical Services Semi-private room or private room, medically necessary services & supplies	Deductible, then 30%
Urgent Care	\$50/visit (copay waived if admitted inpatient and outpatient ER)
Skilled Nursing Facility (limited to 100 days/calendar year) All necessary services & supplies (excluding take-home drugs)	Deductible, then 30%
Ambulance Services	
Transportation when medically necessary	\$100/trip
Ambulatory Surgical Center	Deductible then 2004
Outpatient surgery & supplies	Deductible, then 30%
Pregnancy and Maternity Care Prenatal & postnatal Professional (physician) services (For your Inpatient copay, see Inpatient Medical Services. For your Outpatient Services copay, see Outpatient Medical Services)	\$50/visit
Elective Abortions (including prescription drug for abortion, mifepristone)	\$150
Prosthetic devices (including Orthotics)	No copay
 Durable medical equipment Rental and Purchase of DME (breast pump and supplies are covered under preventive care at no charge) 	50%
Family Planning Services	
Infertility studies & tests	50% of covered expense ¹
Female Sterilization (including tubal ligation and counseling/consultation)	No copay (deductible waived)
Male Sterilization	\$50
Counseling & consultation	\$50/visit
Mental or Nervous Disorders and Substance Abuse	
• Inpatient care (<i>pre-authorization required</i>)	Deductible, then 30%
Physician hospital visits	No copay
Outpatient Care	No copay
Outpatient object Outpatient physician visits (Behavioral Health treatment for Autism or Pervasive Development disorders require pre-service review)	\$50/visit
Home Health Care (<i>limited to 100 visits/calendar year; one visit by a home health aide equals four hours or less</i>)	\$50/visit
Hospice Care (Inpatient or outpatient services; family bereavement services)	No copay
Organ and Tissue Transplant	Deductible, then 30%
Inpatient Care	\$50/visit
Physician office visits	
Specialist office visits	\$70/visit

This Summary of Benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits, This Summary of Benefits, as updated, is subject to the approval of the California Department of Insurance and the California Department of Managed Health Care (as applicable).

[†] Not applicable to the annual copay maximum

WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2014-PA039)

NSTRUCTIONS

order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of The contractor selected through this RFSQ process will be required to comply with State and Federal labor regulations and record keeping The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. the processes and the steps associated with those processes. requirements.

Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.

ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT.

IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.

	QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
	TRACKING HOURS WORKED	
	1.1. How does the Proposer track employee hours actually worked?	1.1 The records are maintained and are created by the foreman. The employees fill out their own time cards and the foreman checks for accuracy of all the information written on the time cards.
	i.2. Where do the Proposer's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite?	1.2 The employee shift begins upon arrival a the work location. Please see work plan.
<u> </u>	travel to the worksite, when does the Proposer consider the employees' shift to have started? At a central site or upon arrival at the work location?	1.3 The employees shift begins upon arrival at the work location.

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QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
REPORTING TIME How does the Proposer know employees actually exported to work and at what time? For example, signin sheets, computerized check in, call-in system, or some other method?	2. The foreman is in constant communication with the field supervisors to ensure all employees report to work on time.
RECORDS OF ACTUAL TIME WORKED Note: What records are created to document the beginning and ending times of employee's actual	3.1 A time sheet is created for every employee.
work shifts? 3.2. What records are maintained by the Proposer of actual time worked?	3.2 The time sheet is audited and approved by the account manager once the field supervisor and foreman has reviewed each employees time sheet for accuracy.
	3.3 The time sheets are maintained daily.
3.5. Who checks the records, and what are they checking for?	3.5 The foreman reviews all time sheets for accuracy of hours worked at specific locations.
3.6. What happens to these records?	3.6 The time sheets are used as the source document to create payroll.
2.7. Are they used as a source document to create Proposer's payroll?	3.7 Yes
ATTACH ACTUAL COPIES OF THESE RECORDS (Please blank out any personal information).	

Bas ÷	QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
-	OTHER RECORDS USED TO CREATE PAYROLL (IF ANY) If records of actual time worked are not used to create payroll, what is the source document that is used? Who prepares and who checks the source document? Does the employee sign it? Who approves the source document, and what do they compare it with prior to approving it?	4.1 N/A
	BREAKS	
	. How does the Proposer know that employees take mandated breaks and meal breaks (periods)?	5.1 The field supervisor is in constant communication with the field laborers and makes sure they take their mandated breaks and is recorded on the time sheets.
9.2	Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?	5.2 Yes.
5.3.	. If so, who prepares, reviews, and approves such documentation?	5.3 The field supervisors prepare and review the time sheets.

	QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
ಕ್ ಪ	HOW PAYROLL IS PREPARED Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid.	6.1 Prior to submitting th time sheets to the payroll department, all time sheets are received and audited by the field supervisor, foreman, and account manager.
6.2.	How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)?	6.2 Employees are paid with automated check.
	If by check, do they receive a single check for straight time and overtime or are separate payments made?	
6.4.	What information is provided on the check (e.g., deductions for taxes, etc.)?	6.4 See attached check stub.
તું એ	CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATEGORIES (COVER UP OR BLOCK OUT BANK ACCOUNT INFORMATION AND ANY EMPLOYEE INFORMATION).	

	FORM LW-9
QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
 MANUAL PAYROLL SYSTEM If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid? 	N/A
8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. 8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid? 8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?	 8.1 1. Blank time sheets are handed to the employees. 2. Employees complete and sign the time sheet and hands it the his supervisor at the end of the week. 3. The supervisor reviews the time sheet, approves it and hands it to the foreman. 4. The foreman reviews each employees time sheet, approves and submits them to payroll department. 5. Checks are printed, signed and handed to each employee. 8.2 Each employees profile is setup in Sage Timberline. 8.3 The calculation is embedded but someone does have to input the hours.

QUESTION	RESPOND HERE OR A	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
9.1. How is travel time during an employee's shift paid?	9.1 Travel time is paid the same as hourly pay.	e as hourly pay.
0.2. At what rate is such travel time paid if the employee has multiple wage rates?	9.2 Employees are paid accord	Employees are paid according to the wage rate per each individual job worked.
biscuss how the Proposer calculates the day's wages for each situation described in the following two examples:		
a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate.	9.3a The employee would be pa paid at the regular pay rate.	If the employee would be paid 3 hrs under the County Living Wage rate. The remaining time will be at the regular pay rate.
b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.	9.3b The employee would be pa	The employee would be paid at the County's Living Wage rate for the entire time.
19. OVERTIME10.1. How does the Proposer calculate overtime wages?10.2. What if the employee has multiple wage rates?	10.1 Overtime is calculated at 1.5 10.2 Overtime is calculated at 1.5 rate that applies to the specific inh	10.1 Overtime is calculated at 1.5 times the hourly pay rate. 10.2 Overtime is calculated at 1.5 times the hourly pay rate according to the location worked and the wage rate that applies to the specific inh
Pint Name: Terry Noriega, President	Col	Сотралу: Mariposa Landscapes, Inc.
September (18)	Date:	te: 7/1/2015

Total DT Hours Report all errors on your paycheck immediately Codes: 935 = Contract Work. Total OT Hours 936 = Extra Work. Total REG Hours Foreman Initials Employee Initials Radio #: Break NOT Taken* I acknowledge and state, under penalty of perjury, that the hours recorded on this time card are correct, and that I have taken all meal and rest periods during the duration of this pay period as required by law md 🗌 am m m am □ am Ш E E ___ m = am md am E E am = am am ____ Tel: Total Hours Worked MARIPOSA LANDSCAPES, INC. - EMPLOYEE TIME CARD Time STOPPED working Time FINISHED Lunch I have not had an injury or accident this pay period Time STARTED Lunch Code I was injured or had an accident on Job Number or Name Signature:_ Number Employee Name Time STARTED working 2-PAGE TIME CARD - SEE BACK Ending: Period Date WEDNESDAY THURSDAY SATURDAY TUESDAY TUESDAY MONDAY MONDAY SUNDAY Period Starts: FRIDAY Day T08

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06-14-2011

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VOID AFTER 6 MONTHS

Subcontractors

Per the Specification requirements, Mariposa Landscapes, Inc. will not be using subcontractors for any portion of the contracted work.





GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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

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

IN REPLY PLEASE

REFER TO FILE:

AS-0

March 25, 2015

REQUEST FOR STATEMENT OF QUALIFICATIONS – ADDENDUM 1 LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2014-PA039)

The following revisions are made to the RFP. Added words are shown in **bold** and deleted language is struck out:

Addendum:

1. Part I, Section 1 (page 1.11), Item X, Prevailing Wage, has been added and incorporated as shown below:

X. Prevailing Wage

The Contractor shall not be qualified to bid on, be listed in a bid SOQ, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any Contract for public work, as defined in the Labor Code, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered Contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the Contractor is registered to perform public work pursuant to Section 1725.5 at the time the Contract is awarded.

The County shall not accept any SOQ nor award any Contract to perform work without proof of the Proposer current DIR registration. A copy of the confirmed registration from the DIR must be attached to the SOQs. SOQs submitted by an unregistered Contractor shall be a basis for considering the SOQ nonresponsive with limited exceptions from this requirement for bid purposes only under applicable Labor Law.

