County of Los Angeles
CHIEF EXECUTIVE OFFICE
713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 21, 2007

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

Dear Supervisors:

DEPARTMENT OF PUBLIC WORKS: LANDSCAPE MAINTENANCE – ANTELOPE VALLEY (SUPERVISORIAL DISTRICT 5) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the contract work continues to be exempt from the provisions of the California Environmental Quality Act.

2. Find that this service can be more economically performed by an independent contractor than by County employees.

3. Approve amending Contract No. 75477 for Landscape Maintenance – Antelope Valley services with Santiago Gonzalez, d.b.a. Alma Gardening Company to enable this contract to continue on a month-to-month basis for up to three months, starting September 16, 2007, while the Department of Public Works completes the solicitation process for a replacement contract.

4. Authorize the Department of Public Works to encumber an additional amount of up to $9,102 ($3,034 monthly) for this contract. Funds are available in Fiscal Year 2007-08 various funds budgets.

5. Delegate authority to the Director of Public Works or his designee to increase the contract amount up to an additional 25 percent of the contract amount for unforeseen, additional work within the scope of the contract, if required.

6. Authorize the Director of Public Works or his designee to execute the amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to continue Antelope Valley area landscape and median maintenance services on a month-to-month basis starting September 16, 2007, for up to three months while the Department of Public Works completes the solicitation process for a replacement contract. The preparation of solicitations began several months ago, but there have been recent changes to the solicitation, such as requiring a California Pest Control Business License, which led to the cancellation of the solicitation and will delay award of the future contract. When proposals have been received and evaluated, the Department of Public Works will recommend contract awards within the next three months for continued provision of these landscape and median maintenance services in this area.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we provide Organizational Effectiveness (Goal 3) and Fiscal Responsibility (Goal 4). This amendment will continue to utilize the contractor's expertise to effectively provide landscape maintenance services in a timely, effective, and responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund. The cost of the service is estimated to be $9,102 ($3,034 monthly), plus an additional 25 percent for unforeseen, additional work within the scope of the contract. Funds are available in Fiscal Year 2007-08 various funds budgets. When the need arises for services under this contract, we will finance the required service from the appropriate fund source. Total annual expenditures for this service, however, will not exceed the contract amount approved by your Board, and no services will be ordered without the funding authorization of the Department of Public Works' Financial Management Branch.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Prior to the Director of Public Works executing the amendment, which will be substantially similar to the attached form, the contractor will sign and County Counsel will review it as to form. This amendment will continue the contract's current terms, specifications, and conditions with the exception of complying to the updated Living Wage rates.

On September 7, 2004, Agenda 59, your Board awarded Contract No. 001515 with Alma Gardening Company to provide landscape maintenance services at various locations in the Antelope Valley and Castaic areas. Furthermore, on December 14, 2004, Agenda 70, your Board approved Supplement No. 1 for $1,692 to provide additional landscape maintenance services, which are within the contract's scope of work in Drainage Benefit Assessment Area No. 28, plus 15 percent contingency amount of $4,601 for additional, unforeseen landscape maintenance services within the scope of work. Additionally, on December 13, 2005, Agenda 37, your Board amended Contract No. 75477 (formerly 001515) to provide monthly landscape maintenance services at a newly landscaped area along the Pico Canyon Road median.

The contract was for an initial one-year period with two 1-year renewal options beginning September 16, 2004.

Since this is a Proposition A contract, the Department of Public Works has determined that the contractor complies with the requirements of the Living Wage Program (Los Angeles County Code Chapter 2.201) and agrees to pay its full-time employees providing County services the revised Living Wage of $11.84 without health benefits.

Using methodology approved by the Auditor-Controller, the Department of Public Works has calculated the cost-effectiveness of contracting for this service. Based on the cost calculations, the Department of Public Works has determined that this service can be more economically performed by an independent contractor then by County employees.

ENVIRONMENTAL DOCUMENTATION

This service is categorically exempt from the provisions of the California Environmental Quality Act (CEQA). This service is within a class of projects, which has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 (h) of the State CEQA Guidelines.

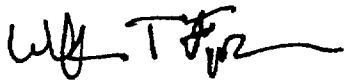
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the amendment will continue the current contract services.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DLW
GZ:dw

Attachments (3)

c: County Counsel
Office of Affirmative Action Compliance
Department of Public Works (Road Maintenance)

AMENDMENT 2 TO CONTRACT NO. 75477

LANDSCAPE MAINTENANCE – ANTELOPE VALLEY

THIS AMENDMENT, made and entered into this ____ day of _____, 2007, 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 SANTIAGO GONZALEZ, d.b.a. ALMA GARDENING COMPANY, a sole proprietorship (hereinafter referred to as CONTRACTOR).

WITNESSETH

WHEREAS, Contract No. 75477 (formerly Contract No. 001515) was entered into between the COUNTY and the CONTRACTOR, on September 16, 2004, to provide landscape maintenance services for a period of one year with two 1-year renewal options; and

WHEREAS, in accordance with Exhibit B, Service Contract General Requirements, Section 3.U.3, Changes and Amendments of Terms, Amendment 1 to Contract No. 75477 was entered into between the COUNTY and the CONTRACTOR on December 13, 2005; and

WHEREAS, since Contract No. 75477 was entered into, the COUNTY has adopted a revised Assignment by Contractor policy and a revised Contractor Responsibility and Debarment policy; and

WHEREAS, on February 6, 2007, the Board of Supervisors approved increases in the County Living Wage Program's hourly rates; and

WHEREAS, the Board directed that all current COUNTY contracts subject to the Living Wage Program be amended to reflect the new rates when the contracts were either renewed for an option-year or otherwise amended after June 15, 2007; and

WHEREAS, Contract No. 75477 is set to expire on September 15, 2007; and

WHEREAS, the parties desire to extend the contract beyond September 15, 2007, on a month-to-month basis for up to three months, at an aggregate amount not to exceed $9,102 ($3,034 monthly); and

WHEREAS, starting September 16, 2007, the COUNTY desires to have the CONTRACTOR pay its employees at least the newly approved Living Wage Program's hourly rates; and

WHEREAS, the CONTRACTOR is willing to pay its employees for providing service under this Contract the revised Living Wage Program's hourly rates; and

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WHEREAS, the CONTRACTOR is willing to continue to provide the service, under the Contract's existing terms and conditions except as modified in this AMENDMENT, during the period as extended under this AMENDMENT.