The Director of the California Department of Industrial Relations has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public

March 25, 2015 Page 2

works and improvements. The current general prevailing wage rate determinations <u>are</u> available at <u>www.dir.ca.gov/dlsr/pwd/index.htm</u>. The Contractor is required to pay its agents and employees the applicable, current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.

- 2. Part I, Section 4 (page 1.34), Item D, Pass/Fail Review, additional language has been added and incorporated as shown below:
 - 17. Proposer and/or its subcontractor(s), if any, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.
- 3. Exhibit B, Service Contract General Requirements, Section 13, Prevailing Wages, has been deleted in its entirety and replaced with the language below:

A. <u>Prevailing Wages</u>

The services provided in this Contract constitute "public works" as defined in the California Labor Code, and is therefore subject to payment of prevailing wages, compliance monitoring and enforcement by the Department of Industrial Relations (DIR).

The Director of the DIR has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public works and improvements. The current general prevailing wage rate determinations are available at www.dir.ca.gov/dlsr/pwd/index.htm. The Contractor is required to pay its agents and employees the applicable, current prevailing wage rate, and is responsible for selecting the classification of workers required to perform this service.

The Contractor agrees to comply with the provisions of Section 1775 of the California Labor Code relating to the payment of prevailing wages, including the assessment of penalties determined by the California Labor Commissioner. Pursuant to Section 1773.2 of the California Labor Code, copies of the prevailing rate of per diem wages are on file at the County Department of Public Works, Construction Division, and will be made available for inspection by request to the Contract Manager. Future effective wage rates will be

on file with the Department of Industrial Relations. The new wage rates shall become effective on the day following the expiration date of the current determinations and apply to the Contract in the same manner as if they had been included or referenced in the Contract.

B. Work Records

The Contractor shall comply with the requirements of Section 1812 of the Labor Code. The Contractor shall maintain an accurate written record of all employees working on the project each calendar day. The record shall include each employee's name, Social Security number, job classification, and the actual number of hours worked.

C. Posting of Prevailing Wage Rates

The Contractor shall comply with the provisions of Section 1773.2 of the Labor Code. The Contractor shall post a copy of the prevailing wage rates at the worksite and comply with applicable law including posting of jobsite notices required by 8 California Code Reg. §16451(d):

"This public works project is subject to monitoring and investigative activities by the Compliance Monitoring Unit (CMU) of the Division of Labor Standards Enforcement, Department of Industrial Relations, State of California. This Notice is intended to provide information to all workers employed in the execution of the Contract for public work and to all contractors and other persons having access to the jobsite to enable the CMU to ensure compliance with and enforcement of prevailing wage laws on public works projects.

The prevailing wage laws require that all workers be paid at least the minimum hourly wage as determined by the Director of Industrial Relations for the specific classification (or type of work) performed by workers on the project. These rates are listed on a separate jobsite posting of minimum prevailing rates required to be maintained by the public entity, which awarded the public works Contract. Complaints concerning nonpayment of the required minimum wage rates to workers on this project may be filed with the CMU at any office of the Division of Labor Standards Enforcement (DLSE).

Local Office Telephone Number:

Division of Labor Standards Enforcement Office 320 West Fourth Street, Suite 450 Los Angeles, CA 90013 (213) 620-6330

Complaints should be filed in writing immediately upon discovery of any violations of the prevailing wage laws due to the short period of time following the completion of the project that the CMU may take legal action against those responsible.

Complaints should contain details about the violations alleged (for example, wrong rate paid, not all hours paid, overtime rate not paid for hours worked in excess of 8 hours per day or 40 hours per week, etc.) as well as the name of the employer, the public entity which awarded the public works Contract, and the location and name of the project.

For general information concerning the prevailing wage laws and how to file a complaint concerning any violation of these prevailing wage laws, you may contact any DLSE office. Complaint forms are also available at the Department of Industrial Relations website found at www.dir.ca.gov/dlse/PublicWorks.html."

D. Certified Payroll Records

The Contractor shall comply with the requirements of Section 1776 of the Labor Code. Contractor and Subcontractors, if any, must furnish certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) in a format prescribed by the Labor Commission.

E. Subcontractor

Subcontractors, if any, must comply with all prevailing wage requirements as provided in this Section.

March 25, 2015 Page 5

If you have questions concerning the above information, please contact Mr. Eric Fong at (626) 458-4077, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER

Director of Public Works

GHAYANE ZAKARIAN, Chief

Administrative Services Division

EF



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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

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

May 18, 2015

IN REPLY PLEASE

REFER TO FILE

AS-0

REQUEST FOR STATEMENT OF QUALIFICATIONS – INFORMATIONAL UPDATE 1 LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (2014-SQPA001 – FORMERLY 2014-PA039)

Please note that there will be a Mandatory Proposers' Conference for this Request for Statement of Qualifications (RFSQ) on Thursday, June 11, 2015, 10:30 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room C. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. However, those Proposers who attended the previous Proposers' Conference on December 16, 2014, are not required to attend this Proposers' Conference. Public Works will reject proposers whose attendance cannot be verified at either the December 16, 2014, or June 11, 2015, Proposers' Conference.

This RFSQ process may take several weeks to process before a vendor is added to the Qualified Contractors List. Therefore, it is imperative that Proposers return all Statement of Qualifications material no later than July 1, 2015.

Statement of Qualifications received after this date will be reviewed in the order they are submitted to Public Works based on the time indicated by the Public Works cashier time stamp, which may delay your firm's addition to the Qualified Contractors List.

Please note that the Qualified Contractor List may be utilized by other County departments and/or special districts of the County for their solicitation needs.

May 18, 2015 Page 2

If you have questions concerning the information, please contact Mr. Eric Fong at (626) 458-4077, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER

Director of Public Works

GHAYANE ZAKARIAN, Chief Administrative Services Division

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MARIPOSA LANDSCAPES INC.

Safety Program 2015

1. Safety Bulletins

a. Bulletins are written in-house in Spanish and English covering nearly 100 topics to fit the landscape industry and the company's unique safety concerns (see list of topics on the attachment). Bulletins provided by our insurance carriers or the landscaping associations the company is a member of are also used. Topics are covered at weekly safety meetings with all personnel and written attendance is taken and logged.

2. Injury and Illness Prevention Program; Employee Handbook

a. OSHA compliant to include processes and procedures for investigating accidents and injuries, guidelines for heat illness prevention, and a comprehensive section to comply with the Tree Care Industry Association certification requirements. The importance of safety is covered in the EH provided to all new personnel at the time of their orientation.

3. Medical Care

a. The company uses four clinics to provide medical care to injured employees. They are: Healthpointe, Concentra, U.S. Healthworks, and the Irwindale Industrial Clinic. Additionally, all field operations vehicles contain a card of dozens of clinics and hospitals in the counties of Los Angeles, Orange, Ventura, Riverside, and San Bernardino in the event that a company clinic is not close to a job site when more urgent care is needed. The company pays for all first aid and light treatment and therapy costs directly to the clinic.

4. New Employee Training

a. All new personnel are oriented to the use of small equipment before they are released to their assignments. Once out in the field among their work crew they are given additional instruction on the safe, efficient, and practical use of the equipment. This training is supplemented by an additional day of training the first month of their employment to include heavier equipment and driving and backing up trucks pulling a trailer. Tree care and landscaping construction employees receive extensive training on the use of equipment by foremen or management before operating equipment or using climbing gear.

5. Motor Vehicle Report

a. All new drivers are cleared for operating company vehicles once a motor vehicle report has been obtained and reviewed by our insurance carrier. In addition, the company checks the MVRs every 6 months for infractions that may not trigger a report through the DMV Pull Notice Program, but may reveal a trend in unsafe driving habits.

6. Return to Work

a. All employees placed on modified duty by the physician are found a place in the company to continue working until they have recovered from their injuries.

7. Accident and Injury Investigation

a. An extensive investigation is conducted after an accident or injury and also after incidents considered near-misses. These findings are documented and discussed with personnel at the weekly meetings and at the monthly safety and corporate meetings with management.

. Monthly Management Safety Meeting

a. Account managers and field supervisors meet monthly to discuss in detail the month's accidents and injuries, develop programs and methods to reduce unsafe incidents, recommend topics for safety bulletins, and discuss a safety topic immediately relevant to the company's operations.

9. Risk Control

a. The company takes advantage of the services offered by its insurance carrier primarily in the area of driver training and in the investigation and analysis of site operations. The company makes improvements in risk control based on the investigative reports produced by the carrier's risk control specialist, and which result from the company's own daily observation of safety practices by management and crew foremen.

10. CPR and First Aid Training

a. Many of our personnel are trained in CPR and first aid especially in the tree care division where there is a greater exposure to risk.

11. Personal Protective Equipment

a. All personnel are given, as required, depending on their responsibilities safety glasses or goggles, safety vests, hard hats, caps or safari hats for summer sun exposure, gloves, ear protection, and face shields. The tree care division provides all safety climbing gear as required by nationwide industry standards and checks its integrity daily.

12. Application of Pesticides

a. All personnel required to use pesticides will be trained either directly by a QAC or QAL applicator; or by a crew foreman that has been trained by a QAC/QAL on the safe use of pesticides. MSDS sheets are available at all of the company's locations.

Vehicles and Equipment

a. Crew members inspect their vehicles and equipment for unsafe conditions and will not use it until it has been repaired. Fleet mechanics at company locations are available to make immediate repairs if necessary. Unsafe equipment will be red-tagged and a substitute given to the work crew until their unit is in a condition safe to use.

14. Work Safety Incentive

a. All employees that work for a full three months, and are not injured or involved in an unsafe incident will participate in a quarterly safety lunch with a partial day off as a reward for their safe performance.

MARIPOSA

LANDSCAPESINC

County of Los Angeles Department of Public Works 900 South Fremont Avenue Alhambra, CA 91803

Landscape and Grounds Maintenance Services
For
Public Works Headquarters (HQ) Complex (2106-PA003)

Bid Due: Tuesday, February 9, 2016 at 5:30 PM

INVITATION FOR BIDS

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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PART I

FORMS

PW-2.1-2.6	Schedule of Prices
PW-9.1	Supplemental) Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form
PW-13.1	(Supplemental) Transitional Job Opportunities Preference Application
PW-18.1	(Supplemental) Request for Disabled Veteran Business Enterprise (DVBE) Preference Program Consideration Form
PW-20.1	(Supplemental) Bidder's Compliance with the Minimum Requirement of the Invitation for Bids (IFB)

LIVING WAGE FORMS

LW-3.1	(Supplemental) Living Wage Rate Annual Adjustments
LW-4.1	(Supplemental) Acknowledgment and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment
LW-7.1	(Supplemental) Proposer's Employee Benefits
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PART II

SAMPLE AGREEMENT FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

EXHIBITS

A. Scope of Work

14

- B-E. Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2]
- F.1. Performance Requirements Summary (Supplemental)
- G.1. Intentionally Omitted [Please refer to Landscape RFSQ for Landscape and Grounds Maintenance Services (2014-SQPA001) and Addendum's 1-2]
- H. Indoor Plant Locations
- I. Nesting Bird Avoidance Procedures Verification Form
- J. Countywide Integrated Pest Management Program
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TABLE OF FORMS (LIVING WAGE CONTRACT)

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LW-7.1	(SUPPLEMENTAL) PROPOSER'S EMPLOYEE BENEFITS
LW-8.1-8.5	BIDDER'S STAFFING PLAN AND COST METHODOLOGY

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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

ITEM A

1

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX	\$6,730.00	12	\$80,760.00
	A. TOTAL ANNUAL PRICE FO FOR PUBLIC WORK			\$80,760.00

ITEN	/I В			
	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER	\$34.73	100	\$3,473.00
2	AS-NEEDED IRRIGATION TECHNICIAN	\$43.42	96	\$4,168.32
3	AS-NEEDED ARBORIST	\$75.00	8	\$600.00
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR	\$42.92	108	\$4,635.36
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR	\$55.00	96	\$5,280.00
	B. TOTAL PRICE	FOR AS-NEEDED S	ERVICES	\$18,156.68

TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS	
HEADQUARTERS COMPLEX FOR INITIAL TERM	\$98,916.68
(ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC	
WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES)	
(ITEM A + ITEM B)	

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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

ITEM A

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX	\$7,031.00	12	\$84,372.00
	A. TOTAL ANNUAL PRICE FO FOR PUBLIC WORK			\$84,372.00

ITEM B

	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER	\$35.42.	100	\$3,542.00
2	AS-NEEDED IRRIGATION TECHNICIAN	\$44.29	96	\$4,251.84
3	AS-NEEDED ARBORIST	\$80.00	8	\$640.00
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR	\$43.78	108	\$4,728.24
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR	\$56.10	96	\$5,385.60
	B. TOTAL PRICE	FOR AS-NEEDED S	ERVICES	\$18,547.68

TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS	
HEADQUARTERS COMPLEX FOR OPTION YEAR 1	\$102,919.68
(ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC	
WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES)	
(ITEM A + ITEM B)	

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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

ITEM A

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX	\$7,305.00	12	\$87,660.00
	A. TOTAL ANNUAL PRICE FO FOR PUBLIC WORK			\$87,660.00

ITEM B

I LEM D					
	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)	
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER	\$36.13	100	\$3,613.00	
2	AS-NEEDED IRRIGATION TECHNICIAN	\$45.18	96	\$4,337.28	
3	AS-NEEDED ARBORIST	\$85.00	8	\$680.00	
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR	\$44.66	108	\$4,823.28	
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR	\$57.22	96	\$5,493.12	
	B. TOTAL PRICE	FOR AS-NEEDED S	ERVICES	\$18,946.68	

TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS	
HEADQUARTERS COMPLEX FOR OPTION YEAR 2	\$106,606.68
(ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC	
WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES)	
(ITEM A + ITEM B)	

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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

ITEM A

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX	\$7,491.00	12	\$89,892.00
	A. TOTAL ANNUAL PRICE FO FOR PUBLIC WORK			\$89,892.00

ITEM B

11 1-14	I ENI D					
	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)		
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER	\$36.85	100	\$3,685.00		
2	AS-NEEDED IRRIGATION TECHNICIAN	\$46.08	96	\$4,423.68		
3	AS-NEEDED ARBORIST	\$90.00	8	\$720.00		
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR	\$45.55	108	\$4,919.40		
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR	\$59.36	96	\$5,698.56		
	B. TOTAL PRICE	ERVICES	\$19,446.64			

TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS	
HEADQUARTERS COMPLEX FOR OPTION YEAR 3	\$109,338.64
(ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC	
WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES)	
(ITEM A + ITEM B)	

FOR

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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

ITEM A

	LOCATIONS	MONTHLY COST	NO. OF MONTHS	ANNUAL PRICE (Monthly Cost X No. of Months)
1	ON-SITE LANDSCAPE MAINTENANCE WORKER FOR PUBLIC WORKS HEADQUARTERS COMPLEX	\$7,611.00	12	\$91,332.00
	A. TOTAL ANNUAL PRICE FO FOR PUBLIC WORK			\$91,332.00

ITFM B

IIEIV	ITEN B					
	AS-NEEDED SERVICES (ONLY TO BE PERFORMED WITH PUBLIC WORK'S PRIOR APPROVAL)	HOURLY RATE	EST. NO. OF HOURS	PRICE (Hourly Rate X Estimated No. of Hours)		
1	AS-NEEDED LANDSCAPE MAINTENANCE WORKER	\$37.59	100	\$3,759.00		
2	AS-NEEDED IRRIGATION TECHNICIAN	\$47.00	96	\$4,512.00		
3	AS-NEEDED ARBORIST	\$95.00	8	\$760.00		
4	AS-NEEDED CERTIFIED WEED CONTROL SPRAY OPERATOR	\$46.46	108	\$5,017.68		
5	AS-NEEDED LANDSCAPE MAINTENANCE SUPERVISOR	\$60.55	96	\$5,812.80		
	B. TOTAL PRICE	ERVICES	\$19,861.48			

TOTAL PROPOSED ANNUAL PRICE FOR PUBLIC WORKS	
HEADQUARTERS COMPLEX FOR OPTION YEAR 4	\$111,193.48
(ANNUAL PRICE FOR LANDSCAPE MAINTENANCE FOR PUBLIC	
WORKS HEADQUARTERS COMPLEX + AS-NEEDED SERVICES)	
(ITEM A + ITEM B)	

SUMMARY SHEET OF SCHEDULE OF PRICES FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

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

NOTE: Bidder must provide pricing for ALL contract terms including the 5th term. Any submitted bid that does not include pricing for all terms maybe rejected at the sole discretion of the County.

It is the responsibility of the Bidder to calculate the Proposal price to take into consideration a possible escalation of wages, materials, and other costs during the Contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the Contractor for the work performed during the Contract period.

	TERMS	ANNUAL PRICE FOR EACH TERM
1	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX INITIAL TERM	\$98,916.68
2	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 1	\$102,919.68
3	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 2	\$106,606.68
4	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 3	\$109,338.64
5	LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FORPUBLIC WORKS HQ COMPLEX OPTION YEAR 4	\$111,193.48
	TOTAL PRICE FOR YEARS' 1-5	\$528,975.16

Date
04/21/2016
License Type
C-27, A, C-61.D-49
Mobile
N/A
Facsimile
626-960-3809