NOW, THEREFORE, in consideration of these facts and payment to be made by the COUNTY, the COUNTY and the CONTRACTOR agree that Contract No. 75477 between them shall be amended as follows:

FIRST: The Fourth paragraph of the Agreement is hereby amended and modified to extend the expiration of the term of the Contract on a month-to-month basis for a period of up to three months, beginning September 16, 2007, as follows:

- The CONTRACTOR shall provide continuous performance of this Contract from month to month, commencing on September 16, 2007, up to the maximum period of three months, through and including December 15, 2007, unless the COUNTY provides written notice of nonrenewal at least ten days before the last day of any month, in which case this Contract shall expire as of midnight on the last day of that month.

SECOND: This Contract's Exhibit B, Section 7, Compliance With County's Living Wage Program, is deleted in its entirety and is replaced by Attachment A to this AMENDMENT.

THIRD: The CONTRACTOR agrees to pay its employees for providing services under this Contract the Living Wage in accordance with Form LW-3, Contractor Living Wage Declaration (Attachment B).

FOURTH: This Contract's monthly amount for providing landscape maintenance services for Antelope Valley is increased from $2,981 to $3,034, or such greater sum as the Board may approve.

FIFTH: This Contract's Form LW-8, Cost Methodology, is revised as reflected in Attachment C.

SIXTH: This AMENDMENT will take effect on September 16, 2007.

SEVENTH: Exhibit B, Section 3.U.3, Changes and Amendments of Terms, of the current contract is hereby amended to include the following:

- For any revision which materially affects the scope of work, period of performance, payments, or any material term or condition included in this Contract, a negotiated modification to this Contract shall be executed by the Board and the Contractor or if delegated by the Board, the Director, and the Contractor.

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EIGHTH: Except as modified by this AMENDMENT thereto, all other terms, conditions, requirements, and specifications of this Contract and Amendment 1 thereto, shall remain in full force and effect.
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IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By_____
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Deputy

SANTIAGO GONZALEZ, d.b.a. ALMA GARDENING COMPANY

By _____
Its President

_____
Type or Print Name

By _____
Its Secretary

_____
Type or Print Name

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ATTACHMENT A

Exhibit B

SECTION 9

COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract:

   a. Not less than $11.84 per hour if, in addition to the per-hour wage, Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

   b. Not less than $9.64 per hour if, in addition to the per-hour wage, Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through County Department of Health Services Community Health Plan. If, at any time during this Contract, Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this Section, "Contractor" includes any subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any subcontractor to perform services for County under this Contract, the subcontractor shall be subject to the provisions of this Section.

The provisions of this Section shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time services to Contractor, some or all of which are provided to County under this Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3 If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.

4 If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for an exception to the Living Wage Program. In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for an exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.

5 For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between Contractor and County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the

Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

1. Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours, and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents

of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

   a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

   b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including, but not limited to, being late, inaccurate, incomplete, or uncertified, it

is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of $100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination: Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, terminate this Contract.

2. Remedies for Payment of Less Than the Required Living Wage: If Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment: If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination: Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, terminate this Contract.

d. Debarment: In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

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FORM LW-3

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

Contractor Living Wage Declaration

The contract to be awarded pursuant to this Request for Proposals (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to Public Works before the deadline to submit proposals.

If you are not exempt form the Program, please check the option that best describes your intention to comply with Program.

❒ 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 that **$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)

PLEASE PRINT COMPANY NAME:	
I declare under penalty of perjury under the laws of the State of California that the above information is true and correct:	
SIGNATURE:	DATE:
PLEASE PRINT NAME:	TITLE OR POSITION:

ATTACHMENT C
FORM LW-8

COST METHODOLOGY FOR CONTRACT: LANDSCAPE MAINTENANCE - ANTELOPE VALLEY

PROPOSER: ALMA GARDENING COMPANY

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS	HOURLY WAGE RATE	ANNUAL COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Gardener					8	8		16	768	$ 12.00	$ 9,216.00
Gardener					4			4	208	$ 11.84	$ 2,462.72
Gardener					3	3		6	312	$ 14.00	$ 4,368.00
											$
											$
											$
											$
											$
											$

Comments/Notes:		
	Total Annual Salaries	$ 16,046.72
	(1) Vacations, Sick Leave, Holiday	$ 1,600.50
	(2) Health Insurance **	N/A
	(3) Payroll Taxes & Workers' Compensation	$ 3,241.12
	(4) Welfare and Pension	N/A
	Total Annual Employee Benefits (1+2+3+4)	$ 4,841.62
	(5) Equipment Costs	$ 2,300.00
	(6) Service and Supply Costs	$ 2,720.00
	(7) General and Administrative Costs	$ 1,960.00
	(8) Profit	$ 8,537.20
	Total Annual Other Costs (5+6+7+8)	$ 15,517.20
	TOTAL ANNUAL PRICE	$ 36,405.54

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

** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

This cost methodology is to show, in detail, how the Proposer 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. Proposer'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, should total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices.
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 proposal.

Name of Proposer _____ Signature _____ Date _____