02/08/2016

County of Los Angeles Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form

	s responding to of the proposal.	the Red	quest	for Pro	posals	nus	t complete	e an	d retur	n this fo	orm	for prope
FIRM NAM	E: Mariposa Landso	capes, Inc	С.			, , , , , , , , , , , , , , , , , , ,						
My Count	ty (WebVen) Vendo	r Numbe	r: 5031	2901							,	
LOCAL SI	MALL BUSINESS E	NTERPI	RISE PI	REFERI	ENCE PR	OGI	RAM:	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		 		· · · · · · · · · · · · · · · · · · ·
	Local SBE, certified considered for the L				ngeles, Ir	itern	al Services	Depa	ırtment,	I request	this	oroposal/bic
Attache	ed is a copy of Local SE	BE certificat	tion issue	d by the (County.					·		
FIRM/ORGA	NIZATION INFORMAT	ION: The in	nformatio	n request	ted below is	for s	statistical purp	oses c	nly. On fi	nal analysis	and o	consideration
award, contra	actor/vendor will be sele	cted withou	ut regard	to race/et	thnicity, cold	or, rel	ligion, sex, na	ional c	rigin, age	, sexual orie	intatio	on, or disability
Business S	Structure: Sole	Proprietors	ihip 🗖	Partners	ship	Ø	Corporation		Vonprofit	☐ Franc	hise	
Other (Please Specify):							d I		dia managan da		
\	per of Employees (incl	luding own	ers):							***************************************		
Race/Ethni	c Composition of Firm	ı. Please d	listribute	the above	total numb	er of	individuals int	o the f	ollowing o	ategories:		
Race/Eth	nic Composition		11 12	ners/Pa ociate P	rtners/ Partners		Mana	gers			Sta	iff
			Ma	ale	Female		Male	Female		Male		Female
Black/Afri	can American									1		
Hispanic/L	_atino		1			20		1		359		4
Asian or F	Pacific Islander					1 3		3		2		
American	Indian								-			
Filipino												
White		······										
PERCENTAG	E OF OWNERSHIP IN	FIRM: Ple	ease indic	ate by pe	ercentage (%	6) ho	w <u>ownership</u> o	of the fi	rm is disti	ributed.		
	Black/African American	Hispani	c/ Latino	Asi	an or Pacif Islander	ic	American I	ndian	Fi	lipino		White
Men	%	100	%			%		%		%		%
Women	%		%			%		%		%		%
currently certi	ON AS MINORITY, Wo fied as a minority, wo attach a copy of your pr	men, disad	dvantage	d or disa	bled vetera	ın ov	vned business					If your firm is complete the
	Agency Name			Minorit	v Wom	en	Disadvanta	ged	Disable	d Veteran	Ext	oiration Date
City of Los				X								
County of L	os Angeles			Χ						**************************************		
	ON: I DECLARE UNDE		TY OF PE	RJURY (UNDER TH	E LA	WS OF THE S	STATE	OF CAL	FORNIA TH	IAT T	HE ABOVE

Title: President

LOCAL SBE-FIRM-ORGANIZATION FORM.DOC OAAC Rev. 09/20/07 PW Rev. 11/27/07

Authorized Signature:

BOARD OF PUBLIC WORKS **MEMBERS**

CITY OF LOS ANGELES

CALIFORNIA

JOHN L. REAMER, JR. Inspector of Public Works and Director

BUREAU OF CONTRACT ADMINISTRATION Office of Contract Compliance

(213) 847-1922

1149 S. BROADWAY, SUITE 300 LOS ANGELES, CA 90015

http://bca.lacity.org

ANDREA A. ALARCÓN PRESIDENT

JERILYN LÓPEZ MENDOZA VICE PRESIDENT

PAULA A. DANIELS PRESIDENT PRO-TEMPORE

> STEVEN T. NUTTER COMMISSIONER

VALERIE LYNNE SHAW COMMISSIONER

> WILLIAM P. WEEKS EXECUTIVE OFFICER

ANTONIO R. VILLARAIGOSA MAYOR

August 1, 2011

Mr. Terry Noriega Mariposa Horticultural Enterprise, Inc. 15529 Arrow Highway, Irwindale, CA 91706

RE: STATUS OF MINORITY BUSINESS ENTERPRISE (MBE) CERTIFICATION File No. - 7150

Dear Mr. Noriega:

The Bureau of Contract Administration, Office of Contract Compliance has implemented a change to the City of Los Angeles MBE/WBE Certification Rules and Regulations; certifications will remain valid beyond the period indicated in the issued certification approval letters. A firm shall remain certified unless and until its certification is removed for cause.

The City reserves the right to request additional information and/or conduct on-site visits at any time during the certification period to verify any documentation submitted with your application. If there are any changes in your firm's name, address, ownership, control, or work category, you are still required to notify this office of those changes in writing. Please include your file number on each page of correspondence relating to these matters.

Your certification status can be verified in the City of Los Angeles DBE/MBE/WBE database at http://bca.lacity.org or by calling our office at (213) 847-2684.

If you have any questions regarding this matter, please contact the Centralized Certification Administration at (213) 847-2684.



County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue Los Angeles, California 90063

> Telephone: (877) 669-CBES FAX: (323) 415-8521

"To enrich lives through effective and caring service"

October 7, 2014

CBE Program ID #: 43914

Status: MBE

Mr. Terry Noriega, President Mariposa Landscapes, Inc. 15529 Arrow Highway Irwindale, CA 91706

Dear Mr. Noriega:

Congratulations! Your firm has been recertified as an eligible participant in the County of Los Angeles Community Business Enterprise (CBE) Program. This recertification is valid until October 27, 2016.

The County of Los Angeles Office of Small Business reserves the right to request additional information and/or conduct an on-site visit at any time to verify any documentation submitted by the applicant. If there are any changes during this recertification period, you are required to notify this office immediately.

Thank you for registering your business with the County's Vendor Registration website (WebVen) at http://camisvr.co.la.ca.us/webven. You are now eligible to participate in the County's on-line access to open bids, be placed on bid lists generated by County departments looking for prospective vendors and periodically be notified automatically via email of County bids by specific commodities/services.

Again, congratulations on your recertification. If you have questions, please call (877) 669-CBES or email us at cbesbe@isd.lacounty.gov and refer to the identification number above.

Sincerely,

JIM JONES Director

Debbie Cabreira-Johnson Program Director

JJ:DCJ/ct

c: Cynthia Tucker, CBE/LSBE Certification Specialist

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

СО	COMPANY NAME: Mariposa Landscapes, Inc.							
co	MPANY ADDRESS: 15529 Arrow Highway							
CIT	Y: Irwindale	STATE: CA	ZIP CODE: 91706					
Ø	I am <u>not</u> requesting consideration und Preference Program.	der the County's T	ransitional Job Opportunities					
l her	eby certify that I meet all the requiremen	ts for this program:						
	My business is a non-profit corporati Code - Section 501(c)(3) and has been Letter);	on qualified under such for three yea	Internal Revenue Services rs (attach IRS Determination					
	I have submitted my three most recent an	nual tax returns with	my application;					
	I have been in operation for at least supportive services to program participant		transitional job and related					
	I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants, and any other information requested by the contracting department.							
	I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.							
Bi .	PRINT NAME: Terry Noriega TITLE: President							
SIC	SIGNATURE: DATE: 02/08/2016							
REVII	EWED BY COUNTY:							

APPROVED

DISAPPROVED

DATE

SIGNATURE OF REVIEWER

REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DBVE) PREFERENCE PROGRAM CONSIDERATION FORM

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran-Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed 8 percent in response to any County solicitation.

Information about the State's DBVE certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at http://www.pd.dgs.ca.gov.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations made be found in the Code of Federal Regulations, 38CFR 74, and is also available on the Veterans Affairs Website at: http://www.vetbiz.gov.

I AM NOT a DVBE certified by the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs.
I AM certified as a DVBE with the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

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

Name of Firm: Mariposa Landscapes, Inc.	County Webven No. 50312901
Print Authorized Name: Terry Noriega	Title: President
Authorized Signature: Jun Uun	Date: 02/08/2016

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

BIDDER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IFB LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

BIDDER MUST CHECK A BOX IN EVERY SECTION

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

Completing this form by itself without including a detailed narrative/resume in your Bid Submission to support the minimum mandatory requirements of this IFB, any inconsistencies or inaccuracy in the information provided on this form, and/or your Bid Submission, may subject your Bid Submission to disqualification or other actions, at the sole discretion of the County.

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

- 1. Bidder or its managing employee must have a minimum of three years of experience providing landscape maintenance services.
 - Yes. Bidder or its managing employee meets the experience requirement stated above.

Bidder or its managing employee	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience Please provide a detailed narrative of Bidder's or its managing employee's experience in your Invitation for Bids to validate this minimum mandatory requirement.
Mariposa Landscapes, Inc.	1977-Current	Landscape maintenance, hardscape, tree care service

- No. Bidder or its managing employee does not meet the experience requirement stated above. By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.
- 2. Bidder must hold a valid and active California-issued Landscaping license, Contractor Classification C-27.
 - Yes. Please complete the chart below and submit a copy of the license.

Type of License	License No.	Name of License Holder	Valid/Active Dates
C-27, A, C-61/D-49	592268	Mariposa Landscapes, Inc.	Expires 04/30/2016

No.	Bidder	<u>does</u>	<u>not</u>	have	the	license	as	stated above.	Ву	checking	this	box,	your	Bid
Suk	missio	n will	be	imme	diat	ely disc	jua	lified as nonre	spo	nsive.				

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

Type of License	License No.	Name of License Holder	Valid/Active Dates
Pest Control Business License	38222	Mariposa Landscapes, Inc.	Expires 12/31/2017

- No. Bidder <u>does not</u> have the license as stated above. <u>By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.</u>
- 4. Bidder's employee assigned to this project must hold a valid and active State of California Agricultural Pest Control Qualified Applicator license.
 - Yes. Please complete the chart below and submit a copy of the license.

Type of License	License No.	Name of License Holder	Valid/Active Dates
QAL- ABCDEFH	103864	Terry Noriega	12/31/17

- No. Bidder's employee assigned to this project <u>does not</u> have the license as stated above. By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.
- 5. Bidder must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.
 - ☑ Yes. Please complete the chart below.

Registration No.	Registration Name	Valid/Active Dates
1000005079	Mariposa Landscapes, Inc.	expires 06/30/2016

No. Bidder <u>does not</u> have the registration as stated above. <u>By checking this box, your Bid Submission will be immediately disqualified as nonresponsive.</u>

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

Mariposa Landscapes, Inc.	
Bidder's Name:	
Terry Noriega, President Authorized representative Name:	
Signature: Juy Cuy	02/08/2016 Date:

Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES

ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent	is required	to check each of	the following two boxes:	

The Ag	ent is required to check each of the following two boxes.
LIVING	WAGE ORDINANCE:
V	The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.
CONTR	ACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:
V	The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.
LABOR	LAW/PAYROLL VIOLATIONS:
working	r Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful nent discrimination.
His	tory of Alleged Labor Law/Payroll Violations (Check One):
V	The Firm HAS NOT been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; OR
	The Firm HAS been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)
His	tory of Determinations of Labor Law /Payroll Violations (Check One):
V	There HAS BEEN NO determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; OR
	There HAS BEEN a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)
HISTOR	Y OF DEBARMENT (Check one):
V	The Firm HAS NOT been debarred by any public entity during the past ten (10) years; OR
	The Firm HAS been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

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

Print Name and Title Terry Noriega, President

Date 02/08/2016

Owner's/Agent's Authorized signature

Mariposa Landscapes, Inc.

Print Name of Firm

PROPOSER'S EMPLOYEE BENEFITS

Proposer. Manposa Landscapes, mo.	
Name of Proposer's Health Plan: Anthem Blue Cross	Date: 02/08/2016
Medical Insurance/Health Plan:	
Employer Pays \$_189.85 Employee Pays \$_111.15 Total Mo. Premium \$_301	_
Annual Deductible Employee \$\frac{1500}{}\$ Family \$\frac{per member}{}\$,
Coverage (√) X Hospital Care (In Patient x Out Patient x) X X-Ray and Laboratory Surgery X Office Visits Pharmacy X Maternity Mental Health/Chemical Dependency, In Patient X Mental Health/Chemical Dependency, Out Patient	
Dental Insurance: 17.25/HMG 43.48/PPC	
Employer Pays \$ 0% Employee Pays \$ 100% Total Mo. Premium \$	
Life Insurance:	
Employer Pays \$0 Employee Pays \$0 Total Mo. Premium \$0	_
Vacation:	
Number of Days <u>5</u> and	
Any increase after 3 years of employment, number of days or hours 5 DAYS	
Sick Leave:	
Number of Days <u>3</u> and	
Any increase after <u>0</u> years of employment, number of days or hours <u>0</u>	_
Holidays:	
Number of Days <u>3</u> per year	
Retirement: Employer Discretion up to 100%	
Employer Pays \$_Up to 4%_Employee Pays \$Total Premium \$_0	

Anthem.

Your Summary of Benefits **Anthem Elements Choice EQ HMO**

Anthem Elements Choice EQ HMO 1500 Select HMO Network

This Summary of Benefits is a brief overview of your plan's benefits only. For more detailed information about the benefits in your plan, please refer to your Certificate of Insurance or Evidence of Coverage (EDC), which explains the full range of covered services, as well as any exclusions and limitations for your plan.

Anthem Blue Cross HMO benefits are covered only when services are provided or coordinated by the primary care physician and authorized by the participating medical group or independent practice association (IPA), except services provided under the "ReadyAccess" program, OB/GYN services received within the member's medical group/IPA, and services for all mental and nervous disorders and substance abuse. Benefits are subject to all terms, conditions, limitations, and exclusions of the Pulicy. This plan has a special network including a limited number of Physicians, Independent Practice Associations (IDAs) and Medical Croups Practice Associations (IPAs) and Medical Groups.

Calendar Year Deductible:

\$1,500 per member (Inpatient & Outpatient Services)

The following services are subject to the calendar year deductible in addition to any other applicable copays: inpatient hospital charges (not including professional services), outpatient hospital facility charges, emergency room services, ambulatory surgical center & skilled nursing facility.

Annual copay maximum:

Individual \$6,350; Family \$12,700

The following copay does not apply to the annual copay maximum; non-covered expenses and infertility services. After an annual copay maximum is met for medical and prescription drugs during a calendar year, the individual member or family will no longer be required to pay a copay or coinsurance for medical and prescription drug covered expenses for the remainder of that year. The member remains responsible for non-covered expenses and infertility services.

Covered Services /	Per Member Copay
Preventive Care Services. Preventive Care Services including*, physical exams, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, Immunizations, health education, intervention services, HIV testing), and additional preventive care for women provided for in the guidelines supported by the Health Resources and Services Administration. "This list is not exhaustive. This benefit includes all Preventive Care Services required by federal and state law.	No copay <i>(deductible waived</i>)
Smoking Cessation Program	No copay
Physician Medical Services Office & home visits Specialists Skilled nursing facility visits Hospital visits Injectable medications in physician's office (excluding allergy serum and immunization) Surgeon & Surgical assistant Anestheslologist or anesthetist	\$50/visit \$70/visit No copay No copay 30%/up to \$150 maximum copay No copay No copay
Acupuncture	\$35/visit
Outpatient Medical Services (Services received in a hospital, other than emergency room services, or in any facility that is affiliated with a hospital) Outpatient surgery & supplies Advanced Imaging All other X-ray & laboratory tests (including genetic testing) Radiation therapy, chemotherapy & hemodialysis treatment & Infusion therapy Other Outpatient Medical Services including: Rehabilitation Therapy (Physical, Occupational and Speech Therapy limited to a 60-day period of care)	Deductible, then 30%
General Medical Services (when performed in non-hospital-based facility) Advanced Imaging All other X-ray & laboratory tests (including genetic testing) Allergy testing & treatment (including serums)	\$250/test No copay \$50/visit

CONTINUED ON NEXT PAGE

Covered Services	Per Member Copay
Radiation therapy, chemotherapy & hemodialysis treatment & Infusion therapy	\$70/visit
Rehabilitation Therapy (Physical, Occupational, or Speech Therapy or Chiropractic Care, limited to 60-days period of care)	\$50/visit
Emergency Care • Physician & medical services	No copay
	\$250/visit, deductible then 30% (copay waived if admitted)
Outpatient hospital emergency room services	
Inpatient Medical Services Semi-private room or private room, medically necessary services & supplies	Deductible, then 30%
Urgent Care	\$50/visit (copay waived if admitted inpatient and outpatient ER)
Skilled Nursing Facility (limited to 100 days/calendar year) • All necessary services & supplies (excluding take-home drugs)	Deductible, then 30%
Ambulance Services	A100/Li-
Transportation when medically necessary	\$100/trip
Ambulatory Surgical Center Outpatient surgery & supplies	Deductible, then 30%
Pregnancy and Maternity Care Prenatal & postnatal Professional (physician) services (For your Inpatient capay, see Inpatient Medical Services, For your	\$50/visit
Outpatient Services copay, see Outpatient Medical Services) Elective Abortions (including prescription drug for abortion, milepristane)	\$150 .
Prosthetic devices (including Orthotics)	No copay
Durable medical equipment	50%
• Rental and Purchase of DME (breast pump and supplies are covered under preventive care at no charge)	
Family Planning Services	50% of covered expense ¹
Infertility studies & tests	No copay (deductible waived)
Female Sterilization fincluding tubal ligation and counseling/consultation)	nd dopay (double marrow)
Male Sterilization	\$50
Counseling & consultation	\$50/visit
Mental or Nervous Disorders and Substance Abuse	5 1 111 11 200/
• Inpatient care (<i>pre-authorization required</i>)	Deductible, then 30%
Physician hospital visits	No copay
Outpatient Care	No copay
Outpatient physician visits (Behavioral Health treatment for Autism or Pervasive Development disorders require pre-service review)	\$50/visit
Home Health Care (limited to 100 visits/calendar year; one visit by a home health aide equals four hours or less)	\$50/visit
Hospice Care (Inpatient or outpatient services; family bereavement services)	No copay
Organ and Tissue Transplant	Deductible, then 30%
Inpatient Care	\$50/visit
Physician office visits	
Specialist office visits	\$70/visit

This Summary of Benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits. This Summary of Benefits, as updated, is subject to the approval of the California Department of Insurance and the California Department of Managed Health Care (as applicable).

Instructions to complete PW-2's, Schedule of Prices and LW-8's, Cost Methodology

The Contract terms and the anniversary of the Living Wage rate increases are not the same dates. For example, the Contract may start from October 1, 2016, and will end September 30, 2017, which covers two different rates of Living Wage.

Living Wage rates will increase per dates indicated in Form LW-3, Living Wage Rate Annual Adjustments. This means in the same Contract term, for example, the initial term, proposer must adhere to two different rates of Living Wage.

Each Contract term has its own Form PW-2 and Form LW-8. Form LW-8 will have two parts.

Proposer must complete each part of the LW-8 based on the percentage of the Contract for each Living Wage rate. For example, proposer's first part of the Form LW-8 for the initial term must cover from October 1, 2016, to December 31, 2016, which the Living Wage rate is \$13.25. In the second part of the Form LW-8 for the initial term, Proposer must adhere to the Living Wage rate of \$14.25, which will be the remainder of proposer's Contract term starting from January 1, 2017, to August 31, 2017. Proposer must do this for each term.

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

FORM LW-8.1.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

INITIAL TERM 1 OF 2

EST. DATES: AUG. 1, 2016 - DEC. 31,2016

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HOUF	HOURS PER DAY	λΑΥ			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MOM	TUE	WED	托	FR	SAT	PER WEEK	HOURS (22 x Hrs per wk)	WAGE RATE**	TAGO
Foreman		8	8	80	89	8		40	880	\$13.25	\$ 11.660.00
Foreman (seasonal)						4.55		4.55	100.1	\$14.25	\$ 1,426,43
Irrigator						3.94		3.94	86.68	\$16.32	\$ 1,414.62
											e
											€
											₩
											\$
											\$
											\$
											S
Comments/Notes:										Total Salaries	\$ 14,501.05
					1) Vacat	ions, Sic	k Leave	(1) Vacations, Sick Leave, Holiday			\$ 869.96
					(2) Health Insurance	ו Insura)ce				\$ 1.994.67
					3) Payro	II Taxes	& Work	(3) Payroll Taxes & Workers' Compensation	ion		\$ 3,150,72
					(4) Welfare and Pension	re and F	ension				\$ 614.77
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 6,630.12
					(5) Equipment Costs	ment Cc	sts				\$ 2,600.00
					(6) Service and Supply Costs	se and S	upply C	osts			\$ 5,000.00
					7) Gene	ral and /	Administ	(7) General and Administrative Costs			\$ 4,247.48
					(8) Profit						\$ 671.35
									Total Oth	Total Other Costs (5+6+7+8)	\$ 12.518.83
										TOTAL PRICE	\$ 33 650 00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

he above information was complied from records that are	n records that are available to me at this tim	are available to me at this time and I declare under penalty of periury that the information is true and accurate
ithin the requirements of the Bid.		יייני פון מיייני פון מיייני פון מיייני פון מיייני פון מיייני מיייני מיייני פון מיייני מיייני מיייני מיייני מייי
erry Noriega - President		04/21/2016
lame of Bidder	Signature /	Date

Date Date DAGE 1 OF 10

Signature

Name of Bidder

^{**} Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.1.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

INITIAL TERM 2 OF 2

EST. DATES: JAN. 1, 2017 - JULY 31, 2017

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HOUF	HOURS PER DAY	λΑΥ			HOURS	APPROXIMATE	HOLIRIY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	TUE	WED	F	蓝	SAT	PER WEEK	HOURS (30 x Hrs per wk)	WAGE RATE**	1800
Foreman		8	80	8	8	8		40	1200	\$14.25	\$ 17 100 00
Foreman (seasonal)						4.67	Ť	4.67	140.1	\$14.25	\$ 1.996.43
Irrigator						4.04	7	4.04	121.2	\$16.32	\$ 1,977.98
											\$
											S
											S
											&
											8
											\$
											. 49
Comments/Notes:										Total Salaries	
					1) Vacat	(1) Vacations Sick Leave Holiday	e l paye	Holiday			
					2) Health	(2) Health Insurance	9	, remark			# 1,Z04.31
					2) 0	T I I SQUI GILL	2 2				* Z,/3Z.b9
					3) Payro	ll laxes (& Work	(3) Payroll Taxes & Workers' Compensation	ion		\$ 4,579.63
					4) Welfa	(4) Welfare and Pension	ension				\$ 893.59
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 9,470.42
					5) Equip	(5) Equipment Costs	sts				\$ 3,640.00
					6) Servic	(6) Service and Supply Costs	ıpply Cα	sts			\$ 7,000.00
					7) Gene	ral and A	dministr	(7) General and Administrative Costs			\$ 4,982.22
				-	(8) Profit						\$ 942.95
									Total Oth	Total Other Costs (5+6+7+8)	\$ 16,565.17
										TOTAL PRICE	\$ 47,110.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Terry Noriega - President Name of Bidder

Signature

04/21/2016 Date

Date

PAGE 2 OF 10

Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.2.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

OPTION YEAR 1 - 1 OF 2 EST. DATES: AUG. 1, 2017 - DEC. 31, 2017

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HOUF	HOURS PER DAY	JAY			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	TUE	WED	THU	FRI	SAT	PER WEEK	HOURS (22 x Hrs per wk)	WAGE RATE**	COST
Foreman		8	8	8	8	8		40	880	\$14.25	\$ 12,540.00
Foreman (seasonal)					,	4.55		4.55	100.1	\$15.00	\$ 1,501.50
Irrigator						3.94		3.94	86.68	\$16.65	\$ 1,443.22
											\$
											9
											G
											\$
											\$
											\$
											\$
Comments/Notes:										Total Salaries	\$ 15,484.72
				_	1) Vacat	ions, Sic	sk Leave	(1) Vacations, Sick Leave, Holiday			\$ 928.98
				_	(2) Health Insurance	h Insura	Jce				\$ 1,994.67
)	3) Payro	III Taxes	& Work	(3) Payroll Taxes & Workers' Compensation	ion		\$ 3,364.47
					(4) Welfare and Pension	ire and F	Pension				\$ 656.48
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 6,944.60
					(5) Equipment Costs	ment Co	sts				\$ 2,600.00
					(6) Service and Supply Costs	ce and S	upply C	osts			\$ 5,000.00
					7) Gene	ral and /	Administ	(7) General and Administrative Costs			\$ 4,424.24
					(8) Profit						\$ 701.44
									Total Oth	Total Other Costs (5+6+7+8) \$ 12,725.68	\$ 12,725.68
										TOTAL PRICE	\$ 35,155.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

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The above information was complied from r	the requirements of the Bid.

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Terry Noriega - President Name of Bidder

Signature

Date Date PAGE 3 OF 10

Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.2.A **OPTION YEAR 1 - 2 OF 2**

EST. DATES: JAN. 1, 2018 - JULY. 31, 2018

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

COST Total Salaries \$ 22,119.48 TOTAL PRICE \$ 49,217.00 \$ 17,346.10 \$ 18,000.00 \$ 2,101.50 \$ 2,017.98 \$ 2,732.69 \$ 9,751.42 \$ 3,640.00 \$ 7,000.00 \$ 1,327.21 \$ 5,721.11 \$ 4,806.71 \$ 984.99 \$ 884.81 G ø ↔ ↔ ω ø Total Other Costs (5+6+7+8) Total Employee Benefits (1+2+3+4) WAGE RATE** HOURLY \$15.00 \$15.00 \$16.65 APPROXIMATE HOURS (30 x Hrs 1200 140.1 121.2 (3) Payroll Taxes & Workers' Compensation **PER WEEK** (7) General and Administrative Costs HOURS (1) Vacations, Sick Leave, Holiday 4.04 4.67 (6) Service and Supply Costs 4) Welfare and Pension SAT (5) Equipment Costs (2) Health Insurance 4.04 FR 4.67 (8) Profit THU ∞ HOURS PER DAY WED ω TUE ω MON ω SUN (LIST EACH EMPLOYEE SEPARATELY) Foreman (seasonal) Comments/Notes: POSITION/TITLE Foreman Irrigator

lable⁄ to me at this time and I declare under penalty of perjury that the information is true and accurate within		04/21/2016	Date
records that are available to me at this time and		mont to	Signature ' j
The above information was complied from records that are availa	the requirements of the Bid.	Terry Noriega - President	Name of Bidder

PAGE 4 OF 10

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail. Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. ** Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.3.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

OPTION YEAR 2 - 1 OF 2

EST. DATES: AUG. 1, 2018 - DEC. 31, 2018

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HOUF	HOURS PER DAY	DAY			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	TUE	WED	THU	駋	SAT	PER WEEK	HOURS (22 x Hrs per wk)	WAGE RATE**	COST
Foreman		8	8	8	8	8		40	880	\$15.00	\$ 13,200.00
Foreman (seasonal)						4.55		4.55	100.1	\$15.79	\$ 1,580.58
Irrigator						3.94		3.94	86.68	\$16.99	\$ 1,472.69
											\$
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											\$
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Comments/Notes:										Total Salaries	\$ 16,253.27
					(1) Vaca	tions, Si	ck Leav	(1) Vacations, Sick Leave, Holiday			\$ 975.09
					(2) Health Insurance	h Insura	nce				\$ 1,994.67
					(3) Payrc	oll Taxes	& Worl	(3) Payroll Taxes & Workers' Compensation	lion		\$ 3,531.46
					(4) Welfare and Pension	are and	Pension	_			\$ 650.06
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 7,151.28
					(5) Equipment Costs	ment C	osts				\$ 2,600.00
					(6) Service and Supply Costs	ce and (Supply C	Sosts			\$ 5,000.00
					(7) Gene	ral and.	Adminis	(7) General and Administrative Costs			\$ 4,791.70
					(8) Profit						\$ 728.75
									Total Oth	Total Other Costs (5+6+7+8)	\$ 13,120.45
										TOTAL PRICE	\$ 36,525.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

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Terry Noriega - President

Name of Bidder

04/21/2016 Date

PAGE 5 OF 10

Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.3.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

OPTION YEAR 2 - 2 OF 2

EST. DATES: JAN. 1, 2019 - JULY. 31, 2019

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HON	HOURS PER	DAY			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MOM	TUE	WED	H	FR	SAT	PER WEEK	HOURS (30 x Hrs per wk)	WAGE RATE**	COST
Foreman		8	8	8	8	8		40	1200	\$15.79	\$ 18.948.00
Foreman (seasonal)						4.67		4.67	140.1	\$15.79	\$ 2.212.18
Irrigator						4.04		4.04	121.2	\$16.99	\$ 2,059.19
											&
											\$
											8
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											\$
											\$
Comments/Notes:										Total Salaries	\$ 23.219.37
					(1) Vacal	ions. Si	k leav	(1) Vacations. Sick Leave Holiday			
					(2) Health Insurance	h Ineitra		facility in			# 1,333.ZU
					(2) ICall	i i isaa a					\$ 2,732.69
					(3) Payro	Taxes	& Work	(3) Payroll Taxes & Workers' Compensation	ion		\$ 5,045.71
					(4) Welfare and Pension	ire and F	ension				\$ 984.53
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 10,156.13
					(5) Equipment Costs	ment Co	sts				\$ 3,640.00
					(6) Service and Supply Costs	se and S	upply C	osts			\$ 7,000.00
					(7) Gene	ral and /	Adminis	(7) General and Administrative Costs			\$ 6,096.18
					(8) Profit						\$ 1,023.32
									Total Oth	Total Other Costs (5+6+7+8)	\$ 17.759.50
										TOTAL PRICE	\$ 51.135.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

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The above information was complied	the requirements of the Bid.

Terry Noriega - President Name of Bidder

04/21/2016 Date

AGE 6 OF 10

^{**} Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.4.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

OPTION YEAR 3 - 1 OF 2

EST. DATES: AUG. 1, 2019 - DEC. 31, 2019

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HOUF	HOURS PER [DAY			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	TUE	WED	THU	FRI	SAT	PER WEEK	HOURS (22 × Hrs per wk)	WAGE RATE**	COST
Foreman		8	8	8	8	8		40	880	\$15.79	\$ 13,895.20
Foreman (seasonal)					-	4.55		4.55	100.1	\$16.11	\$ 1,612.61
Irrigator						3.94		3.94	86.68	\$17.33	\$ 1,502.16
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Comments/Notes:										Total Salaries	\$ 17,009.97
					(1) Vacai	ions, Si	ck Leav	(1) Vacations, Sick Leave, Holiday			\$ 1,020.49
					(2) Health Insurance	h Insura	nce				\$ 1,994.67
					(3) Payro	III Taxes	& Work	(3) Payroll Taxes & Workers' Compensation	tion		\$ 3,695.88
					(4) Welfare and Pension	ire and I	Pension				\$ 680.33
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 7,391.37
					(5) Equipment Costs	ment C	sts				\$ 2,600.00
					(6) Service and Supply Costs	se and §	Supply C	osts			\$ 5,000.00
					(7) Gene	ral and ,	^dminis	(7) General and Administrative Costs			\$ 4,706.34
					(8) Profit						\$ 747.32
									Total Oth	Total Other Costs (5+6+7+8)	\$ 13,053.66
										TOTAL PRICE	\$ 37,455.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

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Terry Noriega - President Name of Bidder

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04/21/2016 Date

PAGE 7 OF 10

^{**} Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.4.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

BIDDER: Mariposa Landscapes, Inc.

OPTION YEAR 3 - 2 OF 2

EST. DATES: JAN. 1, 2020 - JULY. 31, 2020

POSITION/TITLE *			HOUR	HOURS PER DAY	γAζ			HOLIRS	APPROXIMATE	> Idilon	
							T)			
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	TUE	WED	TH	FR	SAT	PER WEEK	HOURS (30 x Hrs per wk)	WAGE RATE**	COST
Foreman		8	8	8	8	8		40	1200	\$16.11	\$ 19,332.00
Foreman (seasonal)					-	4.67		4.67	140.1	\$16.11	\$ 2,257.01
Irrigator					-	4.04		4.04	121.2	\$17.33	\$ 2,100.40
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Comments/Notes:										Total Salaries	\$ 23,689.41
					(1) Vacaı	ions, Sic	sk Leave	(1) Vacations, Sick Leave, Holiday			\$ 1,421,40
					(2) Health Insurance	h Insurai	nce				\$ 2.732.69
					(3) Payro	II Taxes	& Work	(3) Payroll Taxes & Workers' Compensation	ion		\$ 5,147.85
					(4) Welfare and Pension	ire and F	ension		V-10-10-10-10-10-10-10-10-10-10-10-10-10-		\$ 1,004.46
									Total Employee	Total Employee Benefits (1+2+3+4)	\$ 10,306.40
					(5) Equipment Costs	ment Co	sts				\$ 3,640.00
					(6) Service and Supply Costs	ce and S	upply C	osts			\$ 7,000.00
					(7) Gene	ral and /	Administ	(7) General and Administrative Costs			\$ 6,751.82
					(8) Profit						\$ 1,049.37
									Total Oth	Total Other Costs (5+6+7+8)	\$ 18,441.19
										TOTAL PRICE	\$ 52 437 00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

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Terry Noriega - President Name of Bidder

04/21/2016 Date PAGE 8 OF 10

^{**} Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.5.A **OPTION YEAR 4 - 1 OF 2**

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

EST. DATES: AUG. 1, 2020 - DEC. 31, 2020

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

POSITION/TITLE *			HOUF	HOURS PER I	DAY			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MON	16	WED	TH	쭚	SAT	PER WEEK	HOURS (22 x Hrs per wk)	WAGE RATE**	COST
Foreman		8	8	8	ω	80		40	880	\$16.11	\$ 14,176.80
Foreman (seasonal)						4.55		4.55	100.1	\$16.43	\$ 1,644.64
Irrigator						3.94		3.94	86.68	\$17.68	\$ 1,532.50
											8
											8
											\$
											\$
											\$
											\$
											\$
Comments/Notes:										Total Salaries	\$ 17,353.94
					1) Vacal	ions, Sic	k Leave	(1) Vacations, Sick Leave, Holiday			\$ 1.041.13
					(2) Health Insurance	ו Insura)ce				\$ 1,994.67
				Ť	3) Payro	Il Taxes	& Work	(3) Payroll Taxes & Workers' Compensation	on		\$ 3,770.62
					(4) Welfare and Pension	re and F	ension				\$ 735.73
									Total Employee	Total Employee Benefits (1+2+3+4)	1
					(5) Equipment Costs	ment Cc	sts				\$ 2,600.00
					(6) Service and Supply Costs	se and S	upply C	osts			\$ 5,000.00
					7) Gene	ral and $ extit{ } extit{$	dminist	(7) General and Administrative Costs			\$ 4,799.63
				Ŭ	(8) Profit						\$ 759.28
									Total Oth	Total Other Costs (5+6+7+8)	\$ 13,158.91
										TOTAL PRICE	\$ 38,055.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

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

aliable to me at this time and I declare under penalty of periury that the information is true and accurate within	
to me at this time an	
are available	
cords that	1
The above information was complied from records that are availa	the requirements of the Bid.

Terry Noriega - President Name of Bidder

Signature

04/21/2016 Date

PAGE 9 OF 10

^{**} Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.

FORM LW-8.5.A

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HQ COMPLEX (2016-PA003)

OPTION YEAR 4 - 2 OF 2

EST. DATES: JAN. 1, 2021 - JULY. 31, 2021

BIDDER: Mariposa Landscapes, Inc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

			DOH HO	HOURS PER DAY	DAY			HOURS	APPROXIMATE	HOURLY	
(LIST EACH EMPLOYEE SEPARATELY)	SUN	MOM	TUE	WED	THU	띪	SAT	PER WEEK	HOURS (30 x Hrs per wk)	WAGE RATE**	COS
Foreman		8	8	8	80	80		40	1200	\$16.43	\$ 19.716.00
Foreman (seasonal)						4.67		4.67	140.1	\$16.43	\$ 2,301.84
Irrigator						4.04		4.04	121.2	\$17.68	\$ 2,142.82
											€ S
											S
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											A
											₩
											ક
											8
Comments/Notes:										Total Salaries	\$ 24,160.66
					(1) Vaca	tions, Sic	sk Leav	(1) Vacations, Sick Leave, Holiday			\$ 1,449,68
					(2) Healt	(2) Health Insurance	nce				\$ 2.732.69
					(3) Payro	III Taxes	& Worl	(3) Payroll Taxes & Workers' Compensation	ion		\$ 5,250,25
					(4) Welfa	(4) Welfare and Pension	ension				\$ 1,024.44
									Total Employee	Total Employee Benefits (1+2+3+4)	
					(5) Equit	(5) Equipment Costs	sts				\$ 3,640.00
					(6) Servi	(6) Service and Supply Costs	upply C	osts			\$ 7,000.00
					(7) Gene	ral and /	Adminis	(7) General and Administrative Costs			\$ 6,953.09
					(8) Profit						\$ 1,066.19
									Total Oth	Total Other Costs (5+6+7+8)	\$ 18,659.28
										TOTAL PRICE	\$ 53,277.00

All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Terry Noriega - President Name of Bidder

Signature /

04/21/2016

Date PAGE 10 OF 10

laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail. Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET SACRAMENTO, CALFORNIA 95814

ISSUED: **EXPIRES**:

January 01, 2016

December 31, 2017

Pest Control Business - Main

LICENSE LICENSE NO. 30977

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

Mailing Address

MARIPOSA LANDSCAPES, INC. 15529 ARROW HWY IRWINDALE, CA 91706 **Business Location**

MARIPOSA LANDSCAPES, INC. 15529 ARROW HWY IRWINDALE, CA 91706

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

1. Please make sure the information on your license is correct.

2. Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person).

3. If you lose your license, then you may request a new one for a \$20 fee.

4. Please refer to the license number located in the middle of the page when contacting us.

5. For more information, please contact us at (916) 445-4038 or at licensemail@cdpr.ca.gov. Or you may write to

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015

OSP 15 137571



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET SACRAMENTO, CALFORNIA 95814

ISSUED: **EXPIRES:**

January 01, 2016

December 31, 2017

Pest Control Business - Branch LICENSE

LICENSE NO. 38222

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

Mailing Address

MARIPOSA LANDSCAPES, INC. 15529 ARROW HWY IRWINDALE, CA 91706 **Business Location**

MARIPOSA LANDSCAPES, INC. 1107 E WALNUT SANTA ANA, CA 92703

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

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Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015

OSP 15 137571



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET SACRAMENTO, CALFORNIA 95814

ISSUED: **EXPIRES:**

January 01, 2016

December 31, 2017

Pest Control Business - Branch LICENSE

LICENSE NO. 30978

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

Mailing Address

MARIPOSA LANDSCAPES, INC. 15529 ARROW HWY IRWINDALE, CA 91706 **Business Location**

MÁRIPOSA LANDSCAPES, INC. 1,093 ALMOND AVE FONTANA, CA 92337

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

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- 2. Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person).
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Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015

OSP 15 137571



DEPARTMENT OF PESTICIDE REGULATION LICENSING/CERTIFICATION PROGRAM

QAL

QUALIFIED APPLICATOR LICENSE

License #: 103864 Categories: ABCDEFH TERRY L NORIEGA 15529 ARROW HWY **IRWINDALE CA 91706**

EXPIRES: 12/31/2017 ISSUED: 01/01/2016



DEPARTMENT OF PESTICIDE REGULATION LICENSING/CERTIFICATION PROGRAM

AGRICULTURAL PEST CONTROL ADVISER LICENSE

EXPIRES: 12/31/2017 ISSUED: 01/01/2016

License #: 74416 Categories: ABCDEG TERRY L NORIEGA 15529 ARROW HWY IRWINDALE CA 91706





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BARRIPOSA LANDSCAPES INC

Commitment C27 A C61/D49

Expiredian Desay 04/30/2016

www.cslb.ca.gov

Legal Name	Registration Number	License Type/Number(s)	Registration Date	Expiration Date
MARIPOSA LANDSCAPES, INC	1000005079	CSLB:592268	06/26/2015	06/30/2016



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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

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

February 3, 2016

IN REPLY PLEASE
REFER TO FILE: AE-3

INVITATION FOR BIDS – INFORMATIONAL UPDATE 1 LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR PUBLIC WORKS HEADQUARTERS (HQ) COMPLEX (2016-PA003)

Please take note that the deadline to submit your bids has been extended to **Tuesday**, **February 9**, **2016**, **at 5:30 p.m.**

All addenda and informational updates will be posted at http://dpw.lacounty.gov/aed/contracts. Please check the website frequently for any changes to this solicitation.

The following answers are in response to the request for information and clarification and other questions submitted by Proposers for the Landscape and Grounds Maintenance Services for Public Works Headquarters (HQ) Complex (2016-PA003). Questions presented in this Informational Update represent the questions asked by the Proposers in the form and context submitted.

1. **Question:** Exhibit H, item 4, HQ-12th floor number of plants list as "multiple" - can you give more detail on the quantity.

Response: In reference to Exhibit H, Item 4, HQ-12th floor currently has 20 plants. This number may change.

2. **Question:** Exhibit H lists number of interior plants at different locations. Can you please provide the following for interior plants at each location: quantity, size (container & height), plant type/variety, condition, and more detailed location description.

Response: The size and type vary depending on what type of plant is suitable for indoors. Also, the indoor plants are in a healthy condition. Please see response to Question 1 and Exhibit H for the description of locations and quantity of the plants.

3. **Question:** Is there an area for a small utility cart to be parked and electrical outlet for charging?

Response: Yes, there is an area for a small utility cart to be parked and electrical outlet for charging.

4. Question: Is there an area for a small trash bin (3cy size)?

Response: No. All debris shall be removed from the property. Please refer to Section D.4 (page A.4), Litter, and Section I (page A.8), Removal of Debris, in the Scope of Work.

5. **Question:** Is the contractor responsible for the trash container/can liner change outs? If so, do you have the trash can count.

Response: No. The Contractor is not responsible for the trash container/can liner change outs.

6. **Question:** Is the contractor still responsible for annual color change outs as called out in the specifications or is it no longer being done due to water restrictions - please clarify.

Response: Yes. The Contractor is still responsible for annual color change outs as specified on Section D.2.h (page A.3), of the Scope of Work.

7. **Question:** Is there an average or anticipated qty of indoor plant replacements in an average year? (what size container/ size plant?)

Response: No. There is not an average or anticipated quantity of indoor plant replacements in an average year. If plant becomes infested, dies, or appears diseased, it shall be replaced by the Contractor, as specified on Section D.7 (page A.6), of the Scope of Work. The plant or container sizes vary; it must be equivalent or higher. Please note: The Contractor must factor in the cost for the replacement of the indoor plants to the total annual price for the Landscape Maintenance for Public Works Headquarters Complex (Forms PW-2.1-2.5, Item A).

8. Question: What will the long term plan be for the turf areas be?

Response: The long term plan for the turf areas is currently undecided. Once a plan is implemented by Public Works, the Contractor will be informed.

February 3, 2016 Page 3

If you have questions concerning the above information, please contact Ms. Ani Karapetyan at (626) 458-4050, akarapetyan@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

Follow-us on Twitter:

We encourage you to follow-us on Twitter @<u>LACoBuildings</u> and <u>@LAPublicWorks</u> for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

GAIL FARBER

Director of Public Works

F. Manor for JOSE M. QUEVEDO

Assistant Deputy Director

Architectural Engineering Division

AK

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Bid Detail Information

Bid Number: PW-ASD940

Bid Title: RFSQ Landscape and Grounds Maintenance Services (2014-PA039)

Bid Type: Service Department: Public Works

Commodity: GROUNDS MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC.

Open Date: 12/4/2014 Closing Date: Continuous

Bid Amount: \$0

Bid Download: Not Available

Bid Description: PLEASE TAKE NOTICE that Public Works requests Statement of Qualifications for Landscape and Grounds Maintenance Services (2014-PA039). The purpose of this solicitation is to establish a qualified list of contractors that can perform work when the County anticipates the need for landscape and grounds maintenance services. The Request for Statement of Qualifications (RFSQ) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at http://dpw.lacounty.gov/asd/contracts or may be requested from Mr. Eric Fong at (626) 458 4077 or erfong@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

> PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT http://dpw.lacounty.gov/asd/contracts.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFSQ document including, but not limited to:

- 1. Proposer must have a minimum of three years of experience providing landscape maintenance services. Subcontracting is not allowed to meet this requirement.
- 2. Proposer's on-site supervising employee(s) must have at least three years of experience supervising landscaping services. Subcontracting is not allowed to meet this requirement.
- 3. Proposer must submit a copy of a valid and active State Contractor's Class C-27 (Landscaping Contractor) license. Subcontracting is not allowed to meet this requirement.
- 4. Proposer and/or its subcontractor(s) employee must submit a copy of a valid and active arborist and/or horticulturist certification
- 5. Proposer and/or its subcontractor(s) must submit a copy of a valid and active State of California Department of Pesticide Regulation Pest Control Business license.
- 6. Proposer and/or its subcontractor(s) employee must submit a copy of a valid and active State of California Qualified Applicator license.

Once the need to utilize the contractor's services is identified, Public Works will send out a Bid Request to all qualified contractors with a specific work description, price sheets, and may include additional requirements for the bids to be considered responsive and responsible. Some of the requirements may include, but are not limited to, submission of a sealed bid prior to an established deadline, additional licenses/certificates, and/or additional experience and equipment requirements.

A Proposers' Conference will be held on Tuesday, December 16, 2014, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room B. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

This solicitation will remain open continuously at the discretion of the County. The RFSQ Proposers' Mandatory Conference may be offered annually or as needed depending on the needs of the County.

Please note that the Qualified Contractor List may be utilized by other County departments and/or special districts of the County for their solicitation needs.

Public Works intends to release an Information for Bids to qualified contractors in February 2015. This RFSQ process may take several weeks to process before a Qualified Contractor List is made. Therefore, it is imperative that Proposers return all Statement of Qualifications material no later than January 12, 2015.

ENCLOSURE B

Proposer's who miss this deadline may not submit proposals until July 1, 2015. Statement of Qualifications received after this date will be reviewed in the order they are submitted to Public Works based on the time indicated by the Public Works time stamp.

Contact Name: Eric Fong
Contact Phone#: (626) 458-4077

Contact Email: erfong@dpw.lacounty.gov Last Changed On: 12/4/2014 9:03:20 AM

Back to Last Window